

QUEENS UNIVERSITY

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Clubs & Organizations

Inter-Club Council Handbook

Updated: August 2017



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Introduction

Dear Student Club/Organization,

Congratulations on becoming a Registered Student Organization (RSO) at Queens University of Charlotte! Whether you are an experienced RSO or a new club or organization, 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!

To the students within your RSO - you have taken the first step in providing yourself with an amazing opportunity to become involved in the university experience. This is your chance to explore your interests, use what you have learned within the classroom, and expand your opportunities to become more prepared for life after college. Either you joined a club or organization because you were passionate about a philanthropic area, wanted co-curricular opportunities to balance your academic involvement, or just wanted to have some fun on campus, you have decided to engage yourself in the Queens community, and we welcome you with open arms! You are in control of your experience while at Queens, and we encourage you to make the most of it!

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

I hope you have an amazing year within Clubs and Organizations, and I am here to help you in whatever way I can! Welcome to ICC!



Joshua M. Cauble

Assistant Director for Student Engagement
Department of Student Engagement

Eligibility, Privileges, Responsibilities, and Disciplinary Procedures

To be eligible to be considered a Registered Student Organization (RSO) at Queens University of Charlotte, you must:

- Be composed of undergraduate students.
 - A minimum of ten (10) Queens University of Charlotte students (enrolled for at least one (1) credit hour) is required to be a registered organization on campus.
- Be organized, controlled, and directed by students.
- Abide by all state and federal laws.
- Abide by the rules, regulations, and policies of Queens University of Charlotte, in addition to information found within the Student Handbook.
- Membership and all privileges must be extended to all students without regard to gender, age, ethnic group, nationality, disability, race, religion, sexual orientation, or veteran status.
- Be advised by a full time faculty or staff member at Queens University of Charlotte.

If at any time your club or organization no longer meets eligibility, you will no longer be entitled to the privileges granted to RSO's at Queens University of Charlotte.

Privileges extended to Registered Student Organizations include:

- Use of the University's name in association with the name of the club or organization.
- Use of University facilities in accordance with established policies.
- Solicitation of membership on campus under the club or organization's name in accordance with established policies.
- Solicitation of funds on campus under the club or 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 programs, events, and activities.
- The right to promote goals, purposes, identity, programs, and events of the organization on and off campus (active promotion includes the wearing of clothing or accessories with the name, symbol, or logo of the club or organization, distribution of written publicity, or display of signs advertising the club, organization, or program/event).

Responsibilities of Registered Student Organizations include:

- Attend at least 75% (4 out of 6) Inter-Club Council (ICC) Meetings per academic year.
- Host one (1) or more campus events per semester.
- Host one (1) or more service or philanthropy events per academic year.
- Hold regular meetings, at least once (1) per month.

- Register your club or organization through Formstack annually with the Department of Student Engagement and provide immediate notification to the Department of any changes in officers within two weeks of the change.
- Abstain from any discriminatory practices in membership selection and organizational programming.
- Adherence to the procedures and regulations affecting student clubs or organizations specified within this handbook.
- Registration with the Department of Student Engagement of all events held on or off campus.
- Education of all members of the organization of the individual responsibility to represent the club, organization, and University through appropriate activities and behaviors.
- Take organizational action against an individual member when that individual fails to adhere to the standards of the club or organization or University. The club or organization may be held responsible for an individual's behavior when that member's actions are demonstrably related to the club or organization's life and draw attention negatively to the club or organization.
- Promotion of the mission, goals, and vision of Queens University of Charlotte.

Disciplinary Procedure

If a student club or organization does not comply with the eligibility or responsibilities of a RSO, as described above, will result in disciplinary procedures. These procedures are listed as follows:

- **Probation:** A status indicating that the organization's relationship with Queens University of Charlotte is tenuous. Registered Student Organizations put on probation will have thirty (30) business days to correct the issue within their organization. If unable to fix the issues causing the organization to be placed on probation, the RSO will face the probability of more severe disciplinary sanctions, such as organization suspension.
- **Suspension:** Revocation of a student organization's status as an officially recognized and registered organization for fifteen (15) weeks. Any organization that is placed on suspension will be on a trial period in which it must demonstrate a compelling reason for its organizational status to be reinstated by the University. Failure to do so will result in the deactivation of an organization at the end of the suspension period. If an organization is placed on suspension, all rights and privileges of group to self-govern are removed, and any activity or action that is associated with the group, including meetings, whether formal or informal, must be approved by Student Engagement in advance. Generally speaking, only supervised meetings will be allowed to formulate a comprehensive plan for restructuring the organization or addressing the issues that caused the organization to be placed on suspension.
- **Deactivation:** Formal revocation of a student organization's status as an officially recognized and registered student organization. This will include loss of all rights and privileges, which pertain to recognized student organizations. A specified deactivation period may or may not be designated, depending upon the nature of the violation.

Student Government Association Funding Policies

Below are some of the most common areas in which questions arise regarding the use of Student Government Association (SGA) funds. Throughout the document, we ask that you remember that none of us own these funds – they are funds of the student body that SGA has agreed to appropriately distribute on their behalf. If you have any concerns with SGA policies or procedures, please raise them at any time. SGA exist to serve the student body and these funds are distributed to student clubs and organizations to enhance your university experience.

I. Budget Request

SGA funds are most often used to plan, implement, and promote programs, events, and activities on campus that enhance the experience of the entire student body. In preparing your budget, you should always consider how funds used for a club or organization activity will further the goal of creating a great campus environment for all students. If you struggle to make this connection you may want to reconsider the program, event, or activity as it is probably not eligible for SGA funding.

Budgets are requested using a Budget Request Form provided by SGA and found on MyQueens. Budget request can be given to SGA at any time of the year, although late spring semester is when most request are made and when most funding has already been allocated. Please request your semester budget at the beginning of the year so that you are prepared and fully funded for your programs or events throughout the semester. You may not hold a program or event that uses SGA funds without prior approval from SGA.

After a budget is reviewed, usually within one (1) week of submission, a denial letter and/or approval form will be sent to the email account of the Treasurer and/or President of the club or organization requesting funding. If you do not receive a response within two (2) weeks of submission you should contact the SGA Treasurer and/or President.

Appeals to the budgetary decisions of the SGA Executive Branch may be made directly to the full body of the SGA Senate. Please contact the SGA President to be placed on the agenda.

II. Conferences

The full body of the SGA Senate is the only body permitted to approve SGA funds to be used for conferences, retreats, or any other type of off campus activity in which the members of the student club or organization will receive training and/or information regarding their club or organization. As a general rule, SGA funds are not to be used for off campus conferences, however, SGA will occasionally consider request for attendance at conferences so long as they meet the following criteria:

- The conference is specifically related to your student club or organization and there exist little doubt the conference will ultimately benefit the student body primarily and the individual students and/or club or organization members a distant second.
- The conference is not an academic conference related to your major, minor, or field of study. Students are encouraged to seek funds for this purpose through their academic departments or through Academic Affairs.

- The conference is not being used for the primary purpose of professional networking in your chosen professional field.
- If approved, only a few students will be permitted to use SGA funds and will be required to return to SGA Senate to offer evidence as to the benefits the student body will derive from the participation at the conference.

III. Clothing Policy

As a general rule, SGA funds are not to be used for clothing individual members of student clubs or organizations. SGA funds should be used primarily to offer activities, events, and programs to the student body from which the funds originated. Exceptions to this policy may be made by the full body of the SGA Senate.

IV. Food Policy

Food may be purchased for student clubs or organizations meetings once per semester. There must be prior approval via the budget request process. The purpose of food at the meetings is to celebrate or reward student members, not to gain membership in the organization. Exceptions to this policy may be made by the SGA Treasurer so long as the amount does not exceed \$250. If the request is above \$250 it must be approved by the full body of the SGA Senate.

V. Credit Card Policy

The SGA credit card was created to expedite the process of accessing your approved funds. It is the responsibility of the Department of Student Engagement, Division of Student Life, and SGA to assure funds are used appropriately and the card is accounted for at all times.

The SGA credit card is a group account card, meaning any losses suffered from lost or stolen cards are the responsibility of the group, as opposed to protections you have as an individual card holder. SGA is responsible for paying any and all expenses on the card, regardless of the circumstances. For these reasons, we are very protective of the SGA credit card. Remember, using the SGA credit card is a privilege, not a right. To request the use of the SGA credit card, your funding must have been previously approved by SGA, you must have been trained to request and use the SGA credit card, and you must contact the Administrative Assistant of the Division of Student Life to set-up a time to pick-up and drop off the card.

VI. Check Request and Reimbursements

Check Request Forms are available on MyQueens. Check request are usually used by students for reimbursements or to pay for an invoice by check. Check request must be made at least two (2) weeks prior to the program, event, or activity. Receipts must be attached to the check request for reimbursements. Check Request or Reimbursements must be signed by the person completing the form as well as the Assistant Dean of Student Engagement, Patrick Motter.

All checks are delivered to the address listed on the form unless otherwise noted to be picked-up in the Controller's Office on the second (2nd) floor of Burwell. Checks are cut on Tuesday's and Thursday's only, so please plan accordingly.

Important Note: Please do not enter into contract or agree to pay for the services of a vendor without the explicit approval of both SGA and a professional staff member within the Department of Student Engagement. You are not authorized to act as an agent of the University, meaning you are not allowed to sign any contracts. All contracts, no matter how small, must be signed by the Provost, Dr. Lynn Morton.

Campus Wide Posting Policy

Queens University of Charlotte's affiliated groups (student clubs, organizations, Fraternities, Sororities, and individual students) have the privilege to attach and display posters in public areas, including, but not limited to: residence halls, Trexler Student Union, and academic buildings. The following guidelines must be followed:

1. Include the 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. Greek letter 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. 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.
8. 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.
9. Flyers on car windshields are prohibited.
10. Alcoholic beverages may not be mentioned in the advertising or publicizing of university sponsored events unless the event is registered and approved.
11. All materials must be removed within 24 hours after the event.
12. Chalking is prohibited on all the red brick walkways. Chalking is also prohibited on the buildings, columns, and statues. Chalking may only be completed on concrete sidewalks and 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 of 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 Life. 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.
19. 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.
20. Any student or student organization continuing to violate the posting policy could incur other consequences as determined by the Department of Student Life and campus judicial system.

Campus Event Planning

Step 1 – Request Budget

Key Reminders

- Budget Request forms are available on MyQueens.
- Requests should be emailed to the SGA Treasurer by September 22, 2017.
 - Simple request up to \$500 will be approved within one week.
 - Request of \$500-\$5000 will be approved within two weeks.
 - Requests for over \$5,000, for Trips/Conferences and/or for t-shirts must be submitted to the full Senate and will require a longer period for approval. Please allow up to one month for approval

Step 2 – Complete the Space Request and Logistics Form

Key Reminders

- This form must be completed for ALL student events.
- Visit astra.queens.edu. The calendar and form are available at this link.
- Review the Astra Calendar to determine the space you want and if it is available.
- Remember to select that you are a Student Organization in the drop down menu.
- Request Campus Services for items like chairs, tables, trash cans, firewood, etc.
- Request Media Services for items like a sound system, iPod dock, or Media Services.
 - For Media Services, you must provide a 2 week notice for requests.
- Remember to request extra time for set up and cleanup of your event.
- Upon submitting your request, you will receive an email indicating it was received.
- To reserve Burwell Parlors – there is an additional form required.

Step 3 – Confirm Space Request & Event Logistics

Key Reminders

- Your event is not confirmed until you receive the confirmation email indicating it is approved. You should receive this email within 2 business days.
- For any changes in your order, reply to your confirmation email.

Step 4 – Order Food

Key Reminders

- Must provide at least 3 days' notice or you will incur an additional late booking fee.
- Utilize the "In Your Space" menu to find preset packages.
- Copy the Assistant Dean of Student Engagement on all catering orders.

Step 5 – Special Event Prep

Key Reminders

- Bonfire requests forms are still a paper form that must be signed by the Dean of Students and turned into Campus Police.
- Alcohol Events require at least a 3 week notice and forms must be completed and turned in within 2 weeks of the event. The Alcohol Event Request Form is available online.

Step 6 – Transportation

Key Reminders

- Request a Queens shuttle by emailing shuttlereservations@queens.edu.

Step 7 – Decorations & Supplies

Key Reminders

- Check online for links to companies that can provide bulk supplies.

Step 8 – Contracting Outside Vendors/Performers

Key Reminders

- All contracts organized for or by students must be signed by the Vice President of Academic Affairs.
- Allow one week to have contracts signed and returned to you.

Step 9 – Payment for Supplies/Services/Vendors

Key Reminders

- Funding for clubs and organizations must be pre-approved by SGA. See step 1.
- To make purchases under \$500 you may use the SGA credit cards.
 - Make sure to reserve the card in advance with the Division of Student Life Administrative Assistant.
 - Return all credit cards and receipts with accurate Project Codes with 24 hours.
- Forms to Complete
 - W9 Form must be completed for all new vendors
 - Purchase Order (PO) Form must be completed for all orders over \$1,000.
 - Check Request Forms must be completed & signed by the club treasurer, Assistant Dean of Student Engagement and SGA Executive Treasurer.
 - Additional paperwork and approval may be required for some events.
- University checks are cut on Tuesdays or Thursdays and must be completed within 2 weeks of the date needed.

Step 10 – Advertising

Key Reminders

- QNews goes out Monday and Tuesday at 1:00pm. All articles must be submitted 48 hours in advance.
 - Note: An article must be submitted twice if trying to reach faculty/staff and students.
 - Students can visit QNews.Queens.edu at any time to see the most current postings.
- Make sure you flyers all have name of group, date, time, and location of the event.
 - Adhere to the campus posting policy or your advertisement can be thrown away.
- Social media is great, but word of mouth is the best way to advertise. TELL YOUR FRIENDS!
- Student Life Calendar is a great resource of what is happening on campus and in Charlotte.

Student Alcohol Event Policies and Procedures

Alcohol Event Basic Guidelines:

1. Alcohol
 - Beers must be 6% alcohol or lower and must be no more than 12 ounces.
 - Wine must be served in a 4 oz cup.
 - For outdoor alcohol events, alcohol must be in cans or plastic cups. Drinking out of glass bottles is prohibited. Upon entry, individuals will be asked to pour any glass bottled substance into plastic cups.
2. Adequate food and non-alcoholic beverages must be made available throughout the entirety of the event.
3. Funds obtained from student fees / SGA allocation may not be used to purchase or provide alcoholic beverages. Funds may be used to provide food and non-food items, bartender, housekeeping, and campus police.
4. All alcohol events must begin and end at the times designated on their Event Information and Service Request.
5. The student group hosting the event will be held responsible for any damages to the event site and/or its furnishings.
6. All State and Federal laws, University policies, and Department of Student Engagement guidelines must be followed to at all times. Please refer to the Honor Code for detailed information concerning the University's alcohol policy.
7. Any students who are excessively intoxicated, choose to commit inappropriate behavior, or are found conducting any unruly action toward another as a result of alcohol consumption may be held responsible for Honor Code violations and possible campus judicial or legal charges.
8. The space in which an alcohol event is held must be a confined area with one main entry point. If an additional entry points exist, additional chaperones must be provided to monitor those areas. The bar should always be set up within eye sight of the main entry/exit point.
9. Cash Bar Event Guidelines
 - A cash bar event is one in which the student group will pay to have Queens Dining Services or a Third Party Vendor (for off campus events only) set up a bar where participants who are at least 21 years old may purchase alcohol.
 - For on campus cash bar events, Chartwells Dining Services (the Queens preferred caterer) will provide the cash bar at a fee. When hosting a cash bar event, clubs/organizations must coordinate with Chartwells Dining Services on the event at least 2 weeks prior. Chartwells Dining Services will provide the alcohol and bartender at the event and will sell the alcohol at preset rates.
 - If the event is off campus, a third party vendor may be used. A Third Party Vendor form must be completed prior to approval of this type of cash bar alcohol event.
 - The event area must be cleaned and returned to an orderly condition immediately following the event, including all trash.
 - For events hosted in Young Dining Hall, tables and chairs must be returned to their original set up.

- Organizations must provide transportation if the event is more than 20 miles from campus.
- *Required Staffing* is based on the number of guests anticipated and includes all individual positions below:
 - Student Host – 1 host (0-50 guests anticipated) or 2 hosts (51+ guests anticipated)
 - Campus Police Officer - 1 officer (0-50 guests anticipated) or 2 officers (51+ guests anticipated)
 - Chaperone
 - Bartender Options
 1. Chartwells Dining Services Bartender – 1 bartender (0-75 guests) or 2 bartenders (75+ guests)
 2. Third Party Vendor provides Bartender(s)

10. Tailgate Event Guidelines

- A tailgate event is one in which participants who are at least 21 years old may bring their own alcoholic beverages to an event.
- For a tailgate event, the space must be a confined area (if outdoors, area may be confined by plastic fencing or other appropriate barrier) with one main entry and check-in point. Signs should be posted at the exit declaring “no alcohol permitted beyond this point” with trash receptacles for participants to dispose of empty containers.
 - Upon entry, participants bringing in alcoholic beverages must present a valid government-issued ID to be checked, after which they will be issued a wristband to be worn for the entirety of the event.
 - Participants are limited to the following types and amounts of alcohol:
 1. One six-pack of beer; beer must be 6% alcohol or lower and must be no more than 12 ounces per can or bottle.
 2. One bottle of wine; wine must be poured into a 4 ounce plastic cup.
 - For outdoor alcohol events, alcohol must be in cans or plastic cups. Drinking out of glass bottles is prohibited. Upon entry, individuals will be asked to pour any glass bottled substance into plastic cups.
- The event area must be cleaned and returned to an orderly condition immediately following the event.
 - For events hosted in Young Dining Hall, tables and chairs must be returned to their original set up.
 - Trash should be bagged and placed with a trash can.
- Organizations must provide transportation if the event is more than 20 miles from campus.
- *Required Staffing* is based on the number of guests anticipated and includes all positions below:
 - Student Host – 1 host (0-50 guests anticipated) or 2 hosts (51+ guests anticipated)
 - Campus Police Officer - 1 officer (0-50 guests anticipated) or 2 officers (51+ guests anticipated)
 - Chaperone

Staffing Roles at an Alcohol Event:

1. Student Host(s)

- The student host(s) (individual member(s)) must be a member in good standing in the organization and must be present for the entire event. If more than fifty people are expected to attend, there must be two student hosts present at all times. Student host may not consume any alcoholic beverages three hours prior to or during the entirety of the event.
- The student host(s) (individual member(s)) must seek Student Engagement approval for all publicity for the event prior to advertising. Publicity must not focus on the alcohol portion of the event (i.e. alcohol is not the reason for the event.) All publicity must state the following
 - Cash Bar
 - Students must provide valid government issued photo identification.
- Responsible for ensuring that food and non-alcoholic beverages are provided at the event.
- Must sign the Alcohol Event Request Form and takes responsibility for the enforcement of all state and federal laws and University policy regarding alcohol.
- Responsible for meeting with officer(s) on-duty, bartender, and the chaperone prior to the event to discuss duties and responsibilities.
- Communicate with the Campus Police Officer on-duty throughout the evening and report any strange or disruptive behavior.
- Responsible for coordinating the cleanup following the event.
- The student host should pick up the alcohol event materials prior to the event from Student Activities. These materials include the wristbands and 4 oz cups for wine.

2. Bartender

- The bartender for all cash bar student alcohol events must be a university approved bartender. A bartender can be secured through Queens Dining Services for \$100 for 4 hours.
- The bartender is responsible for ensuring that all students served alcohol are 21 years old or older. Students will be ID'd by campus police and provided a wristband. The bartender should recheck any students that they suspect are not 21.
- The bartender must stay at the bar area throughout the event. In the case that the bartender must leave the bar area, they must have either the chaperone or the campus police officer monitor the area while they are away.
- The bartender is responsible for cutting off students who appear to be intoxicated at any point in the event. The bartender should notify Campus Police of any student who appears intoxicated.

3. Chaperone

- The chaperone for any alcohol event must be a Queens faculty or staff member or approved club/organization advisor.
- Work collaboratively with campus police and the student organization host(s) to provide a positive experience for everyone involved.
- Introduce themselves to any entertainers (DJ, Band) and the bartender for the event.
- Arrive to event on time and stay throughout the event.
- Not be permitted to drink alcoholic beverages at the event.

- Take reasonable precautions to ensure that there are no underage drinkers at the event.
 - Monitor event location and bathrooms. Make regular rounds inside and outside the event location.
 - Watch for strange or disruptive behavior and notify Campus Police of any such behavior.
 - Alert Student Activities of any problems that occurred at the event.
 - Complete report for any accident, problems or incidents that occur at the event—please turn this into the Office of Student Activities on the next business day.
 - Enjoy spending time with students and getting to know them in a social atmosphere
4. Campus Police
- Campus Police Officer will check IDs at the door and wristband all students who are 21 years old and over.
 - Work collaboratively with the chaperone and student organization host(s) to provide a positive experience for everyone involved.
 - Introduce themselves to bartender and to any entertainers (DJ, Band).
 - Arrive to event on time and stay throughout the event.
 - Not be permitted to drink alcoholic beverages at the event.
 - Responsible for enforcing state and federal laws and University policy.
 - Take reasonable precautions to ensure that there are no underage drinkers at the event
 - Monitor event location and bathrooms. Make regular rounds inside and outside the event location.
 - Watch for strange or inappropriate behavior.
 - Alert Student Activities of any problems that occurred at the event.
 - Complete report for any accident, problems or incidents that occur at the event—please turn this into the Office of Student Activities on the next business day.
 - The Campus Police Officer is in charge in case of emergency.

Alcohol Event Request Preparation:

1. ALLOW AT LEAST 3 WEEKS TO PLAN AND IMPLEMENT ANY EVENT WITH ALCOHOL
 - All forms and paperwork are due at least 2 WEEKS prior to the event.
2. ENSURE YOU HAVE THE NECESSARY BUDGET
 - Hosting an alcohol event comes with certain costs. Your club/organization should be sure you have approval for the following expenses:
 - Campus Police Officers – a campus police officer must be in attendance at all alcohol events both on and off campus. The fee for a campus police officer is \$30 per hour with a 4 hour minimum (\$120). Events with over fifty people must include two officers.
 - Bartenders – a bartender is required for cash bar events. The cash bar fee for beer/wine events only is \$100 for a 4 hour minimum event (additional fees will be added for longer events).
 - Housekeeping – for events with over 75 anticipated guests or during non-business hours, a housekeeper may be required (this is rare).
 - Containment – if you wish to have your alcohol event outdoors, groups must be prepared to cover costs associated with creating an enclosed space. This can be done with fencing and can be rented from various event companies if needed.

- Funds obtained from student fees/ SGA allocation may not be used to purchase or provide alcoholic beverages. Funds may be used to provide a bartender, housekeeping, and campus police.
3. COMPLETE NECESSARY PAPERWORK
- Students must complete a Space Request and Logistics Form.
 - Complete the Alcohol Event Request form, with all the appropriate signatures and submit to the Student Activities Director at least TWO WEEKS prior to the event.
 - When completing this form, students should provide Campus Police with their club/organization account number to cover the cost of the officer attending the event. If your group does not have a campus account number, you submit a check or money order payable to Queens University of Charlotte to Campus Police 2 days before the event.
 - Contact the catering office to request a bartender or create your catering request for a Cash Bar event. Once you have completed your request, the director will sign off on your Alcohol Event Request Form.
 - Students must submit an Event Request Form at least 5 days in advance of event.
4. CONTACT REQUIRED STAFFING FOR YOUR EVENT
- Appropriate supervision must be provided at all student events where alcohol is provided.
 - The required staffing for all alcohol events is listed under the event policies. You should contact the necessary staffing no later than 2 weeks prior to the event.
 - The Alcohol Event Request Form must be signed by Campus Police, the chaperone, and catering if a cash bar event.
5. SCHEDULE A MEETING AND COMPLETE ALCOHOL EVENT REQUEST FORM
- The sponsoring organization(s) or individual(s) must meet with the Director of Student Activities at least TWO WEEKS prior to the event.
 - At this meeting, a completed Alcohol Event Request Form must be submitted. The completed form must have signatures from Campus Police, the responsible student, and the chaperone.
 - At this meeting, the student host should also plan a time to pick up the necessary alcohol event supplies including 4 oz cups and wristbands.

The Alcohol Request Form, as well as all other forms needed within Clubs and Organizations, may be found on MyQueens under Student Activities, Clubs and Orgs page.

University Contact Information

Campus Police

Administrative Assistant for Campus PoliceLinda Hammaker (hammakel@queens.edu)

Catering Services

Director of CateringJessica Reyman (reymanj@queens.edu)

Assistant Director of CateringJarrard Slater (slaterj@queens.edu)

Conference and Event Services

Director of Conference and Events Services..... Carrie Wunner (wunnerc@queens.edu)

Assistant Director for Conference and Events Services.....Sara Henley (henleys@queens.edu)

Department of Student Engagement

Assistant Dean of Student Engagement..... Patrick Motter (motterp@queens.edu)

Assistant Director for Leadership Programming & Clubs and Orgs .. Joshua Cauble (caublej@queens.edu)

Assistant Director for Fraternity and Sorority Life..... Jarrod Rudd (ruddj@queens.edu)

Assistant Director for Campus Traditions Leigh Davis (davisl@queens.edu)

Assistant Director for Campus Recreation Chrys Baker (bakerc@queens.edu)

Division of Student Life

Administrative Assistant for the Division of Student Life Michele Johnson (johnsonm3@queens.edu)

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Student Government Association

Student Government Association President..... Stephanie Bunao (bunaos@queens.edu)

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NOTES

Lined area for taking notes, consisting of multiple horizontal lines.