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SECTION I: GENERAL INFORMATION

INTRODUCTION

This manual has been compiled as a resource for club and organization leaders and their advisors. With this manual, RU’s campus directory, the Student Activities website, RUInvolved, posted materials, and the student handbook, you should have most of the resource information needed for your organization to function smoothly and effectively.

Best of luck to your organization!

Should any questions or concerns arise at any time during the year, please feel free to contact:

John Leonard
Assistant Director for Student Activities-Student Involvement
Bonnie Hurlburt Student Center, Room 226
jcleonar@radford.edu
(540) 831-6379

Ken Bonk
Associate Vice President for Student Affairs/Student Activities
Bonnie Hurlburt Student Center, Room 226
kjbonk@radford.edu
(540) 831-5332

Student Organization Assistance and Resources (SOAR)
Bonnie Hurlburt Student Center, Room 235
soaring@radford.edu
(540) 831-7127

Club Programming Committee (CPC): cpcfund@radford.edu

Committee on Clubs and Organizations (COCO): ruinvolved@radford.edu

Radford After Dark (RAD): jcleonar@radford.edu

RUInvolved: ruinvolved@radford.edu

Do you have a quick question that needs to be addressed?
Come to SOAR in Bonnie 235
SOAR is open 10am-7pm Monday through Thursday
and 10am-3pm on Fridays.
Or, send your question to
soaring@radford.edu
MISSIONS AND LEARNING OBJECTIVES

The Department of Student Activities supports the overall mission of the Student Affairs Division through the programs, services and facilities we offer the RU community.

Student Activities Mission

_We provide students with diverse out-of-the-classroom experiences that facilitate intellectual, civic and social development while promoting a sense of community and enhancing the educational mission of the University._

Division of Student Affairs

Student Affairs programs, services and activities are intentionally aligned with the mission and strategic priorities of Radford University. Student Affairs staff developed a comprehensive long range planning effort to identify immediate, mid-term, and longer-term programmatic initiatives to advance Student Affairs congruent with university’s priorities. The outcome was a seven-year budget plan and the mission, goals, and objectives noted below. The budget plan included seven-year operating, staffing, and capital project projections to facilitate Division and University fiscal planning and to identify the range and scope of investment opportunities. These planning documents flow from the University’s 717 Strategic Plan to the Student Affairs mission statement, division goals and objectives, departmental goals, and an emerging Student Affairs assessment plan.

Student Affairs Mission

The Radford University Division of Student Affairs is committed to the learning and development of students and their academic and individual success. Student Affairs fosters a campus culture and environment where students’ perspectives are valued, citizenship and personal responsibility are cultivated, and students are engaged in a vibrant co-curricular experience that nurtures excellence and success. Student Affairs supports a culture of evidence where inquiry, self-reflection, personal assessment, and continuous improvement are expected and supported.

Student Affairs Goals and Objectives

The Division of Student Affairs operates within the following four goals and accompanying objectives to promote the strategic directives of the university.

1. **CREATE, ENHANCE AND IMPLEMENT A DISTINCTIVE AND DIVERSE CO-CURRICULUM** (RU 7-17 Strategic Directives 1.1, 1.2, 2.1, 2.3, 3.1, 3.2, 4.2, 4.4, 4.5)

   **Division Objectives**
   
   A. Stimulate and nurture a campus culture characterized by inquisitiveness, active engagement, diverse perspectives, cross-cultural awareness, character development, personal responsibility, and global citizenship
   
   B. Sustain and advise an inclusive array of student organizations that cultivate leadership and empower self-governance
   
   C. Engage students, faculty administrators, staff, alumni, and community in collaborative partnerships to support student development and success
2. **PROMOTE STUDENT RETENTION AND SUCCESS** (RU 7-17 Strategic Directives 1.1, 2.1, 2.3, 4.2, 4.5)

**Division Objectives**
A. Assess programs, services and learning outcomes to promote continuous improvement
B. Promote student skills and expectations for responsible decision-making, risk reduction, protective behaviors, personal and academic development, physical and emotional wellbeing and healthy lifestyles
C. Implement extended student transition programs prior to matriculation and early intervention programs to enhance academic preparation and social integration

3. **PLAN AND PROVIDE SAFE AND INVITING STUDENT-FOCUSED FACILITIES** (RU 7-17 Strategic Directives 1.1, 2.3, 2.4, 4.3, 4.4, 4.5)

**Division Objectives**
A. Develop Fitness Wellness Center staffing, equipment and operation plans consistent with overall building design
B. Mobilize student and institutional support and consensus to fund expansion of the Hurlbert Center, housing, and lighted all-season outdoor intramural sports fields
C. Incorporate an array of housing options (traditional, suite, apartment, graduate, living/learning) into facility renovation planning that prepare students for increasingly independent living

4. **STRENGTHEN STAFF RETENTION AND EXCELLENCE** (RU 7-17 Strategic Directives 1.2, 4.5)

**Division Objectives**
A. Create a stimulating professional climate that enables Student Affairs to recruit, hire and retain a talented and diverse administrative and support staff dedicated to excellence
B. Encourage, support, and fund continuing staff development opportunities, involvement with RU and community councils, and professional association conference and leadership opportunities
C. Develop and implement a long range staffing and restructuring plans to support and sustain enrollment growth necessary to sustain program and service quality

**Student Affairs Programs, Services and Activities**

The Division of Student Affairs is organized into three distinct units that include the Department of Student Activities, Dean of Students Office, and Student Health and Counseling Services. The Student Activities and Dean of Students are led by Associate Vice Presidents who report to the Vice President. The Student Health and Counseling Services operations and staff are wholly outsourced via contract to Carillion Clinic and the respective directors report to the Vice President of Student Affairs.

**The Department of Student Activities** provides students with diverse out-of-the-classroom experiences that facilitate intellectual, civic, social, and leadership development while promoting a sense of community and enhancing the educational mission of the university. Programmatic
areas include Student Center Operations, Programming and Leadership, Student Involvement, Campus Recreation, Greek Life, Student Media, and Student Organization Accounts. These areas promote the development of leadership and service skills through co-curricular experiences that complement the academic curriculum by engaging students in clubs and organizations, fraternities and sororities, student publications, sports and recreational activities, community service projects, and participation in workshops, seminars, and conferences that focus on student development.

**Student Health Services** provides comprehensive, cost effective, confidential, caring, holistic healthcare to our students within the University community. SHS is dedicated to promoting healthy lifestyles with an emphasis on education and prevention. SHS respects individual differences and diversity and delivers our services in a manner that reflects that respect. A full range of health care services are provided by a physician, physician assistant, nurse practitioners, nurses, health educator, and administrative staff.

**Housing and Residential Life** supports the academic mission of Radford University and focuses on residential student needs by fostering a healthy living environment, promoting personal development, and encouraging respect. Over 3,000 students are housed in 15 buildings. These learning communities are staffed and supervised by 85 resident assistants, 20 graduate resident directors, four area directors, and directors of housing and residence life.

**Student Counseling Services** provides learning opportunities for students to grow as individuals, form deeper relationships with their peers, and develop as successful members of our community and society at large. Student Counseling Services (SCS) provides mental health care to Radford University students, consultative services to the larger community, and training to graduate students in the mental health field.

**Office of the Dean of Students** promotes and facilitates student learning, engagement and development outside the classroom and collaborates with others to enhance the quality of life for students at Radford University.

**Student Conduct** supports an educational environment conducive to student learning and development by setting standards of scholarship and conduct. The guiding principle of university regulations is to promote student responsibility and accountability while protecting the community as a whole. Students have the responsibility to follow the Standards of Student Conduct regulations and the university has the responsibility to provide a student conduct process that is free from discrimination and harassment, fundamentally fair, and inclusive of the option for a hearing and an appeal.

**Disability Resource Office** promotes access to equal educational opportunities for all qualified students with documented disabilities by providing reasonable academic accommodations for students consistent with the University's academic standards. The office serves as a resource to the RU community, facilitating the opportunity for students to fully participate in the University experience.

**Center for Diversity and Inclusion** supports multicultural awareness, understanding, and a sense of belonging among Radford University students on the campus and in the surrounding community. With the primary focus on students, the office works collaboratively with other offices, serving as a resource for faculty, staff, and administrators. The office provides programs and services intended to promote an environment in which diversity is highly valued, differences
are respected, and people from various cultures and lifestyles can flourish within the university community.

**Student Support Services** is a Federal TRIO program designed to enhance academic skills, develop leadership potential, assist with financial literacy planning, encourage graduate school education, and support cultural enrichment activities for first generation students. The goal is to promote student retention and success into productive careers or into competitive graduate programs.

**Substance Abuse and Violence Education Support Services (SAVES)** is dedicated to reducing negative consequences related to health, safety, and academic performance associated with the high risk use of alcohol and other substances, and creating a campus community of respect in which violence is not sustainable. SAVES provides programs, services, and distinctive campus wide initiatives in the co-curriculum that address these issues and promote student success.

**Student Government Association (SGA)** serves as the voice of the student body and encourages student involvement and participation in SGA sponsored activities, events, and programs. SGA is advised by the Dean of Students.

Students enjoying Fall Club Fair 2011
DEPARTMENT OF STUDENT ACTIVITIES
STUDENT LEARNING OPPORTUNITIES

Research clearly indicates that as students become involved in activities/employment on campus, the experience leaves an indelible imprint on both their learning and development. You, as students, are our responsibility and it is through this responsibility that we will ensure your university experience is truly educational. We see ourselves as educators and because we are educators, we provide you with numerous learning opportunities (i.e. as leaders, employees, volunteers, etc.).

You will experience these learning opportunities as a result of interacting with our staff and by being an active participant in our programs, as well as working in/using our facilities. Listed below are the eight categories and their respective learning opportunities that we are certain you will experience during your time with the Department of Student Activities.

**Customer Service**
Students will be able to:
1. Provide accurate information to the customers.
2. Articulate policies and procedures.
3. Demonstrate respect and courtesy to customers.

**Teamwork/Group Dynamics**
Students will be able to:
1. Recognize his/her role in the organization and how the role fulfills the mission of the department.
2. Identify specific position responsibilities in relation to/coordination with others’ responsibilities.

**Communication Skills**
Students will be able to:
1. Express (verbally and non-verbally) oneself clearly and positively to team, supervisor and customers.
2. Produce detailed and accurate information.
3. Demonstrate effective listening skills.

**Leadership**
Students will be able to:
1. Utilize delegation and effective management skills.
2. Develop comprehensive and successful programs and publications.
3. Demonstrate level of responsibility and use it in a productive manner.

**Honesty/Integrity**
Students will be able to:
1. Demonstrate behavior that is truthful, respectful and within the standards of the University community.
2. Demonstrate safe and responsible decision making.

**Time Management/Organizational Skills**
Students will be able to:
1. Prioritize responsibilities in relation to deadlines/time demands.
2. Contribute to a productive/positive department environment.

**Understands Differences/Diversity**
Students will be able to:
1. Demonstrate ability to convey respect, sensitivity and tolerance.
2. Demonstrate appreciation of different cultural groups.

**Personal Development**
Students will be able to:
1. Identify personal strengths and areas of improvement in relation to his/her role within the department.
2. Demonstrate independence in decision-making.
3. Demonstrate personal characteristics that positively affect the workplace and organization.
4. Demonstrate an understanding of the balance between academics and outside commitments.
GENERAL INFORMATION

THE COMMITTEE ON CLUBS AND ORGANIZATIONS (COCO)

COCO is an internal governance committee whose function is to recommend, review, and administer policy regulating student clubs and organizations. The committee officially registers student clubs and organizations with the authority delegated to the committee by the Vice President for Student Affairs.

The committee is comprised of one faculty member, one staff member, one undergraduate student, the Graduate Assistant for RUInvolved, and the Assistant Director of Student Activities-Student Involvement. Additional persons may be included as non-voting members as needed to conduct the committee’s business.

Responsible Administrator: Assistant Director for Student Activities-Student Involvement

EQUAL OPPORTUNITY STATEMENT

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Director of Human Resources at 600 Tyler Avenue. Telephone: voice (540) 831-5008; hearing impaired (540) 831-5128.

ACCESSIBILITY STATEMENT

Announcements of organizational activities should include the following statement:

Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact (insert here the name and phone number of a representative of the sponsoring organization). Individuals with hearing impairments should call (540) 831-5128.

USE OF RADFORD UNIVERSITY LOGO

Any use of the University logo, seal, or mascot symbol must be approved through the Assistant Athletic Director for Athletic Communications, Joey Beeler. He can be reached at jwbeeler@radford.edu or (540) 831-5726.
Radford University has established a system for categorizing all clubs and organizations in order to help students identify the purposes and goals of the organizations. By understanding club categories, one will gain a better understanding of the members' interests and how the club enhances the community at Radford.

**Academic Organizations**
Organizations associated with a particular major or subject area

**Activities and Interests**
A variety of organizations assembled to pursue a particular interest or activity

**Cultural and International**
Organizations celebrating and exploring other cultures and countries

**Greek Life Social Chapters**
- *Inter-Fraternity Council* - Male social fraternities
- *National Pan-Hellenic Council* - Historically African American fraternities and sororities
- *Panhellenic Council* - Female social sororities
- *Greek Leadership Honor Societies*

**Leadership and Honors**
Organizations celebrating academic excellence in particular areas of study

**Service and Social Action**
Groups interested in providing service to the campus community and beyond and/or creating awareness of particular social issues or causes.

**Spiritual/Religious**
Groups affiliated with a particular belief system or denomination

**Sports and Recreation**
Organizations formed by individuals motivated by a common interest and a desire to participate in a favorite sport or other activity

**Student Government Association**
Governing council of the student body that exists to facilitate the representation of student opinion

**Student Media**
Student-run, student-based media with formats ranging from the newspaper to the World Wide Web

All currently recognized student organizations have a profile on RUInvolved. Also, the Department of Student Activities publishes a listing of registered clubs and organizations twice a year. This listing is designed to keep you up-to-date on all the active student groups on campus. Copies of the listing are available at Student Organization Assistance and Resources (SOAR) in room 235 in the Bonnie.
PRIVILEGES OF REGISTERED STUDENT ORGANIZATIONS

The organization's name will be listed on the club and organization listing, on RUInvolved, and on the official roster of registered clubs and organizations. Such listings automatically result in inclusion in all "Campus Leaders" e-mailing lists and other information-sharing networks.

1. The organization will be assigned a club mailbox in the Student Organization Assistance and Resources (SOAR) in the Bonnie Hurlburt Student Center. SOAR will assign mailboxes to organizations. Additionally, all clubs are allowed the opportunity to maintain Radford University e-mail accounts and develop their own World Wide Web sites through the University. The form to request an email address or web page for a club or organization is available online at http://www.radford.edu/content/dam/departments/administrative/doit/documents/Club-Org-Email-Account.pdf.

2. Organizations are required to maintain a presence on RUInvolved, and are strongly encouraged to take advantage of the many resources the student involvement tool provides.

3. The organization may participate in the annual fall and spring club fairs.

4. The organization may reserve certain campus facilities. In some circumstances, there will be a nominal charge for the use of these facilities.

5. The organization may reserve the Game Room in the Bonnie Hurlburt Student Center for two hours per semester free of charge. Contact Chris Shelor to make a reservation at cshelor2@radford.edu or 540-831-5492.

6. The organization may use Radford University’s name in the title of the organization, however the school’s name must come after the name of the organization, not before. For example, “The XYZ Club at Radford University” is acceptable; “Radford University XYZ Club” is not acceptable.

7. The organization may use the university's name in the advertising of an event being sponsored by the organization. For example, “Coffee Hour sponsored by the XYZ Club at Radford University” is acceptable. Organizations may not advertise any event using the university’s name in the beginning of the title. For example, “Radford University Coffee Hour sponsored by the XYZ Club” is not acceptable. Only official university-sponsored events such as Radford University Commencement are permitted to use the University’s name in the beginning of the title of events, organizations, or publications.

8. The organization may raise funds on campus through the sale of merchandise or through admission to events. All fundraising activities must be in accordance with the policies listed in this Club Manual, the Standards of Student Conduct, and the Student Finance Committee policies. Organizations funded directly by the Student Finance Committee (SFC) cannot fundraise (R-SPaCE, DAP, SGA, AEC, Student
9. The organization may request funds from the Club Programming Committee (CPC) and/or Radford After Dark to provide non-profit activities that are open to all Radford University students. Some restrictions apply. SFC-funded organizations do not have access to these funds because they receive annual budgets.

10. The organization will have access to university-owned technical equipment (i.e. sound system) and assistance in the operation of that equipment for activities of the organization held in or near the student center. Arrangements for the use of such equipment may be made at the Information and Event Planning Office, located on the first floor of the Bonnie Hurlburt Student Center. Contact Sally Cox at skcox@radford.edu or (540)831-5420 for more information.

11. The organization may use university contracted vehicles. A copy of the procedures and guidelines for the use of vehicles may be obtained from the Student Activities Account Manager in the Bonnie Hurlburt Student Center Room 226, (540)831-5044.

12. The organization may sponsor events for the entire campus and have use of Hurlburt Student Center and other spaces on campus.

13. Registered organizations may utilize resources free of charge in Student Organization Assistance and Resources (SOAR) in room 235 in the Bonnie. Contact soaring@radford.edu or (540)831-7127.

**RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS**

Student organizations are expected to comply with the following requirements:

1. Conduct all activities in compliance with Radford University policies and procedures, the constitutions and laws of the United States, the Commonwealth of Virginia, and the City of Radford. Any policies or laws applying to individuals also apply to recognized student clubs and organizations. For further information, please refer to the Student Code of Conduct.

2. Annually submit registration information through RUInvolved by a deadline determined by the Department of Student Activities. Usually, that deadline will be October 1st. Organizations that do not register by the deadline will lose all privileges outlined in the previous section. Organizations that miss the deadline will have the opportunity to register again at the start of the following spring semester, but the organizations will not be allowed to enjoy the privileges registration allows until then (for example, reservations for meeting rooms on campus will be cancelled).

3. Organizations that do not register on RUInvolved by the deadline will be issued a notice of impending removal of active status. This notice will be sent to the organization’s last listed officer and advisor. One week from the date the notice is emailed will be allowed for a response before the organization becomes inactive.
4. Inactive status is defined as an organization which has failed to meet its obligations of registering on RUInvolved, submitting the names of its officers and advisors, or which has not maintained regular activities during any given academic year (fall through spring). Examples include not meeting regularly, not sponsoring events, etc. Organizations on inactive status shall not be included in the official list of registered clubs and organizations and shall forfeit all privileges granted to registered organizations. Organizations seeking to become recognized again after a period of inactivity must work with the Assistant Director of Student Activities - Student Involvement and the Committee on Clubs and Organizations (COCO) to attempt to recover registered status.

5. Organizations should obtain approval from the appropriate agents (including the advisor and, when appropriate, the Assistant Director for Student Activities-Student Involvement) for all club-sponsored events and fund-raising activities held on campus, with the exception of regular and committee business meetings. For assistance, contact the Information/Event Planning Office in Hurlburt Student Center (540) 831-5420.

6. Each organization should review its constitution periodically. Submit any changes or amendments to the organization's constitution to the Assistant Director for Student Activities-Student Involvement in Hurlburt Student Center, Room 226, for review and approval by the Committee on Clubs and Organizations.

7. All student clubs and organizations must have an advisor who is a full time or adjunct faculty or full-time staff member at Radford University. Clubs and organizations are responsible for the recruitment and selection of their advisor. The advisor's name, campus address, and phone number must be listed with the Student Organization Assistance and Resources (SOAR) in room 235 in the Bonnie.

When a change of advisor or officer occurs, the organization must: 1. revise its roster on RUInvolved and notify the Assistant Director of Student Activities – Student Involvement. For assistance with RUInvolved, email ruinvolved@radford.edu or stop by SOAR.

a. Club advisors are encouraged to attend club meetings and club-sponsored events, provide training for officers, and help ensure a smooth transition when new officers assume their duties.

b. The advisors are encouraged to maintain a file of financial reports, minutes, club constitution (hard copy and computer disk copy) and other official matters to ensure that this information will be available to new officers from year to year. In the event that a new advisor is appointed, this file should be given to the new advisor. The advisor should also be knowledgeable of organizational information posted on RUInvolved.

c. The advisor's signature should be included along with that of one or more officers of the club for all off campus bank accounts established by the organization.

d. Advisors are expected to work closely with their club or organization in coordinating club activities in order to enhance the quality of programs and the
leadership/membership skills of the club participants. They must also encourage compliance with RU’s policies and procedures and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.

**Important note about not having an advisor:** Any recognized organization without an advisor will be allowed a maximum of one semester or four months (not including winter or summer vacations) to find an advisor. During the period in which an advisor is being sought, the organization may not utilize vehicles or sponsor events in university facilities other than regular business meetings. After four months without an advisor, the status of the organization will be reviewed by the Committee on Clubs and Organizations (COCO). The organization may be placed on probation or inactive status until an advisor is found.

*If you have any doubt about the policies or correct procedures, contact Student Organization Assistance and Resources in Bonnie Hurlburt Student Center Room 235. Failure to follow university policies and procedures may subject an organization to formal review by COCO and may result in a loss of active status as a registered campus group, as well as possible conduct sanctions being brought against individual members of the organization through the Dean of Students Office.*

**STUDENT ORGANIZATION ASSISTANCE AND RESOURCES (SOAR)**

The Office of Student Organization Assistance and Resources (SOAR) is designed to foster the development of future leaders who are critical thinkers and who approach every situation as a learning opportunity. Civic responsibility and commitment to fulfilling the obligations which come with being a citizen will be encouraged through the use of sequenced and varied experiential opportunities.

SOAR provides students with resources to promote their organizations and activities, as well as leadership and involvement opportunities including:

- The LEAD Scholar Program
- RUInvolved
- Student Leadership Awards
- Club Fair
- Leadership Odyssey
- The Ignite Student Leadership Conference
- The Leadership Library
- ... and much more!

Throughout all the components of Student Organization Assistance and Resources are integrated themes such as leadership theory, historical perspective, skills, abilities, and ethical and philosophical considerations. Whether the component is a course, workshop or outdoor adventure, involvement with the department requires a combination of action, experiential learning, and student development that takes the students from the classroom to a relevant setting to observe, participate, and practice leadership.
Student Organization Assistance and Resources hours are posted on the door. They may be subject to change, but for the fall 2012 semester, the hours are:

- Monday – Thursday: 10 am – 7 pm
- Friday: 10 am – 3 pm

SOAR, located in room 235 of the Bonnie Hurlburt Student Center offers the following complimentary resources to RU’s registered student organizations:

- Mailboxes
- Banner paper (limit is five banners per month per organization)
- Poster board (limit is five poster boards per month per organization)
- Colored paper and cardstock
- Craft/Art supplies
- Computer
- Scanner, printer, and copier (limit is 500 black and white copies and 25 color copies per month per organization)
- Ellison die-cut shapes and letters machine
- Hot and cold laminators
- Leadership Library (leadership books, icebreaker ideas, teambuilding activities)
- Leadership Resources (resources can be checked out for retreats, workshops, etc.)

Copier, scanner, computers, workspace, leadership library, and supplies located in SOAR are available for all registered RU clubs, organizations, and student leaders to use for organization purposes only – not personal use.

Banner paper is for on-campus use only. If you would like banner paper for use at your organization’s off-campus house, check with SOAR for vendor information.
THE LEAD SCHOLAR PROGRAM
Leadership through Experience, Academics, and Development

LEAD is Radford University’s student leadership program. It is a comprehensive program consisting of three components: Experience, Academics, and Development.

EXPERIENCE
The experiential component of LEAD will challenge you to connect leadership to practice. You will reflect upon your experiences through participating in workshops and/or conferences and experiential learning.

Workshops and Conferences
LEAD students are required to participate in leadership workshops and conferences before graduation. Leadership workshops and training seminars hosted by student organizations may also fulfill this requirement.

Experiential Learning
Radford University’s Office of Academic Engagement and Community Partnerships sponsors a variety of service learning and internship opportunities. LEAD students are required to participate in one intensive event before graduation.

ACADEMICS
In the academic component of LEAD, you will systematically explore and reflect upon leadership skills. You will develop a base of knowledge that will provide you with the conceptual tools that support the exercise of leadership in a variety of settings. In a setting that emphasizes active learning, you will use techniques like simulations, case studies, and fieldwork to help you understand how to use what you know in real-world situations. The academic component of LEAD requires that you successfully complete four courses.

LEAD 110: Emerging Leadership (3 credits)
This is the introductory course in the LEAD program. Taught each Spring, LEAD 110 is designed to introduce students to the nature of leadership and to various leadership topics.

Other Courses (9 credits)
One elective course from approved course list (may fulfill core requirements)
Two 300 or 400 level courses within your major on the approved course list
OR One contracted class within your major not on the approved course list (with instructor approval) and one 300-400 level course within your major on the approved course list
OR COED 461: Introduction to Community, Service, & Citizen Leadership

Total = 12 credits

*** You must earn at least a “B” in each LEAD course to earn the LEAD certificate ***

DEVELOPMENT
LEAD will give you the opportunity to apply the knowledge and skills you acquire. Through taking on student leadership roles, you will gain first-hand experience while developing and fine-tuning your leadership skills. You can choose one of the following options:

RU Student Leadership
Any leadership position including two semesters of training, application, reflection, evaluation, and involvement would fulfill this option. Examples include Quest Assistant, Resident Assistant, RU Ambassador, and University 100 Peer Instructor. Officer positions within student organizations may also fulfill this requirement.

Off-Campus Leadership
This option is likely the best for non-traditional students. Students can design experiences including training, application, reflection, and evaluation that suit the lifestyles of non-traditional students. Students must complete six months in this role.

If you are interested in learning more about the LEAD Scholar Program, please email ruleader@radford.edu.
RUInvolved is the online communication and management tool for registered student organizations, student leaders, and advisors. RUInvolved can revolutionize the way you and your organization do everything!

RUInvolved enables you and your organization to:
- Track your own involvement during your college career
- Create a student involvement transcript
- Register your organization at the beginning of the school year to maintain status as a recognized student organization
- Manage membership and participation
- Store files and documents
- Share photos from events
- Promote and publicize organization events and meetings
- Communicate with organization members
- Hold online elections
- Recruit new organization members
- Contact the leaders and members of other organizations
- Find other organizations to co-sponsor events with your group
- Discover other organizations you may be interested in joining

To get onto RUInvolved, log into the MyRU portal using your RU username and password, then click on the icon of the high-fiving green guys located (pictured below) on the top right of the screen.

Important: Every recognized student organization at Radford University is required to maintain an up-to-date site on RUInvolved. Organizations must keep their roster current and register by the deadline each academic year in order to continue to be recognized as a registered student organization at Radford University.

At the beginning of each academic year, all groups must re-register on RUInvolved. Instructions will be sent to the advisor and primary student contact on record for each organization when the registration process is opened.

For assistance with RUInvolved, please email ruinvolved@radford.edu or visit Student Organization Assistance and Resources in room 235 in the Bonnie.
HOW TO START A
NEW STUDENT ORGANIZATION
(or reactivate an old one)

STEP ONE:
VISIT STUDENT ORGANIZATION ASSISTANCE & RESOURCES
If you are looking to create or reactivate a student organization, your first step is to visit Student Organization Assistance and Resources (SOAR) in room 235 of the Bonnie Hurlburt Student Center. Through consultation, you will be provided appropriate information regarding your group. You will also be directed to the Web link for “How to Begin a New Student Organization” (http://www.radford.edu/content/dam/departments/administrative/student-affairs/student%20activities/HowtoBeginaNewStudentOrganization-Fall.pdf). There, you will find a step-by-step guide that directs you from an idea through formal recognition, including a sample constitution. On page four of the guide, you will find the Application for Registration of a new organization. After you have met with a Leadership Consultant or a Graduate Assistant in SOAR, complete the registration form and submit it to the Assistant Director of Student Activities – Student Involvement. This will officially begin the recognition process for your new group.

All new clubs/organizations must be approved by the Committee on Clubs and Organizations (COCO) before they are registered on campus and can enjoy the same benefits as established organizations. The registration process may take approximately one full semester.

If you are interested in starting a new Greek social organization, please contact the Greek Life Office at glo@radford.edu or Bonnie room 205.

STEP TWO
DEVELOP A CONSTITUTION
All clubs and organizations must maintain a current and accurate copy of their constitution on file in SOAR as well as on RUInvolved. Constitutions must be reviewed and updated at least every three years. If you are reactivating a former organization, a copy of the most recent constitution on file can be provided as a starting place.

CONSTITUTION REVISIONS
Occasionally, it is necessary for a club or organization to make a change or amendment to its constitution. In situations in which changes are minor, the club must present these changes to the Assistant Director of Student Activities – Student Involvement or SOAR for review. Changes must be consistent with university Affirmative Action guidelines and the constitution guidelines found in the “How to Begin a New Student Organization” guide. If an organization’s constitution requires major changes to its purpose or policies, or if the organization’s name is to be changed, then the new constitution must be presented to COCO for approval.

STEP THREE
SUBMIT FOR APPROVAL THROUGH COCO
Once a constitution has been written and a full time or adjunct faculty/staff member has agreed to serve as advisor, and at least seven students have joined the organization, you will be invited to make a brief presentation about your organization at a meeting of the Committee on Clubs and Organizations (COCO). After your presentation, the members of COCO will discuss your application privately and vote on whether or not to grant recognition.
All constitutions (and bylaws) must address specific topics. While they do not have to follow this outline exactly, the following format is used by a majority of student organizations at Radford University. However, the required statements under each section must be included in all constitutions.

**Article I: Name of Organization**
*Name of organization* and national affiliate (if applicable)

Note: *If the organization has a national affiliate, copies of the national organization’s bylaws and constitution must be presented for review and be added to your group’s folder in Student Organization Assistance and Resources.*

**Article II: Purpose**
The purpose should state why the organization exists and specifically state the objectives (without listing specific activities) of the organization. The activities of the organization must relate to the purpose.

**Article III: Membership**

**Section 1. General Requirements**
A statement defining who is eligible for membership must be included. Membership can be open to all RU students, faculty, and staff; however the organization is free to decide, for themselves, what they believe and who may be a part of their organization (i.e. Democrats need not include Republicans, vegans can exclude meat eaters, Christian groups can exclude non-believers or those of different faiths, etc.).

As the University carries out its mission to prepare students to live and work in a pluralistic society, it is our hope that all student organizations will recognize the valuable learning experience participation in an organization provides, as well as the educational opportunities interaction with other points of view can offer. If an organization sponsors a public event in university facilities (such as an all-campus dance) or receives university funding for an event, the event must offer equal and open access to all members of the Radford University community.

**Section 2. Categories of Membership**
The types of membership (active, inactive, alumni, honorary, etc.) in use must be listed. Voting membership of recognized campus organizations shall consist only of matriculated students, faculty, and staff of this institution. A majority of the voting members must be students.

Nonvoting membership, if any, must be comprised of the following categories:
1) Inactive members - persons who have been but no longer are, voting members of the organization, for reasons defined by the organization's constitution and/or bylaws.
2) Alumni of the organization who are no longer enrolled at Radford University.
3) Special members - a limited number of persons (who may or may not be affiliated with the university) who qualify for membership according to specifically stated criteria established for special membership. Criteria for special membership must be sufficiently specific and appropriate to meet with the approval of the Committee on Clubs and Organizations (COCO).

**Section 3. Qualification and Privileges**
The qualifications and privileges (e.g., voting and non-voting) of each membership category must be included. Statement must be made that the majority of voting members must be students.
Section 4. Selection Process
The selection process must be listed for each type of membership.

Section 5. Removal Procedures
The reasons and process for removal of an organization member must be listed for the membership.

Article IV: Meetings
A statement of the quorum (the minimum number of members who must be present before an official meeting can take place) must be included.

Section 1. The number of meetings (e.g., per month/semester/year) should be listed.

Section 2. The specific guide to parliamentary procedure (e.g., Robert's Rules of Order, Newly Revised) must be listed.

Section 3. Quorum defined - A quorum is the minimum number of members who have to be at a meeting for the group's business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended upon to attend to regular meetings.

Section 4. Majority defined - For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.

Article V: Dues
Section 1. How dues will be decided and who will be involved in the decision. It is best not to specify the exact amount of dues, but rather to explain how the dues will be calculated.

Section 2. When dues will be collected, who will collect the dues, and the checks and balances system. If the organization has rolling membership (meaning that the organization accepts new members year round), what will be the basis for charging of dues?

Article VI: Officers
Section 1. List of the officers (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

Section 2. All qualifications for holding an office must be stated. All constitutions must include this statement: "Only full-time students (enrolled in 12 semester hours or more) may serve as officers."

Section 3. Duties of each officer explained. This is not an exhaustive list, but does list the main responsibilities.

Section 4. A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for mid-semester which allows the new and old officers an opportunity to work together for a brief period of time.

Section 5. A statement explaining the reasons for removal of an officer and the specific procedure must be included.

Article VII: Advisor
Section 1. A statement requiring the designation of a faculty or staff advisor(s) from Radford University must be included. (Note: The advisor must be a current fulltime or adjunct faculty or staff member at RU.)

Section 2. The advisor's duties must be stated. The following statement must be included:
“The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with Radford University policies and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.”

Section 3. A specific method of election must be explained.

Section 4. A statement explaining the reasons for removal of an advisor and the specific procedure must be explained. For example, “The advisor will be removed for just cause at the recommendation of the organization’s executive board and by a majority vote of the active membership.”

Article VIII: Committees (Optional)

Section 1. Executive Committee
Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, the membership, a quorum, and specific responsibilities must be listed.

Section 2. Standing Committees
Many organizations establish regular standing committees to handle needs such as membership, publicity, and social events. These committees are lead by one executive board member and consist of active members. If this section is applicable, each committee should be listed individually. Items such as the formation procedure and the function of each committee can be addressed in the bylaws or the constitution. Examples of committees include fundraising committee, programs committee, publicity committee, publications committee, etc.

Section 3. Special Events Committees
These committees are formed and dissolved as a specific need is addressed. For example: The group may co-sponsor a community clean-up project with another organization on campus. The Executive Board would ask one Board member and a handful of active members to organize the group’s efforts. Once the project is complete the Special Events Committee is dissolved.

Article IX: Responsibilities
The following statement must be included in all constitutions: “The organization will adhere to University policies, the Constitution and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford.”

Article X: Amendments
Section 1. A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.

Section 2. The statement must be included that, “Any revisions to the constitution and/or bylaws must be approved by the Assistant Director for Student Activities-Student Involvement and/or the Committee on Clubs and Organizations.”
CONDUCT PROCEDURES

If a student organization or club is alleged to have violated the Standards of Student Conduct, they will be referred to the Department of Student Activities. The Department of Student Activities will generally follow the procedures listed below; however, the procedures can be amended if it is deemed appropriate. All findings and sanctions made by the Assistant Director for Student Activities – Student Involvement are recommendations to the Associate Vice President for Student Affairs/Student Activities who has final approval of all decisions made in the organizational conduct process.

The Associate Vice President for Student Affairs/Student Activities or the Vice President for Student Affairs may take administrative action and bypass the listed procedures if necessary to take appropriate action to protect the safety and well-being of the campus community and its members.

Policies and procedures set forth by individual offices such as the Office of Student Involvement, Campus Recreation, or the Office of Greek Life are regulated by those offices. If those policies and procedures are violated, privileges may be withheld from the organizations that violated them. Greek recruitment violations will be handled by the respective Greek Council, unless the recruitment violation is also a violation of the Standards of Student Conduct. All organizational violations of the Standards of Student Conduct will be referred to the Associate Vice President for Student Affairs/Student Activities.

Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct

Any individual may refer a student organization to an Assistant Director for Student Activities for an investigation of conduct charges. Conduct referrals generally will be delivered to the appropriate office within 5 University business days after identification.

Upon the receipt of a student organization or club conduct referral, the Assistant Director for Student Activities will determine if sufficient evidence is present for charges to be filed against the alleged organization or club. If charges are filed, then the alleged organization’s president, faculty advisor, and/or chapter advisor (if a Greek organization) will typically be delivered the charges within 15 university class days of the alleged organization being identified, or completion of the investigation.

Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct

The Assistant Director for Student Activities will typically meet with the alleged organization’s president and, if possible, one advisor (faculty, staff or chapter) to review the charges and the sanctions. The alleged organization or club can have 48 hours to decide which option they would like to utilize:

a. If an alleged organization or club accepts responsibility for the alleged offense then the Assistant Director for Student Activities-Student Involvement will assign the sanction(s).

b. If the alleged organization does not agree with the sanction(s) they may request that the Associate Vice President for Student Affairs/Student Activities review the sanction(s) to determine appropriateness. Requests for review of charges/sanction(s) must be delivered in writing to the Associate Vice President for Student Affairs/Student Activities within 48 hours of being assigned the sanction(s) or by 9:00am on the next University business day if the deadline falls on a weekend.
**Sanctions**

All sanctions are recommendations to the Associate Vice President for Student Affairs/Student Activities. If found responsible, sanctions can include, but not be limited to, the following:

1. Censure or warning.
2. An educational or service program.
3. Restitution.
4. Notification of charges and sanctions to the organization’s National Headquarters.
5. Removal of privileges of facility usage.
6. Conduct probation. Conduct Probation indicates that further violations of university regulations may result in more serious actions. Conduct probation cannot exceed a period of 32 weeks.
7. The forfeiture of profits from unauthorized or illegal activities. These funds shall be donated to either the Radford University Foundation or to a charitable organization as agreed upon with the Assistant Director of Student Activities-Student Involvement.
8. Prohibit or place restrictions on activities.
9. Removal of individual membership in the organization.
10. Suspension of organizational status for a specific period of time.
11. Revocation of organizational status.
12. Social probation
13. Organization probation

**Reviews**

An organization found responsible for a violation of University policy may request a review for one of the following reasons:

- Insufficient evidence that a policy was violated.
- A procedural error in resolving the case.
- Sanction inappropriate for the circumstances of the violation.

Typically a decision by the Associate Vice President for Student Affairs/Student Activities will be rendered within five to ten University business days, unless the sanction includes suspension, removal of members or revocation of status. After review, the Associate Vice President for Student Affairs/Student Activities may:

- Affirm the finding(s)
- Reverse the finding(s)
- Alter the sanction(s)

**The Associate Vice President for Student Affairs/Student Activities is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures for organizations. The decision of the Associate Vice President for Student Affairs/Student Activities or designee in all organizational conduct matters is the final decision for the university.**

**Advisor’s Role in the Hearing Process (Optional):**

- Attend the initial meeting and/or notification of the charges meeting with the organization’s president and the Assistant Director for Student Activities-Student Involvement.
- Observe or advise the organization’s president in the hearing (if appropriate)
- Assist and support the organization throughout the conduct process
- Ask questions of all involved to make sure that the organization understands the process, the charges, and the ramifications of sanctions.

**Additional Charges for Officers and Members as Individuals**

Officers of any Radford University Student Organization found to be in violation of the
Standards of Student Conduct may likely be charged with similar violations of the standards as individuals. **All organization officers are responsible for the actions of their group and must take all possible steps to help prevent violations from occurring.** Individuals charged will be referred to the Dean of Students for case resolutions.

**STATEMENT ON HAZING**

Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization or visitor within the Radford University community, is a violation of the Standards of Student Conduct.

Hazing, encouraging, facilitating or allowing hazing, by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the university), of an individual, organization, or visitor within the Radford University community is prohibited. Hazing is any action or situation requiring inappropriate behavior, creating an atmosphere of servitude, or allowing potentially dangerous, demeaning, humiliating, ridiculing, or degrading activities, regardless of intent or consent of the participant(s), by a group(s) or a member of a group(s) on an individual as a part of membership or as part of initiation is a violation of the Standards of Student Conduct, as well as laws of the Commonwealth of Virginia.

Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Standards of Student Conduct. This includes, but is not limited to suspension of an individual or organization, removal of specific members of the organization and/or revocation of organizational status.
First Two Weeks “To Do” List for Clubs and Organizations

- Register for Club Fair online through RUInvolved.
- Complete and submit the Clubs and Organizations Registration information online through RUInvolved. Learn more about how to register online through RUInvolved at a Leadership Odyssey session.
- Make contact with the faculty/staff advisor.
- Make contact with all of the organization’s officers and committee chairs.
- Establish time and reserve space for meetings on campus.
- Advertise meeting time and place during Club Fair.
- Check your organization’s mailbox in Student Organization Assistance and Resources (SOAR), located in Bonnie Hurlburt Student Center Room 235, and continue to do this regularly. If you want to receive mail through this location, please be sure that your mail is being sent to PO Box 6895.
- Make contact with the membership.
- Review your organization’s constitution. If the document needs to be updated, get appropriate approvals from the Committee on Clubs and Organizations (COCO) or the Assistant Director of Student Activities – Student Involvement.
- Select an e-mail custodian and ensure the Web/Email Request Form is up to date. The form can be found at the following link: [http://www.radford.edu/content/dam/departments/administrative/doit/documents/Club-Org-Email-Account.pdf](http://www.radford.edu/content/dam/departments/administrative/doit/documents/Club-Org-Email-Account.pdf)
- Visit RUInvolved to update organization information on a regular basis.
- Attend Leadership Odyssey. Please note that attendance is required for every student organization; so, plan to attend only one of the following sessions in the Bonnie Hurlburt Student Center Auditorium:
  - Monday, September 10 2:00 pm and 4:00 pm  Bonnie Auditorium
  - Tuesday, September 11 3:30 pm and 5:00 pm  Bonnie Auditorium
  - Wednesday, September 12 1:00 pm and 3:00 pm  Bonnie Auditorium
  - Thursday, September 13 12:30 pm and 2:00 pm  Bonnie Auditorium
- Should you have any questions, visit SOAR in room 235 of the Bonnie, call (540)831-7127, or email soaring@radford.edu.
FALL CLUB FAIR

Radford’s Annual Celebration of Student Involvement

Heth Lawn, 3:30 – 6:00 PM
First Friday of each academic year

Registered clubs and organizations as well as local businesses will be on Heth Lawn

Take advantage of this student involvement opportunity!

WHO CAN PARTICIPATE?

All recognized organizations are encouraged to participate in the annual Club Fair that is held at the beginning of each fall semester. Club Fair is designed to give Radford University organizations an opportunity to present displays and information to students concerning club activities. It offers organizations a great opportunity to recruit new members.

Only Radford University recognized organizations that are registered with the Department of Student Activities can participate.

Local businesses and vendors must be a member of and register with the Radford Chamber of Commerce to participate. No individual, group, or business may have a table or distribute information of any kind during this event, unless they have pre-registered.

Due to guidelines set by the Montgomery County Health Department, food and beverages may not be served by local businesses, clubs, organizations, and departments. Pre-wrapped candy is allowed. So, please do not attempt to give away or sell any food or beverages.

HOW CAN A CLUB/ORGANIZATION REGISTER?

Registration for Club Fair takes place through RUInvolved. When registration is open, a link to the registration form is available on the main page of RUInvolved, directly above the online flyer board.

SPRING CLUB FAIR

Student Activities will be hosting a Spring Club Fair again this school year. Due to potential weather conditions, Spring Club Fair will be held at an indoor location, so the number of groups allowed to participate will be limited due to space restrictions. Check the online flyer board on RUInvolved near the end of the fall semester for information on registration. Spaces will be assigned to groups on a first-come, first-served basis.

Spring Club Fair is tentatively scheduled for Friday, February 1, 2013, in the new College of Business and Economics building.
STUDENT ORGANIZATION ASSISTANCE & RESOURCES (SOAR)

Student Organization Assistance and Resources, located in room 235 of the Bonnie Hurlburt Student Center, serves as a central location for communication between the Department of Student Activities administrators, staff, and other student organizations. SOAR is accessible by students, organizations, and administrators.

The Department of Student Activities uses RUInvolved and SOAR mailboxes as main sources of communication with student organizations. All printed materials, program announcements, memorandums, and other information are disseminated through the mailboxes, RUInvolved, and emails from the Assistant Director of Student Activities – Student Involvement.

MAILBOXES
Every registered club and organization on campus has the privilege of receiving an assigned mailbox. The boxes are assigned in alphabetical order.

Mailboxes must be checked on a regular basis by each organization. All mail must be cleared out of the mailbox on a monthly basis and before breaks. Student organizations that do not maintain proper use of their mailbox may risk losing this privilege.

Information that is not intended for advertising or commercial purposes may be shared with clubs and organizations through club mailboxes. Only non-commercial (i.e., volunteering) information can be shared through SOAR mailboxes.

These mailboxes are not secure or private. For organizations that have a private checking account and receive mail from area banks or other packages on a regular basis, having a combination lock mailbox through the RU Campus Post Office is advised.

Several organizations have an alternate mailbox site on campus for various reasons. These organizations include: the Student Government Association, Greek organizations, Student Media, Sport Clubs, and R-SPaCE. If you are trying to send information to these organizations, please send/carry the mail to the sites listed below:

- SGA: Hurlburt Student Center, RU Box 6984
- Student Media: Student Activities, Hurlburt Student Center, RU Box 6895
- Sport Clubs: Campus Recreation, Hurlburt Student Center room, RU Box 6895
- R-SPaCE: Hurlburt Student Center, RU Box 6895

Organizations that do not have a mailbox, and would like one, should contact the Office of Student Leader Resources.

The copier, scanner, computers, workspace, leadership library, and supplies located in Student Organization Assistance and Resources are available for all registered RU student organizations and members to use for organization use only – not personal use.
RU’s student organizations are provided with the option of having a campus e-mail address and services free of charge.

**GUIDELINES FOR E-MAIL**

1. Organizations may apply for an e-mail account through the Department of Student Activities and the Department of Information Technology. See the account request form in the appendix of this manual or go to this Web link: [http://www.radford.edu/content/it/home/it-forms.html](http://www.radford.edu/content/it/home/it-forms.html) (Click on “Club/Organization Web/E-mail Account Request Form”)

2. The student organization should select one member to serve as the e-mail custodian. The organization should then register the custodian with Student Organization Assistance and Resources (SOAR) at the beginning of each academic year by completing the form available at the link posted above. SOAR will then notify Information Technology by forwarding the completed account request form (see appendix or Website). This form will activate your organization’s e-mail account. Organizations should allow one week for returning organization accounts to be reactivated and at least two weeks for new accounts.

3. Student organizations maintaining an e-mail account are required to check mail at least once a week and to respond to mail in a prompt and professional manner.

4. The Department of Student Activities will use electronic communication to keep all student organizations informed of upcoming events and supportive information.

**GUIDELINES FOR WEB PAGES**

The Department of Student Activities encourages all student organizations to create and maintain a presence on the World Wide Web and social networking sites. The Department of Student Activities will help you connect your creative sites to RUInvolved so that visitors and prospective members can learn more about your organization via the Web. For help with this, email ruinvolved@radford.edu.

Please ensure that information posted on Websites is up to date, accurate, and appropriate.

In addition, all student organizations are required to maintain an updated profile on RUInvolved in order to maintain active status and recognition by the Department of Student Activities.
RESERVING UNIVERSITY FACILITIES AND SCHEDULING ACTIVITIES ON CAMPUS

Campus organizations that wish to reserve a campus facility, sponsor fundraising opportunities, or extra-curricular activities on campus must first contact the Information and Event Planning Office located in the Hurlburt Student Center from 9 a.m. to 4 p.m., Monday through Friday. Scheduling is done on a first-come, first-served basis. The following information is necessary to schedule an activity:
- Specific date, starting and ending times
- Type of activity
- Expected attendance
- Room set-up (row of chairs, lecture style, dinner style, etc.)
- Equipment (multimedia, podium, sound system, extra tables, etc.)

CANCELLATION / CHANGES
Please notify the Information and Event Planning Office of any cancellations as soon as possible. A minimum of 48 hours is required for cancellation notices.

INCLEMENT WEATHER CANCELLATION POLICY
The Department of Student Activities will consider all reservations cancelled when the University is closed due to inclement weather unless notified.

SOCIAL FUNCTION
Organizations planning to sponsor a social on campus should refer to the Socials Policy available at the Information and Event Planning Office or online at the Student Activities website (under Student Activities Policies section of website).

SECURITY
Campus Police Officers will be required at most social events held in the Hurlburt Student Center and other campus venues. The Student Finance Committee will cover security costs. Certain events will require metal detection and private security personnel. Private security will not be paid by the Student Finance Committee, but funds may be requested from the Club Programming Committee.

ROOM RESERVATIONS
When reserving space at the Hurlburt Student Center and other non-academic campus space, it is vital that the Information and Event Planning Office understand when your event will begin, end, how the room will be used, equipment needed, and how you prefer the room to be set up. Most rooms have a standard arrangement of furniture, and the reservationist will try to match your needs to a room already established. However, in some cases, special arrangements are needed. If a special room set up is needed, please visit the Event Planning Office for room setup diagrams. Please note that some rooms do not allow food and/or drink (McGuffey rooms, etc.).

ADVISORS
The advisor of a student organization hosting any fundraising or on-campus events should be aware of and approve the event. Also, the advisor must be present at any major event sponsored by the organization (i.e. any large-scale event that includes the attendance of people who are not members of the organization, such as Radford After Dark events, dances, concerts, band competitions, rallies, etc.). If the advisor on record is not available to attend an event hosted by
the organization he/she advises, an appropriate designee may serve as a suitable substitute. However, the designee must be approved by the Assistant Director of Student Activities – Student Involvement and/or the Associate Vice President for Student Affairs/Student Activities in writing in advance of the event.

**FEDERAL LAWS AND UNIVERSITY POLICIES ON PUBLIC VIEWING OF MOVIES**

It is against federal law and university policies for organizations to show any kind of movie or documentary without following proper licensing procedures.

Please refer to the appendix of forms for a complete description and explanation of this policy and federal law, along with guidelines for purchasing the license.

Remember, any public showing - even videocassettes - requires a license.

For example, the motion picture titles shown at Radford University are licensed for college use by Swank Motion Pictures, Inc. for public performance exhibition by the university. This means that RU has the legal right to show these titles to groups of students, faculty, and their friends on campus.

The "home use" versions of these same titles, obtained from video stores, retailers, etc., (or movies that are owned by individuals) are not cleared for public performance use by colleges, schools, etc. – whether admission is charged or not - because proper licensing fees to the copyright owners have not been paid for such use. Swank pays these royalties for you after you have acquired the license.

The cost of a license is based on a number of factors. Generally, expect to spend several hundred dollars on a license for a single film. Organizations may apply to the Club Programming Committee for funding to cover a film license. For more information on copyrights, contact the Assistant Director for Student Activities-Student Involvement.

**ONLINE STUDENT CALENDAR OF EVENTS**

A Student Calendar of Events will be displayed daily throughout the academic year. To view the on-line calendar, please go to [www.radford.edu/~studentcalendar](http://www.radford.edu/~studentcalendar) for current listings of activities and events. Club events that are open to the university community and reserved through the Information and Event Planning Office will automatically be included in the Calendar of Events. “Closed” events will not be included. The master calendar serves as a communication tool for the entire campus and larger community. It allows everyone the opportunity to announce upcoming campus events and also provides vital information for those planning additional events. For further information regarding the online calendar, contact the Information and Event Planning Office at (540) 831-5420.
POLICIES GOVERNING EVENTS
(Event not classified as sit-down affairs)

Information for a Closed Social/Dance Scheduled in a Department of Student Activities Facility

- A Closed Social can be sponsored by any recognized club or organization.
- Attendance will be limited to one hundred and fifty (150) people and will be limited to members of the organization and their guests.
- Each member will be allowed one (1) guest.
- Organization members will be held accountable for guest’s behavior.
- Closed Socials/Dances conclude at 1:00 a.m. unless pre-approved for 2:00 a.m. by the Associate Director for Operations of Student Activities.
- The organization will be responsible for the check-in of guests and the monitoring of the social/dance entrance.
- The organization’s Radford University faculty/staff advisor must be present for the event in its entirety. If the advisor is not present, the event will be cancelled and all charges associated with the event will be charged to the organization.
- Radford University Police Officers will monitor the event and will determine the necessary number of officers.
- Metal detection will be required.
- Private security will be required when the use of metal detection is necessary.
- The Student Finance Council will cover security costs for Radford University Police.
- The event sponsor is responsible for any fees associated with the cost of private security.
- The Club Programming Committee can approve funding for private security when appropriate.
- The event is by invitation only and public advertising will not be permitted.

Information for Sponsored Social/Dance With DJ Scheduled in the Bonnie Hurlburt Student Center

- A Sponsored Social/Dance may be sponsored by any recognized university club or organization.
- Attendance will be limited to 300 people or to venue maximum capacity if capacity is less than 300.
- A Sponsored Social/Dance will conclude at 1:00 a.m. unless pre-approved for 2:00 a.m. by the Associate Director for Operations of the Department of Student Activities.
- The Club/Organization Advisor must be in attendance for the entire event. If the Club/Organization Advisor is not present for any part of the event, it will be cancelled immediately, and any costs associated with the event will be the responsibility of the sponsoring organization.
- A waiver provided by the Event Planning Office stating that the Club/Organization Advisor has read the Sponsored Social Policy and agrees to be present for the entire event, must be signed by the advisor. The waiver must be returned to the Event Planning Office no later than two (2) weeks prior to the event. Until the waiver is signed, reserved space will remain in a “tentative” status.
- The organization will be responsible for managing the event and monitoring the entrance/exits to the social.
- Club/Organization members working the event must wear badges identifying themselves as an “Event Sponsor” and the badges will be provided by the Department of Student Activities.
• The organization will assign three (3) organization members to monitor the entrance to the social, an I.D. checker, money collector and hand marker.
• The club/organization advisor and an organization representative will arrive one (1) hour prior to the social and check in with building/venue managers to receive the event packet to include badges for the event and signature forms.
• The club advisor will organize a brief introductions meeting prior to the event to include university police, operations building assistant and a club/organization representative.
• The organization must provide sponsorship identification at the check-in table (banner/flyer/sign).
• Any individual with a Radford University or other college I.D. may gain entrance to the event.
• Individuals without a college I.D. must present a valid photo I.D., are considered guests, and must be sponsored and signed in by a Radford University student.
• A student can sponsor up to 2 guests and accepts responsibility for their guests and their actions and behavior.
• The sponsoring organization is responsible for ensuring that all guests are signed in.
• At the conclusion of the event, the organization will be responsible for clearing the building with the assistance from the university police and the venue managers.
• At the conclusion of the event, guest rosters, badges and related forms should be returned to the venue manager in the envelope provided.
• Sponsoring clubs/organizations will be charged overtime for labor when the event surpasses the scheduled building hours.
• University police will monitor the event and will determine the necessary number of officers.
• Metal detection will be required.
• Private security will be required when the use of metal detection is necessary.
• The Student Finance Council will cover security costs for Radford University police officers.
• The event sponsor is responsible for any fees associated with the cost of private security.
• The Club Programming Committee can approve funding for private security when appropriate.
• Advertising is limited to the Radford University campus and neighboring universities within a 25 mile radius.
• University Police reserve the right to cancel an event to due safety issues or other appropriate policy violation(s).

**Muse Hall Banquet Room Reservations Policies**
Recognized RU student clubs/organizations/university departments/community and non-university affiliated groups are eligible to reserve the space. In reserving the space, organizations agree to abide by the following policies, which are dependent on whether or not the event is catered by RU Dining Services.

**For Non-Catered Events in Muse Hall**
• The Muse Hall Large Banquet Room must be reserved through the Information and Event Planning Office. Visit the office on the first floor of the Bonnie, call (540)831-5420, or email skcox@radford.edu.
• Reservations must be made at least five days prior to the event.
• Reservations are available on a first come, first served basis.
• The banquet room may be scheduled:
  - Monday - Thursday: 8:00am-10:00pm (events must end by 10pm)
  - Friday: 8:00AM-8:00PM (events must end by 8pm)
• Upon completion of the event, the space should be clear of trash and should reflect the room’s appearance at the opening of the event.
• It is the responsibility of the organization to insure that participants, who are not residents in Muse Hall, exit the building following the event.
• Cancellations must be made seventy two (72) hours prior to the event.

**Important:** If cancellations are not made within the appropriate time period, all fees associated with the event will be the responsibility of the organization sponsoring the event. (The Club Programming Committee [CPC] or Radford After Dark [RAD] are not liable for expenses related to cancelled events.)

Radford University faculty, staff, students and alumni will receive a 50% discount on the facility rental rate only.

Requests for reservations for Private Events will be confirmed during the following times only and subject to change at the discretion of university officials:
- Fall Break
- Winter Break (excluding December 24th, 25th, & 31st, January 1st)
- Spring Break
- May-August

University Dining Services is the exclusive food provider for all university events. University Dining Services reserves the right to decline requests and provide a release for the requestor to use a non-university food provider. In accordance with the Fair Business Act, private events must have a sponsoring university department. The Department of Student Activities may act as the sponsoring department if an individual qualifies to use facilities but is without a department sponsorship.

**For Catered Events in Muse Hall**
• Reservations must be scheduled through the Information and Event Planning Office. Visit the office on the first floor of the Bonnie, call (540)831-5420, or email skcox@radford.edu.
• Reservations must be completed fourteen (14) days in advance of the event.
• RU Catering will determine if requests for use of the space, outside the established hours, will be allowed.
• Cancellations must be made seventy two (72) hours prior to the event.

**Important:** If cancellations are not made within the appropriate time period, all fees associated with the event will be the responsibility of the organization sponsoring the event. (The Club Programming Committee [CPC] or Radford After Dark [RAD] are not liable for expenses related to cancelled events.)
OUTDOOR AMPLIFIED SOUND POLICY
Outdoor on-campus activities involving the use of amplified sound must first receive approval from the Department of Student Activities. These activities are approved on a very limited basis and are generally restricted to weekends and during the hours of 5:00 p.m. - 7:00 p.m. on weekdays.

EQUIPMENT
Equipment reservations should be made when reserving space.

Equipment must remain in designated meeting/office and lounge space.

Equipment will not be loaned for use at outside or off campus locations.

Tables on the Hurlburt Student Center plaza will be permitted when reserved through the Event Planning Office.

Equipment care is the responsibility of the reserving party.

Damaged equipment may be assessed to the reserving party.

Equipment for use in on-campus facilities other than the Bonnie Hurlburt Student Center or Heth Hall may be reserved through Facilities Management for a fee. Call (540) 831-7800 for more information.

CANDLE POLICY

Candles are not permitted in campus facilities; this includes both burning and non-burning candles. Exceptions may be made for particular circumstances. Contact RU Safety Director Tolga Durak at tdurak@radford.edu for information on exceptions.

Battery operated candles are permitted.

For more information, call the Event Planning Office at (540) 831-5420.

VEHICLE USE

As a general rule, student organizations use Enterprise for their vehicle needs. These rental vehicles are for university-related use only. It is important that no vehicle will be used for any purpose which will endanger anyone, cause unnecessary wear or damage to the vehicle, or have a negative effect on the individual(s) involved and/or Radford University. A rented vehicle may not be used for any personal reasons. Pay close attention to vehicle pick up and return times to avoid late fees. If a vehicle is not returned on time, the individual driver (and not CPC or other funding body) will be responsible for paying any late fees and additional rental charges. To inquire about vehicle usage, contact the Student Activities Account Manager in Bonnie Hurlburt Student Center Room 226 or call 831-5044.

GRADE AVERAGES
Clubs or organizations that wish to request grade information should submit an alphabetical list including each student’s I.D. number and signature which releases this information to the Assistant Director for Student Activities-Student Involvement in Hurlburt 226. A grade release, which releases grades for as long as a student is enrolled and continues as a member of the organization in question, must be obtained from each individual prior to making grade information available to the organization. Grade average request forms and release forms may be obtained by the Department of Student Activities (see appendix for form).

**RADFORD UNIVERSITY FUNDRAISING POLICIES**

Registered clubs and organizations wishing to engage in fundraising projects on campus should first consult the Assistant Director for Student Activities-Student Involvement and reserve use of the facility in which the activity is to be held through the Information and Event Planning Office in the Bonnie Hurlburt Student Center. Funds raised must go toward or support the overall purpose of the organization. Fundraising events and advertisements for events must not violate Radford University policies or local, state, and federal laws.

Organizations that are not registered with/recognized by the Department of Student Activities may not engage in fundraising; however, these organizations may work with the Information and Event Planning Office to purchase a fundraising table on campus.

**Sales, Auctions, or Solicitation**
Fundraising activities must not inconvenience, harass, or annoy other members of the university community and may not include any type of door-to-door sales or solicitation. Approved sales may take place on Bonnie Plaza, Heth Plaza, and other campus buildings after first obtaining approval from the appropriate facility manager. The City Manager or appropriate city or county officials must approve any off-campus door-to-door sales or solicitations.

**Raffles and Bingo Games** are legal for RU clubs and organizations under certain conditions. According to communications from the Office of the Attorney General and per Virginia Code 18.2-340.16, “student clubs and organizations are considered “qualified” organizations because they “…are operated exclusively for religious, charitable, scientific literary, community, or education purposes” and, therefore, allowed to conduct raffles, bingo, and instant bingo games.

**Monte Carlo, Casino, Las Vegas, Reno Nights or Poker/Card Game Nights**
These types of events are illegal according to communications from the Office of the Attorney General and per Virginia Code 18.2-325.
It is legal if: (1)All participants paying an admission fee equally have the chance to win items at the end of the night and winning is not dependent upon bidding of auction items by those who accumulated the most play money/chips and (2)All participants do not have the opportunity to purchase additional quantities of play money/chips by the outlay of real money.

In order for an organization to participate in raffles or bingo games, proceeds must not exceed $25,000. If proceeds should exceed $25,000, a local permit may be obtained by completing an application available through the Hurlburt Information/Event Planning Office or by calling the Charitable Gaming Commission at (804) 786-1681. Organizations are encouraged to exercise extreme caution before entering into business deals and sponsoring presentations. High pressure sales agencies are: Agencies which pressure students to sign orders on the spot, agencies which pressure partial or full payment before delivering items ordered, or agencies which have a reputation of late delivery or not delivering what they have agreed to deliver. Students cannot sign agreements/contracts; so, work with your advisor before entering into business deals or viewing presentations.
CLUB PROGRAMMING COMMITTEE

Club Programming Committee monies are intended to afford recognized student organizations the opportunity to contribute to the quality of campus life by sponsoring special events and programs that may not be possible without this financial assistance. All Club Programming Committee funding is considered a one-time allocation for a single and limited purpose. Club Programming Committee monies are not available for a club or organization's daily operating expenses. The Club Programming Committee considers each application for funding independently, evaluating each on its own merit. This committee is a subcommittee of the Student Finance Committee. The Club Programming Committee does not guarantee funding.

For more information and complete guidelines for funding, please refer to the most current Club Programming Committee Application for Funding, available through a link above the online flyer board on the main page of RUInvolved. Be sure to adhere to deadlines; CPC cannot consider applications that are turned in late. If you have questions about CPC, please e-mail cpcfund@radford.edu.

GUIDELINES FOR MANAGEMENT OF ORGANIZATION PRIVATE FUNDS

Many registered student organizations at the University are not funded by the university. These organizations raise money in a variety of ways including the collection of dues, soliciting donations, and sponsoring fund raising promotions (i.e., sales).

Whereas these organizations are basically private associations registered with the university rather than functional entities of the university (i.e. Biology Club versus Biology Department), it is neither appropriate nor desirable for the university to be involved establishing tax exempt status, in the collection, deposit, and maintenance of these funds, expenditures, etc. beyond providing guidelines related to sound business practice.

RECOMMENDED GUIDELINES

1. Registered student organizations should establish and maintain, at minimum, a checking account in the name of the organization. Organizational funds should not be co-mingled with the private funds of any officer or member.
2. Prior to opening any bank account, banking regulations require that the organization apply for and maintain a Federal Employers Identity Number (FEIN), similar to a Social Security Number for an individual.
   - It is not appropriate to use any individual's SSN for the organization's banking purposes.
   - **No organization is authorized to use the university's FEIN.**

3. It is recommended that, when establishing or renewing an account, two signatures be required on checks, usually the organization's president or treasurer and advisor.
4. All financial obligations should be paid promptly. Failure to do so could result in the organization's suspension based on violations of good business practices as specified in the organization's registration agreement.
5. Deposits should be made promptly and appropriate security should be maintained over any cash or checks collected.
6. Receipts should be issued for any money collected by the organization.
7. It is recommended that the treasurer be required to submit monthly reports to an appropriate executive officer and/or advisor and that the organization’s books be “closed out” and audited during the transition from one treasurer to the next.
ON CAMPUS EVENTS/ACTIVITIES

No alcohol is permitted at events hosted by student clubs/organizations in on-campus facilities. Radford University is a dry campus.

Organizations must adhere to the RU Quiet Hours policy.

OFF-CAMPUS EVENTS/ACTIVITIES

Organizations that are funded by student activity fees (R-SPaCE, DAP, SGA, et al) must receive approval from Radford University prior to sponsoring an off-campus event. Other student organizations are free to schedule off-campus events and activities without approval from Radford University. The group, its officers, and its membership are solely responsible for the quality, success, and any attached liability of its off-campus programs. Groups choosing to sponsor such events should observe all applicable local, state, and federal laws. Rules, policies, and principles of an organization’s governing body (if such a relationship exists) should also be followed. Additionally, all local and state law related to advertising of events must be observed. Violation of law at an off-campus program may result in university judicial action being taken against the organization and may jeopardize the group’s status with the university.

If you would like to discuss means of conducting a safe and lawful program off-campus, consult the Assistant Director for Student Activities-Student Involvement. It is not possible to erase risk, but it is certainly possible to reduce your group’s risk and liability.

If your organization is sponsoring an event at an off campus location, be sure to have your club advisor review any contracts before any paperwork is signed. Students cannot sign contracts or other legal agreements; so, work with your advisor before entering into any business deals.

Please consider the following subjects which frequently cause concern for many organizations.

Alcohol

There are three Virginia Alcohol Beverage Commission laws with which people most often have trouble. Be sure you understand them before your organization has alcohol at an event.

Age of Alcohol Consumer - Persons who are 21 years of age may buy, drink and possess beer, wine and distilled spirits (hard liquor). Individuals who are under 21 years of age may not buy, drink or possess any alcoholic beverage. It is against the law for anyone to buy alcoholic beverages for under-age persons.

Location of Consumption - It is illegal for an individual to drink or offer a drink of alcohol to another individual in a public place (excluding businesses licensed for on-premise alcohol consumption). This includes any area that can be seen from your neighbor’s property (i.e., backyard areas, porches, tents, etc.).

The Sale of Alcohol - Alcohol may be sold by individuals or groups only if they hold an Alcohol Beverage Control Commission license. The “sale” of alcohol includes receiving money for drinks, “sign-up” collections, admission charges, or sale of items such as cups or t-shirts which entitle the buyer to “free drinks.”
Organizations may apply for a license that allows them to sell alcohol at a specific off-campus function. For further information about license applications, email enforcement@abc.virginia.gov, contact (540) 562-3604, or write to Regional Office in Roanoke, 2943 D Peters Creek Road, Roanoke, VA 24019.

Please also note that the unlicensed sale of alcohol will most likely result in suspension from the university for individuals involved. Further information can be located in the Standards of Student Conduct in the statement on alcohol and other drugs.

Under Virginia State Law, persons can be fined if caught drinking alcoholic beverages in public. In addition, under Virginia State Law, those persons attempting to use a fake or altered I.D. to purchase alcoholic beverages shall be guilty of a Class 3 misdemeanor, and upon conviction of a violation of this section (46.2-347) (http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+46.2-347), the court shall revoke such convicted person’s driver’s license or privilege to drive a motor vehicle for a period of not less than thirty days nor more than one year.

♦ It is illegal for intoxicated persons, regardless of age, to purchase or possess alcoholic beverages. Under Virginia State Law, persons convicted of this violation are subject to a fine of up to $2,500 and up to 12 months in jail or both.

♦ It is illegal to purchase alcoholic beverages for, serve, or sell alcoholic beverages to a person who is suspected of being under age or intoxicated. Persons who are intoxicated must not be permitted to remain in an area where alcohol is served. Under Virginia State Law, the purchaser or seller may be sentenced to 12 months in jail or fined up to $2,500 or both.

♦ Driving a motor vehicle while under the influence of alcohol is illegal. Note: Under Virginia State Law, if persons are charged with driving while intoxicated the car could be impounded, even if it belongs to parents or a friend, persons could face fines or a jail sentence, and would probably lose their driver’s license.

♦ Open container penalties. It shall be unlawful for any person to be in possession of glass, can, cup, or opened container of any description containing any alcoholic beverage (whether or not mixed with some other beverage) in or on public parks, playgrounds, or public streets in the City of Radford, Virginia. Any person violating this subsection shall be guilty of a Class 4 misdemeanor and shall be punished by a fine of not more than two hundred fifty dollars ($250.00).

**Noise Ordinance**
To maintain quiet and peaceful neighborhoods in the City of Radford, an ordinance has been adopted to minimize any unnecessary, unusual, or loud noises that may disturb others. One specific provision states that residents are not permitted to operate radio, TV, stereo, musical instrument, or a similar device if the sound is plainly audible at the property line. Penalties for violations of the noise ordinance include up to 10 days imprisonment and a fine of $500.

**Drugs**
Possession, use, distribution, and manufacture or sale of legally controlled substances is prohibited. The possession of paraphernalia in conjunction with drugs or drug residue is prohibited.

Note: Distribution includes the sharing in any way of legally controlled substance.

**Safety and Security**
The organization sponsoring the event, and its members, are responsible for the safety and security of all members and guests during the event.

A sample guest registration form is included in the manual appendix of forms.
SECTION III - PUBLICITY GUIDELINES

1. A reservation confirmation for the event must be received from the Information and Event Planning Office in Hurlburt before on-campus activities are permitted. Review the confirmation you receive to check for accuracy.

2. All announcements (written or verbal) of activities must include:
   - The name of the sponsoring organization
   - Date of the event
   - Time of the event
   - Location of the event
   - Contact information for the sponsoring organization (an email address or phone number of an organization member who will be able to answer questions about the event)

3. Organizations may publicize on-campus events on dining room tables in Dalton, Muse, and the Bonnie for a period not to exceed three days after first receiving permission from University Dining Services (831-5351). The table tents are to be no more than three inches high and five inches wide. Table tents should be placed only on tables that are considered dining tables; table tents should never be placed on tables in lounges or meeting rooms.

4. The Office of University Relations (http://www.radford.edu/content/university-relations/home.html) should be contacted for assistance in obtaining media coverage of a major event or item of special interest to the campus and the community.

5. The Office of University Relations will attempt to place notices in the hometown newspapers of your club/organization new members. In order to do so, the Office of University Relations will need the following information:
   - The member's full name
   - Criteria for membership in your organization
   - The member's major
   - The member's academic classification
   - The member's hometown
   - The member's parents'/guardians' names and addresses
   - The name of the newspaper to which the notice is to be sent

6. The Office of University Relations may consider promoting a campus-wide event sponsored by your organization if you complete and submit the form found at this link: http://www.radford.edu/content/university-relations/home/ru-announce.html

GUIDELINES FOR POSTING BANNERS

Reservations through the Event Planning Office for banners placed on the bridge between Heth and Dalton Halls will be made on a first-come, first-served basis.

Professional quality banners must meet the following specifications:
   - Be constructed of canvas or vinyl with waterproof paint only. Other materials will not be approved.
   - All lettering must be stenciled or professionally lettered.
   - Size is limited to a maximum of 3' high by 12' wide.
• Banners must have grommets and be attached by rope or cord.
• Do NOT use tape to secure banner to railing.

Banners may be displayed for a maximum of one week and a minimum of one day.

Railing space may only be used to advertise events scheduled on the Radford University campus unless an exception is granted through the Associate Vice President for Student Affairs/Student Activities.

The sponsoring organization’s name must be clearly displayed on the banner. All banners must specifically list an event, time, date, and place.

References to illegal activities are prohibited.

Banners are to publicize major events or activities and are not to be used for personal messages or communications between organizations.

Exceptions to the policy must be approved by the Associate Director for Student Activities Operations and will be granted only under special circumstances.

Violations of the banner policy or guidelines will result in removal of banner and may result in judicial action and a loss of privileges by the sponsoring organization or department. Damage charges resulting from improper posting will be the responsibility of the offending organization or department. Fees will be assessed accordingly.

All student organization banners must be approved by the Associate Director for Student Activities Operations.

**STUDENT EXPRESSION AND DEMONSTRATION AREA**

**Student Expression**
Students, both individually and collectively, are encouraged to express their views through the normal channels of communication. Students are also free to express their views by demonstrating peacefully and constructively for concepts and beliefs they wish to make known. The University is obligated to protect the rights and freedoms of those students who choose not to participate in a demonstration, as well as being obligated to protect property and prohibit interference with scheduled activities of students, faculty, staff, and any person who may be a guest on campus. Persons who are unsure about the applicability of the policy should contact the Director of Student Activities or the Dean of Students prior to the activity. Persons who are not members of the Radford University community are free to express their opinions at demonstrations providing they are sponsored by a recognized campus student organization.

**Demonstration Area**
Heth Plaza and the Hurlburt Student Center Plaza have been designated as the primary Demonstration Areas at Radford University for demonstrations or peaceful assemblies. Standard reservation procedures must be followed if a demonstration is to be held on campus; this includes registering the event with the Information Planning Office in the Hurlburt Student Center. Exceptions can be made for alternative sites on campus, as needed, by the Associate Vice President for Student Affairs/Student Activities. Outdoor on-campus activities involving the use of amplified sound must be approved by the Associate Vice President for Student Affairs/Student Activities.
Printed Materials General Regulations

Publicity/advertising is to be consistent with Radford University’s affirmative action policy and non-discrimination clause which states:

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission, or employment practices.

Inquiries may be directed to the Director of Human Resources/EEO, Calhoun Hall, Radford Virginia, Telephone: voice (540)831-5421; hearing impaired (540)831-5128.

Publicity/advertising should include the following statement:
“Individuals with disabilities needing accommodations to participate should call the sponsoring organization or TDD 831-5008.”

All recognized student organizations and university departments reserve the right to advertise on campus.

Club interest groups who are seeking formal recognition and who have appropriate university approval, reserve the right to advertise on campus.

Publicity/advertising of all campus events should prominently display the sponsor’s name and must be date, time, and place specific.

Publicity/advertising must not make reference to or depictions of illegal activity such as the underage consumption of alcohol or the use of drugs.

Printed materials created for public posting, (i.e. flyers, banners), by registered organizations and university departments, must gain approval from the Department of Student Activities before displaying the material.

Printed publicity and/or advertisements should be limited to 8.5” X 11” flyers. Exceptions will be made by the Department of Student Activities on a limited basis for events of major interest to the university community. Maximum size not to exceed 18” X 22”.

A total of twenty-five (25) pieces of printed material will be approved and imprinted with the official Department of Student Activities date stamp.

The direct posting of materials is prohibited in the residence halls. A maximum of ninety three (93) advertisements may be taken to the Office of Residential Life to be posted by Residential Life Staff after the advertisement has been approved by the Department of Student Activities.

The official stamp from the Department of Student Activities identifies the advertising of events sponsored by recognized student organizations and University departments. Because the university does not endorse, support, or sponsor the publicity, event and/or advertiser for personal and off-campus commercial or public service organizations the official stamp is not required.

Posting of publicity and/or advertisements on windows, doors, lamp posts, or painted surfaces is strictly prohibited.
Flyers may be displayed on the common area bulletin boards at these eight locations:

Dalton Hall:
   2 bulletin boards located at the west entrance leading to Heth
   1 location by the ATM next door to the Post Office
RU Post Office:
   1 bulletin board to the right of the main entrance
Peters Hall:
   1 bulletin board on the ground floor, near the vending machines
Hurlburt Student Center:
   1 located by the Jefferson Street entrance
   1 located by the Information and Event Planning Office on the 1st Floor
   1 located by the Student Computer Lounge
Heth Hall:
   2 located on the lower level
   2 located at the landing, in the main stairwell, between the first and second levels

**Specific public bulletin board guidelines for recognized student organizations and university departments**

General regulations must be adhered.

Up to two (2) pieces of printed material per bulletin board is permitted and is dependent upon available space.

If common area bulletin board space is limited, recognized student organizations and university departments approved publicity/advertisement will take precedence over other posted material.

Printed publicity and/or advertisements will remain on the bulletin boards for a maximum of one (1) week. Bulletin boards will be cleared weekly and materials recycled.

**Specific public bulletin board guidelines for personal and off-campus commercial or public service organizations**

No posting is allowed in any residence, (area designated as a domicile), or academic building.

One (1) piece of printed material is allowed per bulletin board is permitted and is dependent upon available space.

If common area bulletin board space is limited, recognized student clubs/organizations and university departments approved publicity/advertisement will take precedence over any other posted material.

Printed publicity and/or advertisements will remain on the bulletin boards for a maximum of one (1) week.

Bulletin boards will be cleared weekly and materials recycled.

**Table Tents** (A table tent form is provided in the appendix.)

Table tents must acquire approval from RU Dining Services, located on the Second Floor of Dalton Hall, in advance of display.
Tent placement must take place in between meal periods in eating establishments, (Dalton Dining Hall, Dalton Terrace Shops, Muse New River Grille house, Hurlburt Food Court). Table tents will be collected and discarded at the close of business on Friday, (8:00 P.M.), during the academic year.

Table tents will be discarded if they become soiled or when the event date has expired.

Table tents first displayed on Saturday will gain the maximum exposure.

Table tents should be placed only on tables that are considered dining tables; table tents should never be placed on tables in lounges or in meeting rooms.

SUCCESSFUL EVENT PLANNING

QUESTIONS TO ASK BEFORE YOU START

Why are we having this event? Who is intended to benefit? Who is the primary audience?
Having a clear set of goals will help you plan for and evaluate the success of the event.

What will draw the intended audience to the event?
An event may be of interest to people in your field, but if you want attendance by more than just a few people in that field, you must know why others would want to attend your event. What will compel students to take interest in your organization? You must have clear answers to these kinds of questions in order to plan attendance realistically and promote the event.

How much time do I need to prepare adequately?
Some aspects of planning, such as promotional publications, require advance preparation. If it is clear that you will not have enough time to prepare appropriately, it may be best to postpone the event until a later date.

What financial resources will I need?
Some expenses are obvious, such as a speaker's standard fee; some are not so obvious. It is tempting to skimp on the areas that do not seem essential, but they may make or break the event's success. For example, if a speaker, entertainer or event is rather costly, it is realistic to spend more on successful promotion of the event.

Remember: registered student organizations have the privilege of applying for funding assistance for events through the Club Programming Committee (CPC), as well as the option of hosting a late night weekend event funded by Radford After Dark (RAD).

PROMOTING YOUR EVENT

- Planning and producing promotional materials takes time. Remember that effective promotion for major events also costs money.
- Think about your intended audience and be creative in imagining ways to reach them.
- Are there special interests, publications, or media that can reach members of your target audience?
- Spread the word to faculty, staff, administrators, and other clubs and organizations that may be interested in attending your event.
• The Information and Event Planning Office can promote your event on the Information TVs mounted around campus.
• Go to SOAR (Bonnie 235) for flyer paper, copiers, banners, and other promotional supplies available at no charge to registered student organizations.
• Reserve a table in the Bonnie lobby or plaza for a few days prior to your event to advertise.
• Post a virtual flyer on the RUInvolved online flyer board. (Note: Posting a flyer on RUInvolved is required for all groups receiving CPC or RAD funding.)
• Take advantage of social media; consider creating an event on Facebook or other online network to promote your event.
• Add your event on the Radford University Events Calendar by completing this online application form:  
  http://www.radford.edu/content/radfordcore/home/news/calendar/submit.html

KEEP YOUR EXPECTATIONS REALISTIC

Check various calendars to make sure your event is not competing with another worthwhile program. Success is not always measured in large crowds, but it may mean choosing a smaller venue rather than a large one that would remain mostly empty. It means working creatively on promotion. It also emphasizes the importance of choosing events carefully and thoughtfully, keeping in mind more specific goals, audiences, and resources.
SECTION IV – ORGANIZATION ADVISOR

Every registered student organization at Radford University is required to have an active on-campus advisor who is a full time or adjunct faculty/staff member at RU. Advising a student organization can be challenging, rewarding, and provide lifelong lessons for both advisors and organizations.

Student Organization Assistance and Resources (SOAR) offers a Leadership Library featuring books, CDs, and other supplies to assist advisors and student leaders in learning about organizational behavior, leadership and management styles, and guides for maximizing the potential of student organizations and their members. These resources may be checked out from the Leadership Library in SOAR (Bonnie 235) at no charge to registered student organizations.


CHALLENGES AND REWARDS

Regardless of why you have become an advisor - be it a role freely chosen or one thrust upon you - an understanding of the challenges and rewards of advising will help you fulfill your responsibilities more effectively.

Challenges
Institutional challenges include finding the increased need for supplies, meeting times, office space and other amenities to help the organization function. The students involved in the organization face challenges that include recruitment, funding, and motivation of members. In your work as an advisor, one of your greatest challenges is managing your time and not becoming over committed. A student organization can be very demanding of your time. In addition, typical training for the advisor is minimal. The most important challenge is for you to clarify for the member what your role is in the organization. Students will have ideas; your role should be discussed as soon as possible following the election of new officers. Following a discussion of everyone’s expectations, it is also important to discuss what you and your office staff can provide, and how to communicate effectively.

Rewards
An institution’s ability to attract and recruit new students is generally increased by the visibility and involvement of student organizations. Improved retention is another institutional benefit. Naturally, the primary organizational reward is in providing students with an opportunity to participate in an enjoyable activity or to achieve a valuable purpose. Students participate to gain a sense of acceptance by their peers. One of the several rewards for you as an advisor is being able to observe the development of students during their college matriculation. It is rewarding to watch a student move from membership to leadership roles, or from being reserved to participating fully. You should feel flattered in serving as a reference for students. You will be recognized by the institution, students, and the organization for a job well done. The most fulfilling aspect of being an advisor is in serving as a mentor for students.

ADVISOR ROLES

You must play numerous roles while working with individual students and student organizations. Naturally, you will be most comfortable in the role with which you are most familiar; however, you must understand that although comfort in a specific role may diminish your sense of needing to know about other roles, student groups and organizations will continually challenge you to assume and work with various roles depending on you or your
situation. If you understand the variety of roles, take time to practice techniques associated with the various roles, and work with student groups and organizations to reach a collective agreement as to your limitations and expectations of the roles, you will be much more effective.

In your work with student groups it is important to realize which role you fulfill. The following are typical roles that student organizations seek:

- Mentor - develop a relationship and genuine interest in students and their organization
- Teacher - to broaden the groups understanding, to examine challenges from all points of view
- Leader - connecting people to each other, providing communication and a shared vision
- Follower - you understand the goals and work of the student organization

**ADVISOR JOB DESCRIPTION**

The following represent duties for which an organization advisor might be responsible:

- Meet weekly with the organization's president
- Meet weekly with the executive board
- Attend all organization meetings and events
- Give a report during the organization meeting
- Keep the executive board informed on institutional matters
- Maintain a relationship with institutional accounting
- Audit finances with the treasurer
- Attend trips to conferences, business meetings, etc., and advise student delegations during these events
- Provide developmental activities to the executive board to assist in developing group cohesiveness
- Assist the organization with election concerns
- Respect and encourage all organizational function
- Provide a background history and insight to the organization
- Maintain a history of the organization
- Hold a goal-setting meeting for the executive board
- Coordinate an executive board retreat annually
- Assist with risk management decisions

**BEGIN WITH A DISCUSSION**

At the very beginning of the year, the advisor and executive officers need to sit and discuss the following points:

1. How well do you know the each other, and in what context?
2. Do we know how to contact each other, besides during meetings?
3. Should the advisor attend the organization's events? meetings? socials? Is the advisor an active participant, decision-maker, or a passive observer?
4. Why is the advisor interested in your organization? How do you know this? Why is the organization interested in you as an advisor? How do you know this?
5. Is the advisor approachable? Is the advisor available to provide advice and counsel to you when you have problems?
6. Does everyone know the goals of the organization? What evidence do you have to support this?
7. Does the advisor help clarify what you have learned by participating in the organization? In what ways?

8. What role does the advisor play in the financial management of the organization? What advice has the advisor provided about fund raising?

9. When it is clear that the advisor has ideas that differ from those of the group about how to handle something, what happens?

10. If there was one thing you could change about your previous Advisor/Executive Board's performance, what would that be?

Shown below are two evaluation forms suggested for review. These forms should be reviewed at the beginning of the year and then answered openly and honestly at the end of the year.

**FROM THE STUDENT’S POINT OF VIEW**

Please answer the following questions about your organization’s advisor:

<table>
<thead>
<tr>
<th>Yes / No</th>
<th>Item</th>
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<tbody>
<tr>
<td>Yes  No</td>
<td>The advisor provides motivation and encouragement to members.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor knows the goals of the organization.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor attends regularly scheduled executive board meetings.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor attends regularly scheduled organizational meetings.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor meets regularly with the officers of the organization.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor attends the organization’s special events.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor assists with the orientation and training of new officers.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor helps provide continuity for the organization.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor confronts the negative behavior of members.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor understands principles of group development.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor understands how students grow and learn.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor understands the principles that lead to orderly meetings.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor has read the group's constitution and bylaws.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor understands the principles of good fundraising.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor understands how issues of diversity affect the organization.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor attends conferences with the organization's students.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor knows the steps to follow in developing a program.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor can identify what members have learned by participating in the organization.</td>
</tr>
<tr>
<td>Yes  No</td>
<td>The advisor knows most (or all) the members of the organization.</td>
</tr>
</tbody>
</table>
**FROM THE ADVISOR’S POINT OF VIEW**

Please answer the following questions as they relate to your role as an organization advisor:

<table>
<thead>
<tr>
<th>Yes / No</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes No</td>
<td>I actively provide motivation and encouragement to members.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I know the goals of the organization.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I know the group's members.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I attend regularly scheduled executive board meetings.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I attend regularly scheduled organizational meetings.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I meet regularly with the officers of the organization.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I attend the organization's special events.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I assist with the orientation and training of new officers.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I help provide continuity for the organization.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I confront the negative behavior of members.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I understand principles of group development.</td>
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<td>Yes No</td>
<td>I understand how students grow and learn.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I understand the principles that lead to orderly meetings.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I have read the group's constitution and by-laws.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I recommend and encourage without imposing my ideas and preferences.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I monitor the organization's financial records.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I understand the principles of good fundraising.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I understand how issues of diversity affect the organization.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I attend conferences with the organization's students.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I know the steps to follow in developing a program.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I can identify what members have learned by participating in the organization.</td>
</tr>
<tr>
<td>Yes No</td>
<td>I know where to find assistance when I encounter problems I cannot solve.</td>
</tr>
</tbody>
</table>
Each year, some student organizations are placed on the "inactive" list due to a variety of reasons. Those reasons can vary from lack of membership, absence of leadership, and poor communication, to being placed on probationary status and then removed from campus. Failure to register an organization at the beginning of each academic year will result in a group being considered inactive.

A student group is listed as "inactive" for one academic year. At the end of the year, the group is either removed from the university's listings or is reactivated if interested students step in to revive it with approval of the Committee on Clubs and Organizations. Student Organization Assistance and Resources (SOAR) keeps a historical record of every inactive organization.

If a student is interested in reactivating a group, contact Student Organization Assistance and Resources (SOAR) in Hurlburt Student Center Room 235. Records of the Radford University inactive student groups may be stored in SOAR.
1. Dining Hall Table Tent Form
2. Grade Release Form
3. Public Performance (MPAA Video Piracy Brochure)
4. Sample Event Guest Registration Form
5. Sample Waiver
6. Health Code Information (Hosting Events With Food)
7. Helpful Links on the World Wide Web and Handy Email Addresses
Dining Hall - Table Tent Form

Table tents must be professionally printed, not handwritten.

Table tents must be approved by Dining Service Management (831-5351) in advance of display.

Placement in Dalton Dining Hall, Muse, and the Bonnie must take place in between meal periods. Table tents may be placed on dining tables, not in lounge areas.

All Dining Services facilities will pull table tents off of the tables (and discard) at the close of business on Friday (8:00 P.M.) of each week during the academic year. Further, table tents will be pulled if soiled or if the date of the event has concluded. For maximum exposure, it is suggested that table tents be placed on Saturday or Sunday morning.
Radford University
Student Grade Release Form

I, ______________________________________ (print full name),
give my permission for my grades and grade point average to be released to

________________________________________________________________________
(name of organization)

for the sole purpose of verifying grade point average requirements for membership.

Student ID Number: ________________________________________________

Signature: _______________________________________________________

Date: ______________________
Public Performance
Copyrights and Your Rights
(Video Piracy Information)

To inquire about how to obtain a public performance license, please contact the Assistant Director for Student Activities-Student Involvement by phone at 831-6379 or by email at ruleader@radford.edu. Radford University currently works with Swank Motion Picture, Inc. for licenses (800/876-3344).

“PUBLIC PERFORMANCE” (from www.mpaa.org)
Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” where an admission is charged as well as those that are simply offered as an additional service of the establishment.

“FAIR USE”
In some instances, it is not required to obtain a Movie Copyright Compliance Site License when exhibiting copyrighted materials such as videotapes or DVDs. This “face-to-face teaching exemption” applies only IF: A teacher is in attendance and the showing takes place in the classroom setting and the movie is used as an essential part of the current curriculum being taught. Examples of situations where a Movie Copyright Compliance Site License must be obtained are: public libraries, day-care facilities, and non-classroom entertainment movies being used at school for after school activities.

This legal requirement applies:
- Regardless of whether an admission fee is charged;
- whether the institution or organization is commercial or non-profit;
- whether a federal or state agency is involved.

WHAT THE LAW SAYS (from www.copyright.org)
The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videotape carries with it the right to show the tape outside the home.

In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.
This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

**What Are “Public Performances?”**
Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But suppose you took the same videocassette and showed it at a club event. In this case you have infringed the copyright of the movie. Simply put, videocassettes obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

**Penalties for Copyright Infringement**
“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

**How to Obtain a Public Performance License**
Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

By law, as well as by intent, the pre-recorded videocassettes and DVDs (“Videos”) which are available in stores throughout the United States are for home use only – unless you have a license to show them elsewhere. Rentals or purchase of Videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license which specifically authorizes such use. These simple, straightforward rules are embodied in the federal Copyright Act, as amended, Title 17 of the United States Code. Any institution, organization, company or individual wishing to engage in non-home showings of Videos should be aware of the Copyright Act’s provisions governing the showing of Videos, which are highlighted below.

- The Copyright Act grants to the copyright owner the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
- The rental or purchase of a Video does not carry with it the right “to perform the copyrighted work publicly.” (Section 202)
- Videos may be shown without a license in the home to “a normal circle of family and its social acquaintances” (section 101) because such showings are not “public.”
• Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined “face-to-face teaching activities” (Section 101.1) because the law makes a specific, limited exception for such showings. (Sections 106 and 110(1))

• Other showings of Videos are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)

• Institutions, organizations, companies or individuals wishing to engage in non-home showings of Videos must secure licenses to do so – regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

• Showings of Videos without a license, when one is required, are infringements of copyright. If done “willfully and for purposes of commercial advantage or private financial gain,” they are a federal crime and subject to a $150,000 penalty per exhibition (Section 506)

• In addition, even innocent or inadvertent infringers are subject to substantial civil damages ($750 to $30,000 for each illegal showing) and other penalties. (Sections 502-505)

FREQUENTLY ASKED QUESTIONS

Q. We own the Video, do we still need a license to view or show it in public?
A. Yes. The location requires a license regardless of who owns the Video. While you may own the actual Video, you are only granted the right to view it in your home, not to perform in public.

Q. We do not charge admission. Do we still need a license?
A. Yes. Regardless of whether an admission fee is charged, a license is required.

Q. We are non-profit. Do we still need a license?
A. Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

Q. We are not open to the general public. Do we still need a license?
A. Yes. Any location outside of the home is considered public for copyright purposes.
Sample Event Guest Registration Form

Only members of the sponsoring organization should write on this form.

**PLEASE PRINT**

Sponsoring Organization: ____________________________________________

Date: _____________________________

*I, the undersigned, understand that in sponsoring a guest, I assume full responsibility for my guest’s behavior and the consequences of any acts they may perpetrate at this event.*

<table>
<thead>
<tr>
<th>Guest Name</th>
<th>ID#</th>
<th>Sponsor</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>10.</td>
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<td>12.</td>
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<td>13.</td>
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<td>14.</td>
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<tr>
<td>15.</td>
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</tbody>
</table>
Sample Waiver

When hosting events or holding various programs, it can be important for clubs/organizations to create event waivers.

The waiver described below is simply a sample – so, be sure to compose your organization’s waiver with your advisor’s assistance.

Waiver Form for XYZ Event

Full Name: ___________________________________________________

Address: ______________________________________________________

Email address: _________________________________________________

Telephone: ____________________________________________________

Emergency contact name and telephone number: ____________________

I am aware that during my participation in the XYZ event that the organization will not be held liable for any personal injury that may occur during this event. Certain risks and dangers may arise including but not limited to hazards and/or death are inherent by participation in this event and/or careless acts by other participants or personal injury from the facilities area.

By signing this waiver, I am aware of the risks and accept full responsibility for all injuries that may occur during this event. I will not hold the organization liable for any injury as a result of an accident during this event.

Signature: ____________________________________________________

Date: _________________________________________________________
Health Code Information
(Hosting Events with Food)

If your club/organization is interested in hosting an event at which food will be served, please be sure to follow these steps:

1. If your organization would like to host an event with food offered by RU Catering, please contact Catering directly. The Catering Office is located in Dalton Hall.

2. If your organization would like to host an event with food not offered by RU Catering, please schedule a meeting with the Assistant Director for Student Activities-Student Involvement in the Department of Student Activities to discuss health code policies/requirements. Prior to the meeting, please be sure to review the health code restrictions at the following link:
   http://www.healthspace.ca/Clients/VDH/NewRiver/NewRiver_Website.nsf
   (Click on “Local Guidelines and Information”)

3. If the organization agrees to accept the health code policies/requirements, the organization must obtain a waiver from RU Catering and submit the proper documents to the Montgomery County Health Department.
Helpful Links on the World Wide Web

The Department of Student Activities:
www.radford.edu/stuact

RU’s Social Media Directory:
http://www.radford.edu/content/radfordcore/home/about/connect.html

Pages to “Like” on Facebook to Promote Your Organization’s Events:
- RUInvolved: https://www.facebook.com/RUInvolved
- The Department of Student Activities: https://www.facebook.com/RUstuact
- Radford After Dark: https://www.facebook.com/RadfordAfterDark

Club Programming Committee Applications:
http://www.radford.edu/content/student-affairs/home/student-activities/policies/programming-committee.html

RU Events Calendar Application:
http://www.radford.edu/content/radfordcore/home/news/calendar/submit.html

RU Catering/Dining Services:
http://www.dineoncampus.com/radford/show.cfm?cmd=catering

Montgomery County Health Department & Health Permit Application:
http://www.healthspace.ca/Clients/VDH/NewRiver/NewRiver_Website.nsf
(Click on “Local Guidelines and Information”)

Handy E-Mail Addresses and Phone Numbers

- The Department of Student Activities: stuact@radford.edu, 540-831-5332
- RUInvolved: ruinvolved@radford.edu, 540-831-7157
- Club Programming Committee (CPC): cpcfund@radford.edu, 540-831-7127
- CPC Accounts Manager, Liz Koch: ekoch@radford.edu, 540-831-5044
- Committee on Clubs and Organizations (COCO): ruinvolved@radford.edu
- Information and Event Planning Office: skcox@radford.edu, 540-831-5420
- Radford After Dark (RAD): jcleonar@radford.edu
- Student Organization Assistance and Resources (SOAR): soaring@radford.edu
- RU’s Director of Safety, Tolga Durak: tdurak@radford.edu
- RU’s Assistant Director of Student Activities – Student Involvement, John Leonard: jcleonar@radford.edu
- RU Catering/Dining Services: 540-831-5351
- RU Facilities Management: 540-831-7800
- RU Police Department: 540-831-5500
Student Organization Assistance and Resources
The Department of Student Activities
Bonnie Hurlburt Student Center Room 235
soaring@radford.edu
(540) 831-7127
www.radford.edu/~stuact

Visit RUInvolved today!