

# Clubs & Organizations

## Adviser Guidebook

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## Introduction

Dear Student Club/Organization Advisor,

Congratulations on becoming an advisor to a Queens University of Charlotte student club or organization! Whether you are experienced or new to the position, you are about to face a rewarding and exciting year, and the Student Engagement staff is looking forward to assisting you throughout the process! Co-curricular programming plays an integral role in higher education. Students who are more involved and engaged on campus are shown to be more successful, and matriculate to graduation, at a higher percentage than those students not involved in co-curricular clubs and organizations. Through membership in a campus organization, students learn leadership, organization, time management, social and personal skills, and so much more!

Each student club or organization at Queens University of Charlotte is required to have an advisor assist with the group. We have created this Advisor's Guidebook to provide you with information about the available resources for you and your club or organization. We also encourage you to become familiar with our Policies and Regulations for Registered Student Organizations (RSO's), which is available online at [my.queens.edu](http://my.queens.edu), under Student Activities → Club & Org Docs → Policies. Both of these resources provide you with a great deal of important information regarding student organizations.

The services we provide are continually changing and improving. If you have any questions, comments, or concerns regarding any information found within the guidebook or online please do not hesitate to let me know!

Thank you for your commitment and dedication to enhancing student engagement on campus! You are truly valued by both the students you work with and the Student Engagement team!



Joshua M. Cauble

Assistant Director for Student Engagement  
Department of Student Engagement

## The Role of the Advisor

### The Do's and Don'ts of being an Advisor

#### Do:

- Know the group's, and your own, limits.
- Be visible to group members.
- Be consistent in your actions.
- Have a sense of humor and be fun.
- Trust yourself and the group.
- Inform the group of policies and regulations.
- Teach leadership to your students.

#### Don't:

- Control the group.
- Close off communication.
- Take ownership of the group.
- Be afraid to try new things.
- Be afraid to let the group fail.
- Know it all.
- Be the leader.

### The rewards of being a student club or organization advisor:

- Watching individuals and the group develop to their fullest.
- Interactions with students outside of the classroom.
- Creating and cultivating special mentoring relationships with students.
- Satisfaction from sharing expertise, knowledge, and experience with students.
- Participation in an organization whose purpose you espouse.

### What the club or organization can expect from their advisor:

- Attendance at programs or events whenever possible.
- Continuity from year to year.
- Act as a sounding board for ideas.
- Provide a variety of perspectives.
- Possess and share knowledge of policies that might affect the organization.
- Help facilitate the actualization of group goals.
- Connect the organization to campus resources.
- Assist in troubleshooting problems that arise.
- Act as a role model.

### What the advisor can expect from the members and officers:

- Keep the advisor up-to-date regarding group meetings, programs, events, issues, and agendas.
- Meet regularly with the advisor to discuss successes, issues, and goals.

### What Queens expects from the advisor:

- Act as a liaison between the group and the Student Engagement staff.
- Engage fully in the organization without taking control of the group.
- Do all that is possible to ensure the organization will take reasonable precautions in its activities so that Queens and NC laws will not be violated.

### What the advisor can expect from Queens:

- Club and Organization Fair - held yearly as an opportunity for student organizations to reach out to potential members.
- Support! Please feel free to contact any member of the Student Engagement team if you have any questions, comments, or concerns!

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## Tips to Increase Productivity

- Know what the students expect of you as an advisor.
- Let the group and individual members know what you expect of them.
- Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
- Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, and then increase responsibility.
- Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things need to be accomplished to meet the goals.
- Assist each member in meeting his or her needs while helping the group achieve its goals. Understand why people become involved. Learn strengths and emphasize on them. Help each person grow and learn through their involvement by providing opportunities.
- Know and understand the students with whom you are working. Different groups require different approaches.
- Assist the group in determining the needs of the people the group is serving.
- Express a sincere interest in each member. Encourage everyone to be responsible.
- Assist the members in understanding the group's dynamics and human interaction. Recognize that at times the process is more important than the content.
- Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
- Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of the members.
- Use a reward and recognition system for work well done.
- Develop a style that balances active and passive group membership.
- Be aware of the various roles you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
- Do not allow yourself to be placed in the position of the chairperson.
- Be aware of the institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
- Provide continuity for the group from semester to semester.
- Challenge the group to grow and develop. Encourage independent thinking and decision-making.
- Be creative and innovative. Keep a sense of humor!

## Other Topics

### Officer Transition

As an advisor, you will provide continuity for the student organization from year to year. Expectations during officer transition periods will vary depending on your organization. Your duties might include meeting with the new officers, retaining records during transition periods, or facilitating meetings or discussions between incoming and outgoing officers. No matter what your role, keep in mind election and officer transition periods can be a difficult time for many organizations.

### Goal Setting

Encouraging your student organization to set achievable goals is one important way you can help improve the productivity of the group. Creating short- and long-term goals ensures that the organization's actions sync with the mission.

### Teambuilding

Developing a strong sense of team is important for student organizations. Through teamwork activities, students get to know each other and learn to trust each other. There are many great teambuilding activity resources to be found in books or on the internet, or ask a Student Activities staff member for recommendations!

### Delegation

Some student leaders might have a tendency to try to do everything themselves. Although this is obviously harmful to the student leader, this tactic also has a negative effect on the organization as a whole. When leaders delegate, it creates more opportunities for other students in the organization. This leads to higher morale, more dedication to the organization, and also develops future leaders.

### Recognition

Although recognition should come from within a group and not directly from the advisor, it can be a useful tool for motivating student organizations. Some great ways to recognize student leaders include praise in front of others, making an award certificate, selecting a "Member of the Month", or nomination for an award. While it's easy to recognize the "stars" of your organization, don't forget about the quieter, yet equally as deserving, members. Another great way for advisors to recognize students is by offering to serve as a reference or writing a recommendation letter for outstanding members of the organization.

## Advising Styles

Successful advisors will match their style with the level of the students in the organization.

### Developmental Stage

- **Infancy:** students exhibit a low level of commitment, a lack of knowledge, and limited responsibility for their actions.
- **Adolescence:** students increase their programming skills, their interest, commitment, and sense of responsibility to the organization.
- **Young Adulthood:** students become competent, and continue to increase in the areas of commitment and taking responsibility.
- **Maturity:** students now show a high degree of competency in many areas, and demonstrate a commitment to the group that extends into taking responsibility for their own actions as well as the group's actions.

### Advising Style

- **Director:** has a high concern for the end result but is not very concerned about the process. This matches with students in the Infancy stage.
- **Teacher/Director:** exhibits a high concern for both product and process. Correlates with students in Adolescence stage.
- **Advisor/Teacher:** concern for product low because students handle this when in the young adulthood stage; high concern for process. Correlates with students in Young Adulthood stage.
- **Consultant:** product concern and process concern both low because students assume responsibility in both areas. Students at this point are in the Maturity stage.

## Skills for Advisors to Teach

### Skills for Accomplishing Task

- **Problem Solving:** the ability to solve problems creatively. The process includes these components: identify the real problem, assess all components of the problem, weigh what is relevant, pursue alternatives, and identify a solution. Example: developing a policy.
- **Planning and Organization:** the ability to set goals and coordinate a variety of human and material resources to accomplish these goals. Example: producing a specific event.
- **Delegating:** the ability to identify or develop a task, and then share the responsibility, authority, resources, and information needed to accomplish it. Example: committee leader assigning a member a task.
- **Decision-making:** the ability to evaluate existing information and to be willing and confident enough to make a choice of what should be done. Example: choosing a speaker for a lecture.
- **Financial Management:** the ability to plan, develop, and implement a budget, including cost and expense estimates, budget implementation, and budget evaluation. Example: implementing a budget for each event.

### Skills for Improving Relationships

- **Persuasion:** the ability to identify our own opinions and use logic and communication to change the opinions of others. Example: choosing between two programs.
- **Relationship-building:** the process of creating, developing, and maintaining connections between groups or individuals. Example: scheduling frequent casual meetings with organization members.
- **Adaptability:** the ability to cope with a variety of situations and kinds of people. Example: working with people with different cultural backgrounds or values.

### Skills for Self-Improvement

- **Stress Tolerance:** the ability to cope with taxing situations, while getting the job done and having a satisfying life. Example: performing leadership responsibilities while anxious about a personal relationship.
- **Initiative:** the ability to take responsibility for originating new projects, ability to think and act without being urged, the ability to develop new ideas or methods. Example: initiating a recruitment campaign for new members.
- **Risk-taking:** the willingness to try something new or make a decision without the assurance of success or improvement. Example: planning a program that has not been attempted before.

## Troubleshooting Common Problems

### Low Attendance

Make sure all members are kept informed of meeting time and location. Even if the meeting time is the same each week or month, students may need a reminder before each gathering. Students might be less likely to attend an organization meeting if they don't feel needed or involved. Make sure all members are being utilized – gather opinions and ideas from non-officers and use committees and special interest groups to keep everyone involved.

### Low Morale

Organizations that suffer from a lack of morale often have members who haven't "bought in" to the organization's purpose and activities. By encouraging members who don't have official leadership roles to become involved, members "buy in". Encourage officers to create committees and special interest groups that members can become involved in.

### Domination of Group and/or Meeting

Some groups may be dominated by one or several vocal individuals, leaving quieter students feeling left out and unappreciated. Discuss this issue with the president and encourage them to call on individuals who might be shy or less likely to speak up.

### Delegation

Officers might try to do all the work themselves. Delegation is important as it allows for more participation and divides up the workload. Encourage the officers to delegate appropriately.

### Crisis Situations

In the event of an emergency, please contact campus police at 704-337-2911. Also contact the Department of Student Engagement to make staff aware of the incident.

## Regulations Governing Student Organizations

### Recognition

Any group of students may apply for recognition as a student organization by submitting the following to Joshua Cauble or the Department of Student Engagement:

- A copy of the organization's constitution and by-laws.
- A list of the members (minimum of 10 students) and the names of the intended officers, including the faculty or staff advisor of the organization.
- A current advisor agreement form.
- A registration form (available on my.queens.edu).

### Privileges

All registered and recognized student organizations that are not under a disciplinary prohibition enjoy certain rights and privileges. These include the following:

- Use of the University's name in association with the name of the organization.
- Use of University facilities in accordance with established policies.
- Solicitation of membership on campus under the organization's name in accordance with established policies.
- Solicitation of funds on campus under the organization's name, subject to the approval of the organization's advisor and the Department of Student Engagement.
- Listing of the organization in official publications.
- Use of University bulletin boards.
- Ability to petition the Student Government Association for an allocation of funds to be used for activities.
- Use of mail services on campus.
- The right to promote the goals, purposes, identity, programs and activities of the organization on and off campus (active promotion includes the wearing of clothing or accessories with the name, symbols or logo of the organization, distribution of written publicity or display of signs advertising an event).

### Responsibilities

It should be understood that each recognized organization is subject to the rules and regulations of Queens University of Charlotte and to the review and decisions of the University. An organization found in violation of any of the provisions of its constitution, by-laws or any regulations/policies of the University may be disciplined and/or subject to revocation of its recognition. An administrative hearing may revoke recognition of any organization. Such revocation may result in the loss of all rights and privileges.

### **Among the responsibilities an organization accepts upon recognition are:**

- Annual registration with the Department of Student Engagement, and immediate notification to that office of any change in officers within two weeks of the start of classes.
- Abstention from any discriminatory practices in membership selection and organizational programming.
- Adherence to the procedures and regulations affecting student organizations specified in this handbook.
- Registration with the Office of Student Activities of all events held on campus.
- Education of all members of the organization of the individual responsibility to represent well the organization and University through appropriate activities and behavior.
- Take organizational action against an individual member when that individual fails to adhere to the standards of the organization or the University. The organization may be held responsible for an individual's behavior when that member's actions are demonstrably related to the organization's life and draw attention to the organization.
- Provisions for adequate security when appropriate for a campus event.
- Promotion of the goals and purposes of the University.
- One representative from each club or organization must be present for Inter-Club Council (ICC) meetings, held on a monthly basis. After two absences the club/org will be put on a probationary period where they will not be allowed to reserve space or hold events.

### **Funding**

Registered student organizations can appear before the Student Government Association to request funding.

### **Contracts**

Contracts may only be signed by a University Vice President; club/organization contracts are typically signed by Provost Lynn Morton. Contracts must be presented to Student Engagement at least two weeks before their due date to be reviewed and sent to the Provost's office to be signed.

## Risk Management

Risk management is the reductions of risky behavior that can cause someone harm - physical, psychological, emotional, or otherwise. All student organizations' activities carry some risk; there is no such thing as a risk-free event. For this reason, organizations and their advisors must learn to identify and reduce risky behavior. In general, faculty advisors are not liable for an organization's actions unless the advisor had prior knowledge of the group becoming involved in an illegal or dangerous activity, and/or condoned or participated in such activity.

### Before your organization sponsors or attends an event, ask yourself:

- 1) Can someone get harmed in any way as a result of attending or participating in this event?
- 2) What level of harm could be caused?
- 3) What is the likelihood that serious harm could occur as a result of this activity/event?
- 4) Is alcohol going to be present at this event? (If so, it is by definition a high-risk event requiring campus police presence).

Generally, you are expected to act as a "reasonably prudent person" (a fictitious individual with your attributes in a similar situation). A major concern of many advisors is their personal risk in the case of an accident or injury to a student during a student event. These cases are most commonly based on allegations of negligence. Negligence requires that a duty of care be breached, either by an act of omission or commission.

The following sections highlight some of the more frequent liability concerns. However, it is not intended to be a complete review of all liability issues you may be faced with.

### Alcohol

All events involving alcohol require the approval of the Dean of Students and/or the Assistant Dean of Student Engagement, as well as Campus Police presence throughout the event. Advisors should be aware of the potential for liability in serving alcohol to students and guests, even those who are of legal drinking age. Organizations may also be held liable for furnishing alcohol to a minor, being responsible for a minor consuming alcohol in a public place, and serving alcohol to an individual, regardless of age, who is already intoxicated. The state of North Carolina maintains "social host liability" laws under which anyone who serves alcohol to someone already under the influence of alcohol may be held liable if the intoxicated person injures someone. The Alcohol Event Request form is available on myQueens and must be filled out two weeks prior to event.

## Hazing

Hazing is a violation of Queens University of Charlotte policy as contained within the Honor Code and the Student Handbook. Advisors should be aware that those participating in hazing activities will be referred to the Dean of Students and could be subjected to criminal prosecution. (See page 15)

## Contracts

Students and advisors are not allowed to sign contracts proposed by student organizations. All contracts must be reviewed by the Assistant Dean of Student Engagement for approval and signed by the University Provost. When committing funds, advisors should make it clear that they are acting as advisors to a Queens University of Charlotte organization and do not have the authority to commit to a binding contract.

## Off Campus Trips / Programs

Whenever a student organization leaves campus for a school- or organization-sponsored event, each student must review the “Off-Campus Event Policy” and complete the Off-Campus Trip Waiver form. This form is located on myQueens.

## Ways to exercise risk management in advising a student organization:

- Be familiar with university policies and state laws that might have a bearing on your organization’s activities.
- Inform an organization when what it is doing or planning to do is inappropriate, illegal, or risky and provide alternatives.
- Become familiar with the constitutional and statutory rights of students.
- Warn participants in activities of the risks involved.
- Provide or provide for proper instruction, preparation, or training for participants in any high-risk activity.
- Report potentially unsafe facilities, grounds, equipment, or vehicle conditions to institutional officers and assist the organization not to conduct the planned activity in light of these conditions.
- Give special attention to any events which involve the consumption of alcoholic beverages.
- Uphold at all times the best interest of the institution.
- Be reasonable, consistent, and use common sense in all aspects of your advising relationship.

For further questions concerning risk management, please contact Joshua Cauble or another member within the Department of Student Engagement.

## Queens University of Charlotte Official Statement on Hazing

### From section H of the Queens University of Charlotte Honor Code:

No student shall, individually or by joining with one or more other persons, engage in any act of hazing.

Hazing is defined as follows:

- Subjecting an individual to cruel horseplay.
- Harassing or punishing by imposition of disagreeable tasks.
- Frightening, scolding, beating or annoying by playing abusive tricks upon an individual.

The University prohibits any action that subjects a recruit, initiate, or member of a student organization to activities that are personally demeaning or involve substantial risk of physical, emotional or psychological injury. Such acts include both organized rites of initiation and informal activities.

Hazing may include, but is not limited to, any brutality such as: paddling; whipping; forced calisthenics; exposure to the elements; forced consumption of food, alcohol, or other substances; or any forced physical activity that could adversely affect the physical health and safety of an individual. Hazing shall also include any activity that would subject an individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact or forced conduct that could result in extreme embarrassment or adversely affect the mental health or dignity of an individual.

**If you have concerns about hazing occurring in a student organization, please contact a member of the Department of Student Engagement.**

## Off-Campus Event Policy

The Department of Student Engagement offers many off-campus events to the students at Queens. The word “activity” or “activities” is used to describe an event, trip or program planned by the Department of Student Engagement. The activities include camping weekends, concerts, festivals, sporting events, leadership retreats, hiking trips, theater productions, and outdoor activities. This list is not exhaustive and may apply to any event that the office plans for the campus.

### The following guidelines apply to all activities:

- Alcohol use 8 hours prior to the event is strictly prohibited.
- Alcohol use during the activity is strictly prohibited.
- Curfews, area restrictions and other guidelines may be setup by the Staff Advisors depending on the specific situation and activity. All participants will receive a copy of the guidelines prior to the trip and must adhere to these guidelines.
- Transportation is only for the participants. Transportation may not be provided for students who need rides to the same destination as the planned activity.
- The University arranges transportation to and from the activity.
- Some of the stores, venues, restaurants and vendors may serve or sell alcoholic beverages. Students are prohibited from purchasing or consuming any alcohol.
- The activities are limited to the students who are registered participants. Students or friends not registered may not join the activity. Registered students may not leave the activity to meet unregistered friends or family.
- Students are expected to follow the activity itinerary and participate in all activities. Adjustments may be made to the itinerary by the staff advisor(s).
- Students are expected to adhere to the guidelines set by the staff advisor(s).
- Medical forms must be completed for physical activities such as hiking, camping, etc.

### Students who do not follow the Queens guidelines as outlined here and in the Student Handbook may be subject to the following:

- An incident report will be completed by the staff advisor(s).
- If the situation warrants prompt action, the student or students involved in the incident may be taken back to Queens by a staff advisor immediately.
- If the situation warrants termination of the trip or event, the staff advisor(s) may make this decision.
- The student may be ineligible to participate in any off-campus events offered through Student Engagement.
- The Dean of Students will be notified of any situations or incidents that disrupt the activity.
- A report will be sent to the Campus Judicial Board for review and processing.

## Off-Campus Event Advisor Expectations

1. **Meetings:** The Staff Leader will setup a meeting with Staff Advisors (if appropriate) and student leaders before the trip to discuss details, specific responsibilities, itinerary and expectations.
2. **Responsibilities:** As Staff Advisors, your responsibilities may include driving a van, cooking meals, presenting a program, organizing social activities, chaperoning a portion of the activity, and/or coordinating clean-up schedules.
  - It is also your responsibility to understand the policies that Student Engagement and Student Life sets for the students. At times, the Staff Leader may need Staff Advisors support in making a decision about a serious incident or situation.
  - All Staff Advisors are expected to attend the programs with the students and participate, serve as a role model, relax and have fun.
3. **Cost:** There is typically no cost to advisors. On some high cost activities, such as the annual ski trip, there may be a fee.
4. **Accommodations & Meals:** The lodging and food for activities varies depending on the event. For day-long or overnight trips, Dining Services typically should provide the food and students and staff help prepare, cook, serve and clean-up for all meals and snacks.
5. **Schedule/Itinerary:** An itinerary should be given out prior to the activity outlining departure & arrival times, events, meal times, trip specific guidelines and free time. For overnight events, an emergency phone number should be provided so family members may get in contact with you while you are away.
6. **Alcohol:** Students are prohibited, regardless of age, to consume alcohol during off-campus events unless otherwise approved by the Dean of Students. Staff advisors are expected to refrain from alcohol use as well.
7. **Who's invited?:** Traditional undergraduate students are invited on activities sponsored by the Department of Student Engagement.
  - Most overnight activities have a limit of 15-20 students with 1 staff person per 5-7 students. Day trips may vary.
  - Staff Advisors may bring their spouse or significant other, but they hold no authority during the event.
8. **Transportation:** The Staff Leader chooses the mode of transportation based on several different factors: type of activity, length of activity, number of students participating, travel distance, weather conditions and budget.

**These are the most frequently used ways to get students to activities:**

- **15 passenger vans:** Staff advisors may be expected to drive a rented or Queens van to and from the activity. A special license is not needed for the 15 passenger vans. Vans must be returned to campus with the same amount of gas that it had upon beginning the activity.
- **Turtle Tops:** Seats 15 passengers. Must be reserved through Queens transportation department. Email [transportation@queens.edu](mailto:transportation@queens.edu) for a reservation. A special license is not needed.
- **Fifty passenger bus:** A coach driven bus is rented through a charter company.
- **Carpooling:** Students carpool to the event in their own cars. Students are asked not to “caravan” to an activity - following each other. As a rule, carpooling is a last resort.

9. **When a Problem Arises:** Although it is unusual to have incidents or problems, sometimes they do occur.

**The following information will help the Trip Leader and Staff Advisors handle situations:**

- Alcohol use is strictly prohibited for students and staff. If alcohol is found it must be immediately poured down the drain. Even if a student is of legal drinking age, they are not permitted to drink on a Queens activity.
- An incident report must be filed by each staff advisor and the Staff Leader and returned to the Assistant Dean of Student Engagement.
- The Assistant Dean of Student Engagement (704-337-2263) and/or the Dean of Students (704-337-2227) may be contacted from the activity site. These individuals are resources and can be used to help with a situation or problem.
- If the situation warrants prompt action, the student or students involved in the incident may be taken back to Queens by a staff advisor immediately.
- If the situation warrants termination of the trip or event, the Staff Leader and staff advisor(s) may make this decision.
- The report will be sent to the Campus Judicial Board for review and processing.
- The Trip Leader is ultimately responsible for the activity and will make the final decision based on the input of the Staff Advisors.

## Posting Policy

Queens University of Charlotte affiliated groups (student clubs, fraternity & sorority organizations, offices, departments, individual faculty/staff and individual students) have the privilege to attach and display posters in public areas including the residence halls, the Trexler Student Center, and academic buildings. The Department of Student Engagement will make exceptions to the guidelines below. The following guidelines must be followed unless otherwise approved:

1. Include name of the individual/organization/department sponsoring the event or product being advertised.
2. Post only on surfaces that are designed for such purposes - bulletin boards, walls, and display panels.
3. Posting on glass doors or windows is prohibited in all buildings on campus. Display of any posters or other materials on the exterior of any building, light poles, windows, doors, landscape features, including trees or other surfaces not specifically designated as a poster display area is prohibited unless approved by the Department of Student Engagement.
4. The Diana Fountain can be used for posting on a first come, first serve basis and all materials on the fountain must be in good taste and consistent with University policies. Writing on Diana Fountain is prohibited. All materials used on Diana Fountain must be removed within 24 hours of the event. All materials used may not be removed by another organization until after the event has been held.
5. Use only mounting materials that allow removal without surface defacement. Duct tape and double sided tape are prohibited. Stickers are not to be affixed with their adhesive backing.
6. Fraternity & sorority organizations are required to maintain their respective boards and the surrounding area in the lower level of the Trexler Center. Postings adhering to policy requirements are permitted on the wall directly around their respective boards.
7. Unattached materials, handouts, and handbills are prohibited except those materials distributed in the Student Government Elections, information distributed by Residence Life, and by individuals/organizations that have secured permission from the Department of Student Engagement.
8. Individuals/organizations are permitted to advertise in MSC boxes when the materials are related directly to the individual who will receive the information. When advertising in the MSC boxes, you should provide the Mail Center staff with the box numbers of the students with whom the mailing should go to and ask that it be distributed.

9. Canvassing or blanket advertising in all MSC boxes or Residence Halls by student organizations or individual students is not permitted unless approved by the Department of Student Engagement. Flyers on car windshields are prohibited.
10. Alcoholic beverages may not be mentioned in the advertising or publicizing of university sponsored events.
11. All materials must be removed within 24 hours after the event.
12. Chalking is prohibited on all the red brick walkways. These areas include but are not limited to the front of the library, chapel and clock tower areas. Chalking is also prohibited on the buildings, columns, and statues. Chalking must be removed with 24 hours after the event.
13. All signs/posters must be in good taste, consistent with University policies, and shall not contain sexist, racist, profane or derogatory remarks, violent references, or nudity.
14. All postings associated with off-campus organizations, programs, or individuals must adhere to university policies and procedures. All off-campus postings may be placed on the board outside Trexler Student Center. Postings may not include alcohol advertising. If an off-campus group would like their posting placed in other areas of campus, it must receive prior approval and be stamped by the Department of Student Engagement. All off-campus postings should include a contact name and phone and cannot be posted more than 14 days.
15. All job related postings and advertisements must be approved and distributed by the Career Center.
16. The university retains the right to deny posting of any materials on campus.
17. Removing, destroying or tampering with properly placed materials will be considered vandalism, and violators will be subject to disciplinary action.
18. All materials not conforming to these guidelines will be removed and any individual/ organization violating the policy could lose posting privileges. If a violation of these posting policies results in damage or chalking that must be removed by Campus Services, a fine will be charged to the individual/organization responsible. Fines for posting policy violations may not be paid with university funds and must be paid out of pocket.
19. Any student or student organization continuing to violate the posting policy could incur other consequences as determined by the Department of Engagement and campus judicial system.

## Reserving Space on Campus

Campus facilities may be used for free by recognized student clubs and organizations that **are registered** with Student Engagement.

Organizations must submit an online Event Request Form at least two weeks prior to the event. To gain access to the online form, student leaders should attend annual campus event planning training with Joshua Cauble at the beginning of the semester. If members need to be trained throughout the year contact Joshua Cauble for personalized training sessions. Request will be denied if the student requesting space has not gone through the required training process.

## Useful Contact Information

Business Office	704-337-2500
Campus Bookstore	704-337-2413
Career and Internship Programs	704-337-2337
Carolinas Medical Center	704-355-2171
Center for Academic Success	704-337-2209
Chapel	704-337-2291
Chartwells – Dining Services	704-337-2409
Dean of Students	704-337-2227
Facility Rentals and Conferences	704-337-2560
Health and Wellness Center	704-337-2220
Inclement Weather Hotline	704-377-2567
Information Technology Services	704-337-2323
Intramurals	704-337-2455
Levine Center	704-337-2390
Library	704-337-7127
Office of Student Activities	704-337-2263
Police – Emergency	704-337-2911
Police – Main	704-337-2306
Police Chief	704-337-2330
Queens Information Hotline	704-337-2567
Rape Crisis Services	704-375-9900
Residence Life	704-337-2464