

RECOGNIZED STUDENT ORGANIZATION HANDBOOK



Syracuse University
Office of Student Activities

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“Putting *Learning* into Action”

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Recognition and Resources

RSO Communities

Academic Department: This community of organizations' primary purpose is centered within an academic department or program at Syracuse University.

Art and Entertainment: This community of organizations' primary purpose is the creation and/or presentation of visual arts, student performances, or events and programs featuring off-campus talent.

Cultural/International: This community of organizations' primary purpose is the creation of opportunities that explore cultural, social, and service aspects of various cultural and international groups.

Governance: This community of organizations' primary purpose involves serving as representatives of the student body to the University community and/or providing advice to faculty and administration.

Honorary: This community of organizations promotes scholastic excellence and deep involvement in various academic areas.

Media/Publication: This community of organizations is comprised of students who practice the creation and presentation of print, broadcast, and/or electronic media.

Political/Advocacy: The community of organizations' primary purpose supports or opposes specific ideology, political thought, or political causes.

Professional: This community of organizations' primary purpose is to help students prepare for particular professions after graduation.

Religious: This community of organizations' primary purpose is worship, devotion, prayer, meditation, or study of religious concepts. These organizations are required to be registered with Hendricks Chapel in order to also be registered as an RSO.

Service: This community of organizations provide learning opportunities for students in the areas of community service and volunteering - locally, regionally, and nationally.

Special Interest: This community of organizations offers students opportunities to get involved in a variety of activities not generally offered in any other category.

Please visit studentactivities.syr.edu for a full list of organizations affiliated with each community.

RSO Community Rights

1. Student Activities Organization
Consultants: All RSOs have the right to work with an Organization Consultant from the Office of Student Activities to help plan events and programs, negotiate contracts, create publicity and marketing campaigns, assist with officer selection and transition, and promote understanding of both University and governing body policies and procedures. RSOs should expect the following of their Organization Consultant:
 - a. Support and advocacy for student rights and responsibilities
 - b. Collaborative partnerships that nurture and facilitate development and growth
 - c. An environment of trust, fairness, and mutual respect
 - d. Open dialogue, feedback, and listening
2. Use of Syracuse University's name as part of the organization's name to denote location. For example, "Bowling Club at Syracuse University" is acceptable, while "The

Syracuse University Bowling Club” is not allowed.

3. Use of Syracuse University facilities, services, and resources
4. Sponsorship or promotion of activities on University property
5. Distribution of literature, posters, banners, or organization print materials consistent with the Campus Posting Policy and the Code of Student Conduct
6. Listing in University publications
7. Eligibility to be considered for awards or honors presented to recognized student organizations and their members
8. Eligibility to apply for Student Activity Fee funds consistent with the rules and procedures of the Student Association and Syracuse University
9. Eligibility to fundraise on campus through approved programs and activities
10. Access to photocopying services funded by the Student Association
11. Access to training programs, leadership opportunities, advising, resource referral, and contract negotiation by the staff of the Office of Student Activities
12. Assistance with program development, implementation, and assessment from Student Centers and Programming Services, Office of Student Activities, and other University offices

RSO Community Responsibilities

- Complete the annual Re-Registration process
- Become familiar with University policies and procedures that govern the RSO community
- Maintain an active and accurate presence on OrgSync, including membership, advisor contract, and current constitution
- Serve as an ambassador for your individual organization as well as the RSO community

Re-Registration of an RSO

It is the responsibility of established student organizations to re-register with the Office of Student Activities each academic year.

Re-Registration begins at the end of the Spring semester with a required Transition Workshop. The current president and incoming president must both attend this workshop.

Re-Registration continues during the first four weeks of the Fall semester. The requirements during this period are:

1. The OrgSync portal must be renewed. This includes updating the profile, constitution, and members, as well as a signed advisor contract (sent via email to the advisor).
2. The president and one officer must each attend a leadership workshop, offered by the Office of Student Activities.
3. The president must attend an Accessibility Workshop.
4. The president must complete all four HotSpot quizzes and earn a 100% on each.

If an organization fails to re-register, the organization will no longer be registered with the Office of Student Activities and will have to apply as a New RSO to become registered once more.

Registered Student Organizations are required to have the following:

1. A University Advisor who is a full-time faculty or staff member at Syracuse University or SUNY-ESF and is chosen by the organization. The University Advisor cannot be a staff member in the Office of Student Activities.
2. A current and typed constitution that is uploaded to the RSO’s OrgSync portal. This document must define the lawful purpose of the student organization, criteria for membership, and organizational mission and structure. If the student organization has written codes, rules or other regulations by which members of the organization are expected to abide, these documents are also

required to be uploaded to the RSO's OrgSync portal. A constitution writing guide is available on the Office of Student Activities website. Under 'Student Organization Info' select 'Create a New RSO,' and click the 'How to Write a Constitution' link. Required constitutional amendments are included in this document.

3. A minimum membership of eight currently enrolled Syracuse University or SUNY-ESF students. A majority of membership must be held by undergraduate students that have attained a minimum GPA of 2.0. The Office of Student Activities reserves the right to monitor the academic performance of individual members of an RSO that maintain grade point average requirements for membership.
4. An RSO's membership must be open to all Syracuse University and SUNY-ESF students through general body membership or through an audition process.
 - a. RSOs may, at their discretion, also include in its membership other members of the Syracuse University and SUNY-ESF community, including faculty, staff and community members. These individuals will be known as *associate members*. Associate members may attend meetings, speak at meetings as members of the audience, and assist with program events under the supervision of an active member. Associate members may not hold office, vote, or otherwise conduct official RSO business, nor solicit funds on behalf of the organization.
5. Syracuse University is an equal-opportunity, affirmative-action institution. We do not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, gender identity and gender expression, or status as a disabled veteran or veteran of the Vietnam era to any extent

discrimination is prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities. *(As exempted by Federal law, social Greek organizations may omit 'gender.')*

6. All RSOs are required to have at least four officers. All officers must be full-time, matriculated students, a majority of whom must be undergraduate students. Undergraduate officers must maintain a minimum cumulative grade point average of 2.2 for organization presidents and 2.0 for all other officers. Law students and graduate students must maintain a cumulative grade point average of 2.0 and 3.0 respectively. The Office of Student Activities reserves the right to monitor the academic performance of RSO officers. Those students seeking an exception to this rule must submit a typed petition to the Director of the Office of Student Activities who will then determine whether, and on what conditions, an exception will be granted.
7. Compliance with the Code of Student Conduct and all other applicable policies of Syracuse University.
8. A philosophy which supports the educational mission of Syracuse University/SUNY ESF.

In an effort to keep records current, RSOs are required to update their OrgSync portal with any changes in the organization's status during the academic year (i.e. University Advisor or officers change, constitution updates, contact information). For more information, please contact the Office of Student Activities at stactivities@syr.edu.

Limits to Organization Registration:

An RSO may *not*:

- Authorize the organization to enter into contracts, including offer sheets, or otherwise act on behalf of Syracuse University
- Authorize the organization to 1) use the University's name for any commercial

purpose or in any way which may reflect adversely upon the University, or 2) use the University's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of Syracuse University without the express permission of Auxiliary Services, 315-443-2722

- Imply or otherwise create the appearance that Syracuse University sponsors, controls, or is responsible for the activities of the recognized student organization
 - This includes the RSO's name. 'Syracuse University' can only be used to denote the location of the organization. For instance, 'Bowling Club at Syracuse University' is fine, but 'Syracuse Bowling Club' is not. 'Syracuse University' and any names linked to the University such as 'Otto,' 'Cuse,' or 'Orange' (this list is not exhaustive) cannot be used at the beginning of the organization's name.

Loss of Recognition:

Failure to re-register as an RSO within the Re-Registration period may result in immediate loss of recognition and associated privileges.

In addition, RSOs may lose recognition - temporarily or permanently - for any of the following reasons:

1. Academic: Student organization officers do not meet minimum grade point average requirements to hold an office.
2. Financial: The student organization is found to have unpaid or overdue bills or the organization has inadequate resources to cover campus expenses associated with the organization.
3. Membership: The total membership of the organization decreases below the required eight (8) currently enrolled students, except for Greek organizations.
4. Disciplinary: The student organization has been sanctioned for violations of the Code of Conduct or related policies (see

http://supolicies.syr.edu/studs/std_code_conduct.htm)

Starting a New RSO

Currently, the Office of Student Activities is home to a community of between 250 and 300 registered students organizations (RSOs). Syracuse University and SUNY-ESF students who do not find one of the University's currently registered organizations to fit their interests or needs have the opportunity, and are encouraged, to create their own organization. The following information will guide students through the application process and required steps.

The Application Process:

There are two submission periods, one each semester, to submit for registration of a New Student Organization. The deadline is the third Friday of the semester by 5PM.

All prospective new student organizations must submit a completed application packed when applying for registration, which includes: 1) a roster of officers and general body members, 2) answers to a series of questions regarding the proposed organization's missions and goals, 3) a signed copy of the Advisor Contract, and 4) a complete constitution. The philosophy of the new student organization must support the educational mission of Syracuse University/SUNY ESF. The name of the new student organization may use the university's name as part of the organization's name only to denote location. For example, "Bowling Club at Syracuse University" is acceptable, while "Syracuse University Bowling Club" is not allowed. The use of "Syracuse University", "SU", "Cuse", "Orange", and any other trademarked verbiage in the actual name of any new organization is not allowed. The application should be submitted via email to the Program Coordinator. Incomplete applications will not be considered.

The Review Process:

Following submission, all applications will be reviewed by the New RSO Review Board (NRRB), a dedicated group of students trained specifically for this process.

As part of the application process, proposed organizations will have the opportunity to meet with the NRRB. This meeting gives the organization an opportunity to discuss their mission and goals with the NRRB and answer any questions the NRRB may have after reviewing the application. Meeting with the NRRB is not mandatory. However, it is highly encouraged. Any organizations that do not meet with the NRRB and are denied RSO status do not have the opportunity to appeal.

The NRRB holds meetings at the end of the week immediately following the submission deadline. Applicants are required to sign-up for a meeting time if they so choose. The sign-up sheet will be at the front desk of the Office of Student Activities from Monday morning immediately following the submission deadline to Wednesday close of business following the submission deadline.

The NRRB will consider the following criteria for registration:

- The New Student Organization application is complete
- A minimum membership of eight currently enrolled Syracuse University or SUNY-ESF students. A majority of membership must be held by undergraduate students that have attained a minimum GPA of 2.0.
- A minimum of four officers that are full-time, matriculated students, a majority of which are undergraduate students.
- Membership is open to all Syracuse University and SUNY-ESF students
- The mission/goals of the organization is not being met by another organization or department on campus

Decisions regarding approval or denial of new RSO applications will be sent out no later than the Wednesday following NRRB Meetings.

Approved Organizations: New RSO Orientation will be held later that month. Any organizations who are approved are required to attend the New RSO Orientation, at which they will learn about the required registration process to become a fully functioning RSO.

Please note: Organizations that are approved will have Pending RSO Status for the entirety of the current semester. If all registration steps are completed by the semester deadline, the organization will become a fully functioning RSO beginning the following semester.

Denied Organizations: Any organizations that attended an NRRB meeting and are denied will have the opportunity to appeal. The appeal deadline will be communicated to organizations via email.

In the event that a prospective organization is denied recognition by the NRRB, the prospective organization may appeal the NRRB's decision based on one or more of the following reasons:

- Errors in the interpretation of the prospective organization's purpose
- Missing information from original application is now available

Please note that disagreeing with the committee's original decision will not be accepted as a reason for appeal.

If an organization is denied and did not attend an NRRB meeting, they do not have the opportunity to appeal.

Appeal Decisions:

Overtaken Decision: If an organization was denied registration by the NRRB but after appeal is approved by the Office of Student Activities professional staff, they will attend New RSO

Orientation and continue through the registration process.

Upheld Decision: If an organization was denied registration by the NRRB and that decision is upheld by the Office of Student Activities professional staff, the organization can apply for RSO status after one full semester has passed. For instance, if an organization applies in the spring and is denied, they will be allowed to apply again the following spring semester.

The Registration Process:

New organizations that are approved are required to complete the following steps before the last Friday of classes of that semester:

1. The president of the organization must complete the four online Officer Training modules through HotSpot.
 - a. These modules can be found at hotspot.syr.edu
 - b. There are four quizzes - one associated with each module.
 - c. The president of the organization must earn a 100 on the quizzes for them to be considered completed.
 - d. Each module has a link that will direct you to a quiz on either Google Forms or Qualtrics.
2. The organization must create an OrgSync portal/profile. This includes an online advisor contract being electronically signed as well as the E-Board and general body being added to the portal.
3. Four organization members must each attend one BOLD Workshop. They are welcome to attend more than one.
4. Four organization members, one of which **must** be an E-Board member, must attend the One University Reception at the Chancellor's residence. The date and time of this reception is TBD and will be sent to the organization president ASAP with a corresponding RSVP.

If an organization completes all required registration steps prior to the deadline, the organization will become a fully functioning RSO. Each organization

will be assigned an Office of Student Activities consultant. Beginning the following semester they will have the rights and responsibilities of the rest of the RSO community.

If an organization fails to complete all required registration steps prior to the deadline, they will fail New RSO Registration. The organization will not become a fully functioning RSO. The organization will have the opportunity to reapply to be a New RSO after one full semester has passed. For instance, if an organization is approved in Spring 2017 and fails registration, the organization will be able to reapply for registration beginning the Spring 2018 semester.

Leadership Development

The changing nature of today's society influenced by the globalization of ideas, information, and technology has forced individuals to revisit their concepts of leadership. Today, the definition of leadership has grown beyond basic management skills to include relationship competency and, more importantly, self-awareness. In keeping with this trend, and in collaboration with many University offices, the Office of Student Activities offers a wide array of leadership opportunities and resources for Syracuse University and SUNY-ESF students.

BOLD (Building Organizations' Leadership Development) Program

Program Overview

Syracuse University's BOLD (Building Organizations' Leadership Development) program is a voluntary program that empowers student organizations to take charge in their leadership growth and their organization's success. The program's curriculum is based on participation in skill-based workshops meant to engage student organization officers in active discussion and reflection of four leadership themes; the leader in you, your influence on others, you and your organization, and leading in your world. Through completing goals within the curriculum, students will

develop the skills needed to successfully run their organization and make positive changes on campus and in the community. Students will also be eligible earn certificates that will boost their resume and earn rewards that will contribute to their organization's events, activities, and interactions.

BOLD Learning Outcomes

Student organization leaders will...

- analyze their leadership strengths and areas of improvement
- examine the values that shape their leadership of their organization
- increase their contributions to their organizations' programs and activities
- apply new strategies to increase communication, collaboration, and conflict resolution within their student organization
- critique their organization's mission and goals
- create an environment that supports the diverse thoughts, opinions, and experiences of their members
- integrate SU policies, procedures, and resources into their organization's activities
- evaluate how they can lead their organization to create positive change within the community

Credits:

Progress in the program is made as officers earn their organization credits. As such, organizations' OrgSync portals must reflect an up-to-date listing of officers. BOLD workshops count as one credit and the Fall/Spring Kick-Off counts as four credits. In order to receive credit, student officers must complete the evaluation sheet handed out at the end of each workshop and complete the post-event reflection sent to their email through OrgSync. To obtain the post-event reflection, you must circle "BOLD program" on the workshop evaluation sheet as your reason for attending. These post-event reflections offer student officers an opportunity to reflect on what they learned, their leadership, and their leadership goals. While any interested student organization members can participate, the number in attendance will not change the amount of credits

earned. Additionally, in order to receive credit, at least one student organization officer must be present and is responsible for completing the post-event reflection.

Rewards and Yearly Participation:

As officers earn credits for their organization, they can advance as a white, blue, then orange level organization. With each level comes more advanced goals and rewards, including a certificate achievement once a level has been attained. To redeem the awards, organizations must contact OSA with their specific request. Student officers have the full academic year to advance their organization's BOLD level and earn rewards. The program restarts in the Fall and student officers can advance their organization again by helping to facilitate workshops as experienced leaders.

44 Stars of Excellence Gala

Each spring semester, the 44 Stars of Excellence Gala is held to recognize outstanding leadership achievements by RSOs and individuals in several areas, including:

- Programming, promotion, and collaboration
- Outstanding organization recognition
- Emerging leadership
- Outstanding senior leadership

Nomination forms for the 44 Stars of Excellence Gala are available on OrgSync beginning mid-semester. Recipients are selected by a review committee and are announced at the ceremony in mid-April.

OrgSync

OrgSync is the community's online management system. RSOs are able to create portals/profiles, manage membership, and utilize OrgSync in other ways.

Funding and Finances

Funding Options

RSOs have several options to obtain funding for events, publications, etc. The options are: Semester Budgets, Special Programming, and the Co-Curricular Grant. The Student Association (SA) oversees the Semester Budget and Special Programming allocations. A committee of professional staff oversees the Co-Curricular Grant allocations.

All budget requests are required to include Proof of Cost for each line item being requested. For instance, if an RSO is requesting \$1000 for an artist fee, the organization should include a screenshot of the email correspondence in which the artist or artist's representative states the artist is available to perform on a given date for \$1000.

RSOs are required to apply for SA funding, either through Semester Budget or Special Programming allocations, for anything that SA will fund **prior** to applying to Co-Curricular. The only exceptions to this rule is 1) if Special Programming has been depleted for the semester, making Co-Curricular the only remaining option for funding or 2) if SA does not provide funding for what the organization is requesting (i.e. food).

SA funds for venue costs, artist/speaker fees, artist/speaker accommodations and travel, technical requirements, conference registration fees, and more.

SA does not fund for food, decorations, student travel, or student hotel rooms while traveling.

Semester Budget Allocation:

RSOs may apply for semester budgets from SA twice each academic year. Generally, these funding processes occur in March for the following fall semester and in October for the following spring semester. Applications for funding must be

submitted to the SA Comptroller via OrgSync on the date and time identified in the request for applications. If the application for funding is found to be complete, the Finance Board will consider the request. Incomplete applications **will not be considered**.

The Finance Board will hold Finance Board budget hearings following the application deadline. This provides organizations the opportunity to explain their event/goal as well as provides the Finance Board an opportunity to ask clarifying questions. The SA Comptroller assigns organizations a time and location for their budget hearing. The schedule is typically posted a week before the budget hearings take place outside of the SA Office in Schine Student Center. RSOs are notified that the schedule has been posted via OrgSync.

It is mandatory for all organizations who submitted a budget to attend a Finance Board budget hearing. If an organization fails to attend their budget hearing, their budget will be automatically denied. They will have to re-submit their budget through Semester Budget Appeals and forfeit the opportunity to have a budget hearing or question/answer session.

Please note: If an organization only submitted a budget for a conference, they will not be assigned a budget hearing time.

Following these meetings, the Finance Board's recommendation will be presented at the following meeting of the SA Assembly, where a final decision will be voted on and made. The Finance Board's recommendation is final only following final approval by the SA Assembly.

Conferences:

SA may fund up to 8 students to attend a conference with a registration fee of \$250 or less. SA may fund up to 4 students to attend a conference with a registration fee of \$250 or more. SA will only fund for conference registration fees.

Special Programming:

RSOs may apply for Special Programming funding from SA on a weekly first come, first serve basis while Special Programming funds exist. RSOs are only able to apply for Special Programming funding for events that will take place during that semester. Additionally, RSOs can only apply to fund events that were not previously funded through the Semester Budget Allocation described above. This includes Semester Budgets that were denied by SA. Special Programming cannot be used to add additional funding to an event already funded by SA.

Co-Curricular Grant for Student-Generated Initiatives:

The Co-Curricular Grant was developed within Enrollment and the Student Experience to provide financial resources that promote and enhance the out-of-classroom experience for undergraduate students. In an effort to expand access to the Co-Curricular Grant funding, Enrollment and the Student Experience established an application process for students and RSOs to submit funding requests for consideration. Applications for Co-Curricular Grant funding should be submitted via OrgSync. Deadlines for these applications can be found on the Co-Curricular Grant form on OrgSync. A committee of professional staff from different departments on campus will review all applications following each deadline and make appropriate recommendations. Students and RSOs will be notified via email of the committee's decision.

These requests should be for extra-curricular programs, activities, or events that are developed and promoted by students or RSOs only. Events that have already occurred will not be retroactively funded by Co-Curricular.

Fundraising

Policy on Fundraising by Registered Student Organizations:

A. Definition: For the purposes of this policy, fundraising is defined as the collection of

money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

- B. Guidelines:** The following guidelines are applicable to all fundraising activities by Registered Student Organizations on Syracuse University owned, operated, or controlled property:
- The sponsor of a fundraising activity must complete a request form and obtain approval of the fundraising activity from the Office of Student Centers and Programming Services in Suite 228D of the Schine Student Center.
 - The fundraising activity is required to offer a benefit to the University community that is consistent with the University's educational mission.
 - The purpose for which the funds will be raised must be consistent with the purpose of the RSO and the Code of Student Conduct and other applicable policies of Syracuse University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
 - An accounting of any funds raised must be provided to the Office of Student Activities by SCPS within five business days after the event.
 - A currently enrolled student member(s) of the sponsoring RSO must be present during the entire time of the event.
 - In the absence of an available exemption, the event sponsor is responsible for ensuring all collection, reporting, and payment of all applicable New York State sales and use taxes.
 - Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal,

- state, and local laws, rules, and regulations.
- h. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices.
 - i. Neither individuals (regardless of affiliations with Syracuse University) nor private, commercial organizations may sell or promote the sale of products or services on Syracuse University owned, operated, or controlled property except:
 - i. Individuals or organizations with whom/which Syracuse University has entered into a written contract
 - ii. Individuals or organizations authorized in writing by Syracuse University to engage in the sales of goods or services for the benefit of an RSO
 - j. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event
 - k. Syracuse University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements such that parties furnish evidence of insurance coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.
 - l. Syracuse University reserves the right to approve the identity of any proposed sponsor and the content

of sponsorship materials associated with a fundraising activity.

C. Fundraising for Non-University Affiliated Charitable Organizations:

Fundraising for not-for-profit, charitable organizations (e.g., The Red Cross, Salvation Army, etc.) having no direct affiliation with Syracuse University is permissible provided that the above guidelines are followed, and:

- a. The organization submits a statement of support on the organization's letterhead to OSA, SCPS, and the Center for Public and Community Service acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.
- b. The organization provides proof to the University that it is registered with the secretary of state of the State of New York as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter, and that its proposed use of University owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s).
- c. The recognized student organization planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
- d. Educational information about the agency and the services it provides is made available at the event
- e. Notwithstanding paragraph B-6, in the absence of an available exemption, the charitable organization is responsible for the collection and reporting of all applicable New York State sales and use taxes.
- f. The charitable organization is responsible for ensuring that its

activities comply with all applicable federal, state, and local laws, rules, and regulation.

D. Fundraising Examples: Syracuse University provides the following as general examples of items that may be used to raise funds. Please note that the University reserves the right to review and approve all items.

- a. Items for sale that have been produced by the organization (e.g., baskets, bouquets of flowers)
- b. Cash donations
- c. Donations of items of value (e.g., clothing, school supplies)
- d. Items for sale that are directly related to the student organization's mission or goals (e.g., plants sold by the Horticulture Club)
- e. Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies
- f. Pre-packaged items (e.g., candy, gum)

E. Prohibitions: Syracuse University reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

- a. Solicitation by credit card or telephone card companies, with the exception of those approved by the University Bookstore or an appropriate Chancellor's Cabinet officer
- b. Door-to-door fundraising on Syracuse University owned, operated, or controlled property
- c. Fundraising for any candidate for political office
- d. Sale or distribution of items that violate Syracuse University trademark rights of existing contracts

- e. Receipt by individuals who organize a fundraising activity of proceeds from the activity

F. Locations: The specific campus locations listed below have established additional criteria for fundraising activities. All of these areas require the approval by the Office of Student Centers and Programming Services and:

- a. Residence Halls: approval by the Office of Residence Life and the residence director of each residence hall in which fundraising is to occur
- b. Dining Areas: approval by the appropriate deans, director, or building coordinator of the facility
- c. Recreation Facilities: approval by the Department of Recreation Services. This applies to athletic fields and gymnasiums
- d. Manley Fieldhouse: approval by the Department of Athletics
- e. Carrier Dome: approval by the manager of the Carrier Dome

G. Additional Restrictions and

Requirements: Syracuse University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be additional to, or in lieu of, those set forth in the policy.

H. Enforcement: Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to University policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Office of Student Centers and Programming

Services or other appropriate University official.

The University judicial system has jurisdiction of complaints against any student or recognized student organization(s) alleged to have violated this policy.

- I. **Sanctions:** Sanctions for violation of this policy by students and/or recognized student organizations include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of recognition for recognized student organizations, other disciplinary sanctions, and other education sanctions appropriate to the circumstances.
- J. **Reservation of Rights:** Syracuse University reserves the right to amend this policy at any time.
- K. **Accepting Donations:** Student organizations may accept cash donations to be deposited by the Office of Student Activities. University department donations made to student organization should be spent out of the respective departmental account and therefore money should not be transferred from a University department into the student organization fundraising account. Additionally, funds maintained in the student organization fundraising account cannot be used to pay students for services.

Managing Your Resources

RSOs are required to comply with the following policies in making expenditures from either allocated or self-generated funds:

Accounting: OSA maintains SA allocated funds, miscellaneous funds (ticket sale revenue), gift accounts, and organization fundraising accounts. Co-Curricular grants are managed by the Division of

Enrollment and the Student Experience.

Organizations are required to keep all money within OSA accounts. RSOs are not permitted to have outside bank accounts.

Expenditure Requests: Expenditure Requests are available on OrgSync. They must be completed by the RSO and approved by the SA Comptroller before a purchase/payment will be authorized. Expenditure requests are used when an RSO wants to utilize funds in a different way than originally approved. For instance, an RSO applied to have an event in the Underground but now wants to move to the Goldstein Auditorium. They would like to move money from the approved amount provided by SA for the artist fee to cover the additional cost of moving venues.

Contingency Requests: Contingency Requests are available on OrgSync. They must be completed by the RSO and approved by the SA Comptroller before a purchase/payment will be authorized. Contingency requests are used when an RSO event has an unexpected expense after submitting the budget request. For instance, an artist requests hospitality (i.e. food) be provided during their performance. The RSO was unaware of this request/need when they submitted their original budget. The RSO can submit for Contingency to cover the hospitality request.

Student Reimbursements: In accordance with the funding guidelines of SA, students who spend personal funds on goods, services, etc. **will not** be reimbursed for these expenditures without prior written approval from the SA Comptroller and copies of the original receipts. Students have the opportunity to be reimbursed through the RSO's fundraising account. Taxes may be reimbursed if the funds are being withdrawn from the RSO's fundraising account only. Work with your consultant to complete these requests.

Travel Reimbursements: Students can only be reimbursed for travel expenses from their fundraising account, as SA funds cannot be used for travel costs. Students will need to submit original

receipts or proof of payment (i.e. bank or credit card statements), description/reason for travel (dates, transportation type, and RSO-related reason for travel), and SUID # in order to receive reimbursement. Work with your consultant to complete these requests.

Alcohol and Other Controlled Items: RSOs may not use any of their funds toward the purchase of alcohol, tobacco, fireworks, explosives, guns, or other controlled items or substances for a program, performer, or organization member(s).

Programming and Space Reservation

The Event/Program Planning Process

The **Office of Student Activities (OSA)** partners with the **Office of Student Centers and Programming Services (SCPS)** to provide assistance and services for student organizations, sponsored events, and other programs. Recognized Student Organizations (RSOs) must follow a required planning process in order to host an event or program on the Syracuse University campus. Contact your Student Activities Consultant if you have questions regarding this process and its programming deadlines.

Step 1: Idea

A. Meet OSA:

- a. The Office of Student Activities (OSA) is an office in the division of Enrollment and the Student Experience. OSA is responsible for working with the 300+ RSO's at SU. OSA works with orgs to plan programs. Additionally, OSA provides leadership training opportunities for RSO's.
- b. Consultants are staff members that work in the Office of Student Activities. RSO's are assigned a

consultant upon recognition by OSA based on availability and interests.

- c. The OSA consultant is here to help guide organizations through event planning steps. Consultants can help you further develop and brainstorm event ideas and can ensure your tentative date does not conflict with other major events on campus. If you are struggling finding suitable date, your consultant can help with a recommendation of a suitable date and timeline for your event. Your consultant can also provide guidance as you are getting in touch with an artist or agent for quotes and date availabilities.

B. Questions to ask:

- a. What is the mission of my organization? Does this event align with that?
- b. Is there a need for this event on campus?
- c. Does a similar event already exist on campus? If it exists, how will this be markedly different?
- d. Is there enough time to plan and implement this event successfully?

C. Develop Goals for the event:

- a. SMART Goals
 1. Specific (simple, sensible, significant)
 - a. What do you want to accomplish?
 - b. Who is involved?
 - c. Why is this goal important?
 - d. Which resources are involved?
 2. Measurable (meaningful, motivating)
 - a. How many events?
 - b. How much time will go into this?

- c. How much money will I need to make this happen?
 - d. How will I know when it is accomplished?
 - e. How will I track progress and success?
3. Achievable (agreed, attainable)
 - a. Can I reasonably accomplish this goal?
 - b. Do I have enough time to make this successful?
 - c. Do I have funds to make the vision a reality?
 4. Relevant (reasonable, realistic, resourceful)
 - a. Is this the right time?
 - b. Does it match or fulfill our mission?
 - c. Is this relevant for the culture on campus?
 - d. Is there a need that is not being fulfilled that this will cover?
 5. Time bound (time-based)
 - a. Can I achieve this during the current semester and allocated funds?
 - b. What can I do today to work towards this goal?

- Catering - Four (4) weeks prior
 - Comedy - Six (6) weeks prior
 - Community Service - Four (4) weeks prior
 - Conference Attend - Eight (8) weeks prior
 - Conference Hosting - Eight (8) weeks prior
 - Cultural Show - Eight (8) weeks prior
 - Dance Party - Four (4) weeks prior
 - Large-Scale Concert - Ten (10) weeks prior
 - Movies - Four (4) weeks prior
 - Philanthropy - Four (4) weeks prior
 - Reception - Four (4) weeks prior
 - Small-Scale Concert - Six (6) weeks prior
 - Speaker - Six (6) weeks prior
 - Theatrical Performance - Eight (8) weeks prior
 - Other Events - See OSA Consultant
- ii. Organizations wishing to program outside of the deadlines above may request an exception to the process in a written format addressed to the organization's Student Activities Consultant. That consultant will approve or deny the request after review with SCPS.

Step 2: Confirmation & Proofs

A. Securing space

- a. Meeting Space: Recognized Student Organizations that need space for one-time meetings/events or recurring meetings/events (a gathering of student organizational members and potential members only) should fill out the [appropriate form for the space to be reserved](#). The organization representative should receive a confirmation from SCPS within 1-3 days of submission. If one has not been received after three business days, it is the organization's responsibility to

D. Planning Deadlines

- a. Organizations must meet with their consultant to begin planning. Use the following as a planning guide for the minimum number of weeks this should be planned before the event's scheduled date:

follow up with SCPS. To reserve space in University facilities other than student centers or academics spaces, please contact the following:

Area	Contact
Quad	SCPS
Archbold or Flanagan Gyms	Recreation Services
Women's Building	Recreation Services
Hendricks Field	Recreation Services
Tennity Ice Pavilion	Recreation Services
Bird Library	Library Administration
Goldstein Alumni and Faculty Center	Food Services
Hendricks Chapel	Hendricks Chapel Dean's Office
Inn Complete	Inn Complete Manager
Manley Field House	Assistant Director of Athletics

*Please note that each facility has different requirements and costs

To reserve a space in a non-University facility such as the Sheraton, etc., please contact your OSA Consultant *PRIOR* to contacting the facility.

- B. The Semesterly Space Allocation Process: Student Centers and Programming Services (SCPS) shall coordinate a Space Allocation Process for Recognized Student Organizations and administrative/academic departments each semester. This process occurs in October and March preceding the semester for allocation.

The Space Allocation process should be followed to secure programming in:

- Goldstein Auditorium
- Schine Underground
- Skybarn
- Goldstein Student Center
- Both the Office of Student Activities and SCPS highly

recommend that the student organizations follow the Space Allocation Process to ensure space availability for events.

Student Centers and Programming Services schedules both non-academic and academic space according to the following guidelines. Any questions regarding this process can be addressed to the Director of SCPS, at (315) 443-4240. Refer to the SCPS website for additional information.

Form Submission

Students will fill out a space request form via orgsync that is then submitted to the space allocation committee. This form is open on a periodic basis and organizations will be notified of the open date via orgsync communications. The committee reviews and approves space based on the following criteria:

1. The organization's event has been approved for funding by SA
2. SCPS space allocation form is submitted by the required deadline
3. Review of each program's programmatic and/or technical needs and its appropriateness with the requested space
4. Review of past program event history, i.e., tickets sales and event attendance

Completion of required paperwork does not guarantee that an organization will receive space on the dates requested by the organization. Alternative spaces may be allocated due to

the volume and nature of requests.

C. Confirmation Process outside of Semesterly Space Allocation Process:

Requests for Event Space in Schine and Goldstein Student Centers

- space requests will be processed and confirmed within three (3) business days of receipt
- Space allocation confirmations will be distributed via email for acceptance or declination within ten (10) days of the submission deadline date
- Declined space will become immediately available to other requesters

Requests for Event Space in Syracuse University Academic Buildings

- Space allocation confirmations will be distributed within three (3) days of the completion of the University Registrar's course and exam scheduling process
- Accepted space requests will be processed and confirmed within three (3) business days of receipt
- Declined space requests will become immediately available to other requesters

Note: The space allocation committee will do its best to place Recognized Student Organization events in their requested venue and date. Priority will be given, however, to events on the University-wide calendar (i.e., Orange Central,

Family Weekend, Commencement, etc.).

D. Use of the Kenneth A. Shaw quadrangle ("The Quad")

The Quad Statement of Purpose: *Syracuse University's Kenneth A. Shaw quadrangle, affectionately known as "the Quad," is an open green space designed to be accessible, safe, attractive, and to be used by members of the University community and their guests. The quadrangle is defined as the grassy area bounded by sidewalks, which include Hendricks Chapel and steps, Link Hall, Carnegie Library, Hinds Hall, and Huntington Beard Crouse Hall. The Quad is part of a centuries-old tradition in higher education: the provision of a peaceful, open air area for both thoughtful contemplation and social interaction. SU's Quad has been part of the campus since Syracuse University's founding in 1870. Once known as the oval and used for football games, it is now the University's "crossroads" and is the site for many fond memories for generations of alumni, as well as enjoyment for current students.*

Policy for Use of The Quad

Use of The Quad space for Syracuse University-related activities or events must be reserved by an academic or administrative department, or by a Recognized Student Organization (RSO) in good standing with the University. Individual University members who utilize The Quad to exercise free speech absent participants, should refer to the Syracuse University Student Handbook for review of the Campus Disruption Policy and the Statement of Student Rights and Responsibilities, specifically, Assembly and Protest.

The Office of Student Centers and Programming Services (SCPS), Suite 228D, Schine Student Center,

has established the following space reservation guidelines for The Quad:

- The sponsoring group and participants are bound by applicable University policies, local and state ordinances, and the Code of Student Conduct.
- A minimum of seven (7) business days prior to the proposed event, SCPS must receive an outdoor space request form outlining details about the proposed event. SCPS reserves the right to refuse any request.
- The proposed event (including set-up and breakdown) must NOT conflict with scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.
- A proposed event must NOT present a safety risk or hazard to the participants, to others using the Quad or adjacent space, or to underground utilities. The degree of risk and 18 staffing requirements for all proposed events shall be determined by the Department of Public Safety and/or the Risk Management/Safety Department and/or Physical Plant. Each department will 19 determine necessary staffing for a respective Quad event.
- Recognized Student Organizations and/or administrative, academic departments may be approved for a maximum of three event requests per semester. An approved event will be defined as any activity that operates between the hours of 7:00 AM and 9:00 PM or any fractional period therein. Events approved to continue beyond 9:00 PM will be considered a continuous event and must be completed within a 48 hour period of the requested event start time.
- Commercial or non-University vendors hired by the event sponsor, shall, at their or the events sponsor's expense, provide to the University Risk Management Department and subject to Risk Management's approval, satisfactory evidence of insurance at least 10 business days prior to the event.
- All costs related to the event (including but not limited to; security, physical plant, etc.), are the responsibility of the sponsor. Sponsors scheduling events on the Quad are responsible for returning to the University's satisfaction the Quad space to the condition that it was found. This includes the removal of fliers, equipment,

and debris related to the event.

- Petitions to request exceptions to the above guidelines must be submitted to SCPS at least 21 business days prior to the proposed event.
- Syracuse University reserves the right to cancel any event or activity, if, at any time before or during an event, it is determined that a sponsoring group or participants have breached or misrepresented conditions set forth in these guidelines. The sponsoring group or participants may then be subject to appropriate disciplinary action.

****PLEASE NOTE**** SCPS has their own specific event policies which pertain to any event held in their space. All information on the [SCPS event policies](#) can be reviewed at any time on their website.

E. Catering

- a. There are specific policies for using catering and having food on campus. Please [review the catering policies](#), which review general policies, exceptions, and other pertinent information.
- b. For events held in Schine:
 - i. [Email Heather Lajoie](#) in Schine Catering and copy your OSA consultant. Introduce yourself and organization and request a quote for catering. Provide the following information:
 1. Name of Event
 2. Date of Event

3. Start and End Time
 4. Location of Event AND location where catering is to be placed, if it's different from the event location (IE-If your event is in Goldstein Auditorium, but your catering needs to be in the dressing rooms, please indicate so.)
 5. Name of Advisor/Consultant (who will pay)
 6. Maximum number of guests anticipated
 7. Type of event (meeting, served dinner, reception, etc.)
 8. Menu items desired, and quantity of each
 9. Special needs to be accounted for (allergies, vegan, etc.)
 10. Any special color linen you would like
- ii. To pay for catering:
 1. Receive quote of cost via email
 2. Determine how the food cost will be paid for
 3. Give quote to OSA Consultant for payment
- c. For events held anywhere else on campus- outside of Schine
 - i. [Email Melissa Perry](#) in Campus Catering with the following information:
 1. Name of Event

2. Date of Event
 3. Start and End Time
 4. Location of Event
AND location where catering is to be placed, if it's different from the event location (IE-If your event is in Hendricks Chapel, but your catering needs to be in the Noble Room, please indicate so.)
 5. Name of Advisor/Consultant (who will pay)
 6. Maximum number of guests anticipated
 7. Menu items desired, and quantity of each
 8. Special needs to be accounted for (allergies, vegan, etc.)
 9. Any special color linen you would like
- ii. To pay for catering:
 1. Receive quote of cost via email
 2. Determine how the food cost will be paid for
 3. Give quote to OSA Consultant for payment
- d. Self-Serve Catering
 - i. There is an easier, cheaper option for food on campus called the self-catering option. This option has a limited menu and you must pick up the order, but is a more economical solution for orgs.
 - ii. Fill Out and Submit Self Catering Order Form
 1. Include all relevant information
 - iii. Receive Confirmation
 - iv. Request ID from OSA Consultant
- F. Reaching out to agents
- a. There are some specific pieces of information needed when initiating the inquiry process with an agent. This will eliminate the back and forth of them asking questions and having to provide answers. Here is an initial template for contacting agents, which is a great way to ensure you're giving them all the necessary information they need to give you a quote.
 - b. There are some common sense things to keep in mind when making contact with an agent or artist. It is a common misconception that you need to 'play hardball' right up front. Here is a short guide on things to keep in mind:
DO: Use full and complete sentences when communicating.
DO: Be professional and courteous.
DO: Have a semi-script with you if first talking on the phone. Always follow up via email.
DO: Have your specifics ready.
DO: Give them time to respond. Understand that it may take a few days for them to follow up with you. If you contact them on a Friday, you likely may NOT hear from them until the middle or end of the following week. Not everyone (even agents) work on the weekends to meet your needs.
DO: Be certain to ask for an all-inclusive price. All-inclusive means one overall cost for all the associated expenses for the artist.

Should the agent respond by saying “\$100 plus a hotel room” That’s not all-inclusive, an all-inclusive cost would be “\$250”.

DO: Remember to ask about any technical needs in your inquiry. We ask this during the inquiry to make sure we can obtain the correct quotes for budgeting since these needs are not free and need to be accounted for.

DON’T: Be rude or demanding. Everyone appreciates patience and kindness.

DON’T: Wing it. Know what you’re going to say before you talk to them.

DON’T: Call or contact before you have some idea of tentative dates, times and locations.

DON’T: Do not promise things you don’t know if you have money for. If you haven’t been approved for funds, you can’t agree to provide things yet. Even something as simple as “that sounds like it would be fine” could be construed as you saying you would provide something.

DON’T: EVER agree verbally over the phone to anything or sign anything that states the artist can come to campus. You can be held personally liable for paying the artist out of your own pocket.

Step 3: Funding

Once RSO’s have the necessary documentation needed to show the proof of cost of items, availability of places/performers, and any other necessary quotes, it is time to move on to how the event will be paid for.

A. RSOs have several options to obtain funding for events, publications, etc. The options are:

- Semester Budgets through Student Association

- Special Programming through Student Association
- Co-Curricular Grant through a committee of professional staff

B. All budget requests are required to include Proof of Cost for each line item requested. For instance, if an RSO is requesting \$1000 for an artist fee, the organization should include a screenshot of the email correspondence in which the artist or artist’s representative states the artist is available to perform on a given date for \$1000.

C. Funding Options:

- a. Student Association (SA)
RSO’s are required to apply for SA funding, either through Semester Budget or Special Programming allocations, for anything that SA will fund prior to applying to Co-Curricular. The only exceptions to this rule are:
- i. if Special Programming has been depleted for the semester, making Co-Curricular the only remaining option for funding or
 - ii. if SA does not provide funding for what the organization is requesting (i.e. food).

SA funds for:

- i. venue costs/rental fees
- ii. Ticket request fee
- iii. artist/speaker fees or honorarium
- iv. artist/speaker accommodations and travel
- v. technical requirements
- vi. conference registration fees - RSO’s are eligible to send up to 8 students to a conference with an individual registration fee of \$250 or less. SA may fund

up to 4 students to attend a conference if the individual registration fee is \$250 or more. SA will only fund for conference registration fees.

- vii. Other items not covered here

SA does not fund for:

- i. Food
- ii. Decorations
- iii. student travel
- iv. student hotel rooms while traveling
- v. student meals
- vi. student DJ's / speakers / performers
- vii. additional marketing above and beyond the standard copy allocation

Semester Budget Allocation

- i. RSOs may apply for semester budgets from SA twice each academic year. Generally, these funding processes occur in March for the following fall semester, and in October for the following spring semester. Applications for funding are submitted to the SA Comptroller via OrgSync ONLY on the date and time identified in the request for applications. If the application for funding is found to be complete, the Finance Board will consider the request. Incomplete applications will not be considered. The Finance Board will hold Finance Board budget hearings following the application deadline. This provides organizations the opportunity to explain their event/goal identified in Step

1 above, as well as provides the Finance Board an opportunity to ask clarifying questions. The SA Comptroller assigns organizations a time and location for their budget hearing. The schedule is typically posted a week before the budget hearings take place outside of the A Office in Schine Student Center. RSOs are notified that the schedule has been posted via OrgSync. It is mandatory for all organizations who submitted a budget to attend a Finance Board budget hearing. If an organization fails to attend their budget hearing, the budget will be automatically denied. They will have to re-submit their budget through Semester Budget Appeals and forfeit the opportunity to have a budget hearing or question/answer session. Please note: If an organization only submitted a budget for a conference, they will not be assigned a budget hearing time. Following the conclusion of all budget hearings, the Finance Board's recommendation will be presented at the following SA Assembly meeting, where a final decision will be voted on and made. The Finance Board's recommendation is final only following final approval by the SA Assembly.

Special Programming

- i. RSOs may apply for Special Programming funding from SA on a weekly first come, first serve basis while Special Programming funds are available. RSOs are only able to apply for Special Programming funding for events that will take place during that same semester. Additionally, RSOs can only apply to fund events that were not previously funded through the Semester Budget Allocation described above. This includes Semester Budgets that were denied by SA. Special Programming cannot be used to add additional funding to an event already funded by SA.

Miscellaneous Funds (aka Ticket revenue)

- i. Once a paid, ticketed event is over, the ticket reconciliation process will take 10 business days. The funds generated from ticket sales will be deposited in the sponsoring organization's miscellaneous account in the Office of Student Activities. Miscellaneous account funds (or ticket revenue), at the discretion of the Student Association Comptroller, is expected to be used at the conclusion of each semester in which the funds were accrued. In order to do so, submit an expenditure request form along with proof of cost of desired expenses. This income does not roll over from academic year to academic year.

- b. Co-Curricular
The Co-Curricular Grant was developed within the Division of Enrollment and the Student Experience to provide financial resources that promote and enhance the out-of-classroom experience for undergraduate students. In an effort to expand access to the CoCurricular Grant funding, Enrollment and the Student Experience established an application process for students and RSOs to submit funding requests for consideration. Applications for CoCurricular Grant funding is submitted via OrgSync. Deadlines are found on the Co-Curricular Grant form on OrgSync. A committee of professional staff from different departments on campus will review all applications following each deadline and make appropriate recommendations. Students and RSOs are notified via email of the committee's decision. These requests should be for extra-curricular programs, activities, or events that are developed and promoted by students or RSOs only. Events that have already occurred will not be retroactively funded by Co-Curricular.
- c. Fundraising
The most up to date version of the official Syracuse University [Policy on Fundraising by Registered Student Organizations](#) can be found in detail on the web. For the purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.
- d. Departmental funding

RSOs often receive funding from an academic or co-curricular department for a few reasons- their missions may align very closely, there is a grant available, or they seek to genuinely assist organizations in their endeavors. If department funding becomes available, the amount should be included in the organization's Student Association funding request. If the funding becomes available after SA has distributed their semester allocation monies, contact the OSA Consultant and they will assist in utilizing those departmental funds.

Step 4: Logistics & Implementation

- A. Contracting: Once the organization has successfully secured all of the necessary funding, spaces, and other items needed to make the event happen, the official contract process will begin. A contract is a legally binding obligation, usually involving an agreement to pay a specific sum of money in exchange for services. Negotiating contracts is vital to program planning, so Recognized Student Organizations (RSOs) are cautioned to use care when discussing contracts over the telephone or in email. Both RSOs and its members can be held financially liable for both written and oral contracts and agreements. The organization's OSA consultant will provide guidance in the execution of this formal, binding agreement.
- a. Syracuse University students are authorized to ask a talent agency about a possible campus performance by the artist, but not commit to anything in the inquiry (Even something simple, such as "sure we can pick you up at your hotel").
 - b. When speaking with the talent agency, you should discuss the range of costs for the performer on

different possible dates and at different times and locations. Once you have their quote, tell the agency or representative: "Let me review this information with the University. If approved, you should receive a written bid or offer from Syracuse University, Office of Student Activities." **DO NOT VERBALLY AGREE TO SERVICES OR COSTS OVER THE PHONE.** To be sure you're on track, you're free to cc: your OSA consultant on ANY communication regarding the artist/contracting/negotiating.

- c. The Office of Student Activities **STRONGLY** recommends that student organizations ask for an **ALL-INCLUSIVE QUOTE** and avoid requesting costs separately (speaking fee, meals, transportation). 'All-inclusive' quotes include all performance needs including performance fee, meals, ground transportation, airfare, hotels and any other artist requests. This avoids possible confusion in booking these services as it pertains to artists' preference, timing, etc. (window/aisle seat, 1 bed or 2 for hotels). The artist will be paid one lump sum in the form of a University check either immediately following the performance or within fifteen (15) business days granted the entire set of paperwork needed is received at least fifteen (15) business days prior to engagement date.

DO NOT SIGN ANY DOCUMENT ASSOCIATED WITH THE PERFORMER OR AGENT. IF YOU SIGN A CONTRACT, YOU CAN AND WILL BE HELD PERSONALLY

LIABLE FOR ITS TERMS AND CONDITIONS.

Connect with your OSA Consultant once the contract has been fully signed by both the artist and the University. Keep this for the organization's records and print it for the day of the event for reference.

B. Implementation and planning: Determining logistics of the day of the event describes the process of confirming all of the details in advance of your show or performance with the artist/artist contact, production contact (usually SCPS), any vendors or other offices, catering (if using), the organization e-board/organization event staff, and/or the OSA consultant. Once funding, space, and availability is confirmed and the performer(s) is contracted, the organization can move on to securing all the other aspects of the event.

C. Once your OSA consultant has a contract fully signed by both parties, it would be best to ask the following questions to further confirm day-of logistics and details with the performer/artist. If the organization chooses to do so over the phone, make sure to follow up in an email to keep record of it in writing.

- What is your means of transportation to get to Syracuse? What time does your car/bus/flight arrive? If you do drive, how many cars will be coming? Do we need to provide parking?
- What time will you arrive at the venue?
- Do you require a sound check? If so, how long will sound check be and starting time?
- If catering is provided: how many people are in your travel party?

What time do you want catering to be set up?

- Will you be selling merchandise? If so, please remember the performer must provide their own seller and treasury of money. Confirm the percentage that goes to artist and percentage that goes to sponsoring organization.
- Are you the day of show contact? If so, what is the best number to reach you? Additionally, provide the name and number of your organization's day-of contact person (NOT your OSA consultant).
- Would the artist be willing to do a meet and greet or take a group photo with the organizing student group?

D. SCPS: If utilizing SCPS, the organization will need to meet with the professional staff member assigned NO LATER THAN 2 weeks prior to your event. If you do not meet with them by this standard deadline, they reserve the right to cancel your event due to insufficient planning. During your meeting with the staff member, you may confirm the following details:

- Staffing (both org volunteers and Event and Technical Services from SCPS)
- Room setup and requirements
- Artist needs as required in their contract or tech rider
- Any other specifics such as catering, lighting, set-up times, sound check times, dressing rooms, and possible rehearsals.

SCPS has their own specific event policies which pertain to any event held in their space. All information on the [SCPS event policies, including event policies and dance party policies](#) can be reviewed at any time on their website.

E. Box Office

- a. While not every event will require tickets, those student organization sponsored events held on University Property must be sold through the Schine Box Office, with very few exceptions.
- b. The sponsoring organization must first complete a Ticket Request Form. The student will fill out the form and receive an email copy of the completed form. The student will print the form and meet with the SCPS Event Consultant to discuss event details, and get the form signed. It will be brought to the organization's Student Activities Organization Consultant, who will provide the appropriate funding account and signatures on the form.
- c. Venue Sign Off Procedures - All ticket request forms submitted to the Schine Box Office require a venue representative signature and capacity assigned prior to ticket sales beginning. The venue representative is typically from SCPS, if you have questions about who should sign this form, please contact your OSA Consultant.
- d. Once the proper signatures are obtained, the organization must submit the Ticket Request Form and payment at least two (2) weeks before the scheduled event.
- e. The [full version of the box office policies](#) can be found in detail on the web.
- f. The Box Office does not release profits in cash, the income will be transferred to the account(s) by which the event was paid for. (IE - if 60% of the total funds for Event X came from SA, and 40% came from the org's fundraising, the income will be divided percentage-wise into the

2 accounts).

- F. Catering: It is the responsibility of the organization to make sure they have the funding needed to pay for catering, should it be booked. Once the initial order is placed, review the order to ensure that the number of attendee, food order, delivery time and location, contact information, and any other catering requests are correct. Any errors not corrected are the responsibility of the organization and not the catering department.
- G. Marketing: All advertisements should include essential information, such as date, time, ticket cost and availability, place of the program and the sponsoring organization's name. Printed materials should be easy to read, yet distinct and eye catching. Printed materials should reflect your organization's purpose and mission and be inclusive of all Syracuse University students. Avoid offensive themes and statements.
 - a. Timing is crucial in effective publicity. Posters, flyers, and any digital advertising should be ready to distribute at least four weeks before the program is scheduled to occur. Public service announcements should be disseminated beginning at least three weeks before the program.
 - b. If the program is funded in whole or in part by the Syracuse University Student Association, include the following statement on all publicity: "Your Student Fee...." Failure to do so will jeopardize funding for the program.
 - c. When marketing, keep in mind that permission is required before any [use of Syracuse University trademarks](#). Additional information may be obtained by calling the Office of Trademark Licensing, 315-443-2722.

- d. Copy Request forms can be filled out on the online copy request form via OrgSync. Please allow 2-3 business days for consultant approval, and an additional 2-3 business days for SA Comptroller approval. The Syracuse University Student Association will not pay for any copies greater than the allotment unless prior arrangements are made. Once submitted, the OSA consultant will review the flyer for the following requirements:
- i. Date of program/event
 - ii. Time of program/event
 - iii. Location of program/event
 - iv. Recognized student organization name--please note that only programs and events sponsored by currently recognized student organizations will be approved
 - v. Organization contact name and phone number, e-mail or web page where questions concerning the program/event may be addressed
 - vi. Flyers for program/events funded via the Student Association must include the phrase: "Your Student Fee"
 - vii. Flyers for program/events funded via the Student Association must include the following phrase word for word: "For any questions, or to request accommodations, please contact (NAME/EMAIL) by (DATE)" (Deadline should be 5-7 business days before the event).
 - viii. All events promoted on fliers/handbills must be

listed in the OrgSync calendar, and viewable to the public.

- ix. The flyer must be in accordance with all of Student Activities and University missions, values, and policies

****PLEASE NOTE****

Organizations that abuse the Student Activities Poster or Flyer Policy may be found in violation of the [Syracuse University Code of Student Conduct](#). Organizations may not attempt to falsify flyer approval in any way.

If a flyer is rejected, your Student Activities Organization consultant will list the reasons for rejection in an email to the flyer's submitter. An organization may re-submit an improved flyer for approval at that time.

- e. Once approved by the OSA consultant AND the SA Comptroller, recognized student organizations may use 'Cuse Copy to copy flyers for upcoming meetings and programs. Each recognized student organization is allotted 1,200 copies (600 color, 600 B&W) per academic year.
 - i. Student Organizations may take their approved copy request forms to 'Cuse Copy to be used as payment for flyer printing.
 - ii. 'Cuse Copy is located in the lower level of the Schine Bookstore, (315) 443-3455. Their hours of

operation during the academic year are between 8:30AM and 5:00PM

- f. Campus Digital Kiosks - Recognized Student Organizations and University departments are eligible to use digital campus kiosks, located in the Schine Student Center and Goldstein Student Center. The following steps must be completed to claim a spot in the digital kiosk rotation:
 - i. For student organizations, please make sure your event's funding and space are secured before poster submission. Please select your student organization consultant to help with the approval process. If your consultant/advisor is not listed, please include the person's name and email address in the notes field.
 - ii. Digital posters should be submitted at least one week prior to an event. That will allow enough time to process the request and ensure enough time to market the event properly.
 - iii. Recognized Student Organizations and University departments may register to have a poster displayed in the campus kiosks for up to 10 days. Posters may remain longer if space is available and the marketed program has not already occurred. To reserve a digital kiosk space, complete the [digital kiosk space online form](#).
- g. Dining Centers: In order to advertise on the menu boards in our dining centers, student organizations can fill out the [dining hall digital advertising request form](#). Items must be SU/SUNY ESF affiliated, include the name of the sponsoring organization clearly on the item, and display an expiration date and contact information, should someone have questions about the program.
- h. Student Center Exterior Banners: Banners that meet specific guidelines may also be placed on the outside of both student centers. For [information on banner criteria](#) and [scheduling for this space](#), contact the Student Centers and Programming Services Office at (315) 443-4240 or stop in to 228D Schine Student Center.
- i. Information Tables (also known as Atrium Tables): Tables may be reserved for information distribution in the Schine Student Center and the Goldstein Student Center. Tables are limited and available for reservation on a first-come, first served basis through the Student Centers and Programming Services Office. It is recommended that reservations be submitted at least 5 business days prior to the desired date. [To reserve a table, submit the Atrium Table Reservation Form](#). The policies for atrium tables are updated periodically and can be found on the Student Center's and Programming Services website under "[Recognized Student Organization Policies](#)".
- j. Campus Posting Policy: The [campus posting policy](#) is designed to allow Recognized Student Organizations, administrative and academic departments, individual students, and individual employees to properly post items on Syracuse University property in a manner

consistent with the mission of Syracuse University. Please note, each school or college, academic facility, and administrative building has formulated procedures for posting material within its own confines. In the event a specific posting policy by an academic or administrative facility conflicts with the requirements set forth here, that procedure takes precedence over these requirements. The policy details out restrictions, requirements, and other information pertinent to posting on campus.

- i. Materials must not be obscene or defamatory and must not violate University policy, or federal, state, or local laws.
- ii. Any material not written in English requires an English translation to be kept on file with the Office of Student Activities.
- iii. All display materials must include:
 - Name of the sponsoring organization, department, or responsible individual
 - Date, time and location of program
 - Approval from the appropriate department as required by location
- iv. [Office of Residence Life posting policy](#) is on the Residence Life website under the heading “Posting Policies for ORL”. Please note, the guidelines for posting in the residence hall

reflect the commitment of the Office of Residence Life to foster an educational environment. The guidelines are specific for reasons of safety and security and the need to maintain an environment conducive to the pursuit of learning.

- k. Off-Campus Publicity: If you want to publicize your event, program, or service using the Syracuse community newspapers, radio stations, or TV stations, you should contact the Director of Communications at (315) 443-8568. Please put the details of the event together in a press release, see below for guidelines, so this individual is better able to help you create a Syracuse community promotion plan.
 - i. How to Write a Press Release: Obtaining free advertising is often the most cost effective means of reaching a wide audience. A concise, coherent press release makes it easier for media outlets to write a story or update their audiences about your program. These steps can be used as guidelines for writing a press release:
 - Type “Press Release *** Press Release *** Press Release” across the top of the page.
 - Think in terms of the audience of the media outlet to which you are writing

- Provide a catchy title/headline
- Provide the time, date, and program location
- Describe the purpose of the program
- Be succinct. Keep the release to one page whenever possible, as the second page is rarely read
- Put the most important facts in the first two or three paragraphs
- Provide a contact name from your organization to verify or supplement the text

ii. Mailing Options

- Both campus mail and off-campus mail with postage affixed can be dropped off at the Schine Student Center, Goldstein Student Center, and Student Activities Front desk.
- For parcel shipping, Recognized Student Organizations may use the Syracuse University Bookstore. RSOs must complete an expenditure form to receive a purchase order to cover costs of shipping.

- Recognized Student Organizations seeking to mail items may give the item to a Student Activities staff member for mailing. RSOs may request a standing inter-departmental order for mail services from their fundraising account.

- I. Recognized Student Organization Mailboxes: Recognized Student Organizations are assigned a mailbox in the Office of Student Activities, Suite 126, in the Schine Student Center. Students have access to these mailboxes during Schine Student Center hours of operation. You may use the following address to receive mail:
 Name of Student Organization
 C/O: Name of Contact Person
 Office of Student Activities
 126 Schine Student Center
 Syracuse, NY 13244
- i. All RSO mailboxes are closed and cleaned out following the end of the fall semester and after Commencement in May of each year. Please arrange to check your mailbox and to stop mail service before this date.
 - ii. Recognized Student Organizations may distribute mail to other RSOs via their Student Activities mailboxes; however, Student Activities does not recommend that student organizations put flyers for upcoming programs in the organization

mailboxes. They are hardly read and often thrown away, wasting reams of paper per semester. Announcements of events not affiliated with Syracuse University or SUNY-ESF will be removed immediately from the mailboxes and destroyed.

- m. Residence Hall Mailboxes: The use of student mailboxes in the residence halls is limited to federal mail, campus mail, and information regarding residence hall issues, programs, or events. Recognized Student Organizations not directly affiliated with residence halls may not mass distribute flyers or other advertisements through student mailboxes.

Step 5: Event Day

- A. Event day can be stressful but with a few considerations, it should run relatively smoothly. Prior to the event, set a meeting with your organization to discuss the vision, roles, and expectations. Have your OSA Consultant send you the fully executed contract for you to have on hand for the event day. The contract will highlight the artists' and Universities responsibilities. It is also a great tool to fall back on should any issues, discrepancies, or misunderstandings arise with the artist.
- B. Day of Show/ timeline
 - a. It is important to schedule a meeting with your organization to discuss what the event will look like from setup to breakdown.
 - b. Responsibilities are to be delegated to the members of the organization. Their oversight not only creates buy-in for an event, but also creates accountability to ensure all aspects

of the event are planned and attainable.

- c. Create a detailed document that highlights what is happening at each hour increment, who is doing or responsible for that action, where it takes place, and any associated reminders. This is a [very thorough sample day of event itinerary](#) that is customizable to your organization and event needs.
- d. It is helpful to review and set specific roles for eboard and/or organization members for the day of the event. Everyone benefits from clearly defined roles, which helps to hold people accountable.

C. Sound Checks

- a. If your artist requires a sound check, make sure SCPS is aware. It would be best to connect the artists' production team with SCPS so they can discuss any further technical needs.
- b. Once the artist arrives for sound check, the organization should connect with the SCPS staff member and stage manager. You are still the liaison and representative for the artist so stick around to answer any questions.
- c. The organization keeps track of time. If the artist shows up late, either re-adjust the sound check time (with SCPS's permission,) or condense it. If the artist goes over, someone from the organization should be re-enforcing the contract and that the organization is responsible for holding them accountable to a schedule and timeframe.

D. Roll Call

- a. About 15 minutes before doors open, call a meeting with your

organization and/or members of SCPS, and any other essential event personnel. This will allow you to run through final details for all those involved in staffing the show.

Examples of what should be covered:

- i. Description of artist
- ii. Time for doors opening, time artist gets on, time show should be over
- iii. Security- review credentials if they are being used
- iv. Accessibility- are there seats reserved, is CART or ASL being provided?
- v. In case of emergency who from the organization should be contacted?

E. How to start the show/What do you do during the show?

- a. Once doors are open, ensure that the artist has everything they need whether it is catering, in the dressing room, or any other logistical details. Coordinate a time when someone from the organization will walk them back stage, usually 5-10 minutes before start of show.
- b. If the event has more than 100 students, whoever from the organization is introducing the artist, must read the following statement before the start of the event:
I would like to acknowledge, with respect, the Onondaga Nation, the indigenous people on whose ancestral lands Syracuse University now stands.
- c. At the start the event, whoever from the organization is introducing the artist, walks on stage and thanks the audience for coming. Ask audience members to turn off their phones as courtesy to others. Mention the sponsoring organization(s) and any

upcoming events. Read the artist biography, if provided, or if not, introduce the artist by name.

- d. During the event, stay close to the stage or artist in case any issues arise such as technical difficulties or emergencies.

F. Breakdown/After the show

- a. Once the artist walks off stage, the same person who has been the artist contact should walk them downstairs and ensure that everything went well from the artists' end. Did the show run smoothly? Were there any issues that you need to relay back to the team or the venue staff?
- b. Your OSA Consultant should have notified the organization how payment was going to be made, whether a check was going to be mailed directly to the artist or if you were going to hand them a check immediately following the performance. If you have the check, hand it to them.
- c. If a meet and greet was approved, a member of the organization coordinate the photo with one professional camera.
- d. When the artist leaves the venue, clean up the dressing room and dispose of any posters or garbage left behind by the artist. Check in with your team that the venue is cleared and all personal belongings are gathered. Set a time for the team to schedule a follow-up debrief meeting.

G. Emergency Staff

- a. Should any emergencies arise during the event including but not limited to: student or artist intoxication or any medical emergency, disorderly conduct, etc. contact the

Department of Public Safety immediately. If there are technical or venue concerns, reach out to the SCPS contact for assistance.

- b. Contact your OSA Consultant following the event if any serious problems arise.

Step 6: Debrief

Following the conclusion of the organization's event, it is advised to hold a meeting with involved members to discuss all elements of the event. It is important to give details, constructive, productive feedback regarding the event planning and execution process and member involvement.

A. Questions to ask yourself and members

- Was it a successful event? Why or why not?
 - Were our SMART goals and learning outcomes met?
 - Was the event well attended? Why or why not?
 - What did we learn about planning events? About our team? About working together?
 - What can we improve?
- a. While the organization is debriefing the event, a member should be made responsible for taking minutes of the meeting. OrgSync provides a "files" section where you can upload these minutes for future reference. These notes will serve as a reference point when planning other events, ideas on how to improve the organization, and used for transitioning the next leaders within your organization.

Publications

Student Publications Guide

Statement of Relationship between Syracuse University and Student Publications

Student publications will be free from censorship and advance approval of copy, and their editors and managers will be free to develop their own editorial policies and news coverage. All institutionally published and financed student publications must state explicitly on the editorial page that the opinions expressed therein are not those of Syracuse University, or of the student body. In addition, student fee funded publications must have the statement "Your Student Fee" on the front cover of the publication.

The Syracuse University Office of Publications works with clients across campus to produce - in a timely and cost-effective manner - high-quality publications that are consistent with the University's communicating goals. The office is the University's only authorized purchaser of printing and graphic services from outside sources. In addition, the office is responsible for developing and implementing publication standards for the University offices and departments.

I. Getting Started - Planning Your Publication!

To initiate a project, contact the Office of Publications who may be reached at (315) 443-5513. They will arrange a meeting to discuss your project, your budget, and your desired delivery date. Once a meeting has been arranged, the information you provide will help determine the job specifications for your project. Some of these specifications include: publication quantity, paper size, finish, photographic needs, use of color and other details that will help distinguish your project and determine a timeline for production and printing.

II. Price Quote Process (usually 3-4 business days)

The client account coordinator will use the resources of the Publications Office to work with you in determining the following information, which is necessary to obtain accurate price quotations from printers:

- Quantity
- Size

- Colors: Black counts as one color. The more inks used and the heavier the ink coverage, the higher the printing costs.
- Paper stock: Paper prices can change radically in a short time. The chosen paper stock can be a critical cost factor.
- Artwork: The cost of your publication will vary depending on your use of black-and-white or color photos, illustrations, line drawings, charts and graphs, or other artwork. Generally, as the quantity and complexity of artwork and the number of photos increases, so do printing costs.
- Requests for PDF files from the printer for web use.
- Delivery date: Projects that must be printed in a very short time period may be categorized as “rush” and may cost more to print. Planning ahead and allowing ample time for a project can help save you money.

III. Producing Your Publication

Before your job is printed, you will have a final opportunity to review a printer’s proof. The format of the printer’s proof will vary depending on the number of colors used and the complexity of your project. This is the final step before your job is printed. Changes at this stage can cause delays and incur additional costs. Sign the proof slip*, on which you can indicate any necessary changes. Usually the delivery date is 3-5 business days after the job has been reviewed and approved.

*Each time you review a proof, you are asked to sign a “proof slip” that notes any changes or indicates you have approved the project for printing. By signing the proof slip, you assume responsibility for the document’s accuracy and indicate your satisfaction with the project’s design.

IV. Photography and Artwork

An example of artwork that may best meet your needs is:

Client-supplied images: You may already have images you’d like to include in your publication. You may review these in your consultation meeting.

V. File Preparation

If you are providing a job on disk that has already been designed, you must include the screen and printer fonts used to create the document for the printer. Include a hard copy mock-up that illustrates how the publication should appear when it is printed.

PLEASE NOTE: For 4-color printing: RGB (Red, Green, Blue) and CMYK (Cyan, Magenta, Yellow, Black) are acronyms that are important to understand. They represent color theory and color space information. *Printers will require you to have your document set up in CMYK format, and all of your digital photographs in RGB format.*

Converting an RGB file to a CMYK file is not difficult, but there are some important things you should know before conversion. A helpful way to understand the process is to visit the following website: <http://www.cmykconverter.com>

All pages that have a “bleed” off the edge of the page need to be saved with an extra ¼” past crop mark.

Risk Management and Other Policies

Tips on Managing Risk

A key element of success for any student group is an effective risk management policy to ensure that planned events are a safe and fun experience for all. Risk management is the process of examining the potential and perceived risks involved in an organization’s activities, as well as supervising those activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. In order for student organizations to remain a part of Syracuse University, it is

important they take precautions and carefully plan their activities so they can avoid situations that may jeopardize their standing as an organization on campus.

It is important that every time your organization holds an activity, you balance the risks of the activity versus what you expect to gain. In doing this, you will want to look at whether your activity has risks, determine whether those risks outweigh the benefits, identify what measures you have taken to prevent problems at the activity, and examine what procedures you have in place if problems occur. You must exercise reasonable care in managing your event and work to avoid harm to your members and others.

If you can prevent a problem from occurring through training, precautions, and planning, you need to take the reasonable precautions. If during your planning, you discover that the risks outweigh even your best precautions, you should seriously consider choosing a different activity.

Things to keep in mind:

- Victims can sue a group, or individuals associated with a group. They can also sue anyone who had authority over the group or activity that harmed them (e.g., national organizations).
- Behaviors that cause harm to an individual also can result in criminal penalties (e.g. serving alcohol to minors, hazing).
- Participants should be warned of the dangers inherent in an activity.
- If you are affiliated with a national organization, find out from your national representative what the insurance policy is for the national organization and what events or officers are covered by that policy for local chapters.
- Contracts are binding agreements, under no circumstance should you sign anything!
- Preventing hazing and harassment (of any kind) is important as your organization can suffer serious consequences if they are a part of your activities. Both types of behavior are illegal and

will not be tolerated by the University.

The following is a simple risk management checklist for you to use when planning an event:

- ❑ Risk Identification - What are the risks associated with this event. Do not limit yourself to physical risk. Think also in terms of financial risks, risks to reputation, etc.
- ❑ Risk Assessment - Risks should be evaluated by the seriousness of their potential impact on the individual and group.
- ❑ Risk Mitigation Strategies - What can be done to reduce the potential damage the activity could cause?
- ❑ Risk Plan - Develop a plan to reduce the risk and response procedures to handle incidents stemming from these risks.
- ❑ If the plan is difficult to implement, you cannot identify appropriate safeguards, or it will be too costly and still does not reduce the risk, **THE ACTIVITY IS TOO RISKY!** Choose another activity that will accomplish the same goals with less risk.

The Office of Student Activities is committed to the success of your organization. Part of that success is risk management. If you have any questions or would like more information on risk management, please visit the Office of Student Activities, suite 126, Schine Student Center.

Syracuse University Statement of Student Rights and Responsibilities

Syracuse University is an academic community and all persons- students, faculty, administrators and staff- share responsibilities for its growth and continued welfare. As members of the University community, students can reasonably expect that all University offices, programs, employees, and organizations will respect the following rights.

Syracuse University further encourages all members of the University community to endorse, support, and abide by the following statement of values, which this

community has deemed fundamental to its mission and integral to its growth.

1. Speech/Expression/Press

Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the right of all members of the University to exercise these freedoms.

2. Non-discrimination

Students have the right not to be discriminated against by any agent or organization of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, sexual orientation, or gender identity and gender expression. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

3. Assembly/Protest

Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing that does not disrupt the functions of the University, threaten the health or safety of any person, or violate the Code of Student Conduct.

4. Religion/Association

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University facilities provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of their University community to free exercise of their religious convictions and to free association with organizations of their choice.

5. Privacy/Search/Seizure

Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on University property and within their campus residences. Students have the responsibility to respect the privacy of other

members of the University community in their person and in their place of residence.

6. Academic Pursuits

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate class requirements.

7. Quality Environment

Students have the right to expect a reasonably safe environment supportive of the University's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

8. Governance/Participation

Students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and regulations of the University. Students who accept representative roles in the governance of the University have the obligation to participate responsibly.

9. Fundamental Fairness

Students have the right to fundamental fairness before formal disciplinary sanctions are imposed by the University for violations of the Code of Student Conduct- as provided in the published procedures of the University's Judicial System or other official University publications. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.

10. Confidentiality

Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act of 1974, also

known as the Buckley Amendment. These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as “directory information” by the Act.*

**The above statement is also true for international students and scholars, except where specified by the legislation, rules, and regulations governing the particular visa status.*

Syracuse University Code of Student Conduct

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse University considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

1. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse.
2. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words,” and likely to cause an immediate breach of the peace.
3. Conduct that threatens the mental health, physical health, or safety of any person or persons, including hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Academic dishonesty,* including but not limited to plagiarism and cheating, and other forms of academic misconduct; for example, misuse of academic resources or facilities, misuse of

computer software, data, equipment, or networks.

5. Intentional disruption or obstruction of lawful activities of the University or its members, including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to personal or University property or services or illegal possession or use of the same.
7. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
8. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to, public intoxication, lewd, indecent, or obscene behavior, libel, slander, or illegal gambling.
10. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
12. Unauthorized possession or use of any weapon, including: firearms, BB-guns, air rifles, explosives devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
13. Interference with or misuse of fire alarms, blue lights, elevators, or other safety and security equipment or programs.
14. Violation of any federal, state, or local law that has a negative impact on the well-being of Syracuse University or its individual members.
15. Violation of University policies, rules or regulations that are published in the Student Handbook, or other official University publications or agreements.

16. Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

*Cases involving academic dishonesty are handled within the student's school or college.

Syracuse University Anti-Hazing Policy

A. Statement: Syracuse University is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff, and visitors. In addition, Syracuse University is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing activities by any individuals, groups, teams, or recognized student organizations.

B. Definition: Syracuse University defines hazing to be any action that intentionally or recklessly causes or is likely to cause harm to the mental or physical health or safety of one or more persons for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization. In addition, subjecting any person or persons to commit an act that violates human dignity, the Code of Student Conduct, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or victims will not be a defense.

Examples of hazing include, but are not limited to the following: forced or required consumption of alcohol or other substances, sleep deprivation, kidnapping, threats of harm, actual physical harm, (e.g. paddling, beating, branding), performing any service or action under coercion or duress.

To make a report of hazing, or to determine whether a proposed activity constitutes or will constitute hazing, contact the Office of Student Activities at (315) 443-2718, the Office of Student Rights and Responsibilities at (315) 443-3728, or the Department of Public Safety

at (315) 443-2224. Anonymous reports also can be made to the Department of Public Safety through the Silent Witness program at <http://publicsafety.syr.edu>, or by calling (315) 443-TIPS (8477).

C. Enforcement: Syracuse University will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy and the Code of Student Conduct.

D. Reservation of Rights: Syracuse University reserves the right to update and amend this policy at any time.

Campus Disruption Policy

Syracuse University regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on the University's owned, operated, or controlled property and at its sponsored events.

Pursuant to the requirements of the New York Educational Law 6450 (Art. 129a, 1969), the following rules, regulations, and enforcement procedures are adopted for the maintenance of public order on Syracuse University owned, operated, or controlled property.

A. Prohibited Conduct: Syracuse University is committed to the principle that freedom of discussion is essential to the search for truth and, consequently, welcomes and encourages the expression of dissent. Freedom of expression, however, ceases at the point at which its exercise infringes on the rights of either participants or non-participants. In order to preserve freedom of discussion and to protect the rights of all, the following conduct is prohibited:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, or other University activities, including public service functions and other authorized activities on University owned, operated, or controlled property.

2. Detention or physical abuse of any person on University owned, operated, or controlled property, or conduct that threatens or endangers the health or safety of any such person.
3. Destruction of or damage to University property or the property of any person where such property is located on University owned, operated, or controlled property.
4. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University owned, operated, or controlled property.
5. Entry on or use of University facilities or property without authorization, or violation of regulations governing the use of University facilities or property.
6. Failure to comply with directives of University officials or law enforcement officers acting in the performance of their duties.
7. Acts that recklessly or intentionally endanger mental or physical health or involve the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
8. Aiding any other person to engage in any act or conduct herein proscribed.

B. Removal from Premises: Any person while on University owned, operated, or controlled property who refuses the request or command of an authorized University official to desist in any prohibited conduct may be ejected from such property where such conduct constitutes a disruption to public order.

C. Violations and Sanctions: A student charged with violating the prohibitions listed under Section A will be subject to the disciplinary sanctions and procedures outlined in the *Student Handbook*, under the heading of “Student Rights and Responsibilities,” and the published policies of the University Judicial System.

Student Organization Travel Policy

I. Purpose

Syracuse University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by students and Recognized Student Organizations (RSO). As such, this Policy applies to individual student and RSOs travel both in cases where the travel is sponsored by Syracuse University’s Division of Enrollment and the Student Experience and in cases where the travel is independent of DSA sponsorship but where an individual student or RSO travels on behalf of, or with the financial support of, one or more RSOs of Syracuse University. Examples of activities and events that fall under this Policy include, but are not limited to: Division of Enrollment and the Student Experience-sponsored field trips, club sports trips, the activities of RSOs, Student Association-funded community service travel, and in situations where a student or RSO officially represents the University, e.g., leadership academies, conferences, and other programs.

This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a RSO as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics or activities organized by the Mary Ann Shaw Center for Public and Community Service.

II. Definitions

A Recognized Student Organization is one that has been formed for educational, professional, social, recreational or other lawful purposes,

derives the majority of its membership and all of its leadership from the student body of Syracuse University and the State University of New York College of Environmental Science and Forestry (SUNY ESF), has been approved for recognition by the Office of Student Activities, and maintains a current registration status with the Office of Student Activities.

A University sponsored event or activity is one that is initiated, actively managed, planned and arranged by a member of the University's faculty or staff, or by members of an RSO that has been granted sponsorship by the University, and is approved by an appropriate administrator and/or an event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

A currently enrolled student is one who is a student who is currently registered at the University, whether on a full- or part-time basis.

An appropriate administrator is a Dean, Department Chair, or Director of an administrative unit, or his or her authorized designee.

III. General Requirements

All student and RSO travel falling within this Policy must meet the following requirements:

- A. RSO travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Activities. Travel must be planned so as not to create an undue interference with academic responsibilities.
- B. An individual student or RSO must complete and submit the [Student Travel Form](#) to the Office of Student Activities no later than five (5) business days before the scheduled trip.
- C. All students traveling must complete and submit an [Off-Campus Travel Waiver and Assumption of Risk Form](#) to the Office of Student Activities no later than five (5) business days before the scheduled trip.

- D. All University sponsored travel must be chaperoned by a faculty or staff mentor, except as provided in Section V(C) below. A student officer from the RSO must accompany the trip for all non-University sponsored travel. Syracuse University will view this student officer as the party responsible for the trip. Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.
- E. The name, address, and telephone number of the faculty/staff mentor to the RSO must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the Syracuse University Code of Student Conduct with the RSO leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of an emergency.
- F. All trips are required to follow the Division of Enrollment and the Student Experience Student Travel Guidelines noted in section VII, below.
- G. Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy may result in individual and/or organizational discipline as outlined in the University Judicial System Handbook, together with such additional action as may be deemed appropriate under the circumstances.

IV. Field Trips

Pursuant to this policy, it is understood that travel occurs only beyond the boundaries of Onondaga County. Journeys beyond the boundaries of the University campus but within Onondaga County, whether sponsored by the University or not, are considered field trips. As such, they are subject to the relevant guidelines within the Department of Risk Management. These guidelines may be found at: <http://riskmanagement.syr.edu>.

V. University Sponsored Student Travel

To assure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by an appropriate administrator. The appropriate administrator will assure that the proposed travel request conforms to the procedures outlined in Section VII: Division of Enrollment and the Student Experience Student Travel Guidelines.

The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by Syracuse University's Division of Enrollment and the Student Experience which occur beyond the boundaries of Onondaga County.

- A. To request authorization, members of the faculty, staff or RSO granted funding who organize activities covered by this Policy must submit a completed Student Travel Form to the appropriate administrator for approval. The request must be submitted at least five (5) business days in advance of travel. Club sports organizations should consult with the Department of Recreation Services for specific details concerning exceptions to the five business day notice period.
- B. Club Sports officers will receive the [Club Sports Handbook](#) from the Department of Recreation Services and will share with members of the club specific information regarding health insurance and the risks inherent in club sports activities.
- C. All University sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator. If students are traveling on their own for the purpose of an RSO, and University funds are being utilized to support the activity (e.g., club sports teams participating in out of town competition), the president of the student organization must meet with an administrator in the

appropriate office (Club sports - Department of Recreation Services; other activities - Office of Student Activities) prior to the trip to review specific trip details.

- D. Names and pertinent information may be submitted via the Office of Student Activities web site at <http://studentactivities.syr.edu>. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

VI. Non-University Sponsored Travel

Non-University sponsored travel occurs when travel to an off-campus activity or event beyond the boundaries of Onondaga County is required as part of membership in an RSO functioning under the auspices of the Division of Enrollment and the Student Experience, but University funds are not utilized to support the travel.

In some cases, the Student Association may support the RSO travel by providing funding for conference registration. This funding does not alter the non-University sponsored nature of the travel. Instances where RSO's are traveling by vehicles in excess of 10 hours, must have a faculty/staff chaperone on the trip. The RSO president must meet with their Student Activities administrator prior to the trip to review specific trip details.

Note: It is the policy of the Student Association (Statute 4, II, C, 6-7) that RSO transportation expenses shall not be paid for by the Student Activity Fee unless transportation expenses are for community service events (as defined by the Finance Board) which benefit Syracuse University and SUNY ESF students. Moreover, the Student Association limits conference funding to paying for the registration of participants, not to exceed one-thousand dollars (\$1,000).

RSOs also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support Non-University sponsored travel.

When participating in non-University sponsored travel, RSOs are required to submit the [Student Travel Form](#) available via the Office of Student Activities web site at <http://studentactivities.syr.edu> under “travel policy.” In addition, the RSO is subject to those requirements described in Section III of this policy.

VII. Division of Enrollment and the Student Experience Student Travel Guidelines

Syracuse University, in furtherance of its not-for-profit mission as an institution of higher education, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community. These Guidelines do not apply to international travel, study abroad travel, or travel under the auspices of the Department of Athletics. SU Abroad, the Risk Management Department, and/or the Department of Athletics should be consulted on those matters.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant’s failure to comply with University rules and regulations, the direction of University employees, or applicable law.

Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Syracuse University Code of Student Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University’s willingness to permit future similar activities; and (b) conform their conduct to the standards

surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the Syracuse University Judicial System Policies and Procedures.

Please note for University sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the University’s vehicle safety policy.

The following additional guidelines also apply to all travel activities subject to the Syracuse University Student Travel Guidelines:

- A. **Pre-trip Meeting:** The faculty member, administrator, and/or RSO in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- B. **Transportation:** The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles.
 - a. **University Vehicles** - Only University employees can drive. (Refer to the University Vehicle Safety Policy)
 - b. **Rental Vehicles** - If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with. The University prohibits departments or employees from renting 15

passenger vans on or for University business.

- c. **Contract Bus Service** - Adequate insurance coverage for personal injury and property damage must be provided by the bus company. If the company carries less than five (5) million dollars per occurrence, the [Risk Management Department](#) at (315) 443-4011, must be consulted to determine if a lower coverage amount is acceptable.
- d. **Regularly Scheduled Carriers** - Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
- e. **Personal Vehicles** - Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

C. **Accident and Medical Insurance:** The faculty member or administrators

responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

- D. **Participation:** Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under the Division of Enrollment and the Student Experience Travel Policy.

All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring department or organization should keep a list of all participants involved in the trip.

VIII. Additional Guidelines for International Travel

In addition to meeting all other requirements for travel detailed in this policy, the risks associated with travel outside the United States require further preparation to ensure the safe participation of students.

- All requests to travel internationally must be approved in writing by the Office of Student Activities regardless of whether the travel is sponsored by the University or not. Requests must be submitted at least 30 days in advance of the expected travel.
- Requests to travel to locations where the US Department of State has issued a travel warning also must be approved by the Vice Chancellor and Provost. Requests to travel to high risk locations must be received at least 60 days in advance. Information on travel warnings may be found at the [US Department of State website](http://travel.state.gov) or [HTTP://travel.state.gov](http://travel.state.gov).
- All plans to travel internationally must include two qualified trip leaders that are either faculty or staff employed by the University or are approved by the

Office of Student Activities (OSA) to serve in this capacity.

- In circumstances where support for international student traveler(s) is to be provided by an organization outside the University, RSO's may request a waiver to this policy.
 - RSO's seeking a waiver must provide detailed information about the organization supporting students during the trip and include a safety plan detailing how that organization will provide support in an emergency.
 - The waiver and supporting documents must be submitted at least six weeks before the planned travel. Support for developing a safety plan can be obtained by contacting the Office of Global Safety and Support at 315-443-1968 or at satucker@syr.edu.
 - The Office of Student Activities reserves the right to deny a waiver if the request is not timely, or if, in the sole judgment of OSA, the RSO is unable to establish confidence that all travelers will be supported appropriately.
- To request a waiver to this policy, please send a detailed email, including all supporting documents to the director of Student Activities, dfsargal@syr.edu.
- All participants are required to register their travel plans with International SOS (ISOS) via this link: [International SOS](https://www.internationalsos.com). Alternatively, you may enter [HTTP://internationalsos.com](http://internationalsos.com) and then enter the University's member number: 11BCPA000177.
- RSO's must submit a complete planned travel itinerary via the Student Travel Form or the Off-Campus Student Travel Itinerary form which includes travel within and between destinations outside the United States. Unexpected changes in

the planned itinerary while travelling must be made to your itinerary on record at the ISOS web site.

- RSO's traveling abroad must carry at least one mobile phone provisioned to receive and send calls as well as data (text and email) at the planned destinations. Plans to travel to a location where mobile communication is expected to be intermittent or unavailable should be reviewed with the Director of Student Activities.
- Groups planning to travel abroad must participate in a health and safety briefing which may be scheduled through OSA. Please contact the office for details.
- Student organizations travelling abroad will be charged \$99 per traveler to cover the cost of travel insurance. Each traveler will be provided with an International Student Identity Card (ISIC) that provides supplemental health insurance coverage as well as travel protection. Details of ISIC coverage may be found at [HTTP://myisic.com/get-a-new-card](http://myisic.com/get-a-new-card). All students are issued an ISIC Premium card. In addition, students are advised to review the applicability of their own health insurance while abroad.

Technology Support

Recognized student organizations can receive assistance with technology-related issues from Enrollment and the Student Experience Technical Services. Enrollment and the Student Experience Technical Services can be contacted by email at dsahelp@syr.edu, by phone at (315) 443-1436, or on the web at <http://dsahelp.syr.edu/student-org-assistance/>. Please review the Q&A below for more detail on the scope and level of assistance provided.

What Does The Enrollment and the Student Experience Technical Services Group Do?

Syracuse University's Division of Enrollment and the Student Experience Technical Services Group is primarily responsible for the technical support and direction of the 23 departments within the Division of Enrollment and the Student Experience. As an auxiliary to these services,

the group provides a level of consulting and technical support services for student organizations.

Which Student Organizations Does Enrollment and the Student Experience Technical Services Support?

Technical Services provides basic technical assistance to student organizations recognized by the Office of Student Activities and sports clubs recognized by the Department of Recreation Services.

What Kinds Of Assistance Can Enrollment and the Student Experience Technical Services Provide To A Student Organization?

- ***Web Support/Maintenance*** - For organizations not using OrgSync to host their website, Technical Services provides hosting services that include Wordpress or traditionally hosted web space (for more information, see <http://orgs.syr.edu>).
- ***Purchasing*** - Assist in making technology-related purchasing decisions (e.g. computers, software, peripherals).
- ***Setup and Configuration*** - Install and configure computer hardware and University-recommended software applications (e.g. antivirus software).
- ***Troubleshooting*** - Diagnose computer and software problems.

Does Enrollment and the Student Experience Technical Services Charge A Fee For Its Services?

For basic support in the categories listed above, the answer is no. A fee will be charged, however, for repairs of out-of-warranty equipment, software development, web site design, training or other time-intensive projects. For these services, a representative from the student organization should meet with an associate in Technical Services to discuss the project in detail. An estimate will be provided to the organization's representative and the respective Student Activities Program consultant.

Web Support/Maintenance

How Would A Student Organization Request Space On The Enrollment and the Student Experience Web Server?

Student organizations should refer to <http://orgs.syr.edu> to see the available web hosting options available.

Can A Student Organization Request Any Domain Name For Its Web site?

Generally, web sites hosted on the Enrollment and the Student Experience web server have the following URL: students.syr.edu/<name> (where <name> represents a single word description of the organization). Special requests for domain names ending in *syr.edu* for websites hosted on the Enrollment and the Student Experience web server can be made by emailing dsahelp@syr.edu.

What If A Student Organization Already Has A Web Site On The Enrollment and the Student Experience Web Server But No Longer Has Login Information?

The organization can request to have a new user account created or the password for a specific user reset. To have a new user account created, email dsahelp@syr.edu. Please include contact information, the website in question, and the organization name.

How Long Are The Websites/Login Accounts For Accessing The Web Server Active?

Technical Services will monitor activity on the websites of student organizations. Organization websites that have not been updated from year to year may be deactivated or have their user account deactivated. If your organization's website or account has been inadvertently deactivated, please email dsahelp@syr.edu to have the website brought back online.

What Environment Does The Enrollment and the Student Experience Web Site Run Under?

We recommend that student organizations use the OrgSync online community for hosting their website. Those sites are externally hosted on OrgSync's servers. For those organizations who have greater web needs than that tool provides, Technical Services can either provide a Wordpress environment or a traditionally

hosted webspace running on the Enrollment and the Student Experience web server. That server uses a traditional Apache, MySQL, PHP web environment. Organizations should contact Technical Services if they have additional questions regarding the technology in use on our web server.

What tools should a Student Organization Use to Create And Upload Web Pages To Its Web Site?

Both OrgSync and Wordpress fall into the category of online content management systems. Using this technology, student organizations edit their websites directly from a website. If an organization requires a more sophisticated website design, Technical Services can provide space on the Enrollment and the Student Experience web server. For those organizations, we recommend the use of Dreamweaver to create and upload web content to the server. This software is straightforward to use and integrates well with our web environment. The SU Bookstore carries the reasonably priced, educational version of Dreamweaver. Organizations should contact Technical Services for additional information on configuring Dreamweaver for use in our environment.

Is There A Limitation On The Size And Type Of Content That A Student Organization Can Place On Its Web Site?

Technical Services currently does not limit the amount of hard drive space that an organization's web site uses. Web sites are monitored, and Technical Services reserves the right to limit the size of a web site in the future. It is also requested that student organizations do not create web content that may overburden the existing web server. Such content would include streaming video or audio or excessive graphics.

Storing copyrighted software or media on the Enrollment and the Student Experience web server is strictly forbidden. The content of all submissions from student organizations must be consistent with Syracuse University's Code of Student Conduct and institutional values. Issues regarding content and illegal use of the

Enrollment and the Student Experience web site will be directed to the organization's OSA consultant.

Will Enrollment and the Student Experience Technical Services Develop A Website For A Student Organization?

Enrollment and the Student Experience Technical Services has limited resources for web site development. If resources are available, and the extent of the web project is agreed upon by Technical Services and the student organization, consideration will be given to assisting an organization in developing its web site. The standard hourly development fee would apply for any such work. If resources are not available, Technical Services will be glad to recommend available individuals who can accomplish the work for a fee.

Does Enrollment and the Student Experience Technical Services Provide E-mail Accounts For Use In Conjunction With A Student Organization's Website?

No. If a student organization finds it necessary to have an e-mail account affiliated with its corresponding web site, it is recommended that one of the many free e-mail providers (e.g. Live.com, Gmail, Juno, etc.) be used.

Purchasing

What Does A Student Organization Do If It Wants To Purchase Or Upgrade Computer Equipment Or Software?

Any student organization wishing to upgrade or purchase new computer equipment or software should consult with their consultant in the Office of Student Activities as well as Enrollment and the Student Experience Technical Services before making a purchase. Technical Services will work with University representatives to ensure the lowest possible academic pricing, and will help to provide technical direction and vision for strategic purchases.

Can Enrollment and the Student Experience Technical Services Recommend A Computer To Purchase?

Syracuse University has standardized on Dell desktop PC's for most needs. Technical Services can work with a student organization's consultant in the Office of Student Activities on price quotes and potential vendors for PC's. Unless a specialized computer is required for a very specific need, it is recommended that student organizations use the standard desktop computer models that the rest of the University is using.

Will Enrollment and the Student Experience Technical Services Purchase Computer Hardware Or Software For A Student Organization?

While Technical Services can specify computer equipment and software that will work within the University framework as well as indicate the appropriate method of purchasing, the student organization is ultimately responsible for making the purchase using its budget. Enrollment and the Student Experience Technical Services will work with both the student organization and its OSA consultant on recommending a vendor, getting price quotes, and suggesting the appropriate method of purchase.

Does Enrollment and the Student Experience Technical Services Provide Peripherals/Accessories To Student Organizations?

No. When purchasing computer equipment, the student organization is responsible for making sure that they have all peripherals and accessories (e.g. keyboards, mice, cables) that they will need to use the equipment. If you are unsure what you need, please consult with Technical Services, which can help with specifications.

When A Student Organization Purchases Software, Who Owns The Software And Where Can It Be Installed?

Software purchased by a student organization using its budget is the property of the organization. The software can be installed on university-owned equipment including those computers purchased by the student organization. The software should not be installed on the personal computers of student members of an organization. Software should be registered under the

name of the organization in question and not an individual user.

Setup and Configuration

Does A Student Organization Set Up Its Own Computer Equipment?

When a student organization receives new computer equipment, it will be responsible for unpacking and connecting the computer hardware. Technical Services can be contacted with questions on how to do this or to provide assistance with complicated configurations.

Who Configures The Computer For Use At The University?

For the University-standard PC-based computer hardware (Dell computers), Technical Services will install a standard University computing environment (operating system, antivirus software) and register the computer for use on the University network. For Macintosh and non-standard PC-based computers, Technical Services will install antivirus software and register the computer for use on the University network.

Can Enrollment and the Student Experience Technical Services Provide Assistance with Software Configuration?

Basic assistance for applications that are included in the standard University environment will be provided. Whenever possible, Technical Services will provide training materials to help student organizations get acquainted with this type of software. Technical Services will also provide guidance on configuring software for use within the University's computing environment.

Separate arrangements should be made with Technical Services for more intensive training or for assistance with specialized applications that are not within the standard environment.

Troubleshooting

Will Enrollment and the Student Experience Technical Services Troubleshoot A Computer Problem for A Student Organization?

For University-standard computer configurations, Technical Services can assist student organizations with troubleshooting computer problems. For Macintosh

computers or non-standard PC-based configurations, technical services will attempt to assist the student organization if the problem is within its area of expertise.

Please note: *Enrollment and the Student Experience Technical Services will not be able to assist students in troubleshooting problems with personally-owned computers; even if they are being used for student organization business. For personally-owned PC's, we recommend contacting ITS via email at help@syr.edu or by visiting an [ITS Service Center](#).*

How Are Warranty Repairs For Computers Handled?

First, Technical Services recommends that student organizations order computers with four years of warranty service if budget allows. The extra fee for this level of warranty is minimal and will usually pay for itself in the long run. For Dell computers, warranty repairs are handled locally by Vitec Solutions, which can be reached at (800) 955-5959. For Macintosh computers still under AppleCare, Apple Computer should be contacted directly or the computer can be brought to the local [Apple Store](#).

What Can Be Done With Out-of-Warranty Equipment That Is Malfunctioning?

If the student organization wishes to purchase replacement parts, or make repairs on its own, Technical Services can make recommendations for replacement parts and a course of action. At the student organization's request, Technical Services will make basic repairs to malfunctioning computer equipment. These repairs would include such issues as replacing defective keyboards, mice, memory and hard drives. The student organization would be charged the cost of replacement parts.

How Is Software Troubleshooting Handled?

Enrollment and the Student Experience Technical Services can diagnose and troubleshoot software problems for University-standard software applications. These applications include, but are not necessarily limited to, the Microsoft Windows and Apple OS X operating systems, the Microsoft Office suite, Outlook, Adobe Acrobat, and McAfee Antivirus products. For specialty

software (e.g. vertical market applications) it is recommended that the student organization contact the application vendor for technical assistance.

Is There Somewhere On The Web To Research Technical Problems?

The Enrollment and the Student Experience Technical Services web site (<https://dsahelp.syr.edu>) will have troubleshooting tips available. Additionally, ITS (Information Technology and Services) maintains a web-based knowledgebase (<http://answers.syr.edu>) that can assist with many common technical problems.

Should A Student Organization Contact ITS Directly With Technical Problems?

Generally, it is recommended that a student organization contact Enrollment and the Student Experience Technical Services first. If the problem requires the assistance of ITS, Technical Services will act as a liaison with ITS and handle the request.

Directory of Departmental Services

Campus Catering, 201 Ainsley Drive (315) 443-3605

Campus Catering provides food service for campus events that do not occur within the Schine Student Center, the Goldstein Student Center, the Goldstein Alumni and Faculty Center, or the Carrier Dome. The sponsoring organization is responsible for paying all catering costs. Reservations are required at least three (3) weeks prior to the event.

NOTE: All requests to bring catering companies from outside Syracuse University into the Schine Student Center must be coordinated by the Schine Catering Office at least one month prior to the event.

Carrier Dome Concessions, 900 Irving Avenue, (315) 443-4029

Carrier Dome Concessions provides a concession stand food service inside the Carrier Dome and at some remote venues on campus.

Schine Catering, 228G Schine Student Center, (315) 443-1632

Schine Catering provides all food service for campus events scheduled in the Schine Student Center.

Reservations are required at least three (3) weeks prior to an event.

Center for Career Services

235 Schine Student Center, (315) 443-3616

The Center for Career Services educates all students and alumni about the career development, planning, and implementation process; supports students and alumni in the exploration, identification, pursuit, and integration of personal and professional career goals; connects students and alumni directly to mentoring, employment, and continuing education opportunities; teaches students and alumni effective career navigation strategies, skills, and techniques; informs constituents about career options, job market trends, and workplace paradigms; and collaborates with student groups, colleagues, administrators, faculty, alumni, parents, and employers on projects that enhance career opportunities for students and alumni. Contact the Center for Career Services for assistance in planning workshops and other group activities for your organization members, and to explore collaboration in events the center may be already planning.

Center for Public and Community Service, 237 Schine Student Center, (315) 443-3051

Looking for assistance in creating a community service project for your organization? The mission of the Center for Public and Community Service (CPCS) is to promote, support, facilitate, and recognize public and community service as a fundamental part of the teaching and learning

experiences for Syracuse University students, faculty, and staff. CPCS provides referrals to you and/or your organization for volunteer and community service positions.

Classroom Presentations, 154 Newhouse II, (315) 443-5660

Contact Classroom Presentations to reserve audio-visual equipment for locations that are not in the Schine Student Center, Goldstein Student Center, or residence halls.

Community Darkrooms, 316 Waverly Avenue, Robert B. Menschel Media Center, (315) 443-2450

Community Darkrooms works to encourage the growth and appreciation of photography on the SU campus. It does so by maintaining a rental darkroom for the campus community to pursue organizational and individual photographic projects and offering classes, workshop, and lectures in photography. Community Darkrooms is available for student use in assistance with printing publicity.

Counseling Center, 200 Walnut Place, (315) 443-4715

The staff at the Counseling Center is composed of experienced licensed and certified mental health professionals, including psychologists, social workers and a consulting psychiatrist. They are committed to enhancing the academic mission of the University through providing individual counseling, as well as prevention, education, and outreach activities.

The Office of Student Assistance, 306 Steele Hall, (315) 443-4357

The Office of Student Assistance provides problem-solving assistance and supportive advising to all students. It provides services and programs to special populations to enable them to thrive in the college environment; and it serves as an entry point for all students into the service

mainstream of the University. Services provided include college memos, leaves of absence and withdrawals, procedural advising, readmissions, veterans' educational resources, student same-sex domestic partner benefits, and services related to retention.

The Office of Student Assistance is also responsible for working in collaboration with students, faculty, and staff members to create a seamless learning environment that promotes good citizenship, campus engagement, ethical leadership, community safety, personal wellness, and the celebration of diversity.

**Department of Public Safety, 005 Sims Hall,
(315) 443-2224**

The Department of Public Safety (DPS) is responsible for the security of the campus. DPS determines the amount and type of security personnel needed for an event based upon the event type and expected audience. The recognized student organization or sponsoring department is responsible for paying all costs associated with program security.

**Disability Cultural Center, 230 Schine,
(315) 443-4486**

Syracuse University has established a Disability Cultural Center (DCC) to coordinate campus-wide social, educational, and cultural activities on disability issues for students, faculty, staff, and community members with and without disabilities.

**Fraternity and Sorority Affairs,
131 Schine Student Center, (315) 443-2718**

The Office of Fraternity and Sorority Affairs works closely with recognized chapters to enhance the overall fraternity and sorority experience by upholding academic and community standards, organization rituals, and University policies governing fraternity and sorority activities. Our goal is to ensure that the fraternity or sorority experience

at Syracuse University provides a safe and enjoyable avenue for students to grow and develop during their college years.

**Goldstein Student Center, 401 Skytop Road,
(315) 443-1990**

Goldstein Student Center houses many services, including: three (3) conference rooms, a Food Court, laundry facilities, a branch location of the Syracuse University Bookstore, a fitness center, and a computer cluster. In addition, the Goldstein Student Center staff oversees the South Campus Skybarn. Contact the Goldstein Student Center to reserve and arrange for use of the Skybarn.

Reservations for the conference rooms are made through the University Events Scheduling Office, Schine 228D, (315)443-4240.

**Graduate Student Organization, 303 Lyman Hall,
(315) 443-2087**

The Graduate Student Organization (GSO) represents graduate students in all facets of University life, serving their needs and concerns. GSO determines the distribution of the Graduate Student Activity Fee to campus-wide services and academic units. GSO also sponsors such events as an orientation social, a speaker series, seminars, and academic projects.

**Health Services, 111 Waverly Avenue,
(315) 443-9005**

Syracuse University Health Services (SUHS) specializes in college health and provides ambulatory healthcare for SU and SUNY-ESF students. Ambulance services, office visits, nutrition counseling, a pharmacy, and more make up their services. Use the number to make appointments or to call for related health questions.

Hendricks Chapel, (315) 443-2901

Hendricks Chapel is a diverse religious, spiritual, and

cultural learning environment seeking to generate a welcoming and caring community within Syracuse University. The Chapel values differences as a resource for enrichment. Hendricks Chapel is available to recognized student organizations for some events. Contact the scheduling secretary at 315-443-2903 to reserve the venue.

The LGBT Resource Center, 750 Ostrom Avenue, (315) 443-3983

The mission of the Syracuse University LGBT Resource Center is to provide education, advocacy, support, and safe communal space for lesbian, gay, bisexual, transgender, questioning, and straight-allied students, staff, faculty, parents, and alumni of Syracuse University. Through the LGBT Resource Center's services, the center promotes the academic and personal growth and development of LGBT students; advocates unrestricted access to and full involvement in University life; and serves as a catalyst for the creation of a campus environment free from intolerance and hospitable for all students.

News Services, 820 Comstock Avenue, Suite 308, (315) 443-3784

News Services can provide assistance with writing and distributing news releases to local newspapers, television stations and radio stations; can help organize news conferences; and can help with media management during an event.

Off-Campus and Commuter Services, 754 Ostrom Avenue, (315) 443-5489

The Office of Off-Campus Student Services (OCSS) offers students services and support throughout the off-campus housing experience, providing information and resource referrals to all Syracuse University and SUNY ESF students. The OCSS plays an active role in educating the off-campus student community regarding their rights and responsibilities, both as tenants and as members of the community. The OCSS staff is dedicated to providing programs and services to all students who live off campus. We strive to assist the off-campus

student community in connecting to the University and making a positive impact on its off-campus living experience.

Office of First-Year and Transfer Programs, 235 Schine Student Center, (315) 443-1012

The Office of First-Year and Transfer Programs (FYTP) is devoted to helping students make a successful transition to SU. They partner with first-year or transfer student from their acceptance all the way throughout your SU career. Their services focus on helping students get to know their environment, and starting their experience with confidence. Orientation, transfer programs, and first generation student resources are some of their top services.

Office of Health Promotion (OHP), 804 University Ave., Suite 110, (315) 443-3514

The Office of Health Promotion (OHP) facilitates student personal growth and exploration and works to build and sustain a safe, supportive, and healthy campus environment. Their services include education and treatment involving alcohol, mental health, sexual health, relationship violence, and more.

Office of Multicultural Affairs, 105 Schine Student Center, (315) 443-9676

The Office of Multicultural Affairs (OMA) actualizes a dimension of the University's core value of diversity by empowering students of color and facilitating cross-cultural interactions through educational opportunities and programmatic initiatives for the University community. OMA defines and responds to the needs of undergraduate African American, Hispanic American, Latino/a, Asian American, and Native American students. OMA supports the retention of its students through a structured support network that includes academic support services, peer mentoring, workshops focused on career and personal development, and promotion of cultural competence through diversity education seminars.

Additionally, OMA sponsors programs that advance collaboration among student groups to enhance campus climate for all students.

Office of Residence Life, 111 Waverly Avenue, Suite 200, (315) 443-3637

The Office of Residence Life (ORL) strives to be purposeful in its work to provide a supportive residential experience for all students on campus. ORL supports several programming initiatives involving leadership, diversity and assessment as well as serves as a collaborative partner with Academic Affairs with the many learning community experiences available on campus. The office is actively involved with the Community Councils, Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), and South Campus Organization for Programming Excellence (SCOPE).

Parents Office, Schine Student Center, Suite 228F, (315) 443-1200

The Parents Office is here to promote parental awareness of and involvement in their student's educational experience. They seek to make the most of parents' role in their children's time at Syracuse.

Parking and Transit Services, 621 Skytop Road, (315) 443-4652

Event sponsors should contact Parking Services for all programs requiring parking. Parking can be arranged for guest artists at an expense to the recognized student organization. Parking Services also can coordinate bus services for events at an additional cost.

Office of Student Rights and Responsibilities (OSRR), 310 Steele Hall, (315) 443-3728

The Office of Student Rights and Responsibilities (OSRR) acts as a resource for all students in interpreting Syracuse University policies and procedures and in providing information on student

rights and responsibilities. In addition, the office assists students in contacting other campus resources pertinent to individual issues and concerns. The Syracuse University Judicial System works to protect individual rights, property, and physical well-being and to promote good citizenship within the Syracuse University community. The University Judicial System has jurisdiction over behavioral violations occurring on campus, off campus, and, in Greek chapter houses. Any member of the University community may bring behavioral issues to the attention of the University Judicial System.

Department of Recreation Services, 241 Archbold Gymnasium, (315) 443-5040

The Department of Recreation Services coordinates a variety of recreational programs, activities, and facilities for students, faculty and staff at Syracuse University.

The office sponsors regular programs, such as Late Night at the Gym, and invites recognized student organizations to meet with departmental personnel to use the department's expertise in planning tournaments and special events.

Division of Campus Safety and Emergency Services, 119 Euclid Avenue, (In emergencies, call (315) 443-2224)

Each of the departments under this division monitor and respond to risk-inherent elements of programs. The recognized student organization or sponsoring department is responsible for the costs of the Division of Campus Safety.

Schine Box Office, Schine Student Center, (315) 443-4517

The Box Office is responsible for the sale of tickets for events occurring within the Schine Student Center and other campus venues. Recognized student organizations must complete a ticket request form three weeks prior to the event. Payment for this service is due with the completed form. A ticket request form can be obtained from

the Box Office, Student Centers and Programming Services, online at students.syr.edu/boxoffice/ticketform.html or in the Office of Student Activities. Requests for complimentary tickets must be made before tickets are sold. Requests for any extended Box Office hours must be made in advance and will be at the organization's expense. Recognized student organizations must obtain written approval from Student Activities before tickets can go on sale.

'Cuse Copy, Schine Student Center

'Cuse Copy provides a copy service to all recognized student organizations and University departments. Flyers, posters, brochures and laminated passes may be made at the copy center. Publicity materials should be created at least three (3) weeks prior to the event.

Slutzker Center for International Services, 310 Walnut Place, (315) 443-2457

The mission of the Slutzker Center for International Services is to facilitate and manage international educational activities by responding to international students, scholars, faculty, administrators, staff, and other members of the University community with advice, counseling, and programming on immigration, administrative issues, cross-cultural and personal matters. It is also to promote the University's commitment to international education by facilitating exchange relationships, fostering interaction among U.S. nationals and international students and scholars, and enhancing the University's multicultural environment through the design and development of educational, social, and cross-cultural programs.

Student Centers and Programming Services (SCPS), 228D Schine Student Center, (315) 443-4240

The University offers many meeting places and services for use by student organizations, administrative and academic departments. To accommodate the meeting needs of student groups, Student Centers and Programming Services is available to meet your event needs with the ideal campus location and technical support services.

Student Centers and Programming Services (SCPS) reserves spaces within the Schine and Goldstein Student Centers, the plaza between Schine Student Center and the Newhouse School of Public Communications, Gifford Auditorium, Grant Auditorium, Maxwell Auditorium, and Kittredge Auditorium. SCPS also schedules meeting rooms in the following locations: Archbold, Bowne Hall, Carnegie Building, Eggers Hall, Huntington-Beard-Crouse Hall, Hinds Hall, Hall of Languages, Shafer Art Building, Sims Hall, Hoople Hall, Link Hall, Lyman Hall, Maxwell Hall, Slocum Hall, the Physics Building, and Watson Theatre. *Please be aware that many of these spaces have specific requirements concerning use.*

In addition to search and match services, SCPS assists program sponsors in scheduling support services for campus-wide programming, such as room set-up, security, custodial, physical plant, parking, and many other services for their events. Event and Technical Services (ETS) is the area of SCPS that handles all of the technical needs for the student groups' events. ETS has two distinct responsibilities: event management and technical assistance. Event management entails the setup and breakdown of the room, ticket taking, ushering, and helping those patrons who may need assistance. ETS's technical support of events includes running of sound, lights, and visual presentations as well as stage management for events. Any use of non-Syracuse University resources for sound and lighting must also be coordinated through ETS to ensure appropriate use of University facilities. ETS should be contacted at least one month prior to an event. Be aware that last minute requests may not be honored.

SU Ambulance, Lyman Hall, 100 College Pl #006, (315) 443-4566 (Emergency - (315) 443-4299)

SU Ambulance (SUA) should be contacted by the sponsoring student organization for any high-risk activity that is being planned (e.g. outdoor

concerts). Please contact SUA at least one month prior to an event.

**Syracuse University Student Association,
126 Schine Student Center, (315) 443-2650**

The purpose of the Student Association (SA) is to participate in the formation of policy, rules, and regulations of Syracuse University; to provide a unified voice for all undergraduates; and to determine and allocate the undergraduate Student Activity Fee.

**Tennity Ice Skating Pavilion, 511 Skytop Road,
(315) 443-5040**

The Tennity Ice Skating Pavilion, which is part of the Department of Recreation Services, provides a variety of programs and services to the Syracuse University community, including open skating sessions, individual lessons, intramural activities, clubs, and classes.

Student with a valid Syracuse University I.D. card can access the ice skating facility for free. Skate rental is available. Opportunities are also available for recognized student organizations to plan events at the facility.

**Veterans Resource Center, 700 University
Avenue, 1-844-SYR-VETS**

This center provides key resources for veterans regarding the admissions process, scholarships, resources for active duty members, and opportunities for housing and community while at Syracuse University.