

EXHIBIT A

Student Activities & Leadership Programs



Enhancing the College Experience

RSO HANDBOOK 2014 - 2015

GENERAL DISCLAIMER

*Reasonable changes may be made to this document without notice.
Information describing any changes will be made available.*

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POSITION IN WESTERN STUDENT ASSOCIATION

Every organization has the option to participate in campus issues via the Western Student Association (WSA). All organizations are granted one position in the WSA Senate. See the WSA website for more information: www.westernstudentassociation.org.

MEDIATION AND CONFLICT RESOLUTION SERVICES

Periodically, RSOs have an internal issue that may need mediation from an unbiased, outside entity. SALP has trained professionals who can assist an organization in achieving a resolution diplomatically. However, SALP will not intervene unless asked by all parties to enter as a mediator. To set up a meeting please contact the RSO Advisor at salp-rsodevelopment@wmich.edu.

ROOM RESERVATIONS

ACADEMIC BUILDINGS

Academic buildings may be available for use by organizations on a first-come, first-served basis. Reservation policies and procedures may vary depending on the individual building. For more information on how to reserve space in academic buildings, please go to <http://www.wmich.edu/activities/roomrequest.html>.

BERNHARD CENTER

There are 23 meeting rooms available for conferences, banquets, and meetings for all Registered Student Organizations (RSOs), University departments, professional organizations and the community. Specific policies and procedures on how to reserve a room in the Bernhard Center can be found here <http://www.wmich.edu/studentcenter/policies/rso.html>.

KIVA ROOM

The Kiva Room is an all-purpose meeting room in the lower level of the Faunce Student Services Building. All RSOs will be charged for any cleaning costs incurred during their time spent in the Kiva Room. Reservation requests are made online at <http://www.wmich.edu/activities/roomrequest.html>.

MULTICULTURAL CENTER

The Multicultural Center (MCC) at Western Michigan University provides the University student population with spaces for study, meetings, projects, and conversation. The MCC is located in the Adrian Trimpe Building on campus. For reservations, see the Office of Diversity Inclusion website at <http://www.wmich.edu/diversityandinclusion/mcc>.

RESIDENCE HALLS

Residence hall spaces are not open to the public. Lounge and meeting room space is intended for use by residents of the hall only. Resident requests for space are fielded by Hall Directors.

- Residents can host a group/organizational meeting in the halls, but not on a regular basis. If the event the resident is hosting is a recruitment meeting, the HD should review posting and soliciting policies with the resident.
- Internal (created by residence hall students) faith-based study groups that meet on a weekly basis can be approved.

For more questions about this policy, please contact Laura Darrah, Assistant Director of Residence Life at laura.darrah@wmich.edu or (269) 387-4463.

RESERVING OUTDOOR SPACE

Reserving outdoor space is done through the Bernhard Center main office and the procedures on how to reserve outdoor space can be found at <http://www.wmich.edu/activities/outdoor.html>. For a list of policies regarding the use of outdoor space, please see page 14 of this handbook.

OUTDOOR SPACE LOCATIONS

- Goldsworth Valley Pond (Gazebo included)
- The Fountain Plaza (Approval from Miller, Dalton, and Shaw staff may be requested)
- The Pavilion

POLICIES & PROCEDURES

A student who chooses to enroll at Western Michigan University assumes the obligation for conduct that is compatible with the University's mission as an educational institution. While students have the privilege to enroll at the institution of their choice, choosing to enroll at Western Michigan University requires a student to become aware of, and abide by, the behavior standards of the University. Ignorance of acceptable boundaries of student behavior as contained in the RSO Handbook and/or Student Code is not a basis for excusing inappropriate behavior.

SALP has the official role of recognizing student organizations at WMU. Members of RSOs must adhere to all current University and SALP policies and procedures and all those developed in the future.

ADVERTISING POLICIES

CHALKING POLICY

For WMU purposes, "chalking" is defined as a temporary and nondestructive activity on most outdoor horizontal surfaces. Additional guidelines are cited below:

1. Use only "environmentally friendly" (nontoxic) hand-held stick chalk. No spray chalk is permitted.
2. The RSO's name must appear within all chalk messages.
3. Chalk must not leave a color residue after general exposure to the natural elements (i.e., rain, snow, etc.).
4. Chalking must be at least 20 feet away from entrances and exits of all buildings in order to protect carpeting.
5. Chalking must be limited to horizontal surfaces (mainly sidewalks) where the natural elements have full exposure. No chalking in tunneled areas, under tents, on buildings, under building overhangs, etc. is permitted.
6. Chalking is not permitted on any vertical surfaces, steps, buildings, sculptures, etc.
7. Violators will be subject to full restitution in accordance with the Student Code, Article IV, Section B, 17 ("Unauthorized use/destruction/defacing of property").

ROCK PAINTING POLICY

The rocks between Goldsworth Valley Pond and Gilkison Avenue have been designated for painting by Registered Student Organizations on campus. No other painting of any sort is permitted on any University property. Violators will be subject to full restitution in accordance with the Student Code Article IV, Section B, 17("Unauthorized use/destruction/defacing of property"). Guidelines for painting the rocks:

1. Painting the rocks is on a first-come, first-use basis. All organizations have equal access to the rocks.
2. Clubs and organizations may not cover or "guard" the rocks after painting them and thus may not prevent other organizations from painting over their work.

FLYER/POSTER POSTING GUIDELINES

Organizations may post or distribute literature on University property. However, the University expects that poster and literature content will conform to established requirements and generally accepted standards of good taste.

The specific content of posters and literature will be the responsibility of the person or organization submitting posters or literature for distribution. The person or organization will be expected to assume all responsibility for poster content and to hold Western Michigan University harmless from any and all

liability that may arise as a result of any posting or distribution. This pertains to all damages, costs, attorney fees and discovery costs that may result from any legal action.

While WMU promotes freedom of expression, the University also affirms civility and, at its discretion, reserves the right to control conditions of time, place, and manner under which posters and literature are distributed.

Publications must comply with the regulations listed below:

CAMPUS POSTING: GENERAL PROVISIONS

1. Posters or flyers must not exceed 14” by 22.”
2. To post flyers on approved bulletin boards in the academic buildings and general buildings, flyers must be approved by Student Activities and Leadership Programs (SALP) Office. If the material is not stamped for posting, the material will be removed and restitution for the cost of labor will be charged to the organization.
3. Postings are not permitted on any trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, parking meters, trashcans, cars or public signs on campus. All violators will be charged full restitution for the cost to remove such literature from the unwarranted areas.
4. The Kiosks located outdoors around campus are the only areas for unapproved postings. These are the ONLY public posting locations on WMU’s campus.
5. The literature must contain the full name of the sponsoring organization, date, time, and event location.
6. All literature must be received by the SALP office **AT LEAST (7) SEVEN BUSINESS DAYS** prior to the event/program taking place.
7. The Posting Guidelines Form is to be completed by the student organization/department representative requesting the flyer to be approved.
8. If not approved, the organization/department will be contacted in an effort to approve the literature.
9. Please allow **(2) TWO BUSINESS DAYS** for the approval process to take place.
10. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement “SAF Funded” on all publicity documents. Failure to do this may result in subsequent loss of funding.
11. It is prohibited to post literature over other validly placed flyers or posters.
12. Postings may be tacked or stapled on bulletin boards or taped on kiosks. Other methods of affixing postings or types of adhesives are not permitted.

BERNHARD CENTER (BC)

Signs to be posted in the Bernhard Center must first be approved by SALP. Copies of the posting should be delivered to the Student Activities and Leadership Programs Office.

STUDENT RECREATION CENTER (SRC)

Signs to be posted in the Student Recreation Center must be approved by SALP prior to being submitted to University Recreation. A maximum of 12 copies of promotional materials may be submitted for posting. The SRC also has a display case available for a weekly fee of \$5. For more information, please contact Cindy VanderWoude at (269) 387-3115.

RESIDENCE HALL POSTING GUIDELINES

Organizations wishing to advertise in the residence halls must have all flyers stamped “Approved” by the Office of Residence Life. An original flyer should be brought to the Residence Life office, located in Faunce Student Services Building, to be approved for distribution. Copies of approved flyers are to be returned to the Office of Residence Life, and Residence Life staff will post them in the halls.

APPENDIX D: EVENT PLANNING

PRE-PLANNING

QUESTIONS TO CONSIDER:

- Does a contract need to be signed for anything associated with this event?
- If event is held in the community, how will this activity affect the neighborhood?
- What liability does the organization run the risk of incurring?
- What state laws or city ordinances have the potential of being violated?
- What safeguards will be used to keep these laws from being violated?
- If using officers/security, how will they maintain control over the activity?
- What will the officers/security do if this activity gets out of hand?
- List the possible problem situations that could present themselves at your activity.
- List how you will solve each of the situations listed above.
- Do you have an established procedure to follow in case of emergencies?
- Could you convince a reasonably prudent person that your event is not dangerous?
- Is the potential liability for the organization worth the potential benefits to the organization?
- Has this activity been reviewed with your organization advisor?

CHECKLIST

- Assess organization's interest in the event or activity
- Answer basic questions
- Follow these steps:
 - Identify needs
 - Develop program goals and objectives
 - Develop an action plan
 - Implement that action plan
 - Evaluate that event
 - Document for the future

EVENT CHECKLIST

- FUNDING AND PAYMENT**
Make a budget
Identify potential funding sources/allocating bodies
Contact RSO Financial Advisor for assistance with paperwork, including contracts
Determine paperwork deadlines in advance and plan accordingly
- TRANSPORTATION AND LODGING**
Connect with agent/artist/for arrival/transportation information
Transportation rental
Hotel confirmation
- PROMOTIONAL CONSIDERATIONS**
Complete marketing plan
Get advertising materials approved and distributed
Use campus media and advertising sources: WIDR 89.1 FM, EduCABLE, MTV U, Western Herald, Student Events Calendar
- VENUE/EVENT SPACE**
Check with venue about reservation/set up/catering (if needed)
Contact SALP for outdoor space reservations
Check on any special requirements (security, stage, room set-up, etc.)
Technical issues

- Notify SALP if attendance will be larger than 100
- **VOLUNTEERS**
 - Setup/Tear Down/Clean Up
 - Greeters/Tickets/Counters
 - On- Stage/Sound Help/Announcements

EVENT SECURITY

RSOs may need to request security services from the WMU Department of Public Safety for a particular event. Generally, these services must be requested a minimum of ten (10) days prior to the planned event. Moreover, these services must be paid for in advance by cash, certified check, money order, or by a campus financial transaction. The WMU Department of Public Safety staff makes the final decision on the number of officers needed for each scheduled event to maintain campus safety and security. Call (269) 387-5573 for details.

EVENT CAMPUS MEDIA & INFORMATION SOURCES

89.1 WIDR-FM

89.1 WIDR-FM is Western Michigan University's student-operated radio station and an excellent avenue for marketing an event and organization. WIDR is located at 1501 Faunce and staff can be reached at (269) 387-6301. Press releases can be sent to widr.events@gmail.com.

WESTERN HERALD

The Western Herald is Western Michigan University's student-operated newspaper. Student organizations can purchase ads and sometimes gain free coverage or publicity of an event by notifying the Herald staff in advance. The Western Herald is located at 1517 Faunce and staff can be reached at (269) 387-2092.

WMU NEWS

Western Michigan University's faculty and staff newspaper is available to publicize campus-wide events. WMU News is located in Walwood Hall and can be reached at (269) 387-8400.

EduCABLE

EduCABLE is the campus cable system. RSOs can promote their events by posting a message on this EduCABLE channel. There is NO CHARGE for this service. Call (269) 387-4997 for more information or download an announcement form from our website at:
<http://www.wmich.edu/it/facstaff/educable.html>.

MTV U

MTV U, formerly known as CTN (College Television Network), Channel 35 is a music video and bulletin board system that is available to student organizations that want to post dates and times of programs for all students. This channel is monitored by the Student Recreation Center. For more information on posting to MTV U, please contact Cindy at (269) 387-3115.