

**MARIAN UNIVERSITY**

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**Student Activities**

# **Student Organization**

# **Manual**

# **2020-2021**

*Explore. Develop. Transform.*

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**Student Activities**

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## Student Activities

### Welcome

The Office of Student Activities, within the division of Student Success and Engagement at Marian University, recognizes the benefits associated with taking part in student organizations. Participation helps to foster greater student involvement, leadership development, and greater opportunities to receive help from hands-on experiences.

Student Activities affirms the existence of student organizations as a vital piece of the Marian University experience. Student organizations provide students with chances to explore and develop their interests and passions while complementing academic learning with real life application.

Student organizations at Marian University vary in size, purpose, and implementation. Regardless of whether a student organization is only five students or three hundred, the Office of Student Activities wishes to aid every organization in achieving their goals.

We are here to support you and help your organization succeed. Consider stopping by for a visit to meet our staff. We are always happy to help. Good luck in the upcoming year!

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Instagram: @StudentActivitiesOrientation

Mail:  
Student Activities  
3200 Cold Spring Road  
Indianapolis, IN 46222

Office Hours:  
Monday-Friday 8:30 a.m. – 4:30 p.m.  
*Please contact staff to schedule meetings or other appointments.*

## **Student Organization Registration**

### **Benefits and Privileges**

The following benefits are available to registered student organizations:

- Free reservation of campus space
- Eligibility to apply for funds from Student Government Association
- Access to storage space in Paul J. Norman Center
- Ability to promote organization's activities on campus (e.g. posting, tabling)
- Receive advising from a member of the Office of Student Activities in addition to your faculty/staff advisor (drop-in times and by appointment)
- Leadership development trainings and sessions
- Miscellaneous Supplies
  - Wristbands
  - Raffle Tickets
  - Sporting Equipment
  - Button Maker
  - Snapchat Filters
  - Butcher Paper
  - ID Scanner
  - Icebreaker games
  - Leadership activities
  - Craft Supplies

Any misuse of the above privileges may result in disciplinary action on behalf of Marian University by the Office of Student Activities and/or the Dean of Students.

### **Registration**

For organizations registering for the first time:

- Fill out the Student Organization Registration form online through Connect\*
  - <https://marian.campuslabs.com/engage> to sign in
  - Go to "Organizations"
  - Click white button to "Register an Organization"
- \*Any new student organization who has a religious affiliation must first be approved by the Director of Campus Ministry before starting the registration process.*
- Construct a constitution and include it with your registration form.
  - A sample constitution can be found on Connect under Student Life "Documents"
- Beginning student organizations require at least 3 currently enrolled Marian University students to register.
- Student organizations require an advisor who is a full-time or part-time, current faculty/staff member at Marian University.

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- Contact Student Activities staff to set up a meeting to complete your registration.
  - Returning organizations must attend an Information Session called S.O.R.R.T (Student Organization Registration Renewal Training) once a year (held in April).
- New organizations may apply for a one time start up grant of no more than \$100 within one year of the completion of the Student Organization Registration Process when extra funding is available.

### Timeline

- Registration of a new student organization may happen at any time of the academic year.
- Returning organizations must complete re-registration every year. Re-registration is done in April for the following academic year by updating primary contact and roster, updating constitution and profile picture.

*Please note that Marian University has many student organizations and they are growing! Before starting a new student organization, please the Office of Student Activities and see if an organization already exists that meets your needs!*

### Membership

- A minimum of three currently enrolled Marian University students is required to register a student organization.
- Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at Marian University. Faculty, staff, alumni, and others may take part in the activities and programs of student organizations as guests. Guests may not vote and may not have the same privileges as a member. The number of Marian University student members shall always exceed the number of guest participants.
- All officers of a student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.
- All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as a member.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Eligible organizations can register during the academic year unless the university finds that the organization:

- Looks to carry out its objectives, goals, purposes, or activities through the use of violence; or

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- Engages in activities that materially or interfere with the discipline and normal activities of the university or with the rights of others; or
- Seeks personal gain; or
- Engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
- Refuses to follow federal or state laws, including the Americans with Disabilities Act of 1990, Board of Trustees' policy, or university rules and regulations.

In denying or revoking registration, Marian University considers among other factors:

- Individual members' past conduct.
- Organization's past conduct.
- Organization's stated objectives.
- Failure to meet financial obligations to the university.

If registration is denied or revoked by student organization staff, the organization may appeal the decision unless the denial or revocation was initiated under the Code of Student Rights and Responsibilities.

### **Active Registration/Funds Eligible**

- Attend all SGA Senate meetings per semester
- Complete service requirements (see Connect document in SGA page)
- Attend Student Organization Registration Renewal Training (S.O.R.R.T.)
- Update Connect page each year
- Keep roster up to date on Connect

### **Constitution**

All student organizations are required to create and maintain a constitution. The purpose of a constitution is to define an organization and guide its operation. A constitution allows for a student organization to define purpose, provide structure, and govern ideologies. It will also aid in transitioning of leadership and membership. The current constitution must be on file under organization's Connect page. Registered student organizations will be held to the standards outlined in their constitution. They will also be held accountable to the constitution of the Student Government Association. In case of conflict between a registered student organization's constitution and university policy, the university policy will take precedence.

### **Every constitution must contain the following phrases exactly.**

- *Statement of Compliance*: This organization shall comply with all Marian University regulations, and local, state, and federal law.
- *Anti-Hazing Policy*: Hazing is prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

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- *Personal Gain Clause:* This organization, if and when raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.
- *Notice of Nondiscrimination:* Marian University encourages applications from all persons. The University does not discriminate on the basis of race, ethnicity, color, sex, gender, sexual orientation, religion, creed, national origin, age, or disabilities.

### **Representation in Student Government**

Every registered student organization is entitled to one voting seat within the Student Government Association (SGA) Senate. Senate meets every other Tuesday, at 7:00 p.m., in the Library Auditorium. See [www.marian.edu/sga](http://www.marian.edu/sga) for more information. You will find updates about meeting times and locations on Connect.

### **Student Organizations affiliated with MU-COM**

Student organizations affiliated with the Marian University College of Osteopathic Medicine should fill out the appropriate material found in the MU-COM Student Organization Manual. Contact the Student Affairs team in the Evans Center for any questions.

## **Planning an approved event**

All events hosted by a student organization must be approved through the Office of Student Activities.

### **Reserving Space on Campus**

All registered student organizations can reserve space on campus for their events, meetings, and activities. The Office of Conferences and Events is responsible for the scheduling of all space owned and/or managed by Marian University. When not being used for academic classes, these facilities are available for Marian University students, faculty, staff, and administration, as well as the greater community.

To reserve a space on campus:

1. Go to My Marian - [www.marian.edu/mymarian](http://www.marian.edu/mymarian)
2. Click on "Reserving a Room/Space on Campus"
3. Hover over "Browse" and select "For Space"  
This will show spaces that are available for specific days and times
4. Email [roomreservations@marian.edu](mailto:roomreservations@marian.edu) with the organization name, location, date, timeframe, **and cc your advisor on all correspondence.**

For questions regarding reservations, contact [roomreservations@marian.edu](mailto:roomreservations@marian.edu). A room reservation and confirmation must be received before an event can be approved.

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### Event Approval

All events hosted by a student organization must be approved through Connect using the event submission process. This allows for oversight of when and where events are taking place.

Student organization officers should login on Connect. Go to your organization page and click manage page. On the left-hand side of the page select the pull-down menu and click on events. This is where you will enter in all details of your event.

Please allow 2 business days for the event to be processed. Once your event is approved you can submit and work order, submit flyers for approval, and advertise your program.

### Submitting a Work Order

Campus Operations is responsible for all work orders on campus. If your event needs tables, chairs, burn barrels, additional power, and/or other accessories, you will need to submit a work order to Campus Operations via their website with the following information:

- Account Number (student organization numbers can be obtained from SGA officers, Advisor, or Director of Student Activities [must have permission to access])
- Name of the Organization
- Set Up Time and Place
- Description of Set Up
- Contact Information

To submit a work order, please follow these steps:

1. Go to My Marian- [www.marian.edu/mymarian](http://www.marian.edu/mymarian)
2. Click on "Campus Operations"
3. Complete the online form and click SUBMIT

Remember that a work order will at times cost money. Examples of work orders that will cost include, but are not limited to, events that cause campus operations staff to stay on campus late or come in early, events that require additional tables and chairs than what can be found in the event location, and events that require excessive cleanup from campus operations staff. A good rule of thumb for budgeting is that a work order will cost \$25 per person, per half-hour with a half-hour minimum charge.

Good work orders include date, timeframe, account number, location, and exactly what is to be done.

Example of a bad work order:

I am planning a bonfire. Can you please bring wood over to University Hall tomorrow night?

Example of a good work order:

Account: 4-00-00-XXX-2470. On Friday, September 21, 2018, Cardiology Club is planning our annual bonfire and cookout. By 1 p.m. on Friday 9/20, please deliver enough wood for a 6-hour bonfire, and

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one fire starter log to the fire ring to the south of University Hall. Our event will last from 5 – 11 p.m. You can return to pick up any unused wood any time after the morning of 9/21/18. Thank you!

### Technology

Technology requests are submitted online at <http://helpdesk.marian.edu>. All technology requests must be submitted at least two (2) weeks in advance.

Examples include On September 21, 2019, Cardio Club is using the private dining room from 6-8 p.m. for a call out meeting. We would like to request a laptop computer and access to the projector for our event. Thank you!

### Campus Dining and Catering

Marian University partners with Dining Services to provide all food and beverages served on campus. Classic Fare is the catering division of Dining Services. As is common in most campus food service agreements, the food service contractor is granted exclusive rights to provide food services on our campus. It is imperative that Dining Services and the university honor this commitment. It is University policy that any catering activities held on campus must be provided by Classic Fare Catering. It is the responsibility of Dining Services/Classic Fare Catering to ensure that quality food and service are provided at fair prices per the agreement. Please read the following information to determine how to obtain food and beverages for the specific event that you are planning. Classic Fare Catering may be contacted at 317-955-6342 or [classicfare@marian.edu](mailto:classicfare@marian.edu) for consultation.

All food served publicly, on-campus, and purchased with university funds must be provided by Dining Services/ Classic Fare Catering. Requests for food and beverages should be submitted to Classic Fare Catering at least 14 days prior to the event. Public university event can be defined as sponsored, organized, or hosted by any group of Marian University students, faculty, or staff and is held on campus; and any of the following in an open space, viewable to anyone passing by; or is intended to be open to anyone; or is advertised either publicly or electronically.

Groups should consult a catering menu at <https://marian.campusdish.com/Catering.aspx> for a complete listing of available refreshments and charges to determine their needs/budget. This should be planned carefully, adhering to all catering policies with respect to changes, cancellations, menu, and proper notices. Classic Fare Catering can help you plan a menu to fit your program and your budget.

Food purchased with university funds for an off-campus event (e.g. training or retreat) must follow all food guidelines of the selected venue.

### Special Circumstances

Occasionally, events have special circumstances in which on-site catering options do not meet the needs of the event or activity. A Food Waiver Request must be completed and returned a minimum of 14 days prior to the event. The intent of this form is to ensure that all food safety guidelines are being followed.

THE **APPROVED** FOOD WAIVER FORM MUST BE CLEARLY DISPLAYED AT THE EVENT.

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### **Authorized Fundraiser Event**

Food and beverage items must be prepared and packaged by a food manufacturer, supermarket, or Classic Fare Catering. All purchased baked goods must be pre-packaged prior to the event. ***No home prepared food or drink is allowed.***

### **Donation (Food and beverage items donated and served at an event)**

Donations require a letter from each donating establishment (on their company letterhead) explaining the purpose of the donation. The letter must be submitted with the food waiver application. Food and beverage items must be obtained from a food manufacturer, supermarket, or Classic Fare Catering.

### **Special Menu**

A Food Waiver Request form must be submitted if Dining Services/Classic Fare Catering agrees that they cannot provide the desired menu or special food item for an event. Open (general meetings, events, callouts), order through My Marian (simple takeaways menu is budget friendly); or complete a food waiver in Connect under Documents

### **Giveaways**

Food and beverage items (including wrapped candy) handed out as an incentive to attract people to an event or display table must be purchased through a food manufacturer, supermarket, or Classic Fare Catering. Items must be pre-packaged, individually wrapped items that do not need to be refrigerated.

Campus Dining Services can provide you with linens, grills, utensils, food, table settings, serving dishes and/or plates.

### **ALCOHOL AT EVENTS**

All events that have alcohol must be approved through the Office of student Activities ahead of time using the event registration form located on Connect. If the event is approved, then the following policies must be followed. Refer to Appendix A, Section 9 for the full policy.

- No underage consumption of alcohol is permitted.
- No “shots” of alcohol will be poured or permitted.
- No kegs are permitted on campus.
- No hard liquored will be permitted.
- All alcohol must be proved and served by Marian University Aramark.
- Alcoholic beverages shall not be removed from designated event area.
- A Marian University uniformed security officer must be present at all events where alcohol is served to check IDs and wristband students over 21 years of age.
- All events where alcohol is served, food of a substantial nature and non-alcoholic beverages must be provided for the guests by the host.
- All 21+ guests must have a wristband before consuming alcohol.
- All alcohol at university events must be paid for by the consumer of \$5 per drink. No alcohol should be given away for free at events unless monitored by Marian University staff.
- For tailgating policies, please contact the Dean of Students.

## **Budget Process**

Registered student organizations are eligible to apply for funding through the Student Government Association (SGA).

### *Qualifications:*

- The request must be submitted by a recognized student organization with a constitution on file with the Student Involvement office.
- New organizations may apply for a one time start up grant of no more than \$100 within one year of the completion of the Student Organization Recognition Process (subject to availability)
- Each club is required to have a Senator representing the club in Senate. A proxy must attend when a Senator is absent. There are no excused absences for student organizations, a representative should be at all meetings.
  - Executive Vice President will notify the student organization president and advisor of the absence.
- Continuous club funding is based on Senator participation. A Senator can miss **no** Senate Meetings per semester.
  - If more than two meetings are missed per semester, the club will be fined 5% of their budget. This will also be considered in the budget allocation process for the following semester.
  - Organizations may be rewarded or penalized based on past records of funding usage as presented in previous requests

### *Process for Requesting Funds:*

- Budget requests are submitted, reviewed, and approved on a semester basis. Requests for the spring semester should be submitted in the preceding fall and requests for the fall semester in the preceding spring. Budgets are due the second to last senate meeting of the semester SGA will release application details October 1, 2020 of fall semester and February 2021 of spring semester.
- 
- New and returning registered student organizations may request funding for new or additional items on a bi-weekly basis if funding permits. Student Organization budgets and spending end each semester with the academic calendar.

### *Obtaining Funds:*

If your organization has been given funding, then you can obtain these funds by going to Connect and visiting your Finance page. Spending request will be reviewed and approved by the SGA VP of Finance.

- Cash
  - Fill out a purchase request on Connect for money needed
  - Go to the SGA desk in Alumni Hall during the VP for Finance's office hours or by appointment via email. The VP will fill out a Request for Funds (RFF) in triplicate. Or Director of Student Activities during budget request hours.
  - Take RFF to Business Office to receive cash Monday through Friday between 8AM to 3:30 PM.

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- Note larger amounts of cash may require advance notice. If planning to take more than \$200 cash, please notify the VP of Finance at least 1 business day in advance.
- Make purchases.
- Return **itemized receipts** and any change to the Business Office to complete and close transaction within two (2) weeks.
- A photocopy of the receipt also needs to be sent to VP of Finance
- Check
  - Obtain a contract or invoice from the entity to be paid. You may also need a W9. Check with SGA Advisor to make sure you have all the required paperwork.
  - Put in a purchase request via Connect. Even if your department is sponsored by a campus department on campus.
  - Meet with Director of Student Activities during budget request hours to put in request with the finance office.
- Credit Card
  - For items to be paid with a university credit card (e.g. conference registration, travel, large expenses that cannot be paid via check) contact SGA Advisor.
    - Make an appointment with SGA Advisor at least turn (10) business day in advance to use credit card.
    - Registered student organization advisors with a Marian University credit card may also use their MU card to charge the purchase. Copies of receipts must be sent to SGA VP of Finance. Charge should be billed to student organization budget line at the end of the month.

All credit card spending should be recorded through Connect.

### Outside Funds

As a policy, student organizations cannot have outside bank accounts. If collecting dues, you must deposit dues into on-campus account in the business office in a timely manner. Cash should not be kept in offices, residence halls, etc. You must also log your dues in your Connect pages Finance page. If you plan to withdraw you must come to Clare Hall 148 to complete a Request for Funds slip (RFF) like your SGA spending process.

### Fundraising

All fundraising must be approved by Alex Parker from institutional advancement. Complete fundraising approval form under Documents in Student Life section on Connect and email before starting any fundraising.

### Marketing & Advertisements

With any event that your organization hosts, it is vital that there be an effective and organized marketing strategy to attract individuals to the event. Consider designating an individual or committee as being specifically responsible for marketing and advertisement.

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Ensure that you allocate plenty of time prior to the date of the event to effectively publicize it to the Marian University community. It is recommended to begin publicizing your event at least one month prior to the date of the event.

The Office of Student Activities in Clare Hall can assist the organization in communicating an event via Connect and weekly events email (Knightly News).

Here are some general questions to consider regarding developing a marketing strategy:

- When should we begin publicizing the event?
- What types of advertisement should we utilize?
- How can we increase word-of-mouth publicity?
- Does all our publicity and messaging contain the same information?
- Have we communicated our event to the Office Student of Affairs?
- Is publicity displayed in multiple locations?

Here are some examples of effective forms of publicity:

- Connect news post
- Knightly News
- Flyers
- Posters
- Handbills
- Banners
- T-Shirts
- Table Tents
- Sidewalk Chalking
- Napkin Holders
- Facebook
- Instagram
- Twitter
- Email
- Online Video
- Invitations

### Posting Policy

This policy applies to all on campus advertising at Marian University. All fliers and posters must have the approval of the Student Success and Engagement (Clare Hall 123) or Office of Student Activities (Clare Hall 148) prior to posting. *Items promoting faith activity or religious service must be approved by campus Ministry in OH 132.*

- Fliers and posters hung in public spaces must be approved prior to being posted. Posting will only be approved for recognized student organizations and Marian University departments.
- The name of the sponsoring student organization or campus department must appear clearly.

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- The name of the event along with the day, date, and time must be displayed clearly and in full (e.g. Tuesday, November 3, 2017, or Tuesday 11/03/17).
- A contact email or phone number must appear clearly.
- Postings advertising alcohol are not permitted.
- Banners may be no larger than 3' x 9'.
- If using tape, it MUST be blue painter's tape and not visible.

Approval may be obtained during regularly scheduled office hours (8am-4:30pm Monday to Friday) by emailing Robin Spearin at [rspearin@marian.edu](mailto:rspearin@marian.edu) or Sarah Balana Molter at [sbalanamolter@marian.edu](mailto:sbalanamolter@marian.edu). You will receive an email response when your flier is approved (please allow one business day). **After it has been approved SSE (Student Success and Engagement) will print up to 20 (8.5 x11) copies per org per event in color or black and white.**

Postings around campus are checked regularly and removed if not properly approved and stamped. Failure to adhere to the guidelines in this policy will result in the improper posting being taken down immediately and may result in loss of posting privileges and other sanctions.

### Poster Printing Services

Student can print posters for campus via the Center for Teaching and Learning (1<sup>st</sup> Organizations floor of the Library). To Posters will be charged to organizations' account for \$1/square foot. All request must be submitted with a request form (located on Connect or CTL website) along with the poster file. Email to [ctl@marian.edu](mailto:ctl@marian.edu) at least three (3) business days in advanced.

Additional details and a link to the poster request form is available at <https://www.marian.edu/center-for-teaching-and-learning/instructional-technology/large-format-printing>

### Chalking Policy

Chalking is an approved form of advertising. Like all advertising, it is important that it is done in moderation.

- Permitted: Chalking on university pedestrian walkways.
- If it does not rain within 48 hours of your event, you must use water to wash away all chalk advertisements.
- Prohibited: Chalking on vertical surfaces, buildings, artwork, covered walkways, or non-university pedestrian walkways.
- Use of acrylics, ink, spray-chalk, and paint is prohibited.

### Locations for Posting on Campus

- The bulletin board in Clare Hall, Alumni Hall, and Dining Commons
- Public (*not* academic department) bulletin boards in all academic buildings.
- Mother Theresa Hackelmeier Memorial Library - Drop off copies at the library front desk in advance of your desired posting date. Staff will post on the bulletin boards.

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- Residence halls posting can be - Drop off copies in the SSE office (Clare Hall 123) at least 72 hours before your desired posting date. Residence Life staff will post in the halls.
- Dining Commons table holders—Visit the Office of Student Success and Engagement in Clare Hall, Room 123, to be approved to place quarter-sheet flyers in the top of the salt and pepper shaker holders. Once approved, you can place flyers there.
- Inside restroom stalls (not anywhere else in the restroom)

### **Improper posting**

Throughout campus and in all campus buildings, the following areas may not be used for posting at any time: painted surfaces, brick walls, building doors, windows, walls, campus locator signs, lamp posts, pillars, trash receptacles, elevators, trees, vehicles, windshields, walkways, stairways, entrances, table tops, or glass surfaces. **Failure to adhere to these guidelines may result in loss of posting privileges and other sanctions.**

### **Removal of postings**

Organizations and departments are responsible for the removal of postings after the event or at the expiration date. **Failure to remove a posting could result in loss of posting privileges and other possible sanctions.** A poster or flier must be removed by the posting organization within 24 hours of the end of the advertised event or posting date expiration.

Postings that advertise an event happening throughout the entire semester will be removed if the flyers have been damaged, torn, folded, etc. Best practice is to refresh a long-term advertisement every few weeks with new flyers. If you refresh flyers on your own, you must take down the original flyers when posting the new ones. All flyers must be taken down when the event is no longer occurring

### **Trademarks and Logos**

It is especially important to safeguard the Marian University brand or the collection of words, images, ideas, people, promises, and emotions that immediately come to mind when someone thinks about the university. An important aspect of brand development is how well we manage the use of our institutional identity, which includes logos and marks.

Uniform and consistent use of the institutional identity is especially important. Guidelines can be found in the document Marian University Institutional Identity Guidelines, which can be obtained from the Office of Marketing Communications at [www.marian.edu/marcom](http://www.marian.edu/marcom) or found on the portal, if you have access, under the Office of Marketing Communications. This document is intended to eliminate confusion and provide a guide for properly presenting the image and identity of Marian University. Official university artwork is available from the Office of Marketing Communications.

The development of any written material, web-based content, multimedia presentation, or imprinted “specialty” advertising, including but not limited to, merchandise, apparel, or promotional items, is subject to these guidelines.

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The appropriate steps to produce apparel and promotional items are as follows:

1. Per the contract between Follett's and Marian University, all requests for apparel and promotional items made by any university affiliated group, person, or office must be made in writing to Follett's. This includes all student groups, departments, offices, programs, and athletic teams. Requests can be submitted to the Follett Bookstore manager. All apparel must be produced by the bookstore.
2. Whether Follett's or another vendor is used, all artwork must be submitted to the Office of Marketing Communications and approval provided in writing. Artwork can be sent to Robin Evans, Director of Creative Services, at [revans@marian.edu](mailto:revans@marian.edu).

Failure to comply with the policy may result in confiscation of the items.

**Please allow four weeks for Follett Bookstore and the Office of Marketing Communications to respond to your request.**

### **Marian University Social Media Policy**

Social media is personal interaction and communication that uses universally accessible and scalable technology tools such as Facebook, Twitter, etc. It also includes blogs and personal web sites. Currently, The Office of Marketing Communications (MarCom) administers the university's official presence on these social media sites: Facebook, Twitter, LinkedIn, Flickr, and YouTube.

MarCom manages Marian University's brand identity and coordinates production and dissemination of marketing communications materials in collaboration with groups across the university. MarCom works with all campus groups to ensure that all communications serve the university's mission and goals. Marian University faculty, staff, and students should observe the same professional and behavioral standards online and when using social media as they would in person. **Any social media accounts linked to a Marian University website must have a designated staff person from MarCom as an administrator or must send their username and passwords to Sonya Chevigny at [socialmedia@marian.edu](mailto:socialmedia@marian.edu).**

Guidelines for All Social Media Usage, Including Personal Sites:

- Think before you post. Even with strict privacy settings, information posted to social media sites should not be considered private. If you would not say something in public, do not post it online.
- Be civil and respectful, and never post vulgar, obscene, derogatory, or unfounded remarks.
- You can be held legally liable for comments you make online.
- Read, follow, and obey the Terms of Service for all social media tools.
- Do not post confidential and proprietary information. Faculty and staff must adhere to all Marian University policies and procedures, as well as federal standards such as FERPA (Family Educational Rights and Privacy Act) and HIPAA.
- Be respectful of copyrighted and trademarked information, including Marian University logos and marks. This extends to the intellectual property of the university and that of the faculty, staff, and administration who work for it.

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## Student Activities

- Be transparent and authentic. Never create fake profiles. If you identify yourself as a Marian University faculty or staff member online, make it clear that your views are your own and are not necessarily representative of the university.

### **Waivers**

If your event has risk of harm, then all participants must complete a liability waiver. The Marian University waiver can be found in Connect Student Life “Documents.” Consider using a stamp or wristbands to track waiver completion. For activities such as obstacle courses, mechanical bull, bounce houses, or ice skating, etc. waivers are required and should be taken to, Director of Student Activities, concluding your event.

### **Movies**

DVDs, video tapes, or downloaded video that is available for rental or purchase are for home viewing purposes only. This means they can only be viewed in your private living spaces (e.g. residence hall room, apartment, or private residence). Therefore, any time a group shows a movie in any context, the group must purchase the public performance (or public viewing) rights (copyright) for that showing. Copyright purchases for a film typically cost between \$450 and \$900 per showing for popular titles from major movie distributors. Swank Motion Pictures is a film distribution company that works with college environments and handles most commercial grade film titles. For pricing and availability, visit [www.swank.com](http://www.swank.com).

Colleges and universities have an exception to copyright law IF the copyrighted material is shown as part of an educational experience. Marian University defines an educational experience as one in which a Marian University faculty or staff member facilitates a program in person centered on the material.

*Reach out to the Director of Student Activities if you have questions about the process.*

### **Storage**

Storage space is available to registered student organizations in the basement of the Paul J. Norman Center or lockers in the basement of Marian Hall on a first-come, first-served basis. Contact a Student Activities staff member to request space.

### **Contracts**

Please talk to a Student Activities staff member if working with a contract from an external vendor or performer.

To complete a contract, you will need to obtain a W9 first. If the W9 contains a Social Security number, you must first complete the Independent Contract Pre-Approval form and turn into Human Resources office for approval. If they have an EIN (Employer Identification Number) or Employee Identification Number, then you can proceed to contract. Pre-fill out details and send to contractor for them to sign.

Director of Student Activities, must sign and then to the Vice President of SSE for final approval. The final payment step will require the completed contract, W9, approval from HR if applicable, and a

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purchase order completed for the Accounting & Finance Office. Check will be mailed following the event.

### Travel

Marian University is committed to the holistic development of every student and understands that educational experiences happen both on and off campus. The following Student Travel Policy has been developed to provide clear instructions for students and student organizations involved in educational experiences that require travel. Marian University seeks to promote the safety of all individuals involved in travel situations as well as to ensure that student travel is consistent with the university's mission and values.

This policy applies to individual student and student organization travel in which the individual student or the student organization travels on behalf of, or with the financial support of, Marian University or a registered student organization of Marian University. Examples of activities and events that fall under this policy include, but are not limited to: student organization events held off campus, off-campus community service activities sponsored by the university or a registered student organization, situations in which a student or student organization is officially representing the university (workshops, conferences, luncheons, etc.), and club sports or recreational sports events.

This policy does not apply to travel by individual students attending out of town athletic or recreational events as a non-participant (except when travelling on behalf of or with the financial support of a registered student organization); engaging in student teaching, internships, practicums, observations or research; participating in intercollegiate athletics (guidelines for student-athlete travel can be found within policies of the MU Department of Athletics); or participating in academic or course-based field trips (guidelines for academic travel can be found within policies of the MU Division of Academic Affairs).

### Travel Authorization

In order to ensure that students and student organizations involved in travel are following proper guidelines and that student safety concerns have been addressed all student travel, as defined in this policy, must be authorized by an appropriate administrator within the Marian University Office of Student Affairs. Appropriate administrators include the Director of Student Activities, the Assistant Dean of Student Affairs, and the Dean of Students.

To request authorization please see below for the policies and guidelines outlined for each type of travel. All forms can be found under Documents in the Travel Folder in Connect.

#### Local Travel (travel within 30 miles of campus)

For local travel situations it is recommended that the student or student organization rent a vehicle to ensure appropriate insurance coverage is provided. It is also recommended that a chaperone accompany the student or student organization but is not required for the travel to take place. For all local travel situations, the following forms **must** be submitted to the Office of Student Affairs (Clare Hall 123):

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- Travel Request Form (*due 5 business days prior to trip*)

*\*Students travelling in personal vehicles for voluntary activities and events are exempt from completing and submitting the travel request form. These students assume all responsibility for risk and liability involved in the travel activity.*

### **In-State Travel (travel within 25 miles outside of Indiana border)**

For in-state travel situations it is recommended that the student or student organization rent a vehicle to ensure appropriate insurance coverage is provided. It is also recommended that a chaperone accompany the student or student organization but is not required for the travel to take place. For all in-state travel situations, the following forms **must** be submitted to the Office of Student Affairs:

- Travel Request Form (*due 10 business days prior to trip*)
- Waiver of Liability Form (*due 1 week prior to trip*)

### **Out-of-State Travel (travel outside Indiana, but within USA)**

For out-of-state travel situations it is recommended that the student or student organization rent a vehicle or utilize a contracted transportation service to ensure appropriate insurance coverage is provided. For the travel to take place the student or student organization must be accompanied by at least one chaperone. An appeal to travel without a chaperone can be made by contacting an appropriate administrator within the Marian University Office of Student Affairs, including the Director of Student Activities, the Assistant Dean of Student Affairs, or the Dean of Students. For all out-of-state travel situations, the following forms **must** be submitted to the Office of Student Affairs:

- Travel Request Form (*due 15 business days prior to trip*)
- Waiver of Liability Form (*due 1 week prior to trip*)
- Medical Treatment Release and Emergency Contact Form (*due 1 week prior to trip*)
- Student Travel Conduct Agreement (*due 1 week prior to trip*)
- Chaperone Agreement (*due 1 week prior to trip*)

### **International Travel (travel outside of USA)**

For international travel situations it is recommended that the student or student organization utilize airline services, rent a vehicle, and/or utilize a contracted transportation service to ensure appropriate insurance coverage is provided. For the travel to take place the student or student organization must be accompanied by at least one chaperone. For all international travel situations, the following forms **must** be submitted to the Office of Student Affairs:

- Travel Request Form (*due 60 calendar days prior to trip*)
- International Waiver of Liability Form (*due 1 week prior to trip*)
- Medical Treatment Release and Emergency Contact Form (*due 1 week prior to trip*)
- Student Travel Conduct Agreement (*due 1 week prior to trip*)
- Chaperone Agreement (*due 1 week prior to trip*)
- Trip Itinerary (*due 1 week prior to trip*)

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### **Transportation Guidelines**

Rented Vehicles – Only Marian University employees or Marian University students at least 21 years of age are permitted to operate a rented vehicle. Any rented vehicle used for student travel purposes is covered by a university insurance policy for property damage and personal injury. All rented vehicles must be rented through Enterprise Rent-a-Car based on a partnership Marian University has established. Once the reservation has been confirmed, Enterprise will drop off and pick up the vehicle from Marian University's campus. For instructions on how to rent a vehicle from Enterprise please see the Office of Student Affairs.

- *If rented vehicle is a 12-passenger van, any driver of the vehicle must watch a driving safety video available in the MU Business Office.*

Personal Vehicles – Personal vehicles should only be used on a voluntary basis. The owner/driver of the vehicle must provide his/her own insurance coverage. All participants choosing to ride in a personal vehicle 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 personal vehicle.

Contract Bus Service – when chartering a contracted bus service, the bus company must provide adequate insurance coverage for personal injury and property damage.

Regularly Scheduled Carriers – Regularly scheduled transportation service providers (e.g. Amtrak, Greyhound, etc.) may be utilized for student travel.

Air Transportation – Air transportation may be utilized for student travel involved in out-of-state travel, inter-continental travel, and international travel.

### **Conduct/Behavior**

Students involved in travel are expected and required to abide by the laws of the State of Indiana and of the United States and the rules and regulations of Marian University throughout the duration of the travel experience. A full list and description of student behavior that is not acceptable can be found in the Marian University Student Handbook under the title "Code of Student Rights and Responsibilities." Any violation of these standards of conduct may subject the student(s) to administrative action and/or disciplinary sanctions. Students will also be held financially responsible for any loss, damage, or injury resulting from the violation of the standards of conduct.

Please visit the following link to access the MU Code of Student Rights and Responsibilities:  
<http://www.marian.edu/Campus-Life/housing-and-residence-life/residence-life-policies-1>

### **Insurance Considerations**

When travelling in university-owned or rented vehicles, the university provides all necessary liability and physical damage coverage. In situations where personal vehicles are used, the university does not provide liability and physical damage coverage and is unable to reimburse the vehicle owner for any accident-related repairs or payment of deductibles. Owners of personal vehicles are expected to carry

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automobile liability insurance in an amount sufficient to cover any property damage or liability loss and be responsible for the payment of their own deductible including the defense of any claim.

### **Medical Insurance Coverage**

Marian University does not provide medical insurance for any student's participation in a travel experience. All students participating in a travel experience shall be responsible for any medical costs they incur during and/or because of the trip. Any student or chaperone, particularly those travelling outside the United States, who would like to obtain short-term medical insurance for their upcoming trip may request that information through the Office of Student Affairs.

Please visit the following link for information regarding obtaining long-term or short-term medical insurance coverage:

<http://www.marian.edu/docs/default-source/health-and-wellness/student-health-insurance-resources-document.pdf?sfvrsn=0>

### **Chaperone and Trip Coordinator Guidelines**

For any student travel experience it is recommended that the individual or group be accompanied by a chaperone. For clarification on the need for a chaperone please see Section IV Travel Authorization. In the instance that a chaperone is not required for the travel to take place, a member of the travel group must be designated as the trip coordinator with the Office of Student Affairs. In the instance that a chaperone is required for the travel to take place, the Office of Student Affairs recommends a ratio be maintained of no more than 15 students per chaperone. Listed below are some guidelines and regulations for chaperones and trip coordinators to keep in mind:

- Organize and lead a pre-trip meeting to discuss the trip itinerary as well as participant responsibilities and expectations.
- Assist in the collecting and submitting of all needed forms and documents from trip participants.
- Maintain copies of each participant's Medical Treatment Release and Emergency Contact Form (if applicable).
- In the case of a student conduct violation, the chaperone or trip coordinator should report the incident to the Office of Student Affairs immediately upon returning to campus. In the case of an extended-length trip please communicate with the Office of Student Affairs by phone or email from your destination as soon as reasonably possible.
- Agree to uphold the same conduct agreement as the student participants.

### **Additional Recommendations**

To ensure the student trip is a safe and educational experience, the following recommendations are provided to help guide the student or student organization in planning:

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### Pre-Trip Meeting

The trip coordinator and chaperone (if applicable) should host a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, transportation/lodging details and other pertinent details. This is a great time to collect needed forms and documents.

### What to Take

- The trip coordinator and chaperone (if applicable) should go to some length to describe to participants the level of packing needed for the length of stay.
- If travelling by air research what the specific airline charges for checked bags.
- If travelling to Canada or Mexico, please know that you will need your passport for entry back into the USA.
- Consider bringing shoes that you can wear with multiple outfits instead of packing shoes for each different day.
- Consider the type of activity you will be doing before packing. For a service project you might need clothes that can be dirty, while a professional conference might require business attire.

### What Not to Take

- Review how many pieces of technology you are packing. You might not need a tablet, a laptop, and a smartphone and a ...
- If you are travelling with business attire, consider sharing a garment bag with someone else in your group.
- Review your accommodations for the availability of laundering facilities. This will help cut down on the need to pack multiple sets of clothes.
- A good rule of thumb is that for a 3-4-day trip you should be able to get by with baggage equivalent to what you would be able to carry onto an airplane with you. As you approach a week-long stay it is more likely that you will need a large suitcase.

### Safety considerations

When travelling locally or within the USA, please review the weather and travelling conditions of your destination prior to leaving. You can review weather forecasts nationally by visiting The Weather Channel at <http://www.weather.com/> or the National Oceanic and Atmospheric Administration at <http://www.noaa.gov/>. You can review national driving conditions by visiting the Federal Highway Administration at <http://www.fhwa.dot.gov/trafficinfo/>.

When travelling internationally please review the Travel section of the US State Department's website - <http://www.state.gov/travel/> - for information regarding safety and security in the areas near where the travel will take place.

### Conduct

Student organizations are bound by the same Code of Student Rights and Responsibilities as individual students. The Code of Student Rights and Responsibilities can be found in the Student Daily Planner or online at <http://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.pdf?sfvrsn=12>.

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### Definitions

The definitions that appear below, where applicable, are taken directly from the Marian University Code of Student Rights and Responsibilities:

Student – the term “student” includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with Marian University, or who have been notified of their acceptance for admission are considered “students” as are persons who are living in Marian University residence halls, houses, and apartments although not enrolled in this institution.

Registered Student Organization (RSO) – the phrase “registered student organization” and “student organization” are defined as being an organization that has been formed for education, professional, social, service, recreational, or other lawful purposes. The RSO derives the majority of its membership and all of its leadership from the student body of Marian University, has obtained at least one Marian University employee to serve as advisor, and has an approved constitution on file with the Marian University Office of Student Affairs.

Advisor – the term “advisor” is defined as any employee of Marian University currently serving as the advisor to a registered student organization of Marian University.

Chaperone – the term “chaperone” is defined as any employee of Marian University accompanying an individual student or group of students in student travel. A chaperone will most likely also be an “advisor” to a student organization but is not required to be.

Student Travel – the phrase “student travel” at Marian University is defined as any situation in which an individual student or student organization is travelling outside the boundaries of the Marian University premises on behalf of, or with the financial support of, Marian University or a registered student organization of Marian University.

- Local Travel – the phrase “local travel” is defined as any travel outside the boundaries of the Marian University main campus and within a 30-mile radius from the Marian University campus.
- In-State Travel – the phrase “in-state travel” is defined as any travel outside the boundaries of Marion County, Indiana and within 25 miles outside the boundaries of the State of Indiana.
- Out-of-State Travel – the phrase “out-of-state” travel is defined as any travel at least 25 miles outside the boundaries of the State of Indiana and within the boundaries of the 50 states of the United States of America.
- International Travel – the phrase “international travel” is defined as any travel outside the boundaries of the 50 states of the United States of America.

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Marian University Premises – the term “Marian University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Marian University (including adjacent streets and sidewalks).

*Modifications to the policies will be made in writing and will be made available in the Office of Student Activities and on the Marian University Student Life Connect page and shall become effective upon publication.*

*Marian University students are also responsible for knowing the information, policies, and procedures outlined in the Code of Student Rights and Responsibilities as well as all other printed university policies. Students are encouraged to check online [[Marian.edu/studentrights](http://Marian.edu/studentrights)] for the updated versions of all policies and procedures.*