

RECOGNIZED STUDENT ORGANIZATION MANUAL

Dean of the College
2022–2023



Dear Student Leaders,

Your role as a leader is fundamental to the Colgate experience; participation in student organizations is one of the key ways that students meet and form shared bonds around interests and activities. Involvement in student clubs plays an important role in your college experience and influences the greater Colgate community. Your role as a student leader will be both rewarding and challenging, and we are excited to see what you can achieve.

This handbook will provide your club with the tools and resources needed to navigate your journey with student involvement. Information on the following pages will inform and assist your organization with planning and implementing programs. In addition, this guide informs you about the responsibilities associated with being a recognized student organization at Colgate.

This document is only the first step in your leadership journey; we encourage you to connect with staff in the Office of Student Involvement (OSI), the Office of Fraternity and Sorority Advising, the ALANA Cultural Center, the Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE), the Office of the Chaplains, the Office of LGBTQ+ Initiatives, and the Shaw Wellness Institute. These departments can serve as valuable resources for your organization throughout the year.

As you plan for the upcoming academic year, take time to reflect on your mission, vision, and goals for your organization. Each new academic year brings the opportunity to try something new. We look forward to seeing what you can accomplish this year.

Sincerely,



Dorsey Spencer Jr., PhD
Dean of Students



Colgate University Recognized Student Organization and Group Financial Handbook

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Student Clubs at Colgate University

Student clubs at Colgate are defined as any number of individuals who: use the campus as the focus for their activities and/or use University facilities, or use student activity fee, or use the University name, or draw their membership primarily from among the student body of the University.

These clubs may be categorized in a number of different ways depending on their mission, vision, and structure.

- *Recognized Student Organization (RSO)* means a recognized Fraternity, Sorority, or Independent Student Organization, but not a Sponsored Student Organization. All Recognized Student Organizations are legally separate and independent of the University, but must adhere to the recognition standards that the University may from time to time establish and revise.
- *Fraternity or Sorority* means an established chapter of a national or international organization that has been granted a charter of recognition to operate at Colgate University and that has a structured process to select its membership. Its members must be fully matriculated Colgate students. Traditionally, fraternities and sororities have developed strong programs for alumni engagement and mentoring. Fraternities and sororities are funded by dues from their members and, as such, are not eligible to receive monies collected through the student activity fee.
- *Independent Student Organization (ISO)* means an organization established by Colgate University students to pursue a common interest. Each ISO is open to all currently enrolled Colgate students who seek to participate and become actively engaged in supporting the organization's activities. An ISO may be established by any group of students that petitions an advising department for recognition. ISOs may be funded through the student activity fee and should have equal opportunities for access to monies collected through assessment of that fee.
- *Sponsored Student Organization (SSO)* means an organization that is not an ISO because it is organized, sponsored, and operated by a University department, office, or unit, rather than by students. Each SSO is established to serve the goals of the sponsoring department, office, or unit, which oversees its operations and provides it necessary advice and financial support. SSOs may be funded through the student activity fee.
- *Recognized Student Group* means a number of Colgate University students who gather on an informal basis with a specific concern and designate one spokesperson for the group's activities. Each student group is open to all current Colgate students who seek to participate and become actively engaged in supporting the group's activities. A student group may be established by any group of students that petitions an advising department for recognition. Student groups may receive limited funding through the student activity fee and have limited privileges. All Recognized Student Groups are legally separate and independent of the University, but must adhere to the recognition standards that the University may from time to time establish and revise.
- *Agency* means a Recognized Student Group with a primary mission of service, philanthropy, or community engagement. All agencies must be recognized and advised by the Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE) and must adhere to the department's requirements, policies, and procedures. Agencies may be funded through the student activity fee.

Responsibilities and Expectations of Student Clubs

As a recognized student organization or group at Colgate University, your behaviors, events, and organizational standards reflect the mission and philosophy of the institution, as well as the values the University seeks to instill in the campus community. Each club should meet the following standards:

- Complete the annual recognition process with their respective advising department by submitting all required materials, completing mandatory trainings, and updating information on Get Involved (officers, rosters, constitution, etc.) as changes occur in a timely fashion.
- Remain in good standing with the University and engage in conduct that is consistent with the mission of the University. Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Colgate University, including the [University Code of Student Conduct](#) and the Student Organization Handbook.

- Adhere to the rules and procedures set forth in the organization constitution, including the [non-discrimination policy](#) and [non-hazing](#) requirements for membership.
- Establish consistent communication with the organization's respective advising department and apprise of organization activities and decisions. Consult with the advising department for help with event policies and contract management.
- Ensure proper planning and execution of organization events and proper use of campus resources, including meeting and event space, office space, and other afforded benefits to the organization.
- Abide by all University and Budget Allocation Committee rules and procedures to meet all fiscal obligations incurred by the organization or group.
- Accept responsibility and accountability for organization members and guests at all on- and off-campus events.

Recognition Process

The Dean of the College division is home to more than 200 recognized student organizations and groups with myriad interests. If students find that they wish to create a community around an identity or interest not currently available on campus, they may create a new student community.

Student organizations and groups at Colgate University must be recognized by the Office of the Dean of the College under one of the following advising departments: ALANA Cultural Center, Office of Student Involvement (OSI), Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE), Office of the Chaplains, Office of Fraternity and Sorority Advising, Office of LGBTQ+ Initiatives, or Shaw Wellness Institute.

Recognized Student Organizations and Groups receive the following privileges:

- Use regulated references to Colgate University (e.g., name, trademarks, service marks)
- Have access to available funding sources
- Have access to Colgate vehicles
- Use of Colgate University facilities, including the sponsoring or presenting of a public performance on Colgate property
- Utilize a dedicated Colgate organizational budget account
- Have access to organizational management software
- Have access to faculty/staff advisers and administrative resources
- Ability to fundraise
- Use of University printing services

Required Components of a Constitution for a Colgate University Student Organization or Group

All student organizations and groups are required to have a constitution that contains the following criteria. An organization or group may put them in any order they choose. In the event of an organizational dispute or constitutional review, recognized student organizations and groups will be expected to abide by the required elements of a constitution below as stated in their constitution. If these components are not in an organization's constitution, they will be required to add them, receive approval from their advising department and then implement them.

Required elements of a constitution

- Organization Name
 - State your organization's name and any acronyms you use.
- Organization Purpose
 - Describe your organization's mission, vision, and/or purpose.
- Membership Requirements, including:
 - Membership Statement: Student organizations and groups' membership will be limited to only currently enrolled Colgate students
 - Non-hazing Statement: "No hazing or discrimination will be used as a condition of membership in this organization."
 - Information regarding hazing can be found [here](#).
 - University Non-discrimination Statement: The student organization or group will not discriminate on the basis of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.
 - The prohibition on discrimination on the basis of gender shall not apply to membership policies of existing ISOs recognized as single-gender organizations prior to October 11, 2013.
- Revocation of Membership Process
 - Describe the process your organization would take in the event that you are considering revoking the membership of someone in your organization who is not fulfilling the membership requirements or upholding the organization's mission.
 - Example: Membership may be revoked without a mutual agreement for lack of participation, misconduct, or violations of any aspect of the constitution. The responding member will be notified in writing of the potential revocation at least five business days before the vote. The member will be allowed to address the organization to convey to members any relevant defense and materials before voting for removal. All eligible members with the exception of the responding student and those designated as the appeals committee will have the opportunity to vote. The appeals committee consists of three executive board members and four general members. Successful revocation of membership requires a two-thirds majority vote of eligible members. Revocation of membership will be valid for two (2) semesters.
- Appeals Process
 - Describes the process your organization would take if a member appeals the decision to revoke their membership. This process must be completed by members of the organization who were not involved in the initial revocation. Therefore, it is important to designate members of the appeals committee prior to the initial vote.
 - Example: Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the president and secretary, and must include any relevant information that has not already been presented. The president will then submit the appeal to the Appeals Committee. This committee consists of three executive board members and four general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.
- Officer Requirements, including:
 - Eligibility to Hold Office
 - Describe the requirements for a member to hold a leadership or executive position within your organization.
 - Example: The president shall... or The chair of the Hospitality Committee shall...
 - Titles and Duties
 - List all leadership or executive positions and describe their respective responsibilities.
- Selection of Officers, including:
 - Eligibility to Vote
 - Describe who in your organization has the ability to vote.
 - Any person that is in attendance at your meeting?
 - Active members?
 - Requires your constitution to define "active member"

- Election Process
 - Describe the nomination and election process. This must be democratic.
 - When is the election? Every year?
 - Who facilitates the election process?
 - How do the candidates address the members?
 - How many votes are needed to win? Simple majority?
- Term of Office
 - Describe how long a member can serve in a leadership or executive position.
 - Is their term on an academic or calendar year cycle?
 - Can someone hold a position multiple times?
- Officer Vacancies Process, including:
 - Removal of Officers
 - Describe the process of how to remove officers.
 - It is highly recommended that you use a similar process to removing a member.
- Resignation
 - Describe the process for a leadership or executive officer to step down from their position.
- Filling Vacant Officer Positions
 - Describe the process for filling a vacant position.
- Amendments Process
 - Describe how changes to the constitution are made?
 - How does one propose a change?

Annual Registration

student organization and group registration is open for the first four full weeks of the academic calendar each semester. Each group and organization must complete the registration process on their Get Involved page during this time in order to be recognized by their advising department and be eligible for funding from the Budget Allocation Committee. Completed registrations must include an accurate [roster](#) with at least two student leaders, approved constitution and bylaws, organization profile and picture, and semester goals.

[Instructions for reregistering your group or organization](#) can be found on the Campus Labs Student Leader Resource Guide.

New Student Organization Registration

If you do not see an organization that meets your interests and/or needs, all you need is the desire to get started and the willingness to make it happen! Research the existing student organizations on campus. These can vary every year, so look through the list at the Colgate Get Involved website: getinvolved.colgate.edu/

Researching other organizations can help prevent potential roadblocks in establishing a new organization. If there is an organization that has a purpose similar to the one you want to create, you may want to rethink your plan. Ask yourself the following questions:

- Will the membership overlap, causing low membership in both organizations?
- Will the Senate want to fund two separate organizations that have almost identical purposes?
- Will organization events, programs, or projects overlap so much that you will be duplicating each others' work?

Take some time to ask around campus and see if anyone is interested in your idea. If there isn't very much interest, you may want to rethink your plan.

There are specific steps that new organizations must take in order to be recognized by the University and have access to funding from the student activity fee. The petition process begins at each semester's Involvement Fair and runs through the end of the fourth full week of the semester. The recognition process spans the length of two semesters to ensure that new organizations have developed a robust plan of action and all student leaders have completed the necessary training sessions.

Step 1: Identify Advising Department

Consider how your planned student organization will fit the mission statement of one of the University's advising departments. Each advising department — ALANA Cultural Center; Office of Student Involvement (OSI); Max A. Shacknai Center for Outreach, Volunteerism, and Education (COVE); Office of the Chaplains; Office of Fraternity and Sorority Advising; Office of LGBTQ+ Initiatives; and Shaw Wellness Institute — has their own requirements for new student organizations.

General Criteria

- The organization must be open to any Colgate student who wishes to participate
- The organization must be beneficial and necessary to the enrichment of the Colgate community
- The organization must fill a unique niche within the Colgate community
- The organization must be sustainable over time

Step 2: Register on Get Involved

New student organizations must register on getinvolved.colgate.edu during the registration period, which runs from the start of the Involvement Fair to the end of the fourth full week of classes in the semester.

To register, please follow these steps

- Log on to getinvolved.colgate.edu with your Colgate credentials
- Click on the Organizations tab at the top of the landing page
- Click on the "Register new organization" button. Please note that this button is only visible during the registration period
- Complete and submit the registration form

When submitting a registration, all organizations will be asked to include:

1. The official name of the proposed organization.
2. The mission of the proposed organization, and how that mission would advance the Living the Liberal Arts goals described in Appendix A of the [Colgate University Student Organization Relationship Statement](#).
3. To the extent that the proposed organization anticipates seeking funding through the student activity fee, a proposed budget describing the amount of fees to be sought and how those fees would be used.
4. A list of proposed officers, all of whom must be Colgate students on active status.
5. Acknowledgment by all founding members of the proposed organization/group that:
 - a. The proposed organization or group will adhere to the terms of the Relationship Statement; all applicable University rules and regulations, including, without limitation, the University's Policy on Hazing, the Policy on Alcohol and Drugs, and the Policy on Equal Opportunity, Nondiscrimination, Sexual and Other Forms of Harassment; and any requirements established by the advising department;
 - b. Membership in the proposed organization will be limited to fully matriculated Colgate students;
 - c. The proposed organization will adhere to appropriate risk management practices and insurance requirements as established by the University;
 - d. The proposed organization will not discriminate on the basis of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

Step 3: Onboarding Meeting

Once your registration form is submitted, you will be contacted by a staff member from the chosen advising department to schedule a meeting to discuss your organization. This meeting will focus on refining the mission and vision of your organization as well as present the criteria for ongoing recognition by the University. All leaders of the newly proposed organization should plan to attend to ensure that everyone understands the responsibilities and opportunities being a student leader at Colgate provides.

Step 4: Petitioning Semester

All new organizations are considered on petitioning status during their first semester. During the petitioning period, new organizations should be focused on refining their mission and vision, holding informational sessions, recruiting members, and developing bylaws. By the end of the petitioning semester, organizations must have completed the following items to move on to the probationary stage the following semester:

- Met with their student organization adviser
- Identified student leaders
- Created mission and vision statements
- Developed organizational constitution and bylaws
- Submitted a SGA petition and delivered presentation

Step 5: Probationary Semester

Organizations that successfully complete the petitioning steps may move on to the probationary phase of student organization recognition. During the probationary phase, organizations should be focused on planning and executing events as well as refining their public presence. By the end of the probationary semester, organizations must have completed the following items to petition for ongoing University recognition:

- All leaders trained in accordance with NY State “Enough is Enough” legislation
- An established page on getinvolved.colgate.edu
- Evidence of success in implementing mission and vision
- A plan for the future of the organization

Step 6: Ongoing Recognition

Upon completion of all of the steps of the petitioning semester, information on the student organization will be forwarded to the Office of the Dean of the College for review. Groups that pass this review will be granted ongoing recognition on behalf of the Center for Leadership and Student Involvement.

SGA Recognition

In addition to gaining recognition from an advising department, student organizations and groups may choose to apply for recognition by the Student Government Association (SGA). SGA recognition allows your organization to submit proposals to the Budget Allocation Committee (BAC) for funding from the student activity fee.

To apply for SGA recognition, your organization must provide:

- Recognition by a Dean of the College advising department (ALANA, COVE, OSI, Office of the Chaplains, Shaw Wellness Institute, LGBTQ+ Initiatives)
- Established bylaws in the form of a constitution
- Signatures of 50 students that support access to the student activity fee.
- A sample budget of how funding would be used to meet your organization’s mission
- Approval of this request by your student organization adviser

Information regarding the online application process, including application requirements and deadlines, will be communicated to the entire student body through an email from the SGA liaison. Applications for SGA Recognition will be live on Get Involved each September and February. The online application will be followed by a brief presentation detailing your mission, proposed organization activities, and sample budget request to the Senate. The Senate will then vote; SGA recognition is by majority vote.

Privileges of SGA-Recognized Student Organizations:

- Access to funding from the BAC and budget account
- Ability to sign up for a table at the Involvement Fair each semester
- Access to request audio/video support for on-campus events

Policies and Procedures

Freedom of Association

No member of the Colgate University community shall be denied membership in any organization or group because of gender, gender identity or expression, race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability; provided that (1) the foregoing prohibition on discrimination on the basis of gender shall not apply to membership policies of student organizations recognized as single-gender organizations prior to October 11, 2013, and (2) fraternities and sororities may have policies that provide for single-gender membership.

Social Events

Activities sponsored/hosted by students or student groups must not interfere with the educational purposes of the University, disturb others, or conflict with other University events. Student leaders and student groups must inform their advising department in advance of any social event; the enforcement of regulations pertaining to organized social events sponsored by a student organization is the responsibility of the organization’s officers. Social events may not be scheduled when classes are not in session, including new student orientation, reading days and final exam periods.

Code of Conduct

As members of the Colgate community, students and student organizations are expected to uphold community standards. Failure to adhere to all applicable University policies and procedures may result in the student club’s recognition being restricted, suspended, or withdrawn pursuant to the University’s published disciplinary procedures.

Any alleged violation of the Colgate University Code of Student Conduct or University policy that can reasonably be attributed to a student club will be referred to the appropriate University personnel for review and action in accordance with applicable disciplinary procedures. Violations of the Colgate University Code of Student Conduct or other University policies may result in sanctions as set forth therein. These sanctions may include, but are not limited to, the loss of privileges up to and including suspension or withdrawal of recognition, fines, penalties, and/or mandatory education or training.

The University’s disciplinary procedures are separate and distinct from, and shall not preclude (even when based on the same or related events or circumstances) decisions by advising departments or the Dean of the College to deny initial or renewed recognition of a student club, and/or to impose limitations or conditions on recognition.

For more information, please refer to the [Code of Student Conduct](#) in the Student Handbook.

Hazing

Colgate University requires that no student participates in and that no student organization allows any of its new members, current members, or others to participate in any pre-membership ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students’ mental or physical ability to perform their work at Colgate University. These rites must not reflect unfavorably upon either the group or the University or be of a dangerous, rude or demeaning nature.

For more information, please refer to the [Policy on Hazing](#) in the Student Handbook.

Alcohol and Other Drugs

All Colgate University students are subject to New York State law, local statutes and ordinances, and Colgate's alcohol and other drugs policy. Students who violate state or local laws or University policies will be subject to criminal and/or University disciplinary action. Ignorance of the law and Colgate's policy is not an excuse for any violations.

For more information, please refer to the policy on [Alcohol and Other Drugs](#) in the Student Handbook.

Enough is Enough: Combating Sexual Assault on College Campuses

All student leaders are required to complete the Sexual Assault Prevention Ongoing Education program annually. The program is an interactive online tool that covers important issues related to sexual assault, intimate partner violence, stalking, and sexual harassment, as well as options for bystander intervention. The course focuses on the opportunity and responsibility student leaders have to help build a safe community. This program is required of all student leaders regardless of other prevention programs completed in the past (e.g., in addition to the new student programs completed prior to the start of the semester, and trainings tailored to specific groups such as CLs and tour guides).

Event and Program Planning Guidelines

Student organizations should not request contracts, make reservations, or spend money for anything until they have received approval for use of the account. There will be no reimbursements for items purchased prior to approval. Events, programs, or projects are not always approved and sometimes an approved event, program, or project does not receive full funding. Funding cannot be used for the employment of students.

When thinking about events, consider the following tenets:

- Safety – First and foremost, is your event safe?
- Impact – What is the impact of your event on students, staff, faculty, and the community? This can be thought of in terms of resources, emotional energy, political implications, etc.
- Inclusion – Does your event aim to include everyone? Is it respectful?
- Quality – What is the quality of your final product?

Room Reservations

In order to reserve a room for a meeting or event, student groups and organizations should go to the online [event management system](#) (EMS). Reservations for meetings, activities, or events must be made as a student leader, not a self-booking user. In the event a student organization needs further assistance, student leaders should work with their respective advising department.

When reserving a space for a function, be sure to check the University calendar to see what events or activities are already scheduled (i.e., lectures, athletic events, concerts, etc.) to avoid conflicts.

Facilities Event Setup and Support

When planning events, programs, or projects, an organization may need support from the Facilities. Facilities work orders need to be requested directly through the student organization adviser at least a week before the event. The associated costs for support need to be considered and included in the group's proposal budget.

Work orders may include, but are not limited to:

- Ordering tables and chairs and trash or recycling bins
- Building a stage for a concert, including running electrical support for systems
- Cleanup before and after an event, program, or project

Work orders need to be requested for all student organization events, especially if they involve food. Even if you plan on cleaning it up yourself, there should be one in case there is an accidental spill. A work order also lets Facilities know that they have to go back and check the room before the next person uses it. There may be cleaning and/or trash removal needed after your event. Some rooms only get cleaned one time per day, so it may not get checked after your event unless there's a work order. If there ends up being minimal (under a half hour) cleanup, Facilities staff will not charge time to your work order; it will be canceled and the group won't have to pay anything.

Contracts

Contracts are an important way to protect student leaders and their organizations from possible liability associated with events or programs. The University requires that a contract is issued when a student organization plans to hire a non-Colgate group, individual, organization, or company to provide any service where a fee is involved.

Contracts must be submitted to the advising department at least 13 days in advance of the event. Be sure to anticipate the size and scope of the event, as several months may be required for contracts to be negotiated and executed. Each vendor/performer/service provider must be approved by the Purchasing Department, and a completed W-9 must be submitted in order for the University to remit payment.

Students may approach vendors/performers/service providers, etc., to gather information and discuss costs. Most entertainers or speakers are represented by an agency that will issue a contract. If the artist, performer, producer, or merchant, etc., does not provide their own contract, a generic contract is available from the OSI office. Students are not permitted to sign any contract that legally binds the University. All contracts must be signed by a University official.

Contract Negotiation Tips:

- Be careful not to make verbal or informal email commitments before you have all your information. Your group will be responsible for any fees to which you agree.
- Ask for a copy of the rider(s) before proceeding with finalizing details of a contract. Be sure that you can fulfill all elements of the hospitality and technical rider needs before you commit.
- Think of the hidden costs that might come on top of the fee (such as food, lodging, and equipment rental). All extra costs are also multiplied by the number of band members or performers.

Performer, Speaker, Artist, Vendor Insurance

In order to perform at an event at Colgate University, or University sponsored events, third parties must provide the University proof of liability insurance sufficient enough (generally \$1,000,000) to indemnify the University if their performance results in a claim against the University. This proof shall be in the form of a certificate of Insurance (COI), which names the University as an additional insured. For third parties who do not have liability insurance or other such coverage, event insurance may be secured. This insurance must be purchased by the third party directly. Colgate University or a student organization may not purchase it on the behalf of the speaker/performer/artist.

Cash Prizes and Gift Cards

In compliance with IRS regulations, Colgate University's policy concerning the tax treatment and reporting of cash prizes and gift cards is outlined below. The term "Cash Prizes and Gift Cards" also refers to cash equivalent prizes, including items such as books, clothing, or tickets to events. All specific gift cards (restaurants, iTunes, Barnes & Noble, etc.) will be taxed if the card is worth \$50 or greater. Any amount less than \$50 is not subject to tax.

When giving a prize, be sure to collect the following information from the winning student:

- First and last name of recipient
- 'Gate Card #
- If they are, or have ever been, a college employee
- The dollar amount of the prize/award to be paid and/or the value of the gift card or noncash item provided

All of this information, along with the receipts for any prizes purchased, should be given to the student organization adviser.

Movie License Policy

Showing movies is a popular program for student organizations. It is important that student organizations abide by “public performance” laws to ensure they are not infringing upon filmmakers’ copyrights. Renting a movie without public distribution licensing or bringing in a personal copy to show to your membership or the general public is ILLEGAL and subjects the student organization and possibly Colgate to fines.

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental, purchase, lending, or download of a movie carries with it the right to exhibit it publicly outside the home, unless the screening is properly licensed. This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc., regardless of whether admission is charged; whether the institution is commercial or nonprofit; or whether a federal, state, or local agency is involved. The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc., cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

Under the “Education Exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An “integral part of a class session” and is of “material assistance to the teaching content.”
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

The company that handles the majority of the licensing for Colgate is Swank Motion Pictures, Inc. Their website is: swank.com. Fees for purchasing the rights to exhibit a film or TV show will be more expensive than simply renting the film. Typically, they can be hundreds of dollars; therefore, it is important to get a quote from Swank prior to applying for funding.

Large Event Policy

Large events are defined as student organization programs that are more complex, with multiple layers of variables regarding planning, facility use, and attendance. Factors that should be considered to ensure that large event policies are implemented correctly include:

- Type of event (concert, dance, etc.)
- Location, time, and event setup
- Number of attendees
- Open or closed event to the noncollege community

Depending on the scope of the event, the following policies may apply:

- **Guest Policy:** Colgate University students are responsible for the behavior and actions of their guests. This responsibility extends to the areas immediately surrounding the event location, both during and after the event. All hosts must register their guests in advance. Guests and hosts must arrive at the event together, present valid ID for admittance, and depart the event together. All guest names are recorded along with the names of Colgate University hosts.
- **Security Policy:** Each advising department, in consultation with Campus Safety, determines security needs for large events. Student organizations are responsible for the cost of Campus Safety and other staff required for security when hosting a large event. Wristbands or another tracking system may be required.

The University reserves the right to end events that receive complaints. If complaints are received, Campus Safety will respond and determine if ending the event is warranted. Event organizers are expected to cooperate with the responding officers and to assist as needed. Following any large event, the event organizers are required to make certain the area is cleaned and all decorations removed. Failure to clean the area will result in additional charges to the organization.

Tents and Tent Permits

In accordance with New York State and Village of Hamilton fire/life safety codes, permits are required for all tents and membrane structures in excess of 200 square feet and canopies in excess of 400 square feet.

All permits for tents to be used on Colgate University property must be obtained through Emergency Management via the online request form found [here](#). If your group is interested in multiple tents, one form can be submitted, and you will be contacted for further information. All forms must be submitted at least 7 business days prior to the event date.

After your form is submitted, a safe dig will be conducted by University officials on behalf of your event. Staff will mark off where your tent is allowed to be placed.

Typically, the University works with Morris Tent Rental and Auburn Party Rental to provide tents for events. Their websites are: morristents.com and auburnpartyrental.com.

If your group is considering having a caterer cook inside a tent, special cooking tents need to be discussed and arranged for with your tent provider.

Restroom Facilities & Port-a-Potties

Restroom facilities should be considered at all event locations, even those outside. If an event expects a large attendance, it is recommended that organizers consider providing additional restroom facilities, such as Port-a-Potties. Best practices indicate that the minimum requirement for portable restrooms is one port-a-potty per 100 people for up to four hours.

Audio/Visual Support

Information Technology Services

On-campus event support is available from the Colgate University ITS department and can be requested through EMS (Event Management System) when booking your room reservation. Requests need to be made at least 48 hours in advance of your event.

Available Services:

- Device support (e.g., laptop connection to the in-room projection system)
- Microphones and podiums
- Livestream and video/audio recording
 - Two- to three-week lead time is required for these services
 - If contracting with a speaker/performer/artist, they must agree ahead of time

Amplified Sound, Sound Variances, and Ordinances

To minimize the disruption of academic and administrative activities, music, amplified sound, or other loud noise is permitted generally only between 5:00 p.m. and 9:00 p.m. on weekdays and 8:00 a.m. to midnight on weekends. Even during approved hours, all noise should be kept at a reasonable level and University officials may require event organizers to change the volume to a specific lower level, or turn off the amplifiers altogether if complaints have been received. Student organizations should consult their advising department and Campus Safety anytime there are plans to have amplified sound at an outdoor event.

Sound permits or variances are required primarily for outdoor sound amplification. If an event is scheduled within allowed time frames and below designated decibel levels, organizations need only file a sound permit. Any event that falls outside of established times/decibel levels will require a sound variance.

A sound variance permit may be applied for here:

hamilton-ny.gov/wp-content/uploads/2017/08/Sound-Variance.pdf

Political Events

If a student organization wishes to bring a political speaker to campus or host political events or discussions, the following guidelines should be followed:

- An announcement should be made at the beginning of the program reiterating that the University does not endorse nor support any particular party or candidate.
- It is fine to allow campus facilities to be used by students for a political discussion/speaker as long as those facilities are available to other parties on an equal basis.
- Campaign posters should NOT be hung on University property (advertising the speaker is OK) and no fundraising should occur.

Off-Campus Events

Occasionally, registered student organizations will sponsor events at an off-campus facility. Student organizations are not encouraged to host off-campus events because it limits the opportunity for students to participate. However, should your organization plan such an event, it is essential that you meet with a professional staff member in your advising department and keep them involved in your planning process from the beginning. Venues for University events held off campus may request that a Certificate of Insurance be issued to the venue. The organizer of the event can obtain the certificate by working with their student organization adviser at least seven days prior to the event and should have the following information available:

- Name of organization to receive the certificate
- Mailing address, fax number, and email (if applicable) of certificate recipient
- Indication of whether the certificate holder should be named as Additional Insured
- Brief description and date(s) of event

Issues to keep in mind when planning off-campus events:

- Liability
- Negotiation of contracts (with the facility's management)
- Financial management (off-campus facilities can be quite costly)
- Security

Food and Nonalcoholic Beverages

Colgate Dining Services has put together a [variety of options](#) for student organizations to use for their programs and events. When possible, student organizations are encouraged to use Colgate Dining Services for their catering needs.

Sale of Food Items

Candy sales – Fundraisers that include candy (i.e. Candy-Grams) are acceptable provided that all candy is prepackaged and individually wrapped. Unacceptable candy includes items such as M&M's that are opened and sorted or any type of bulk candy that is not individually packaged.

Bake Sales – Student Organizations who wish to hold a bake sale should abide by the Funding and Fundraising policies. Only homemade baked goods (items that do not have to be temperature controlled) may be sold at tables reserved for bake sales. No other foods are permitted.

Prepackaged Food

Pre-packaged items may be provided by the student organization. This usually includes party size snacks (i.e. large bag of chips, cookies, pretzels, etc.). Pre-packaged items requiring temperature control (heating or cooling) are not permitted. All cold beverages must be Coca Cola.

Events With Alcohol

Social events with alcohol may not be scheduled when classes are not in session, including new student orientation, reading days and final exam periods. Additionally, events with alcohol are not permitted until the conclusion of the Drop/Add period at the beginning of each semester and after the last day of classes at the end of each semester. Catered events requiring a liquor license and/or outdoor events involving amplified sound require approval by the University at least three weeks in advance of the event, regardless of the time of night or day for which it is scheduled.

Hosting Expectations for Events of All Sizes

1. A limit of three events per week may be registered at the same location. (Wednesday through Saturday). No event shall exceed four (4) hours or extend beyond 2:00 a.m. for indoor events or midnight for outdoor events. All events must be registered with and approved by a Dean of the College staff member at least 72 hours prior to the event.
2. Every registered event may require an in-person Event Review with a Dean of the College staff member prior to the event approval. The Dean of the College staff will use that time to review the event with the host(s).
3. The host(s) of any event with alcohol is responsible for any property damage caused by the actions of event attendees, whether invited or uninvited, and will be held responsible for damages to the area where the event is held, as well as bathrooms or adjacent spaces used by attendees. All events must be conducted in a safe, responsible manner that is not disruptive to surrounding areas.
4. Individuals or organizations hosting an event should be aware that they may be held liable for damages for personal or other injuries suffered by attendees or others as a result of alcohol consumed at the event.
5. The University expects reasonable attention to the cleanliness of the space following the event. Social host(s) are responsible for coordinating the cleanup efforts, both inside and outside of the event space.
6. Any violation of the above requirements may result in disciplinary action in accordance with the system of University standards and student conduct and/or the Policy on Alcohol and Other Drugs. In addition, the Dean of the College division may not approve the registration of events by persons or organizations that have violated the above requirements or other Colgate policies and/or procedures.

Catered Events

Catered events are organized functions held inside or outside a residential facility, common space in a residence hall, fraternities and sororities, Parker Commons, or other approved large campus venues where alcohol is served to students of legal age by a licensed caterer, and which are open to students of Colgate University. Catered event hosts are responsible for informing their chosen caterer of, and ensuring full compliance by the caterer, with these requirements:

1. All catered events must be registered with and approved by a Dean of the College staff at least three (3) weeks prior to the event. Events must be conducted in a manner consistent with that stated in the registration request and approval.
2. Students who wish to host catered events with alcohol must be at least 21 years of age and must complete all Dean of the College trainings and requirements. There must be at least two (2) ASTP (Alcohol Skills Training Program) trained hosts, including one (1) member of the organization's leadership team, present at all times during the event. The hosts must participate in ASTP prior to registering the event (see Additional Hosting Expectations) and must meet with a Dean of the College administrator to review the event.
3. A reasonable amount of water, nonalcoholic beverages, and food must be provided for the duration of any catered event at which alcohol will be available. Water and nonalcoholic beverages must be as visible and accessible as the alcoholic beverages that are being served. A reasonable amount of food also must be provided and readily accessible. Alcohol may not be served at an event until water, nonalcoholic beverages, and food are also available; alcohol may not be served if the water, nonalcoholic beverages, or food become unavailable.

4. Proper verification of age is required at catered events on campus where alcohol is served and must be conducted by the caterer or security detail. Wristbands must be distributed to of-age students to ensure that alcohol is provided only to those who are of age. Catered event attendees may not be served more than one alcoholic beverage at a time.
5. Host(s) of catered events must be present for the entire event, monitor the event, and make sure there is no underage consumption, or other violations of Colgate policy (including without limitation these requirements). Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, including without limitation drinking games or other consumption of a competitive nature, are not permitted. Drinking may not be the central activity of any event.
6. A University official may check in at the beginning of each catered event to meet with the event host(s) and see if the event is set up and/or being conducted properly (e.g., ID checking process is identified, nonalcoholic beverages and food are available). The University official may check in during the event, and if any concerns/issues are noted (e.g., excessive noise or a safety concern), the official will make every effort to contact the host(s) to ensure the concern/issue is resolved.
7. If a University official has concerns that a catered event is not being conducted according to these requirements, the official will have the right to either allow the host to remedy the situation or shut down the event.
8. Printed and electronic publicity (e.g., social media or other mass app-based distribution) for catered events on campus may mention alcohol, provided that the following specific and approved language is used:

“Nonalcoholic beverages available. Beer 21+” or “Nonalcoholic beverages available. Wine 21+” or “Nonalcoholic beverages available. Beer and wine 21+”

Only a Dean of the College administrator may approve variations to this standard language for publicity, regardless of where the event is to be held.

Event publicity may contain no other references to alcohol, including without limitation: price of alcoholic beverages; types of beer or wine available; or photos or logos of alcoholic beverages.

Large Invitation Events

Large-invitation events are organized functions held in the common areas of a common space of a residence hall, fraternities and sororities, apartment, or townhouse where alcohol is served to of-age students, that are open to students other than those who live in the residential unit and their invited guests, or that exceed sixty-five (65) attendees. The attendance of the event may not exceed the maximum permitted occupancy of the space, as determined by the University.

1. Students who wish to host large invitation events with alcohol must be at least 21 years of age. There must be at least two (2) ASTP-trained hosts including one (1) member of the organization’s leadership team present at all times during the event. The host(s) may participate in ASTP prior to registering the event (see Additional Hosting Expectations) and meet with a Dean of the College administrator to review the event.
2. All large invitation events where alcohol is present must be registered with and approved by a Dean of the College staff member at least 72 hours prior to the event. Events must be conducted in a manner consistent with that stated in the registration request and approval.
3. A reasonable amount of water, nonalcoholic beverages, and food must be provided for the duration of any large invitation event at which alcohol will be available. Water and non-alcoholic beverages must be as visible and accessible as the alcoholic beverages that are being served. A reasonable amount of food also must be provided and readily accessible. Alcohol may not be served at an event until water, nonalcoholic beverages, and food are also available; alcohol may not be served if the water, nonalcoholic beverages, or food become unavailable.

4. Proper verification of age is required at large invitation events on campus where alcohol is served.
 - a. Acceptable identification for age verification of Colgate students is a valid state or government ID accompanied by a Colgate University ID. Failure to have both of these pieces of identification must result in a request for additional forms of ID, and failure to produce such additional ID must result in the denial of alcohol service. Guests who are not Colgate students must show at least two forms of ID, one of which must be a valid state or government ID.
 - b. Wristbands must be distributed to of-age attendees to ensure that alcohol is provided only to those who are of legal drinking age.
 - c. Large invitation event attendees may not be served more than one alcoholic beverage at a time.
 - d. Throughout the duration of all large-invitation events on campus, those in charge of age verification and alcohol service must continue to monitor and ensure that alcohol is not provided to students who are under 21 and that students who are of legal drinking age are not overserved.
5. Host(s) of large-invitation events must be present for the entire event, monitor the event, and make sure there is no underage or unsafe drinking, or other violations of Colgate policy (including without limitation these requirements).
6. A University official may check in at the beginning of and/or during each large invitation event to meet with the social host(s) and to see if the event is set up and/or being conducted properly (e.g., ID checking process is identified, nonalcoholic beverages and food are available). The University official may check in during the event, and if any concerns/issues are noted (e.g., excessive noise or a safety concern), the official will make every effort to contact the host(s) to ensure the concern/issue is resolved.
7. If a University official has concerns that a large invitation event is not being conducted according to these requirements, the official will have the right to either allow the host to remedy the situation or shut down the event.
8. The amount of alcohol present must be scaled for reasonable levels of consumption by the reasonably anticipated number of attendees of legal drinking age.
9. Wine, beer, and other malt beverages may be served. Hard alcohol is prohibited.
10. Printed and electronic publicity for large-invitation events on campus may mention alcohol, provided that the following specific and approved language is used:
 - a. *“Nonalcoholic beverages available. Beer 21+” or “Nonalcoholic beverages available. Wine 21+” or “Nonalcoholic beverages available. Beer and wine 21+”*
 - b. Only a Dean of the College administrator may approve variations to this standard language for publicity, regardless of where the event is to be held.
 - c. Event publicity may contain no other references to alcohol, including without limitation: price of alcoholic beverages; types of beer or wine available; or photos or logos of alcoholic beverages with the exception of licensed establishments on campus.
11. Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, including without limitation drinking games or other consumption of a competitive nature, are not permitted.
12. Drinking may not be the central activity of any event.

Private Events

1. For the purposes of this process, “small private events” are organized functions held in the common areas of a residence hall, fraternity or sorority, apartment, or townhouse where alcohol is served to of-age residents of that residential unit and their guest(s), with a minimum of twenty-five (25) but not to exceed sixty-five (65) attendees. The attendance of the event must not exceed the maximum permitted occupancy of the event space, as determined by the University.
2. Students who wish to host small private events with alcohol must be at least 21 years of age and reside in the space in which the event will be held. All small private events must be registered with and approved by a Dean of the College staff member at least 72 hours prior to the event. Events must be conducted in a manner consistent with that stated in the registration request and approval.
3. Small private events are by personal invitation only. When choosing how many students to invite, a host should be mindful of the number of students permitted to be present in the event space at one time, as determined by the University. Advertising/publicizing of private events is prohibited. The use of social media is only permitted in the context of private and directed invitations. (e.g., private messages on Facebook, direct message on Twitter).

4. Host(s) of small private events must be present for the entire event, monitor the event, and make sure there is no underage or unsafe drinking, or other violations of Colgate policy (including without limitation these requirements). Proper verification of age is required at small private events. Acceptable identification for age verification of Colgate students is a valid state or government ID accompanied by a Colgate University ID. Failure to have both of these pieces of identification must result in a request for additional forms of ID, and failure to produce such additional ID must result in the denial of alcohol service. Guests who are not Colgate students must show at least two forms of ID, one of which must be a valid state or government ID.
5. A reasonable amount of water, nonalcoholic beverages, and food must be provided for the duration of any small private event at which alcohol will be available. Water and nonalcoholic beverages must be as visible and accessible as the alcoholic beverages that are being served. A reasonable amount of food also must be provided and readily accessible. Alcohol may not be served at an event until water, nonalcoholic beverages, and food are also available; alcohol may not be served if the water, nonalcoholic beverages, or food become unavailable.
6. The amount of alcohol present must be scaled for reasonable levels of consumption by the reasonably anticipated number of attendees of legal drinking age.
7. Wine, beer, and other malt beverages may be served. Hard alcohol is prohibited. Most transports to the hospital for alcohol overdose are linked to consumption of hard alcohol.
8. A University official may check in at the beginning of and/or during each small private event to meet with the social host(s) and see if the event is set up and/or being conducted properly (e.g., ID checking process is identified, nonalcoholic beverages and food are available). The University official may check in during the event, and if any concerns/issues are noted (e.g., excessive noise or a safety concern), the official will make every effort to contact the host(s) to ensure the concern/issue is resolved.
9. If a University official has concerns that a small private event is not being conducted in accordance with these requirements, the official will have the right to either allow the host to remedy the situation or shut down the event.
10. Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, including without limitation drinking games or other consumption of a competitive nature, are not permitted. Drinking may not be the central activity of any event.

Advertising and Posting

General Posting Procedures

Advertising can occur one week prior to the event. All forms of advertising must be approved by a group or organization's advising department.

1. All printed advertising must include the organization's name.
2. All advertising must comply with the University's non-discrimination policy.
3. Advertising may not include alcohol, or illegal substances.
4. No printed advertising can be placed on any tree.
5. Posters should be hung only on designated bulletin boards.
6. No posters should be placed on windows or any glass surfaces.
7. On cork bulletin boards located throughout the campus, thumb tacks should be used. The use of tape and staples is prohibited.
8. Printed advertising should never be stapled, tacked, nailed, or taped to University benches.
9. Posters are limited to 50 per event. Only one poster, per subject, per bulletin board is permitted.
10. Placing posters over other posters is discourteous and should be avoided.
11. All printed advertisements must be taken down by the responsible organization within three days after the event has taken place.

All advertisements must have a date and sponsoring organization's name on them, regardless of content.

Locations to Hang Posters

Please use this checklist as a preliminary guide when distributing posters so they will be seen at many key locations on and off campus.

On Campus:

- **Chapel Basement** - next to office #105 Office Manager
- **Lathrop Hall** - 1st floor exit
- **Lathrop Hall** - outside room #109c Upstate Institute
- **Lathrop Hall** - outside room #103 Administrative Advising
- **Lathrop Hall** - outside room #102 Office of Equity & Diversity
- **McGregory Hall** - outside Dean of the College office
- **McGregory Hall** - outside Dean of the Faculty office
- **Olin Hall** - enter on the 3rd floor for Love Auditorium, turn left through doors
- **Olin Hall** - next to room #201 between biology and psychology
- **Ho Science Center** - 3rd floor between rooms #313-#316
- **O'Connor Campus Center Dining Hall** - main entrance, turn right
- **O'Connor Campus Center Fireplace Room** - next to OSI offices
- **O'Connor Campus Center Downstairs** - across from the mail center
- **Case-Geyer Library** - 3rd floor by borrowing desk at the Donovan Pub exit
- **Case-Geyer Library Cafe** - 5th floor, corkboard is next to bathroom
- **East Hall (Women's Studies)** - main entrance doorway inside building
- **Persson Hall** - inside the right door under the archway going downhill
- **Alumni Hall** - main corridor, several long bulletin boards along hall
- **Frank Dining Hall** - to the right inside the main entrance

Off Campus: For events that are open to the community

- **Hamilton Eatery** - inside they have peg board strips around eating area
- **Good Nature Brewery** - post outside front door on corkboard
- **Maxwells Chocolates and Ice Cream** - ask to hang on side door
- **Colgate Bookstore** - ask at the main checkout
- **Hamilton Movie Theater** - ask at ticketing, posters are hung on inside walls
- **Oliveri's Pizzeria** - ask wait staff to put in front window
- **Parry's** - Main entrance on right
- **Hamilton Town Library** - main entrance, large board to the left
- **Hamilton Whole Foods** - next to front door

Residence Hall Posting

To post flyers in the Residence Hall buildings, bring the posters to the Residence Life office and they can distribute them to Community Leaders (CLs). Or, you can find CLs who are willing to post in the Residence Halls. Students who live in the specific buildings can also post them for you.

Chalking on Campus

Chalk is absolutely not permitted on any University building.

- All chalk advertisements must be washed clean by those responsible for putting it up within three days of the conclusion of the event; or in the case of a political message, within one week of its posting.
- The use of chalk is confined to four areas on campus: The area directly outside of the Coop in the intersection of the paths; advertising should stay within a 20-yard radius of the steps leading to the patio; the area directly outside Frank; the top 20 yards of "Cardiac" Hill; outside the front entrance to the Commons.

Trademark Licensing

Colgate's logos and wordmarks for branding purposes are not readily available for use. For more information on the types of files and designs that can be used, please visit the [Logos and Wordmarks web page](#). If you would like to acquire one of the files, please contact creative@colgate.edu.

Distribution of Literature

The University prohibits solicitation or the distribution of literature for any purpose on University- owned property by nonemployees of the University, without specific written permission from the vice president for finance and administration. The University also prohibits the solicitation of employees by fellow employees for any purpose during working time (when the employee being solicited and the employee doing the soliciting are both on working time). Further, the University prohibits the distribution of any literature by employees in work areas on University property. Self-employed Colgate students may obtain specific written permission from the Center for Leadership and Student Involvement to sell goods or services in order to pay for college expenses.

Marketing Your Event

Here are some ways you can get the word out about your event:

| Printed Media | Digital Media | Social Media | Word of Mouth |
|--|--|---|---|
| <ul style="list-style-type: none">• Posters• Flyers• Maroon News | <ul style="list-style-type: none">• Colgate calendar/ campus distributions• Digital signage• Group emails/ mailing lists | <ul style="list-style-type: none">• FB page events• Twitter, Instagram shout-outs• GroupMes | <ul style="list-style-type: none">• COOP table• Tell people in casual conversation• Inform relevant departments |

Get Involved

Advertising your event on Get Involved is easy! As long as you are an officer of your organization, you'll have access to upload your event information for all GetInvolved users to see. Please be sure you have submitted an event form for your OSI adviser to approve before submitting your Calendar Event to Get Involved.

After your event is approved, you can submit the Calendar Event. To do this, first, you must click on the icon next to your initial or picture in the upper right corner. Click on "Manage" from the drop-down list, then choose the organization that you wish to upload an event for. Once you are on your organization's homepage, click on the icon with three lines in the upper left corner. From that menu, select "Events." Then click on the blue button on the right that says "Create Event." Fill out all of the prompted questions. If you decide to upload a photo, please be sure to send the photo to your student organization adviser to approve it first, unless it is your organization's logo. Continue filling out the application, and once you are done, review the information you provided before you submit it.

Campus Calendar

Submitting your event for the Colgate Calendar is a great way to advertise. Before you submit the form, please be sure that your student organization adviser has approved the event and the Budget Allocation Committee (BAC) has approved funding, if applicable. Once those two steps have been taken, follow these procedures:

- Go to calendar.colgate.edu/event/create.
- Fill in as many of the details as possible to ensure accuracy of your event.
- Upload a photo (either of the approved poster or your student organization's profile picture). It is more visually appealing when a photo is attached to an event description.
- For more guidelines about the event submission, please visit [Colgate Campus Calendar Guidelines](#).
- It is suggested for your student organization to submit an event to the Colgate Calendar at least two weeks before the event. The event submission will be reviewed before it is posted to the calendar.

Print Shop

Located in the O'Connor Campus Center (aka the Coop), University Printing offers a wide range of printing services to meet your needs. From posters, brochures, and postcards to booklets, outdoor banners, and directional signs, they can create it. If you need help with graphic design, they have in-house designers happy to help with your project. Orders require a budget code in order to be processed, and the image must be approved by OSI or your advising department before they are hung around campus.

A few tips to keep in mind when submitting projects to Document Services:

- Include clear photos in your design
- Review your document at 100% resolution to confirm what it will look like at the actual size
- Export your file as a TIFF for a best quality print, or a high-res JPG or high-res PDF
- Consider what paper you would like as your base (glossy, matte, heavy-weight, colored, etc.)

Digital Signage

Digital signage screens are installed in many high traffic areas around campus. All student clubs are encouraged to submit digital copies of their posters to osi@colgate.edu for display on the digital signage screens around campus.

Travel Information and Procedures

Student organizations planning any type of trip should meet with their student organization adviser to discuss their planned itinerary, budget, and transportation details, as well as risk management and contracting procedures related to travel. All University-funded trips must have a designated student trip leader. That student trip leader will be responsible for handling emergency situations, logistical issues, ensuring adherence to University policies, procedures, rules and regulations, and other related issues. Student trip leaders act solely on behalf of their travel group; they do not act as agents or otherwise on behalf of nor do they have the power or ability to bind or create liability for the University.

Specific responsibilities of student trip leaders include:

- Completing the [Student Organization Travel Authorization Form](#), including a comprehensive list of participating students, at least five days in advance of their anticipated travel and submitting it to their student organization adviser.
- Compiling destination directions, accommodations information, and a detailed itinerary and providing contact information.
- Providing Campus Safety with any changes that have been made to the Student Organization Travel Authorization Form prior to departing campus.
- Being familiar with, and willing to uphold, applicable Colgate University policies, procedures, and rules and regulations, including without limitation the Code of Student Conduct.

Liability Forms

For University-sponsored events, programs, or projects involving travel, student participants must sign and return an [Assumption of Risk & Responsibility](#), or ARR, form provided by the University's risk management office.

Chaperone Policy

On any trip with a duration of 48 hours or longer, a University staff member must accompany the student organization. Student organizations should budget costs for the chaperone's lodging and transportation when they plan their event.

Driving Procedures

Student organizations may choose to drive to their destinations. All drivers must follow the University's procedures on [driver safety and motor vehicle use](#).

General Requirements

- All drivers must complete the driver authorization process through Campus Safety.
- All drivers must be at least 18 years old and actively licensed to drive in any of the United States or the District of Columbia, and such license must have been valid for a minimum of one year.
- Third parties (e.g., nonemployees and nonstudents) are not permitted to operate motor vehicles without first registering as a volunteer via Human Resources and then completing the Driver Authorization process.
- Student drivers must complete the Student Driver Authorization Process to operate a motor vehicle on University or student club business.
- Drivers may only transport University employees, students, or other authorized individuals in motor vehicles.
- Drivers and all passengers must use seat belts at all times. The number of passengers permitted in any motor vehicle may not exceed the number of seat belts. Passengers are not permitted to ride in the rear cargo areas of pickup trucks or sport utility vehicles.
- Smoking is prohibited in all motor vehicles.
- Cell phone use is prohibited while operating motor vehicles, unless a hands-free device is utilized, and then only to the extent permitted by applicable law. Drivers are not permitted to type or read text messages or emails while operating motor vehicles.
- Fines, penalties, fees, and surcharges for traffic and parking violations are not considered reimbursable costs under University policy. All traffic and parking violations are the sole responsibility of the driver.
- Motor vehicles should not be driven more than 300 miles one way from the University's main campus whenever practicable. For trips that exceed this distance, a rental vehicle or charter service is recommended.
- The University recommends at least two authorized drivers for trips greater than 200 miles in a 24-hour period. No driver should drive more than eight hours during any 24-hour period if reasonably possible. Driving between 11:00 p.m. and 5:00 a.m. should be avoided if reasonably possible.
- Use of a motor vehicle is restricted to authorized University-related activities. Personal use of motor vehicles is not permitted under any circumstances. Any damages and/or liabilities arising out of the personal use, or other use in violation of University policy, are the sole responsibility of the driver. The driver's personal automobile insurance is expected to respond in the event of an accident or any other event arising out of such use.

University Van Usage

Use of a University van must be requested with your student organization adviser. An organization member must have a University-issued van license to drive a van. Under no circumstances should a van be reserved or used for any other purpose than the explicit benefit of a particular student organization. Keep in mind two weeks' notice should be given when reserving a van. The University has a limited number of vans and all departments on campus have access to them.

Personal Vehicles

Students are solely responsible for determining whether they will travel in vehicles personally owned by themselves or others on University business. Colgate University does not evaluate, inspect, or maintain such vehicles and, accordingly, makes no representations or recommendations with respect to, and assumes no responsibility for determining or ensuring the suitability or safety of any such vehicle. Persons traveling in such vehicles on University business do so entirely at their own risk, and the University will not be liable for personal injury or property damage resulting from such use.

Students who use personal motor vehicles on University business are required to maintain automobile liability insurance. If a student uses a personal motor vehicle to conduct University business, the vehicle owner's insurance policy will always provide the primary liability coverage. The University will not provide reimbursement for the deductibles associated with the primary insurance in the event of an accident.

Chartered Bus

For trips over 300 miles or with a large number of attendees, organizations may choose to use a chartered bus for travel. Travel involving a chartered bus must be coordinated with your student organization adviser.

Air Transportation/Train

Travel involving airline, train, bus, or on-demand shuttle reservations must be coordinated with your student organization adviser.

Hotel Reservations

Often, the fee for accommodations is included in a conference, event, or tournament registration fee. If accommodations are not included, a special rate may be available. Special rates often need to be reserved with a form unique to the conference and have deadlines for use. Please contact an appropriate person organizing the event to see if special rates and processes are available. Please see the student organization adviser for assistance in reserving hotel rooms, with or without special rates.

Get Involved

Colgate University uses the Get Involved platform — getinvolved.colgate.edu — to manage student organization operations. Many examples of how to use this platform to support your student organization are detailed below and include links to tutorials.

Each student organization is expected to have the following information available on their Get Involved page:

1. A PDF copy of your constitution and by-laws to upload to Documents
2. A list of all formal officer positions as outlined in your constitution
3. A membership roster
4. The name and contact information of the adviser for your group

Updating Your Organization's Page on Get Involved

Are you changing officers? Would you like to update your organization's description? Then be sure to update the group page on Get Involved. There are many ways to update your Student Organization Page, so visit the [Organization Tool Menu](#) to gain a better understanding of how to make these changes.

Reregistering Your Organization

Colgate University's student organizations must reregister every year in order to stay active on campus. "Active" indicates that an organization is allowed to host events, and if they are SGA recognized, allowed to apply for and use BAC funding. To learn how to reregister your organization, please visit the [Reregistering Your Organization Platform](#).

The reregistration period is the first four full weeks every semester, so please make sure you are aware of the registration deadline.

How to Create an Event in Get Involved

Submitting an event on Get Involved is easy, and it's a great tool to use! It allows your student organization adviser to review the event, and it also provides you with another marketing platform. To review the steps on how to get started, visit [Creating a New Event in your Organization](#). If you have further questions, please contact your student organization adviser.

Submitting a Funding Proposal

As an SGA-Recognized Student Organization, your student group has access to [BAC \(Budget Allocation Committee\) Funding](#). To access this funding, an officer of your organization, typically the treasurer, should submit budget proposals. Before you begin to draft a budget proposal, please schedule a meeting with your student organization adviser at least three weeks before the event to ensure you have thought about all of the details for event planning and budgetary needs. Please note that funding requests greater than \$1,000 must be presented to the BAC.

Once you have discussed your ideas with your student organization adviser, you can go ahead and submit the budget. For more information on how to submit a budget proposal through Get Involved, please visit [Submitting Purchase, Funding, and Budgeting Requests for Your Organization](#).

- Please remember to always select “Funding Request” when submitting proposals.
- You must wait until you hear back from the BAC about whether your funding was approved or not before money is spent. Please consult your student organization adviser on how to proceed with purchasing supplies, food, decorations, etc.

How to Join an Organization

All students can join an organization on Get Involved to receive emails and notifications about events and when the club meets. The respective student organization(s) that you would like to join must approve your membership before you begin receiving information.

- To join a student organization, log in to getinvolved.colgate.edu.
- Click on the Organizations tab. You can scroll through all of the listed organizations, or you can search for specific clubs you are interested in joining. You can also search by a category, which are listed in the Organization Categories above.
- When you find an organization you would like to know more about, click on the organization and click on the blue JOIN button in the right-hand corner.
- The respective organization must approve your membership before you are able to receive notifications from them.

If you are an officer, or have access to manage the Roster tool, please see [Approving Organization Membership Requests](#) to learn how to approve memberships.

Colgate University Group Financial Handbook

Group Financial Handbook

One of the many benefits of being a Recognized Student Organization or Group at Colgate University is the ability to use University resources on behalf of your community. Organization treasurers are expected to maintain an accurate record of their organization’s financial transactions and must be able to provide this information upon request.

Budget Allocation Committee Guidelines

The [Budget Allocation Committee \(BAC\)](#) is responsible for the stewardship and allocation of funds to organizations and groups recognized by the Student Government Association (SGA) using money collected from the Student Activities Fee. All SGA-recognized student organizations have access to this money through the BAC. The BAC consists of a panel under the chairmanship of the BAC treasurer(s).

- The BAC considers the following criteria when reviewing funding proposals
 - **Fiscal responsibility** - what is the impact on the student experience by funding this purchase or event
 - **Mission alignment** - how the proposed event or purchase advances the goals of the group or organization
 - **Quality of service** - how successful has the organization or group been in a given time period
 - **Quantity of service** - how many events have been funded for the organization or group in a given time period
- All SGA-recognized organizations must come before the BAC to receive funding no less than two weeks prior to the scheduled event for which the organization is seeking funding.
- Applications for BAC funds must be submitted on Get Involved via the Finance section of the organization’s page.
- Advertising for an event is prohibited before an event has been approved for BAC funding. This includes the use of posters, Get Involved, Facebook, flyers, chain emails, meeting announcements, etc.
- Groups and organizations must maintain an accurate record of financial transactions and make this information available upon request.
- Any budget changes must be submitted to the BAC treasurer(s) for approval. Funding for a particular type of event (speaker, film, etc.) may only be substituted for a similar type of program if changes are approved.
- Any funding that is left over because an event did not occur or expenses were less than anticipated may not be used for a future event or activity without prior permission by the BAC. Rolling over funds to another event without permission may result in non-reimbursement of the items purchased with those funds.
- No group or organization may exceed the maximum amount they have been allocated by the BAC unless they have received approval to spend from a restricted account by their respective advising department.
- All unused allocated funds will be taken back at the end of the semester and reallocated the following semester.
- The last day an organization is able to host an event or access funds, in any given semester, is the last day of classes.

Submitting a Funding Proposal

As an SGA-Recognized Student Organization, your student group has access to [BAC \(Budget Allocation Committee\) Funding](#). To access this funding, an officer of your organization, typically the treasurer, should submit budget proposals. Before you begin to draft up a budget proposal, please schedule a meeting with your student organization adviser at least three weeks before the event to ensure you have thought about all of the details for event planning and budgetary needs.

Once you have discussed your ideas with your student organization adviser, you can go ahead and submit the budget. For more information on how to submit a budget proposal through Get Involved, please visit [Submitting Purchase, Funding, and Budgeting Requests for Your Organization](#).

- Please remember to always select “Funding Request” when submitting proposals.
- You must wait until you hear back from the BAC about whether your funding was approved or not before money is spent. Please consult your student organization adviser on how to proceed with purchasing supplies, food, decorations, etc.

Additional Sources of Funding

Though the BAC is the primary source of funding for student groups and organizations, there may be other funding sources available to aid student organizations in achieving their goals. Co-sponsoring with another organization or University department is a great opportunity to acquire additional funds. For more information about additional funding sources, please schedule an appointment with a student organization adviser from your organization’s advising department.

Financial Transactions

All student organization accounts are held by their respective advising departments. Funds allocated by the BAC are transferred into your organization’s account. Checks, deposits, and transfers are processed for your organization by submitting the appropriate forms and supporting documentation to your advising department for each transaction.

Checking Your Account Balance

Student organizations can check their account balance via their Get Involved page with the finance tool. Groups and organizations can also access this information by consulting their student organization adviser for an updated account balance. Please keep in mind that each group or organization is responsible for maintaining an understanding of their account balance. Payments to local vendors may be delayed depending on their processes with the Accounting Office.

Depositing Money

Student leaders may not keep student club funds in their residence. Money from any fundraisers, dues, travel, etc., must be deposited daily to lessen the risk of theft or loss. Organizations may deposit funds into their account through their respective advising department during normal business hours.

Making Purchases

Before making any purchases or soliciting any services for an organization (including printing posters, securing services from Facilities, purchasing anything with the intention of reimbursement, or doing anything else that requires a budget code), the student organization adviser must be contacted. Once an organization has met with its adviser, it will be able to use one of the following options:

Cash Advance

When a Colgate account and/or a purchase order number cannot be taken by a vendor, cash advances can be requested. It is important to remember that all cash advances can only be utilized for expenses approved by the BAC. The maximum amount a single student can request is \$350. A Colgate University form will be given to the member of an organization by their student organization adviser. The form and the student’s valid ‘Gate Card must be presented at the cashier’s window in the basement of the James B. Colgate building. All receipts and/or cash, equal to the amount advanced must be returned to the student organization’s adviser. Failure to do so will result in the amount advanced being billed to the individual student’s account. No exceptions will be made for lost receipts.

Checks

Any organization that needs to pay a performer, artist, caterer, etc., via check must submit all paperwork, e.g., contract, invoice, W-9, Tulip Insurance form, etc., to their respective advising department at least 10 business days prior to needing the check. Be advised that University checks are cut on a weekly basis. A member of the student organization should follow up on the progress of the check two to three business days prior to needing the check.

Corporate Card

Online purchases can be made with the help of a student organization adviser. Any supplies, costumes, materials, etc., must be budgeted for in the original BAC proposal in order to be purchased via credit card, including the cost of shipping items or rush shipping costs. These corporate credit cards have limits. Depending on the amount of the proposed purchase and the previous charges during the same month, an organization may not be able to use the credit card.

Purchase Orders

Purchase orders are used when ordering special items for an event, program, or project, e.g., t-shirts, items for banquets, etc. Please be prepared to order items at least 10 business days prior to needing the items. A purchase order must be completed through an organization’s adviser. Purchase orders are used as an alternative to the corporate card.

Reimbursement

With prior approval from the advising department and proper receipts and/or invoices, the student organization adviser can reimburse a member for items purchased for a specific event, program, or project for the organization. This usually happens when purchases must be made on-site at a store when an online/phone/purchase order cannot be made. Students should be advised that NYS taxes are not reimbursed in these types of purchases. The last day a student leader is able to receive reimbursement in any given semester is the last day of classes.

Discretionary Funds

Every SGA organization may apply for \$100 in discretionary funds at the beginning of each semester for normal operating expenses. Organizations should utilize funds from their operating account when necessary. These funds can be used for such expenses as printing costs, mailings, posters, van rentals, Involvement Fair expenses, and other small costs. Discretionary funds cannot be carried over from one semester to the next.

Tax Exemption

Authorized agents of Colgate University may use the University’s tax exemption form to eliminate sales tax on purchases for Colgate business by providing a signed NYS sales tax exemption form. See your student organization adviser for more details.

Vouchers

Vouchers can be used for purchases made at participating vendors in the Village of Hamilton. Vouchers are available in the office and must be signed by an organization's adviser. Student organizations should request vouchers in advance.

Fundraising

Fundraising efforts should be for the benefit of charities and not-for-profit organizations unaffiliated with the University. The intended recipients of these funds must be approved by the advising department. Student organizations may not allocate any student activity fee or departmental funds directly to a charity. Groups that host events or parties to fundraise for charity causes must donate all funds to charity; they must also submit a donation letter to their student organization adviser so that the payment can be processed. Ensure the not-for-profit organization of the student organization's choosing is aware of New York State tax laws. Accepting donations may require the organization to pay tax if they are not considered a qualified charitable organization.

Before starting a fundraising campaign, student leaders must consult with their student organization adviser.

Fundraising Strategies

There are currently three different approved fundraising strategies. Fundraising is subject to change pending University guidelines. Before starting a fundraising campaign, student leaders must consult with their student organization adviser.

1. Student organizations can connect with a representative from the not-for-profit organization to create a donation page or link that is specific to the organization to keep track of donations.
2. Approved platforms for collecting donations include Venmo, GoFundMe, etc. The student organization is solely responsible for creating an account, collecting the money, and providing funds to the not-for-profit organization as it cannot be filtered through the University.
3. Colgate Dining Services is providing student organizations the opportunity to fundraise for not-for-profit organizations by working concessions at athletic events. To learn more, please contact [osi](mailto:osi@colgate.edu) or dstanwick@colgate.edu.

Raffles and Games of Chance

Raffles may be held at student events. The prizes must always be in the form of gift cards, vouchers, or product prizes. Prizes can not be monetary in nature. Raffles held to raise money for non-University charitable causes will be treated the same as other fundraisers mentioned in this handbook. Purchasing a raffle ticket must not be a stipulation to attend or participate in any student organization event or activity which was funded through the student activities fee (BAC).

Student organizations hosting games of chance may not play with actual currency. Chips or other markers may be used to stand in for cash. If the student organization hosts a charity event where there is a "buy-in" to play the game, only 30% of the money can go toward a physical prize, not a monetary prize; 70% would therefore go toward charity. No event having a buy-in may use the student activities fee since BAC bylaws detail that students will pay no extra costs to participate in such an event.

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