

Elizabethtown College  
Student Club and  
Organization Handbook  
2021-2022

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## Section 1: Registration

Club registration is an annual process. New and continuing clubs must register each year to be recognized by the College.

In order to initiate the club registration process, the group must have at least eight (8) members (four of the eight will serve in the capacity of president, vice-president, secretary and treasurer), a club advisor (full-time faculty or staff) who has verified advising intent, a current constitution submitted to Student Senate, and for established clubs, appropriate representation at monthly Student Senate Club Council meetings in the year immediately prior to registration. Clubs who do not meet these requirements will not be eligible for final approval from Student Senate and the Assistant Director of Housing & Residence Life and Student Activities.

The annual registration process is hosted on [jayweb.etown.edu](http://jayweb.etown.edu). Login using your normal username and password, and then click the 'Student' tab (top). On the left side of the web page there will be a heading titled 'Student Groups' and the form will pop up when selected.

The form asks for the first and last names of each officer and advisor, as well as the Etown email of each. Please be sure to spell the usernames correctly. When the form is filled out and processed by ITS, these usernames will be given access to the group email account (any additional usernames that will require access should be processed through a request to ITS by emailing [helpdesk@etown.edu](mailto:helpdesk@etown.edu)). All fields with a red asterisk must be completed. If the club constitution is the same as the prior year, you are permitted to provide a link to the Senate website where your constitution is posted. Otherwise, upload a copy of the new club constitution.

**Primary registration begins on August 21<sup>st</sup> and ends on October 1<sup>st</sup>.**

The Student Senate Student Groups Committee will send out reminders at the start of the registration period and in the weeks leading up to the closing date. If a continuing club does not register within this time, all privileges that are associated with the existing email account (25live, agency account, etc.) are discontinued.

**Secondary registration will begin on January 15<sup>th</sup> and end on February 15<sup>th</sup>.** This registration period is for the following groups of clubs and organizations:

- If your club or organization is new this semester and needs to be register.
- If your club or organization did not register during the original fall registration.

**In addition to club registration through Jayweb, each club advisor must verify advising intent prior to the registration deadline.**

A club advisor will be verified by the Assistant Director of Housing & Residence Life and Student Activities. This will be done via an email to the advisors. The Assistant Director of Housing & Residence Life and Student Activities will email the advisor asking them to verify that they are indeed the club advisor. The advisor will have five (5) business days to reply back confirming that they are going to be the club's advisor. If there is no response, the Assistant Director of Housing & Residence Life and Student Activities will reach out to the acting President of the club to talk about next steps, which will include either finding another advisor or the group being denied for that registration period.

The Student Senate reviews registration requests as received. If the proposed club activities are duplicative, pose student safety concerns, or conflict with the stated mission and values of the College, the application will be referred to the Assistant Director of Housing & Residence Life and Student Activities. Registration does not guarantee club or organization recognition.

Any club that continues or attempts to continue to use College resources but does not register will be routed to Student Rights and Responsibilities. If a club does not register for two academic years and does not respond to notifications from Student Senate or the Assistant Director of Housing & Residence Life and Student Activities the club will be considered INACTIVE and the funds from inactive accounts are transferred to underwrite the expenses of the College.

## Section 2: Club Council

Club Council convenes every month in Hoover 212. Email reminders are distributed by Student Senate. The Student Group Committee Chair, as well as the Student Groups Committee convenes these mandatory meetings. If the club is to remain in good standing with Student Senate, a representative must be present at each meeting, and attendance will be taken. Repeated absences could result in club recognition being revoked by Student Senate.

Guests often make presentations about different aspects of club leadership, event planning and college life. In the past, the Treasurer of Student Senate has spoken on budget requests; the Traditions chair has spoken on Homecoming, the Alumni Office has shared information on special events, etc. The purpose of the meetings is to assist the groups in planning and promoting events, as well as inform the groups of events they can participate in around the College. Suggestions are accepted at any point during the semester and can be emailed to [clubs@etown.edu](mailto:clubs@etown.edu).

## Section 3: Club Privileges and Expectations

### Section 3A: Privileges

- Use of College facilities in accordance with college policy;
- Sponsorship and promotion of campus activities, distribution of literature, flyers,

- posters, banners;
- Solicitation of funds through club fundraisers in accordance with College policy
    - (NOTE: Raffles and any off-campus fundraising or sponsorships must be approved in advance by the Dean of Students and the Business Office);
  - Use of College services/resources such as purchasing, printing, computers, etc.;
  - The Activities Fair is held the first Wednesday of classes.
    - Groups that would like to participate must send an email to [clubs@etown.edu](mailto:clubs@etown.edu) three days prior to the event to reserve a table. Last minute requests will not be accommodated.

### Section 3B: Expectations

- Adhere to the Student Handbook as well as the Student Senate Constitution and Bylaws
- Adhere to the Club Handbook and registration deadlines;
- Locker keys are distributed at the beginning of the academic year and must be signed out by an officer. At the end of each academic year, keys must be returned to the Assistant Director of Housing & Residence Life and Student Activities. If keys are not returned your club funds will be frozen by the Student Club Officer;
- Open club meetings, events and programs for all students, in accordance with the College Statement of Non-Discrimination:

“Elizabethtown College does not discriminate on the basis of gender, race, color, religion, age, disability, marital status, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, genetic information, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discrimination acts of any kind is strictly forbidden.”

- Clubs and their members should conduct themselves in a collegial and ethical manner in accordance with the Student Handbook and College values;
- Clubs will always have a minimum of \$50 in their club account.

### Section 4: Club Organization

Each club/organization leadership organizational charts should be outlined in the group’s Constitution. The hierarchy should be clearly described, with each officer’s role

defined. It is recommended that each officer keep a record of their duties for that year, ensuring when officers change at the end of the academic year no important information is lost. Secretaries should take minutes at each meeting, not a verbatim transcription, but major points and assignments of roles within the club should be noted so those members that are not present will be able to catch up.

**Required Roles:**

- President
- Vice President
- Secretary (Recorder)
- Treasurer

**Suggested Roles:**

- Club Rep (for Club Council)
- Event planner
- Marketing manager

Larger clubs, or those that plan multiple events at one time, might also consider the use of committees. They are an effective way to spread out work for an event or project while involving more club members, especially those who are interested in leadership positions in the future. Committees can also be disbanded when they are no longer necessary and are much less formal than traditional leadership positions.

Hierarchy within clubs should be simple, and most clubs do not need assistance in assigning leadership roles. If leaders become unable to fulfill their roles, club members should not hesitate to remove the leader and instate a new one for the sake of their club.

If leadership changes, contact Assistant Director of Housing & Residence Life and Student Activities, Carina Carpenter ([carpenterc@etown.edu](mailto:carpenterc@etown.edu)).

Effective leaders are necessary for club success, and their roles should be taken seriously. Club members are encouraged to consult with the club advisor on issues related to leadership development and annual planning.

## Section 5: Marketing

### Section 5A: Marketing Training

When it comes to marketing it can be hard to know where to start, what software to use, and what information is needed on the poster. To help with this, OSA will offer a Marketing Workshop for all students to learn how to best advertise your club to the Elizabethtown College community. This workshop will happen the 2<sup>nd</sup> week of October and can be requested by e-mailing Assistant Director of Housing & Residence Life and Student Activities.

### Section 5B: Approval

The Office of Student Activities (OSA) is very helpful with marketing and advertising. They are responsible for the window advertising in the BSC, as well as the banners and the student activities event calendar. **All advertising for a club event that is looking to be hung up in the BSC needs to be approved through OSA.** To get these ads approved please fill out this [google form](#). Ads need to be submitted at least two weeks *before* the program. If it is not submitted after that time requirement it will still be looked over for approval. However, there is no guarantee that it will be approved in time for the event. If you have questions about this, please e-mail [carpenterc@etown.edu](mailto:carpenterc@etown.edu)

Many of the sign-ups for advertising can be done through the HUB, located on the first floor of the BSC next to Mail Services. The HUB is open 11am-7pm Monday through Thursday, and 11am-4pm on Fridays. The student assistant in the Hub office will be able to answer questions about specifics, but generally for each service they provide there is a request form for all the necessary information (date and time of event, location, registration if applicable, club sponsoring event etc.). Railing banners stay up for a maximum of two weeks, the concourse banners stay for a maximum of one week, and window advertisements are limited to five days for an event. Banner spots typically fill quickly, as do the window art advertisements, so flexibility may be necessary. At least three business days' notice is required for any request, and OSA reserves the right to not fulfill your request on time or at all if this is not followed. For the calendar, please send all inquiries to [osaevents@etown.edu](mailto:osaevents@etown.edu) while keeping in mind that the calendar is posted bimonthly.

#### OSA Contact Information-

1. OSA: [carpenterc@etown.edu](mailto:carpenterc@etown.edu)
2. OSA Calendar: [osaevents@etown.edu](mailto:osaevents@etown.edu)
3. OSA Publicity: [osapublicity@etown.edu](mailto:osapublicity@etown.edu)
4. Website- <https://www.etown.edu/offices/community-living/office-student-activities/index.aspx>

Posters are a great and simple way to get the word out. Clubs are limited to seven posters in the BSC. Bring the posters to the HUB and the student will stamp them for the club to hang up. Each club's email account is linked to the printers on campus, so whoever has access to the club email can print from that account. Print Services is also a great resource for large print jobs. They are located behind Myer Hall, adjacent to the Susquehanna Room. Print Services can create color posters of varying sizes, as well as brochures and banners, and can laminate posters as well. Club accounts can be charged through the Business Office. There is a form on their website for all print requests, and the turnaround time is approximately three business days so be sure to give the office enough time to process your request.

#### Print Services Contact Information

- Print Services website: <http://www.etown.edu/offices/print-services/>
- Email: [copy@etown.edu](mailto:copy@etown.edu)

#### Where to hang posters:

- Ebenshade 3<sup>rd</sup> Floor: Jean Dietrich administrative Assistant OT Department: Closet doors, glass panels but please remove signs as soon as event is over.
- Steinman: Bulletin boards near exit doors.
- Musser: Michele Herndon Administrative Assistant Chemistry Department: Bulletin



- Board labeled “Announcements/Summer Research Programs”
- High Library: Sarah Penniman Director of Library: Bulletin board just inside library’s front entrance, can place pamphlets on reference desk. The flyers need to be approved by OSA before they are placed in the library.
- Thompson Gym: Cheri Way, Office Manager, Athletics: One community bulletin board, all flyers can be brought to athletic department office and they will post them.
- BSC: Office of Student Activities: Bring 7 copies of your flyer to OSA Hub and they will post them for you, NOT allowed to post any flyers yourself in the BSC.
- Hoover: Business Department: One community bulletin board at entrance of building.

If a club would like to hang flyers in the residence halls they will need to be approved by Housing & Residence Life. The best way to do that is the e-mail, Assistant Director of Housing & Residence Life and Student Activities, Carina Carpenter at [carpenterc@etown.edu](mailto:carpenterc@etown.edu).

Other advertising ideas include: chalk drawings on the pavement outside the BSC, tweeting from a club or personal account, Facebook updates/events from club accounts, email blasts to classes and of course, good old-fashioned word of mouth. Talk up your club’s events to friends and have them help you spread the word.

## Section 6: Outside Speakers/Club Event

### Section 6A: Speaker Approval

Speakers brought to campus by clubs need to be approved through the Office of Student Activities. To request to have an outside speaker you will need to send the following information to Carina Carpenter at [carpenterc@etown.edu](mailto:carpenterc@etown.edu) a minimum of two (2) weeks before the event and under no circumstances should any contracts/agreements be signed:

- Speaker’s name and qualifications (example Dr. Jane Doe, author on Subject related to club)
- Contact information of the speaker
- The date and time the speaker will be at the club event
- The purpose of having the speaker come to speak at this club event

Please note that a request does not mean approval. You will get an e-mail back within five (5) business days.

### Section 6B: COVID-19 and Outside Speakers

If, due to COVID-19 the College does not permit outside speakers to come in person, speakers may be conducted via Zoom. Only the OSA Zoom Pro Account may be used for approved speakers.

## Section 7: Business Office Processes and other Purchasing Requirements

### Section 7A: Business Office Processes

- **Accounts Payable Information**- Requests for payment and reimbursement are submitted to

the Business Office by completing a purchase requisition or a purchase order. Original receipts and/or documentation of prices from the vendor must be submitted with all payment and reimbursement requests. Required signatures must be present on the purchase requisition. See the approval limits below. The College does not reimburse for sales tax due to our tax-exempt status. Please see the Business Office to request a tax-exempt form if needed. Reimbursement requests for \$75.00 and under can be paid with cash or check. Reimbursement requests for over \$75.00 will be paid with a check. Cash for reimbursement requests is issued at the front desk in the Business Office located in Zug.

- **Online Forms-** These forms are available on the [forms and resources page](#) of the Business Office website.
  - Purchase Requisition- completed for cash advance and reimbursement requests
  - Purchase order- completed for requests that are \$5,000.00 and over or if needed by the vendor
  - Travel Voucher- completed to receive an advance or reimbursement of travel related expenses such as mileage and meals
  - Transfer Request Form- completed to transfer funds from one budget account to another

## Section 7B: Purchasing

**Purchase of clothing or other items with artwork-**If your purchase includes clothing, jewelry, mugs or other items that will have words or other artwork on them, the wording and/or artwork must be **approved by your club advisor, Assistant Director of Housing & Residence Life and OSA, and the Dean of Students.** Approval is indicated by your club advisor's signature on a printed image of the design. The form will then be given to both Assistant Director of Housing & Residence Life and OSA and the Dean of Students for approval. Please consult with the Office of Marketing and Communications and review the College's [Style Guide](#) to ensure proper representation of any college logo. Similarly, the Athletics Department (Casey McGarvey ) must sign off on any representation of the Turbo Blue Jay.

- **Approval Limits-**
  - Y **Under \$498-** Purchase requisitions and purchase orders up to \$498 must be approved and signed by the club advisor, and the club treasurer.
  - Y **\$499 or more-** Purchase requisitions and purchase orders of \$499 or more must be approved and signed by the Assistant Director of Housing & Residence Life and Student Activities, the club advisor, the club treasurer, and the Associate Dean of Students.
  - Y **\$5,000 or more -** Purchase requisitions and purchase orders of \$5,000 or more must be approved and signed by the Assistant Director of Housing & Residence Life and Student Activities, the club advisor, the club treasurer, Dean of Students, and Vice President for Finance and Strategy.
- **Credit Card Payments-**The use of the Business Office 's purchasing card (PCard) is highly encouraged. If a vendor accepts credit card payments please contact Kim Strickler, ext. 1214, to plan for the use of the Business Office's purchasing card. Sales tax WILL NOT be

reimbursed. Call Kim Strickler, ext. 1214 for the required information.

- **Processing Deadline-** All requisitions and purchase orders should be submitted to the Business Office by 10 a.m. Wednesday morning. Bills received after 10 a.m. Wednesday morning will be paid the following week. Checks are produced every Friday, except during holiday weeks.
- **Fast Checks-** These checks can be ready for mailing within three hours. Use of this type of check is to be reserved for emergencies only. Abuse of this system will result in your club not being able to use them. The approval process is the same as for regular checks.
- **How can our club pay another club or department?** Send a transfer request form to Jayma Reaggs indicating the account to charge and the account to credit.
- **How does Petty Cash work?** If an employee or student is due a reimbursement under \$75, petty cash can be given instead of a check. Advances for under \$75 are also given in cash. A signed requisition, along with an original receipt, must be presented to the Business Office to receive petty cash. If you requested an advance all change, and receipts must be presented to the Business Office after the purchase Section
- **Note: Films and videos may not be shown without a special license. Please consult with Carina Carpenter, Assistant Director of Housing & Residence Life and Student Activities.**

## 8: Club Budget

### Section 8A: Making a Budget Request with Student Senate

Before beginning a budget request, make sure the following are true for your club:

- You are a registered student group;
- You have at least eight members. Groups with under eight members are not eligible for funding from Student Senate
- You have attended the Treasurer's Seminar run by the Executive Treasurer in the fall semester. If this is not true, make sure to contact the Executive Treasurer to receive any information that was given out to student groups.

### Section 8B: Steps to Creating a Successful Budget Request

1. Go to [etownsenate.com](http://etownsenate.com). Under the "Student Groups" tab, select "Budget Requests."
2. Review the relevant Finance Committee Guidelines that have been made available for students to review on this webpage. This will provide clubs with any information they may need to know regarding the Budget Request Process.
3. Complete a budget request by filling in the online form on this webpage.
4. Send all supporting documentation to [senate@etown.edu](mailto:senate@etown.edu) as soon as possible once your request is complete.
5. If your purchase includes clothing or other items with artwork, slogans or other images, supporting documentation must include a copy of the artwork and your club advisor's and the Assistant Director of Housing & Residence Life and Student Activates signature showing approval of the artwork. The Dean of Students will also approve of the

images/artwork. Groups must adhere to copyright law. Consult with High Library at 717-361-1222 if you have a question about using a protected image.

### Section 8C: Steps Regarding the Decision on a Budget Request

1. A club's budget request is reviewed by the Student Senate Finance Committee. This Student Senate committee is comprised of seven Senators- six voting members and a non-voting chair, the Executive Treasurer of Student Senate. Deliberation will occur during a closed meeting and the decision regarding a club's budget request will be made.
2. This decision will be presented to Student Senate at the following meeting. If Student Senate feels the Finance Committee's decision was not sound, they will have the opportunity to overturn the decision (for both approvals and denials). The decision would be overturned if a motioned vote reaches a 2/3 majority.
3. Once the Student Senate meeting has ended, the Executive Treasurer will contact the club to let them know of the decision has been made.
4. If a decision to deny a club's budget request has been made, clubs have one additional opportunity to send a request for the same item(s). Therefore, this process can be done for a total of two times per request. The Executive Treasurer will send each club feedback as to why their request was not approved, so they are able to edit the request as needed.

### Section 8D: Things to Keep in Mind Regarding a Budget Request

- Try to provide accurate budget information. Rough estimates and rounding are not always acceptable when Finance Committee reviews a request.
- You cannot request more money than the total cost of your activity/event total cost. Additionally, if the cost for your request ends up being less than was allocated to your club, the updated, lesser amount will be the total funding that your club receives.
- It is imperative to submit supporting documents. While smaller costs (i.e. "pizza for \$50) are not material costs to document, most are. Receipts, online confirmations, and even screenshots of price quotes online are all acceptable forms of documentation. Remember that Finance Committee is looking to confirm the cost of each item requested, not that it is simply taking place.
- Event contracts, t-shirt designs, and other requests must be approved by the Dean of Students' office. While Finance Committee can fund these items, funds cannot be transferred into the club account until the item is approved. It's recommended to have these approved before submitting a budget request to keep the process flowing smoothly.
- Club sponsored trips must use [the trip approval process](#) on JayWeb. The form is found under online forms in the student tab. Please fill out the form **at least 4 weeks** prior to the trip to allow the Dean of Students' office ample time to consider the request. After the trip is approved your members can register for the trip.
- Club members are always welcome to attend a Finance Committee meeting to explain their request and answer any questions that the committee may have regarding their submitted form. This may be more helpful if a club is submitting a request for the second time.
- If there are any questions regarding budget requests, clubs are encouraged to email the Executive Treasurer at [senate@etown.edu](mailto:senate@etown.edu).

## Section 9: 25live/Event Planning Tips

When scheduling events for the upcoming academic year, all event requests are reviewed using the Tier Management System. Gold Tier event requests may be submitted starting the first business day of December through the first business day in February for the next academic year.

Gold Tier events are defined as meeting at least two of the following three requirements:

1. Event that is essential to the function/operation/mission of any department/unit/center;
2. Event that requires a large or specialized event space;
3. Event with a history of large attendance (250+).

Silver Tier event requests may be submitted starting the third week in February through the first business day in April for the next academic year. Silver Tier events are defined as meeting all of the following:

1. Events that are important to the function/operation/mission of any department/unit/center;
2. Event with a history of large or specialized space usage;
3. Event with a history of large attendance (100+).

If your event does not fall under the gold or silver tiers, OR your event is requested for the CURRENT academic year, your event request will be processed in the order in which it was received. All recognized student organizations may submit their request for recurring meetings on the first day of classes for the current semester.

Please note that all academic classes and academic events that meet a graduation requirement will take precedence over events on campus. If you have any questions on if a date or time is available, please e-mail Sam Crossley at [crossleys@etown.edu](mailto:crossleys@etown.edu)

When submitting requests, it is important to fill out the form correctly and completely. The description box should be used to describe the meeting or event on a public level, as it will be published for the public. The comment section should be used to include details for setup, catering, media services, etc. This information is *not* public and will only be shared with the appropriate service providers. However, even though the comment box is present, you still **MUST** contact the appropriate departments to confirm these details.

Any cancellations must be emailed or called into the Campus Event Scheduling Office at least *three business days* prior to the event. A snow date may not be scheduled for events. If a snowstorm occurs on the date of an event, the event will be cancelled and can be rescheduled. To cancel or reschedule you will need to e-mail Sam Crossley at [crossleys@etown.edu](mailto:crossleys@etown.edu) to reschedule or cancel. One rain date or rain location may be scheduled for outdoor events.

If you have any questions, please do not hesitate to email the Scheduling Office.

General Scheduling Assistance: [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu)

Login/Password Assistance: Sam Crossley, [Crossleys@etown.edu](mailto:Crossleys@etown.edu)

Assistance with Catering: Samantha Brant, [catering@etown.edu](mailto:catering@etown.edu)

Assistance with Media Services: KAV/Leffler- Barry Fritz, [fritz@etown.edu](mailto:fritz@etown.edu); All other spaces-  
[mediaservices@etown.edu](mailto:mediaservices@etown.edu)

## Section 9 A: 25Live Training:

During each semester the Office of Student Activities will be hosting a training on how to use 25Live for all student groups and organizations. This training will be at the start of each semester with the first training being in September and the second training happening after the first week of classes during the spring semester.

For this training we suggest that all student organizations and groups send at least one officer to take notes and be able to share the information with their group. OSA suggests that a student group or organization sends the officer that oversees all event scheduling.

**All student groups and organizations are required to be at least one of the 25Live trainings. If you are unable to send any officers to the training, please contact Carina Carpenter at [Carpenterc@etown.edu](mailto:Carpenterc@etown.edu).**

## Section 9 B: Schedule Event in 25Live

Before beginning the planning process for your event, you must make sure that any locations/services that you require for your event are scheduled through the campus scheduling system, 25Live. If you require training or need assistance accessing 25Live, please contact the Scheduling Office.

- Phone – (717) 361-3660
- Email – [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu)
- 25Live website - [schedule.etown.edu/25live/](http://schedule.etown.edu/25live/)

### **Section 9B.1: By properly scheduling your event, you will ensure the following:**

- Facilities will be notified to have the heating/air conditioning on for the event.
- The requested services (catering, event setups, technical support, etc.) will be notified of your event request. The service providers will review your request and approve or deny with the Scheduling Office based on availability.
- The requested location(s) will be reserved for your event only.

\*Note – Academic classes take priority over campus events. Your event will be relocated if the space you have chosen needs to be used for an academic class.

### **Section 9B.2: Tips for submitting a scheduling request in 25Live:**

- Proofread all required fields prior to submitting your request.
- Provide as much detail as possible in the Comments field to expedite the confirmation process.
- Provide accurate start/end times for your event. If you require additional setup/teardown

time before and after your event, make those notations in the Comments field. The Scheduling Office will add in the appropriate setup/teardown times.

- If you need to make changes to a required field, email the Scheduling Office with your event reference number (which can be found on the event confirmation sent to your club email account).
- Provide a contact name/email in the Comments field for easier communication with the Scheduling Office and service providers.
- Your club email account will receive a confirmation from the Scheduling Office indicating that your event has been confirmed. Until you receive the event confirmation from the Scheduling Office, the location & resources for your event are not confirmed. The Scheduling Office may require up to three business days to process and approve/deny your request.

### Section 9C: Marketing for your Event

See the [Marketing](#) section of the Club Handbook for tips on advertising an event.

### Section 9D: Contact Event Service Providers

As you finalize the details for your event, you will need to reach out to the service providers that you need assistance from to ensure that all proper arrangements are in order. Two weeks prior to the event is when final details should be sent to the required service providers. This allows for time to address any questions/concerns.

#### Section 9D.1: Catering

The catering department will be able to assist with any food & beverage needs for an event. Samantha Brant is the Catering Manager and oversees catering services and will be the main contact for any questions/concerns regarding food & beverage for the event.

- Phone – (717) 361-1158
- Email – [catering@etown.edu](mailto:catering@etown.edu)
- Catering website - <http://www.etown.edu/offices/dining/catering.aspx>
  - \*The catering website will provide links to catering policies, and menu options.
  - \*Note – Samantha will require the name of the contact person for the event, as well as an account number.

#### Section 9D.2: Event Setups

The event setup department will be able to assist with any furniture (tables, chairs, etc.) needs for an event. Beth Graham handles all event setups and will be the main contact person for any questions/concerns regarding room setups.

- Phone – (717) 361-1203

#### Section 9D.3 Media Services

The Media Services department will be able to assist with any technical needs for an event outside of the KAV or Musser Auditorium in Leffler Chapel.

- Phone – (717) 361-3333
- Email – [mediaservices@etown.edu](mailto:mediaservices@etown.edu)

### **Section 9D.4: Technical Operations**

The Technical Operations department will be able to assist with any technical needs in the KAV or Musser Auditorium in Leffler Chapel. Barry Fritz handles all Technical Operations requests and will be the main contact person for any questions/concerns regarding technical needs in the KAV or Musser Auditorium in Leffler Chapel.

- Phone – (717) 361-1374

Email – [fritzbl@etown.edu](mailto:fritzbl@etown.edu) Website - [www.etown.edu/offices/technical-operations/](http://www.etown.edu/offices/technical-operations/)

### **Section 9E (if necessary): Cancellation of an Event**

If your club decides to cancel an event for any reason, you must immediately do the following:

- Contact the Scheduling Office to cancel your reservation
- Email any service providers to ensure that they are aware of the cancellation and can make necessary staff changes

## **Section 10: Club Advisors**

Elizabethtown students express high levels of satisfaction with co-curricular experiences, especially engagement in student-directed clubs and organizations. Students value the opportunity to creatively and collaboratively organize programs and events and to experience various leadership roles while positively contributing to campus and community life. As an advisor, you have a unique opportunity to cultivate contexts for learning outside the classroom through an intentional balance of challenge and support.

An advisor is a consultant, not a hands-on manager of club or organizational activities. Students should set agendas, identify goals and priorities, develop budgets and work with other students to solve problems. The advisor should be a trusted consultant who provides feedback especially related to overall club effectiveness, leadership development, conflict resolution, the application of college policies and procedures, and risk management.

## **Section 11: Role of the Advisor**

### **Section 11A: Consultant**

- Guide students through goal setting, provide feedback on proposals, encourage critical thinking and creative problem solving
- Encourage effective organizational structures and promote training and record management
- Encourage learning and growth; help students connect to the college mission, values and learning goals through their club activities and events
- Encourage professionalism through all club communication

### **Section 11B: Partner**

- Support the group's activities when possible; encourage other faculty/staff involvement



when appropriate

- Attend club meetings and/or meet with club leaders on a regular basis
- Be accessible via email, but set appropriate boundaries for phone/texting and social media

### **Section 11C Knowledgeable Resource Person**

- Provide accurate information about and ensure compliance with college policies and procedures
  - Advisors should be familiar with the [Student Handbook](#), [Title IX](#), [Clery Act](#), [FERPA](#), [Alcohol and Drug Policy](#), [Hazing Policy](#), [Policy Regarding Minors on Campus](#), [Procurement Policy](#), [Copyright Policy](#), [Student Travel guidelines](#), [Travel Protocol](#) and the [Vehicle Use Policy](#). If you have any questions about a college policy, please contact the Vice President of Student Life.

### **Section 11D Budget Authority**

- **Under \$498**- Purchase requisitions and purchase orders up to \$498 must be approved and signed by the club advisor, and the club treasurer.
- **\$499 or more**- Purchase requisitions and purchase orders of \$499 or more must be approved and signed by the Assistant Director of Housing & Residence Life and Student Activities, the club advisor, the club treasurer and Vice President for Student Life.
- **\$5,000 or more** - Purchase requisitions and purchase orders of \$5,000 or more must be approved and signed by the Assistant Director of Housing & Residence Life and Student Activities, the club advisor, the club treasurer, Dean of Students, and Vice President for Finance and Strategy.

## **Section 12: Advisor Appointment**

**Any full-time faculty or staff member may advise a student group. If this is an issue please contact Carina Carpenter with your concern.**

A student group advisor should be appointed annually. Ideally, their role as a group advisor should be defined as part of their formal work at the College. Prior to making this commitment, please discuss the role of the advisor with club leaders and outline the expectations for the advisor. The Assistant Director of Housing & Residence Life and Student Activities will email each advisor to confirm their agreement to be an advisor.

**Advisors** - Please consult with your department chair, dean of the school, or supervisor before agreeing to advise a student group.

## **Section 13: Important Topics for Advisors**

### **Section 13A Budget Oversight and Special Contracts**

The group advisor is not the group treasurer; however, the advisor must ensure appropriate

use of college resources by carefully reviewing and approving all transactions in writing. Transactions up to \$50 may be approved with the club advisor's signature. Any transaction exceeding \$51 must be approved by the advisor, Assistant Director of Housing & Residence Life & OSA **in advance** of the purchase or transfer. The advisor should be familiar with the [College Procurement Policy](#).

**Students and advisors may not authorize contracts on behalf of the College.**

If the student group is planning a special event or trip that requires a contractual agreement with a third party, please submit the contract proposal **four weeks prior to the event** to the Dean of Students' Office for review. This process may take up to 10 days depending on the type of activity under review. Some activities require special consideration by the College's insurance underwriter. In some cases, a vendor or special contractor will be required to provide the College with a certificate of liability insurance naming Elizabethtown College as the additional insured party.

## Section 13B: Student Travel

Student groups often travel to off-campus events and programs. Individuals participating in off-campus travel must sign a [Student Activity Waiver](#) prior to departure. The waiver is incorporated into the JayWeb form students will complete as part of the trip registration process. The waivers are also available in PDF format on the Dean of Students' webpage. Note: Individuals under the age of 18 must have parental approval for off-campus travel. Students must uphold college policies while off-campus including the Alcohol and Drug Policy. Please refer to the [Student Handbook](#) for more detail.

In order for a trip to be approved by the Dean of Students, the advisor, trip leader or club member must complete the [Trip Request form](#) on JayWeb. The proposed trip will be reviewed by the Dean of Students Office for approval.

Students will log into Jay Web in order to register student group travel. For each trip, student travelers will complete a waiver that includes emergency contact information. This information will generate a roster that will be available to the trip leader and Campus Security. On the date of departure, the trip leader will contact Campus Security to communicate any last minute changes in the roster.

Please review the Travel Protocol on the Dean of Students' website for more details

## Section 14: Travel guidelines

- The travel form must be completed for all domestic STUDENT GROUP TRAVEL sponsored by a club, organization, program or department.

- Do not use the Jayweb form for INDIVIDUAL STUDENT TRAVEL such as community-based learning, service projects and fieldwork.
- Individual travel should be documented by obtaining a project-specific waiver at the start of each semester, which should be maintained by the program director until the end of the project period. Waivers are available on the Vice President of Student Life webpage.
- Car rentals, Bus/coach transportation and related contracts must be authorized in advance by the Dean of Students Office. The College is required to verify the safety rating of the transportation company and to request a certificate of insurance. Depending on the number of travelers and distance, the cost comparison of vans versus a bus/coach should be considered. Executive Coach is our preferred vendor for coach bus trips.
  - Advisors or other qualified employees should be the primary drivers and approved student drivers should be the back-up drivers when the group is traveling a significant distance (more than 100 miles). The length of the trip should be considered to maintain driver alertness and group safety. Please consult with the Dean of Students when deciding for one-way travel exceeding 100 miles.
- Air travel for participation in an approved conference must be authorized by the advisor and Dean of Students. If more than three (3) students are planning to travel by air to a conference or service site, the advisor should consult with the Dean of Students to seek guidance for group reservations and special safety considerations for overnight travel and accommodations.
- Students are required to fill out the Use of [Personal Vehicle Forms](#) if driving other students in their personal vehicle. The Advisor will keep these forms in their office until after the event has concluded and everyone has returned safely.
  - Students and advisors need to seek approval from the owner of the vehicle. Liability coverage/automobile insurance is for College owned, leased, rented and hired vehicles only.
- If the group travel requires overnight lodging, the advisor should review and approve the lodging location. Advisors **should always** have separate, secure sleeping accommodations. Advisors are encouraged to discuss any questions about overnight lodging with the Dean of Students. For every 12 students there needs to be one trip leader or advisor present.
- Any international club travel must be coordinated six (6) months in advance with the Study Abroad and International Students Advisor, and the Dean of Students.

## **Standard Operating Procedures for Prohibited Conduct Allegations against Student Club or Organizations**

Effective date: August 15, 2021

# Group Accountability

## Introduction

The following procedures implement the [Student Conduct Code](#) (Code) as it relates to allegations of Prohibited Conduct when the Respondent is a Student Club or Organization. These procedures do not apply to allegations of Discriminatory Misconduct, which fall under Title IX. Allegations of conduct which could constitute a violation of both Discriminatory Misconduct *and* General and/or Substance Use Misconduct will be administered consistent with the [Standard Operating Procedures for Discriminatory Misconduct Allegations](#).

These procedures incorporate by reference the definitions of the [Student Conduct Code](#). In particular, “Student Organization” means any Student Club or Organization reported to have violated the Student Conduct Code. “Associate Dean” refers to the Associate Dean of Students, or their designee. “Organization Representative” means the identified student leader (normally the president on file with OSA) who is responsible for representing the Student Organization during the process.

## Preliminary Considerations

### *Access Accommodations*

Elizabethtown College is committed to ensuring an inclusive, accessible, and equitable process for all participants. Students who have a disability and believe they require a reasonable accommodation in order to participate in any part of the resolution process should contact the Student Disability Services. Requests should be made as soon as possible to ensure the College has sufficient time to review and process the accommodation request. Any accommodations deemed necessary and approved by Student Disability Services will be incorporated into the resolution process as possible.

### *Interim Action and No Contact Directives*

**Interim Action:** The Associate Dean may impose an interim action(s) as necessary to address a substantial and immediate threat of harm to person or property, consistent with the procedures outlined in Section VII of the Code. Interim action may include, but is not limited to, an interim group suspension or restrictions on organizational activities pending the consideration of a case through the procedures in this document.

**No Contact Directive:** A no contact directive, between two or more students, may be issued by the Associate Dean by request or when the Associate Dean determines the directive is necessary. Failure to comply with a no contact directive may result in further conduct proceedings and/or interim action.

## Privacy

Elizabethtown College recognizes that students are often concerned about the privacy of information relating to disciplinary processes. Education records are protected by the Family Educational Rights and Privacy Act (FERPA). As such, information about the allegations and process directly related to any identifiable student is only shared with those who have a “need to know” the information in order to assist with the University’s management or resolution of the incident.

### **Concurrent Processes**

In some incidents, conduct may constitute a violation of both criminal law and the Code. Individuals may file a criminal complaint, a student conduct report, both, or neither. Incidents addressed through the College's conduct system are separate from the criminal justice system and/or civil protective order

processes. The Associate Dean is not in the position to give any legal advice about any implications arising from a Student Organization's, or Organization Representative's, participation in the conduct process.

### **Support Persons**

The Student Organization may seek the assistance of one Support Person to provide support, advice, or guidance throughout the process. To designate a support person, the Organization Representative must submit a [Consent to Disclose Student Conduct Records Form](#). Witnesses, Persons Reporting, and other Respondents involved cannot be designated as a Support Person in that case. The opportunity to have a Support Person present during a meeting does not allow for an unreasonable delay. The Associate Dean will determine what constitutes an unreasonable delay.

Support Persons may attend meetings, be copied on formal case communications, and ask the Associate Dean reasonable clarifying questions regarding the process. A Support Person is not permitted to act or speak on behalf of the Student Organization or Organization Representative, serve as a witness in the same matter, or disrupt any meetings. The Associate Dean may require a Support Person to leave a meeting, including the Administrative Conference, if the Support Person engages in unreasonable, disruptive, harassing, or retaliatory behavior.

## **Initiating Student Conduct Allegations**

### **Review of Initial Report**

When a report covered by these procedures is received, the Associate Dean will consider the following:

- Whether the report contains information that, if proven, would violate the Code;
- Whether the College has jurisdiction over the underlying allegations; and
- Whether the report requires further response based on the totality of the information obtained.

When the Associate Dean decides further response is necessary, the Associate Dean will assess whether an informal resolution, formal student conduct action, or other process is appropriate.

Informal Resolution: This resolution method may include, but is not limited to, discussion, mentoring and coaching, conflict mediation, and non-disciplinary intervention.

Any resolution will be subject to applicable record retention requirements.

### **Notice of Allegations**

If the Associate Dean decides to initiate formal student conduct action, the Associate Dean will issue a written Notice of Allegations to the Student Organization. The Notice will be emailed to the Organization Representative. This Notice will include the following:

- A brief description of the alleged misconduct;
- The alleged violations of the Code;
- The name and contact information for the assigned case manager;
- Whether the Student Organization may be subject to group suspension;
- A direct link to the Student Conduct Code and these procedures; and
- The date, time, and location (or access information) for the informational meeting.

Throughout the process, all communications from the Associate Dean and/or case manager are delivered via email to the Organization Representative and are considered received when sent. Nothing in these procedures prevents the Associate Dean from dismissing an allegation(s) if they determine the allegation(s) are baseless or otherwise unsupported by the available information, or that the underlying issue is better resolved in a different manner. The Associate Dean may dismiss the allegation(s) at any stage before an Administrative Conference. In such instances, the Associate Dean will provide the Organization Representative written notice of the dismissal.

### **Informational Meeting**

The informational meeting will generally be scheduled on the third business day following the Notice. At this meeting, the Organization Representative and the case manager will review the report and relevant information, explain the student conduct process, and review possible options for resolving the conduct matter. The Student Organization does not need to respond to the allegation(s) in this meeting. After the date scheduled for the informational meeting, the case manager will determine whether the case requires an administrative conference. The Student Organization is encouraged to invite a Support Person to attend this meeting.

### **Resolution by Agreement**

If the case manager agrees it is appropriate, the Student Organization may voluntarily agree to resolve the conduct matter by acknowledging the violation(s) occurred, accepting an appropriate action plan, and waiving the administrative conference. In this instance, an agreement will be drafted by the case manager and may be accepted by the Organization Representative within three business days of the agreement offer. If the Organization Representative does not accept the agreement, the case will move forward to an administrative conference. There will be no inference against a Student Organization for not accepting an agreement.

Generally, cases in which the case manager will consider group suspension will require an administrative conference. Cases resolved in this manner will not be eligible for appeal.

## **Administrative Conference Process**

### **Scheduling the Administrative Conference**

The Organization Representative will be notified of the date, time, and location (or access information) for the administrative conference at the conclusion of the informational meeting. In instances where the Organization Representative does not attend the informational meeting, the case manager will provide written notice no later than five business days before the administrative conference with the date, time, and location (or access information) for the administrative conference.

### **Preparing for the Administrative Conference**

In preparation for the conference, the Student Organization can expect the following:

**Sufficient Time:** If the Student Organization needs additional time to prepare, the case manager may grant reasonable requests to reschedule the administrative conference.

**Document Review:** The Organization Representative may schedule a time to review all documentation in the Associate Dean's possession which may be relied upon in decision making, subject to limitations from policies, regulations, and state and federal law. This includes the initial report and relevant information gathered by the case manager since the informational meeting.

Propose Witness: The Student Organization may provide the case manager the names and contact information for proposed witness(es), a brief summary of the information they expect the witness(es) to provide, and any questions they would like posed to the witness(es). With respect to witnesses:

- Witnesses determined to be irrelevant or repetitive will not be contacted by the case manager.
- Proposed witnesses who intend to provide opinion(s) solely about character will be considered irrelevant.
- Witnesses may be interviewed before the administrative conference.
- Witnesses are not permitted to observe the administrative conference.
- The case manager cannot compel a witness to answer any questions.

## The Administrative Conference

The administrative conference is an administrative proceeding not comparable to a criminal or civil trial. Rather, it is a meeting with the case manager to discuss the matter and provide a formal response to the allegation(s). The opportunity to attend a meeting, including the administrative conference, is satisfied by the opportunity to appear virtually.

Following the administrative conference, the case manager may conduct additional investigation as they deem appropriate. If new information is gathered, the Student Organization will be given an opportunity to respond to that new information before the case manager's decision.

Participation: The administrative conference is not open to the public. The individuals who may attend are the Organization Representative, the support person of the Student Organization, the case manager, and other individuals the case manager deems necessary, such as for logistic support or an inter/national organization representative. If the Organization Representative receives notice of the administrative conference and does not appear for the conference, the conference will proceed without the Organization Representative. A support person may not appear on behalf of the Student Organization.

If an Organization Representative chooses to remain silent during the conduct process, the case manager will not draw an adverse inference from that silence. If an Organization Representative chooses to answer some questions but not others or chooses to participate in some portions of the process but not others, the case manager may consider how that affects the credibility or weight of the information that Organization Representative chooses to provide.

Recording: Whether the administrative conference will be recorded by the case manager is determined by the Case Manager. No other person is allowed to audio or video record any part of the administrative conference.

### **Decision and Action Plan**

After the meeting, the case manager will determine, based on a preponderance of the evidence, whether the Student Organization violated the Code. A preponderance of the evidence means the evidence shows that it is more likely than not that the alleged conduct occurred. Additionally, the case manager may consider whether:

- The violation arises out of a group-sponsored, organized, financed, or endorsed activity or event;
- The organization provides the impetus for the violation;
- The violation occurs on the premises owned or operated by the group;



- A group leader has knowledge of the violation being likely to occur before it occurs and fails to take corrective action; or
- A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.

Action Plan: When a violation has been found, the case manager will determine an appropriate action plan. The action plan consists of outcomes and administrative sanctions intended to promote personal reflection and growth, repair any harm caused, and help the student realign with institutional values. A respondent's past conduct record may be considered when assigning an action plan. Failure to comply with the action plan will result in a registration hold on the respondent's student account and may result in additional conduct action.

Decision Letter: The case manager will issue a written decision letter to the Organization Representative generally within 15 business days of the administrative conference, although delays may occur if additional investigation is deemed appropriate. This letter will include:

- Whether the Student Organization has been found in violation;
- The action plan as determined by the case manager, if applicable; and
- Information about the appeals process.

## Appeal Process

### Submitting an Appeal

An administrative conference decision may be appealed by the Organization Representative. In order to be considered, a completed appeal form must be submitted within 7 business days of the decision letter. On the form, the Appealing Party will be required to identify at least one (1) basis for appeal. They will also be asked to provide any supporting information and/or documentation. The designated College Appellate Body for Student Organization cases is the Dean of Students (DOS), or their designee.

The Appealing Party should review the form first, then gather their materials and write draft response to the form's questions. Preparing this material in advance is important because you cannot save this form "in progress" and come back to it later. Submitting an incomplete form will delay the process outlined below and may ultimately result in the denial of an appeal.

### Basis for Appeal

An appeal will only be accepted for one or more of the following bases:

- To determine whether there was any procedural irregularity that affected the outcome of the matter;
- To determine whether the action plan imposed was appropriate for the violation(s);
- To determine whether the finding is not supported by the preponderance of the evidence; and/or
- To consider new information that could alter a decision, only if such information could not have been known to the appealing party at the time of the administrative conference.

Additionally, the following applies to review of an appeal under these procedures:

- Cases which are resolved prior to an administrative conference may not be appealed.
- Failing to retrieve official College email communications does not constitute a deviation from procedure and cannot be the basis for an appeal.

- An appeal cannot be submitted solely because the Student Organization is dissatisfied with the decision.
- If the Organization Representative did not attend the scheduled administrative conference, any information that could have been known to the Student Organization at the time of the scheduled administrative conference will not be considered new information.

### **Scope of Appeal**

Except for new information, an appeal is limited to the case file. The Appeal Review is not a new administrative conference. The DOS will only review the decision made by the case manager to determine whether the decision was made based on sufficient evidence, whether there were procedural errors, whether the Action Plan is appropriate, or whether new information should be considered by the Associate Dean. As such, the Organization Representative does not have an opportunity to meet with the DOS.

### **Appeal Response**

Within a reasonable amount of time, the Organization Representative will receive a response to their submitted appeal from the DOS. That response will indicate the estimated timeline for the Appeal Review and request any additional information the DOS deems necessary to make a decision. Generally, the Appeal Review will be completed by the DOS within 10 business days from the response.

### **Appeal Review and Decision**

During the Appeal Review, the DOS will consider each identified basis of appeal. If the DOS determines that the Student Organization has not met the basis for appeal, the DOS will deny the appeal. If the DOS decides the Student Organization has met the basis for appeal, the DOS will grant the appeal.

When an appeal is granted, the DOS will decide to modify the action or send the matter back to the Associate Dean with a recommendation for additional fact finding, other resolution, or dismissal of the case. If the appeal was granted on the basis of “new information,” the only action the DOS may take is to send it back to the Associate Dean with a recommendation for additional fact finding, other resolution, or dismissal of the case.

Following their review, the DOS will send an Appeal Decision Letter to the Organization Representative which outlines their decision and any next steps.

## **Exceptions to Procedures**

The Organization Representative may submit a petition to the Associate Dean to request exceptions to these procedures for good cause. To be considered, petitions must provide a brief written statement regarding the reason for the exception and must provide the Associate Dean a reasonable amount of time to consider the request. The Associate Dean has the discretion to grant or deny petitions.

For good cause, the Associate Dean may also make an exception to these procedures without a petition. If an exception is made by the Associate Dean, the Organization Representative will receive written notice within a reasonable time.