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[EVENTS \(HTTPS://YSU.EDU/STUDENT-EXPERIENCE/GENERAL-INFO-OVERALL-LOOK\)](https://ysu.edu/student-experience/general-info-overall-look).

[EMERGING LEADERS \(HTTPS://YSU.EDU/STUDENT-EXPERIENCE/EMERGING-LEADERS\)](https://ysu.edu/student-experience/emerging-leaders).

[GET INVOLVED \(HTTPS://YSU.EDU/STUDENT-ACTIVITIES\)](https://ysu.edu/student-activities).

[STUDENT ORGANIZATIONS \(HTTPS://YSU.EDU/STUDENT-EXPERIENCE/STUDENT-ORGANIZATION-DIRECTORY\)](https://ysu.edu/student-experience/student-organization-directory).

[PENGUIN PRODUCTIONS \(HTTPS://YSU.EDU/STUDENT-ACTIVITIES/PENGUIN-PRODUCTIONS\)](https://ysu.edu/student-activities/penguin-productions).

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# *YSU Student Organization Policies*

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## *Student Participation in Institutional Governance*

The University recognizes the importance of student involvement in the formulation of rules, regulations, and policies directly affecting student life. This involvement is fostered in the following way:

1. Two students are appointed by the Governor to serve a two-year term on the Youngstown State University Board of Trustees.
2. Fifteen students are annually elected by the student body to serve as members of the Academic Senate.

3. Students are designated as voting members of most administrative boards and advisory committees and standing committees of the Academic Senate.
4. Student Government comprises two branches, the executive and legislative, and is primarily responsible for conducting all student elections; enforcing Student Government rules, regulations, and legislative actions; nominating students to serve on University-wide committees; and budgeting and administering funds allocated to it. The Student Government Constitution and Bylaws and Financial Path provide the structure and procedures for the implementation of its responsibilities.

## *Section A. Provisional Registration*

1. Groups wishing to become registered student organizations may be granted provisional registration for a period not to exceed thirty (30) days. Provisional registration is granted for groups with: an incomplete Constitution; less than five members; no advisor. Provisional registration shall only permit the student organization to use University facilities for a maximum of three (3) organizational meetings.
2. Groups may be granted provisional registration after submitting the online registration through the Office of Student Activities and providing the following:
  - A statement of name and purpose of the proposed organization; and
  - The name, student identification number, and phone number of the person(s) requesting provisional registration.

## *Section B. Registration of Student Organizations*

1. Registration is available online through the YSU Portal. Go to your Portal main page; Select **e-services for Students**; scroll down to Get Involved; click on Student Organizations. The Registration process is available under the Student Organizations tab. If you need assistance, contact the Office of Student Activities (Kilcawley Center 2218; 330-941-3575).
2. A group will become registered with the University after the online registration has been reviewed and approved by the Office of Student Activities.
3. Organizations (except those listed by the University as honorary organizations) shall have a minimum of five currently enrolled YSU students as active members. Only active members are permitted to vote in issues pertaining to student organization governance.
4. Groups shall provide the following information in order to be considered for registration:
  - Name of proposed group and a statement of purpose;
  - Membership requirements;
  - A constitution and bylaws and, for organizations affiliated with external groups, the constitution and bylaws of their outside affiliate; an electronic copy of the constitution(s) and bylaws must be uploaded with the online application;

- Listing of dues, initiation fees, and any other fees assessed by the group;
  - Names, student identification numbers, and phone numbers of all officers (including a treasurer, if use of Student Government funds is anticipated);
  - Officers must be registered for two-thirds of a full-time load (nine hours for undergraduates and six hours for graduates) and be in good academic standing. Students seeking officer status who are registered for less than the minimum number of hours required may submit a written appeal to the Director of Student Activities requesting permission to serve in the respective capacity. This request should include an explanation of the student's current enrollment status (i.e. graduating in current semester and have fewer than 9 hours required to complete degree.)
  - Following confirmation of the organization's registration the group will need to provide a current roster of members. This roster must be updated every time a change in membership occurs.
5. Organizations shall submit the name of at least one faculty or staff advisor. Appointed annually by the Associate Vice President for Student Experience, or designee, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. An advisor's manual of specific responsibilities is available online at the Office of Student Activities website.
6. Student organizations register annually. **Organizations must reregister during the Priority Registration Period of May 1**

**through May 31 in order to be afforded the full privileges made available to student organizations for the forthcoming year, i.e. Homecoming candidate nominations, campus space reservations, organization fair registration, and Student Government Association appropriation requests.** Organizations submitting re-registration materials after September 15 may be ineligible to become active until the Spring Semester.

7. Organizations wishing to be reregistered shall provide annual reporting information as part of their Student Organization Re-Registration Form.
8. If a new Student Organizations completes all of the steps for registration after the above defined deadlines have passed, the organization may stay in Provisional status until the start of the next semester.
9. After becoming officially registered, a minimum of two organization officers must attend one of the two organization workshops conducted by the Office of Student Activities: the Student Leadership Summit at the start of fall semester, or the Student Leadership Retreat at the start of spring semester.
10. Registration may be withdrawn by the Office of Student Activities if the organization violates University regulations or engages in activities which are not consistent with University policies or procedures; adversely affects the University community; or interferes with the University's pursuit of its educational objectives and programs. Notice of and opportunity for a hearing will be provided to the officers of the organization in question.

## *Section C. Re-Registration*

All student organizations wishing to remain affiliated with the University for the following academic year will need to re-register during the month of May. Re-registration must be completed online through the YSU Portal to access the Symplicity System.

Club Sports may be required to submit additional registration materials to Campus Recreation in order to register.

Greek Letter Organizations which are social in nature and are represented by a council are subject to additional requirements based on national affiliation.

If officers change mid-semester, the new leadership must change the position on the roster on Symplicity by updating each member's record. Once changes are made, Student Activities must be contacted via e-mail: [studentactivities@ysu.edu](mailto:studentactivities@ysu.edu). Students who do not have administrative access on Symplicity must call the Office of Student Activities to complete updates.

## *Section D. Privileges of Registered Student Organizations*

Registered student organizations in good standing shall be permitted the following:

1. Apply for the use of University space as provided for in Section F., 17 & 18.
2. Use of University name as provided for in Section F., 16.
3. Assistance of a faculty/staff advisor appointed by the Vice President for Student Affairs.
4. Invite guests and speakers to the University as provided for in Section F., 19.
5. Apply for Student Government Association funds.

6. Solicit or generate funds for your organization go to: [Student Activities \(/student-activities\)](#) > Student Organizations > [Fundraising for the required process \(/student-activities/fundraising\)](#).
7. Have a mailbox in the Office of Student Activities (Kilcawley Center 2218).
8. Use of the services of the Office of Student Activities (Kilcawley Center 2218).
9. Use of University vehicles for travel purposes. Procedures and rules for University travel may be found at the [Travel Services web page \(/procurement-services/travel-services\)](#).

## *Section E. Denial or Loss of Registered Status*

The Director of Student Activities may recommend to the Office of Student Conduct that the registration of a group be denied, and organizations may be placed on interim suspension or lose registered status for any of the following reasons:

1. Non-compliance with University regulations.
2. Failure to provide the information required for registration prior to the deadline established by the Office of Student Activities for receiving such materials.
3. Providing false information on the application for registration.
4. The purpose of the group/organization is judged by the Director of Student Activities, and supported by the Associate Vice President of Student Experience, to be in conflict with University policies and regulations and/or state and federal

regulations.

5. Misuse or abuse of University space.
6. Failure to adhere to stated purposes of the group/organization's constitution and bylaws.
7. Failure to pay outstanding debts incurred by the group/organization. Student Organizations with outstanding debt will not be allowed to complete the re-registration process.
8. Being under sanction of deactivation and/or suspension by the group or organization's outside governing bodies.
9. Request by the organization/group that the ties with the University be severed.
10. Failure to attend an organization workshop (Section B. 9. above) either academic semester.

## *Section F. Regulations*

1. Organizations/groups shall be responsible for complying with all University conduct regulations as outlined in The Student Code of Conduct.
2. Organizations/groups shall not restrict membership or eligibility to hold appointed or elected student officer positions in the organization/group on the basis of race, sex, color, age, religion, national origin, disability, sexual orientation, or identification as a disabled and/or military veteran, except as specifically exempted under federal law. Notwithstanding, a Student Organization formed to foster or affirm the sincerely held religious beliefs of its members may adopt a nondiscrimination statement that is consistent with those



beliefs.

3. Officers of organizations (except those listed by the University as honorary organizations) must be registered for two-thirds of a full-time load (9 hours for undergraduates and 6 hours for graduate students) and remain in **good academic standing**. Students seeking officer status who are registered for less than the minimum number of hours required may submit a written appeal to the Director of Student Activities requesting permission to serve in the respective capacity. This request should include an explanation of the student's current enrollment status (i.e. graduating in current semester and have fewer than 9 hours required to complete degree).
4. Officers are responsible for guests attending an organization's activities and for compliance with University regulations.
5. Organizations shall inform the Office of Student Activities of any changes in officers or other information submitted in the application for registration within fifteen (15) days after the change occurs. The officer submitting the changes is obligated to contact the Office of Student Activities by calling 330-941-3575 or by stopping by the office in Kilcawley Center 2218.
6. Officers shall keep the faculty/staff advisor(s) informed of the organization's activities, operations, programs, membership, and bank accounts. Advisors are prohibited from having signature authority on student organization bank accounts.
7. All social fraternities and sororities shall maintain regular membership in Interfraternity Council, National Pan-Hellenic Council or Panhellenic Council.
8. Organizations that have probationary membership (e.g., fraternal organizations) shall not pledge, initiate, or activate any

student who is not registered full-time and in good academic and conduct standing.

9. Organizations/groups shall take no action which involves hazing. Acts of hazing include, but are not limited to, coercion of any form, extended deprivation of sleep or rest; forced consumption of food, alcohol, other beverages, or drugs; beating or branding; forced exclusion from social contact; and/or forced conduct that could result in embarrassment to any person. **Report a Suspected Incident of Hazing ([https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout\\_id=15](https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout_id=15))**
10. Organizations/groups shall not hold any activity in the form of a lottery, raffle, or game of chance without securing permission from the Director of Student Activities or designee.
11. The University shall not be responsible for any contracts entered into or debts incurred by groups/organizations.
12. Organizations/groups shall observe the University policies and regulations governing marketing, promotion, and sponsorship related to alcohol.
13. Alcoholic beverages are not permitted at any student organization/group program that involves recruiting new members. No student organization/group, collectively or individually, shall purchase, serve, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
14. The use of alcohol at events sponsored by student organizations/groups is governed by University regulations and federal, state, and local laws which prohibits persons under twenty-one (21) years of age from possessing, ordering, purchasing, buying, sharing the cost of, or consuming alcoholic

beverages.

15. Commercial Solicitations and sales on campus to generate funds, sponsored and conducted by organizations and/or groups, must be registered in advance with the appropriate office and carried out in designated areas. Permission will be granted where the proposed activity aids achievement of the educational objectives of the University, does not unreasonably interfere with the operations of the University (e.g. teaching, studying, or create congestion on campus) and is not prohibited by law.

#### 16. Use of University Name

- Student organizations/groups may not use the University's name without the expressed authorization of the University except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by any organization.
- The official letterhead stationery, envelopes, logo, seal, or use of "Pete" or "Penny" trademarks of the University may not be used in, or for, any publication, correspondence, or other printed material prepared or distributed by the organization/group or its officers without prior submission of the material to and written permission received from the Director of Marketing and Communication (or designee) or Athletics (use of Pete or Penny).
- In the event that the name of the University is used in a letterhead on organizational stationery, it must appear in accordance with guidelines as set forth in the Visual Identity Guide published through University Marketing &

## Communications.

### 17. Use of University Space (outside Kilcawley Center)

In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. For athletic-related space, contact [\(330\) 941-3671](tel:3309413671). For use of Williamson College of Business, contact [\(330\) 941-3068](tel:3309413068). All other University facilities must be scheduled through University Events: [\(330\) 941-2962](tel:3309412962).

- Institutional facilities may only be used by registered student organizations for regular business meetings or special programs. The University may develop policies that limit or restrict access to persons who are not currently enrolled students, faculty, or staff. Organizations' use of space must be consistent with all policies of the University.
- Reasonable conditions may be imposed to regulate the timeliness of requests, determine the appropriateness of the space assigned, regulate time and use, and ensure proper maintenance and order. This may include staffing and security requirements.
- A rental fee may be assessed for the use of specifically designated University facilities.
- Security fees may be assessed for specific events.
- The organization requesting space must state the general purpose of any meeting.
  - For all functions and meetings, the Director of Student Activities, or designee, may require other personnel to be present in a supervisory,

advisory, or security role.

- Officers of an organization must take all precautions to ensure that no social event or function shall interfere with the University's pursuit of its educational objectives and programs. The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal, negligent, and/or intentional misconduct either engaged in or knowingly permitted by the organization, including illegal sale and/or excessive consumption of alcoholic beverages. Officers of an organization shall be responsible for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.
  
- The University may require presentation of a valid University ID Card for admission to events held on University premises and may limit functions to members of the sponsoring organization(s) and their invited guests.
  
- Functions which are held in University facilities must end no later than the established closing hour of the facility concerned, unless prior arrangements are made through the Office of Kilcawley Center Reservations (for Kilcawley Center) or University Events (for other University facilities).

18. Use of all Kilcawley Center facilities must be scheduled through Staff Offices in Kilcawley Center.

- Definitions and responsibilities of YSU registered student organizations for use of Kilcawley Center facilities are the following
  - Officers of an organization must take all precautions to ensure that no social event or function shall interfere with the University's pursuit of its educational objectives and programs. The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal, negligent, and/or intentional misconduct either engaged in or knowingly permitted by the organization, including illegal sale and/or excessive consumption of alcoholic beverages. Officers of an organization shall be responsible for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.
  - The organization requesting space must state the general purpose of any meeting or event.
  - An organization meeting is the use of a conference room for the purpose of promoting the organization and their core mission. In addition to weekly meetings, organizations can schedule activities such as recruitment, ceremonies, conferences, etc. for the purpose of advancing

the organization mission.

- An organization “social” event is any form of entertainment scheduled to end after 8:00 p.m. The event is defined by interactive activities including, but not limited to, social mixers, parties, dances, concerts, shows of any type, and other events that guests are active participants. Social events are for YSU students only.
- An organization event may include, but is not limited to dinners, lectures, speakers, recitals and other reserved events.
- Determination of the category an event falls into is made by Kilcawley Center staff.
- General Guidelines for Reserving Rooms for Meetings and Events:

Guidelines must be adhered to by student organizations. However, an exception to the guidelines may be requested for special events by submitting a written request to the Associate Director of Kilcawley Center one month in advance of the event. All details for consideration of amending the guidelines must be included. A determination and response will be provided in a timely manner.

  - Student Organizations must be registered with their current information, which includes an active advisor. Failing to keep the organization registered and active results in loss of reservation privileges.

- No fees are charged to the organization for the room or equipment, but the organization is responsible for providing sufficient security for the event and is responsible for paying any security fees associated with events. See Planning and Security Fee Guidelines.
- In order to reserve space in Kilcawley Center, a student organization must be registered with the Office of Student Activities through Symplicity. To request a room online, go to the Kilcawley Center website (<https://ems.yosu.edu/KCWebApp/Error.aspx>) to fill out a request form. Do not assume that the space is reserved until you have received an electronic confirmation or have been contacted by Kilcawley Center Staff Offices.
- Student Organizations are limited to use of the Chestnut Room, Ohio Room, and outdoor spaces a total of two times per semester. Requests for use of other commercially shared space (Chick-fil-A, Wendy's, the Food Court, and The Hub) must be approved by the Associate Director of Kilcawley and be submitted one month in advance of the requested date.
- Student Organizations may request specific rooms for an event, but Kilcawley Center reserves the right to assign rooms that best fit the needs of the request and for building operations as determined by Kilcawley Center Staff.



- Social events are open to YSU students only and a photo ID must be presented. The student organization hosting the event is responsible for monitoring and tracking attendance. Student organizations wishing to open a social event to the public must submit a written request to the Associate Director of Kilcawley Center and the Director of Student Activities providing justification for the exception. The request must be submitted one month in advance of the event.
- Social events cannot have any involvement or co-sponsorship by non-University groups or advertised off campus by fliers, news media or electronic communications.
- The request to reserve space for a social event should be made 30 days in advance of the requested date. Kilcawley Center may request that the organization and advisor attend a pre-event planning meeting with the police (if applicable) and Kilcawley staff, 21 days prior to event date. Written request and justification for exceptions to deadlines can be made to the Associate Director of Kilcawley Center. A granted exception to the deadline does not constitute precedence. Organizations are responsible to meet deadlines. Kilcawley Center reserves the right to place events on hold or to cancel if guidelines are not followed.
- Events will not be scheduled beyond normal business hours and will end a half hour before building closing. Monday – Thursday, events will end at 10:30 p.m. Friday, Saturday, and Sunday

events will end at 9:30 p.m. It is the responsibility of the organization to end the event promptly.

- Kilcawley Center and University Police reserve the right to deny admittance or to remove students or guests from an event. The reasons for denying admittance or removal may include, but are not limited to, maximum room capacities, failure to present identification, failure to respond to directions by University personnel, intoxication, incoherent behavior, aggressive behavior/language and violations related to “The Student Code of Conduct” and University policies.
  
- Planning and Security Fee Guidelines:

Kilcawley Center suggests that organizations seek out other organizations and University departments to co-sponsor social events to defray the cost, particularly with large events. If the organization decides to use the YSU Police Department to provide security for the event, the organization will be responsible for any and all security fees. The organization must schedule a social event planning meeting with Kilcawley Center Staff. The meeting agenda will be a discussion about the event and collection of information. Event day procedures and responsibilities will be confirmed at the meeting.
  
- Groups should not advertise events until all procedural requirements are met and fees are paid. Kilcawley Center reserves the right to cancel the reservation if it is advertised without confirmation of event.

- Requests to cancel an event must be done by e-mail or delivered in a memo to Kilcawley Center Staff Office. The group will receive an acknowledgement of the cancelation.
- Kilcawley Center and the University Police reserve the right to use metal detectors and other measures to ensure safety of event participants.
- General Guidelines for Room Usage:
  - Organizations must respond to directions from University staff, which includes Student Supervisors. Events may be interrupted for non-compliance to directions.
  - The reservation of any facility or equipment includes the assumption of total responsibility for any negligent damage. A repair fee may be assessed if negligence is determined. Negligent damage includes damage to multimedia and sound equipment, furniture, floors, carpet, walls and electrical systems. The organization must report damage and how it occurred.
  - Organizations are permitted to bring food or drinks that have been purchased in Kilcawley to meeting rooms or events, but are not permitted to bring food or drinks purchased off campus. Food service should be arranged through catering services.
  - Student organizations wishing to serve alcohol at an event must apply for permission by submitting

an Alcohol Request Form through Kilcawley Center Staff Offices at least one month in advance of the event. Once permission is granted, the student organization must work with catering services to set up the bar. No outside alcohol is permitted to be brought into the building. It is the responsibility of the sponsoring student organization to monitor alcohol consumption at the event, implementing measures to prevent underage consumption and excessive drinking (i.e. checking IDs, providing wristbands, limited number of drinks per guest, etc.).

- Devices and items that produce smoke, vapors, fog, flames or fumes are prohibited. The burning of candles is expressly prohibited unless associated with banquet events and safety measures are met. The organization must request permission for the use of candles on tables prior to the event.
- Events may be advertised on approved bulletin boards on campus or in the Jambar. Posting advertisements on doors and walls is prohibited. Table fliers are not encouraged because tables are cleaned off nightly. Student social events should not be advertised off campus. The event may be subject to cancelation if guidelines are not followed.
- Student organizations wishing to bring in non-student performers or DJs must submit the names and contact information of three references for each entity to the YSU Police at least one month in advance of the event.

Performers who have not had a proper reference check are not permitted to perform on campus.

- The sponsoring organization is responsible for the control of the event and the behavior of organization members, guests, bands and DJ's and for any illegal acts. The organization officers are responsible for compliance with University policies and The Student Code of Conduct.
- "The Student Code of Conduct" applies to all students and organizations. Violations are subject to disciplinary actions. No illegal drugs/alcohol will be permitted on the premises.
- Kilcawley Center accepts no responsibility due to loss, theft or damage for materials or equipment brought into Kilcawley Center by the organization. Set up of equipment not supplied by the University must be done during time reserved.
- Decorations are permitted, but need prior approval and must be removed at the conclusion of the event.
- Kilcawley Center must be notified prior to the event if it is canceled. Cancellation fees or a restriction of privileges may be applied. Be considerate and cancel events in a timely manner; a minimum of 48 hours' notice is preferred.

19. Invitation of Off-Campus Speakers (See also Board Policy 7005.01, Access to Campus for Purposes of Solicitation, Distribution of Materials and Presentation of Information by

Employees and Visitors) The freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the members of the University community regarding the opportunity to hear off-campus, or outside, speakers on the campus. However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly or probable consequences of such meeting or speech. In order that the rights of all students might be assured, the calendaring of outside speakers shall be subject to the following:

- A request in writing to invite an outside speaker will be considered by the Vice President for Student Affairs only when made by a registered student organization at least ten (10) University working days in advance of the scheduled event. This request shall include: (a) the name of the sponsoring organization; (b) name of the speaker; (c) time and date; (d) desired location of the meeting; (e) anticipated size of the audience; and (f) topic of speech. If such a request is not made, the Associate Vice President for Student Experience has the right to cancel the event.
  
- A request for space shall be made to the Office of Kilcawley Center Reservations (for the use of Kilcawley Center) or to the Events Coordinator (for other University facilities) by an officer of the registered student organization sponsoring the speaker not later than ten (10) University working days prior to the date of the proposed speaking engagement.
  
- A request made by a registered organization may be denied only if the Vice President for Student Affairs determines, after proper inquiry, that the proposed speaker will constitute a clear and present danger to the

institution's orderly operation by the speaker's advocacy of such actions as:

- The violent overthrow of the government of the United States, the State of Ohio, or any political subdivision thereof.
  - The willful damage or destruction, or seizure and subversion, of the institution's buildings or other property.
  - The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions.
  - The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members, or students or other campus disorder of a violent nature.
  - In determining the existence of a clear and present danger, the Vice President for Student Affairs may consider all relevant factors, including whether such speaker has, within the past five (5) years, incited violence resulting in the destruction of property at any educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.
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- The decision of the Vice President for Student Affairs is final.

- In granting the request, the Vice President for Student Affairs may require that the speaking event be chaired by a member of the administration or faculty, and may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group.

20. Scheduling of off campus social events Events that are communicated, publicized or advertised as associated with a registered student organization (including descriptions on social media such as Facebook or Twitter) are considered to be sponsored by the organization and are subject to the following requirements. Any registered organization hosting a social event or party must provide the following information to the Office of Student Activities and to the University Police at least two (2) weeks prior to the proposed function.

- Name of the sponsoring organization;
- Location of the event;
- Date and time of event;
- Name and contact information for site risk manager, student organization member responsible or event planner and if appropriate, other official contacts in attendance;
- The University reserves the right to require:
  - Adequate security (determined by YSU Police);
  - A list of all attendees;



- A statement of whether alcohol will be present and what procedures will be in place to ensure Section F., 14. will be followed.

## 21. Marketing

- Bulletin Boards  
Bulletin board space is provided at numerous locations throughout campus. Regulations governing the posting of materials on bulletin boards are described below. Posting of materials on trees, posts, buildings, or other non-bulletin board surfaces (e.g., auto/truck windshields, lamp posts) is prohibited.
  - Official University/departmental bulletin boards are located in all University buildings. Regulations governing the posting of materials on these boards are determined by the department responsible.
  - Posting of materials in Kilcawley Center is governed by the Office of Student Activities. Posting and/or distribution of materials in residence hall facilities (including Christman Dining Commons) are governed by Housing & Residence Life.
  - The University reserves the right to deny posting privileges or remove materials that violate any provisions of The Student Code of Conduct or other University regulations or policies. See University [Policy 3356-4-17: Posting on campus](https://ysu.edu/sites/default/files/University-Policies/3356-4-17: Posting on campus) ([https://ysu.edu/sites/default/files/University-Policies/3356-4-](https://ysu.edu/sites/default/files/University-Policies/3356-4-17: Posting on campus)

- Banners  
Registered student organizations and campus departments can have banners hung in designated areas throughout Kilcawley Center. The banner space must be reserved through Graphic Services before the banner is hung, and it may remain up for 5 days.
  
  - Glass Display Cases  
University groups and campus departments can display items in the glass display cases throughout the Kilcawley Center. The display units must be reserved through Graphic Services between 8 a.m. and 4 p.m.
22. Students acting individually or on behalf of a registered student organization/group may distribute written material at designated on-campus locations after reserving those locations with the site administrator.
23. Functions of organizations/groups that involve unique circumstances for members or others, as determined by the Director of Student Activities, may be required to secure special approval for registration by the Vice President for Student Affairs. For the protection of the organization and its members, the University may require special liability and/or health insurance coverage on the part of the organization and/or individual members and participants, and may also require a release and waiver of liability by the participants.
24. Registered student organizations are entitled to raise funds to support the activities and goals of their organization.

- Sales of Food Items

Sales of any non-commercially prepared (any food item prepared by an individual) or commercially prepared food item is prohibited in Kilcawley Center. Bake Sale

  - Complete and submit the “Approval Form for Bake Sales” to the University Events Office, First Floor, Tod Hall (330-941-2962). This will allow you to schedule space in any building with the exception of Kilcawley Center. Reservation of space must be displayed at the site of sale.
  - Obtain a Bake Sale Permit from the Department of Occupational and Environmental Health and Safety, Room 2046 Cushwa (330-941-3700). Regulations related to bake sales are based on state and federal safety guidelines. The Bake Sale Permit must be displayed at the site of the sale.
  - Sales of commercially prepared food items are permitted on campus with the exception of Kilcawley Center.
- Sales of Non-Food Items
  - The sale of non-food items (e.g. flowers, balloons) is permitted and no formal approval process is required.
  - If you wish to sell items at a designated location, you must reserve space ahead of time. For space in Kilcawley (non-food items only) contact Staff Offices, Kilcawley (330-941-3577). For space elsewhere contact University Events (330-941-

2962).

- Students with questions about the appropriateness of a sale item may contact the Office of Student Activities.
  
- Raffles
  - A written request for permission to conduct raffles (/student-activities/raffle-request-form), lotteries or games of chance must be submitted to the Office of Student Activities at least two weeks prior to the scheduled events.
  
  - The request should include details of the raffle, lottery, or game of chance including dates, times, cost of tickets, type of raffle, how the proceeds will be used, the source of the prize being raffled (purchased or donated) and any other relevant information. Organizations must also indicate who will be responsible for handling all money and provide verification that the organization advisor is aware that the raffle is taking place.
  
  - A written response will be provided to the student organization contact person.
  
  - Following the raffle, lottery, or game of chance, the sponsoring organization must submit a report to the Office of Student Activities verifying completion of the event, accounting for the money that was raised and detailing how the money will be used. By failing to complete this report, an organization will jeopardize its

opportunity to conduct any further fund-raising events.

- Soliciting Funds, Prizes or Donations from Off-Campus or On-campus Donors
  - Prior to solicitation of any on-campus entity, a request for permission must be submitted and approved by the Director of Student Activities (330-941-3575). A minimum two weeks is required.
  - Prior to solicitation of any off-campus entity, a request for permission must be submitted and approved by the YSU Foundation (330-941-3119). A minimum two weeks is required.
  - Information in the request needs to include donor(s) to be solicited, donation requested, purpose of the donation, and proposed time line.

25. Organizations shall comply with all University regulations as well as state and federal laws. Names and addresses of officers shall be required as a condition of registration and access to institutional funds or facilities.

