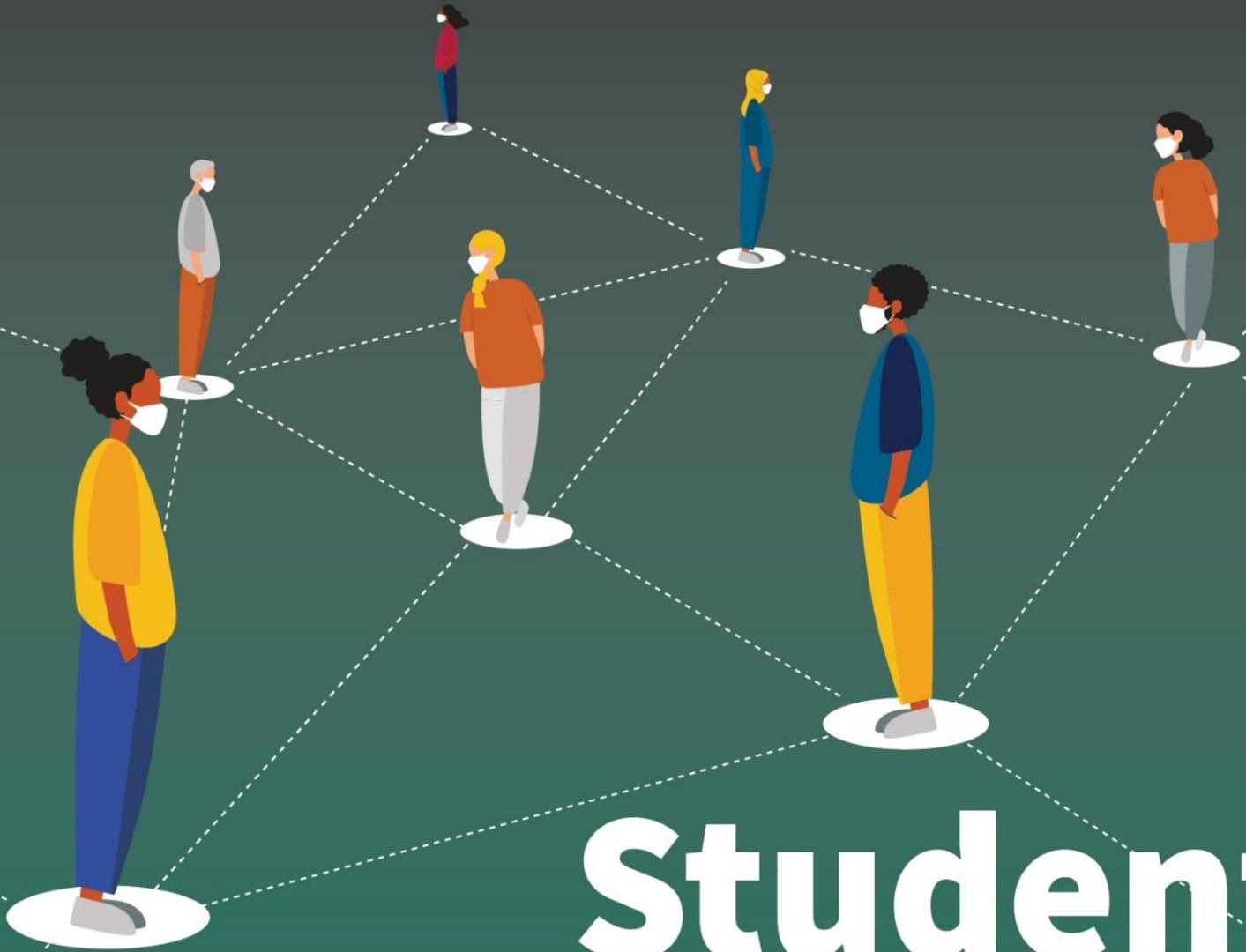


2020-2021



# Student Group Handbook



*this is your*  
**CAMPUS LIFE**

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Please note that Campus Life may update this guide at their discretion over the course of the year. For the latest Student Group Handbook, please click [here](#).

Questions? Campus Life Virtual Desk

<https://wustl.zoom.us/j/515470042?status=success>

# Welcome from Leslie Heusted

Greetings,

As we begin the 2020-2021 academic year, I am pleased to offer Washington University Student Groups a centralized source of information to assist you in planning of events, programs and activities for the coming months through this Student Group Handbook.

Campus Life's mission is to empower students to define themselves and their community through programs, resources and advising. We are excited to help you maximize the impact and outcomes of your student group experience and it is our hope that this handbook will make it easier and more efficient for you to succeed in accomplishing your goals for the year.

You will find in its pages general requirements as well as important information about finances, promotional tools and resources, advising, policies, and forms. While not comprehensive, our intent is to serve as a centralized starting point to ensure that you are headed in the right direction to successfully accomplish the goals of your student group.

The events and activities sponsored by your student group shape the community that is Washington University in St. Louis. We hope this handbook serves as a valuable tool and we look forward to working in partnership with your leadership through GPS Advising and Training Resources.

On behalf of all of the staff in Campus Life, I look forward to supporting your leadership, involvement and service as you build a better community at Washington University!



**Leslie Heusted**

Executive Director, Campus Life

Phone: 314.935.3443

Email: [campuslife@wustl.edu](mailto:campuslife@wustl.edu)

# Connect with Campus Life



Danforth University  
Center  
Suite 160



314.935.3443



[students.wustl.edu](http://students.wustl.edu)



@campuslifewashu  
@washuduc



[facebook.com/CampusLifeatWashU](https://facebook.com/CampusLifeatWashU)  
[facebook.com/Danforth.University.Center](https://facebook.com/Danforth.University.Center)



Washington University in St. Louis' mission is to discover and disseminate knowledge, and protect the freedom of inquiry through research, teaching and learning.



Campus Life empowers students to discover and define themselves and their communities through advising, programs and resources.

# Section 1: Covid-19 updates & Resources

## Updates & Resources

For information regarding the university's plan for Fall 2020, please visit the website below:

- <https://covid19.wustl.edu/>
- <https://covid19.wustl.edu/covid-19-faqs/>
- <https://covid19.wustl.edu/washu-together-fall-plan/>

## Student Group 2020-2021 Event Policy

Washington University in St. Louis traditionally offers a vibrant co-curricular environment that supports the community development from a student perspective. Learning outside of the classroom through membership in student groups, participation in leadership activities and contributing to the community through service is imperative to the growth and education of our student. It is more important than ever to focus on virtual and remote co-curricular activities so that students can find community, foster relationship building, and develop strong leadership skills. Below is a list of guidelines outlining the process for undergraduate and graduate student group virtual event registration and in-person event approval. Please note that these guidelines are offered in order to limit risk and prioritize the safety of students, faculty, and staff who may participate in those events.

### General Student Group Event Guidelines as outlined in the Fall 2020 University Plan:

- Outdoor events with attendance up to 25 will require approval
- Any event with expected attendance greater than 25 is to be conducted virtually
- Indoor events will be limited to a capacity of 10 or less, and will require approval

**Approval Guidelines:**

Due to safety concerns, the university is generally discouraging in-person events. Any event able to be conducted virtually will be asked to do so. For the fall semester, the following circumstances are considered unsafe practices and will **not** be allowed for event activity.

- Events involving physical exertion
  - Performance group rehearsals, including but not limited to singing, dancing, etc.
  - Sport club practices
- Events offering a food and/or beverage component
- Off Campus Events cannot be University sponsored
- All University sponsored travel, including local St. Louis travel, is suspended
- Alcohol will not be allowed at any University sponsored events, including virtual events
- All programming with youth must be registered and conducted virtually.
- Non WashU affiliated visitors are not allowed on campus

**Approval Process:**

1. Register your event on WUGO ([wugo.wustl.edu](http://wugo.wustl.edu))
  - a. This is the first step for both virtual and in-person events
  - b. It is important to note that Reserve-A-Space will not be available to request event space during this time
2. Fill in all remaining required fields on WUGO, and submit the event registration form.
3. Campus Life staff or appropriate graduate school approver will review your request, space will be assigned & confirmed within 5 business days.

**In-Person Event Requirements:**

In addition to the general attendance guidelines listed above, the following restrictions will also apply to any in-person events seeking approval:

- The default duration of the event is limited to one hour
- Physical distancing of 6 feet must be maintained for the duration of the event
- Mask guidelines remain in effect for the duration of the event
- Event space will be assigned by Event Management or appropriate space scheduler

- Attendance tracking through WUGO is required to be submitted no more than 48 hours after the conclusion of the event
- Food and beverage are not permitted under any circumstance, catered or individual
- Cleaning supplies will be provided with the expectation that groups sanitize indoor spaces before and after use according to the instructions available within each room

**Special Notes:**

- Zoom Pods are not included in this policy and will be reserved through Reserve-A-Space
- A select number of DUC meeting rooms are the only spaces available for reservation through Campus Life/Event Management

These guidelines are subject to change based on the university's current COVID-19 alert level, university policy, or other factors.

**8/21/2020- all updates can be found here:** <https://students.wustl.edu/fall-2020-event-registration/>

## Section 2: General Requirements & Expectations

### Purpose of Student Groups

Student Groups at Washington University in St. Louis serve not only as an opportunity to discover your interests but to enrich your college experience beyond the classroom. Through student involvement you can make connections between your curricular and co-curricular life, learn leadership and communication skills, and meet new people with similar interests.

### Definition of Student Groups

Any organization of two (2) or more Washington University students that is recognized by Student Union, Congress of the South 40, the Interfraternity Council, Women's Panhellenic Association, the Graduate-Professional Council, or graduate student governments in any of the eight graduate-professional schools; or utilizes (or seeks to utilize) Campus space; or attempts to take action, of any kind, a collective manner on Campus or at any officially arranged University activity.

### Student Group Rosters

Every group will be expected to have updated information for Primary Contract and Treasury (this positions must be student different individuals). We strongly encourage each group to maintain updated roster of executive board and members. Some registered students groups will be required to have a full member roster due to the nature of the group. Those groups required, will be notified in advance.

### Registered Student Group Member

Membership of a registered student group is restricted to undergraduate students, currently enrolled as either part-time or full time, at Washington University in St. Louis. Any other person will be defined as a guest of the group. Guests are not eligible to hold a student group leadership position, use WashU student group resources, or have a controlling interest in the group.

### Leave of Absence Guideline

Students who are on a leave of absence for medical, mental health, academic, family, personal or any other reason are not eligible to participate in a registered student group, hold a student group leadership position, or attend/plan a student group sponsored event as a representative of said student group. Depending on the type of leave and any corresponding policy restrictions, students on a leave of absence may or may not be able to attend campus wide events as a guest of a current WashU student.

## **New Member Experience Guideline**

Any student group that has a new member experience (audition, tryouts, selection, etc.) will be required to participate in a new member education training no later than three weeks after the start of the academic semester. Either the President or the person leading up the new member experience will be expected to attend.

## **Student Group Membership- Grade Release**

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law that protects student information. Washington University in St. Louis may not disclose a student's educational records to anyone beyond WashU employees who need the information to do their jobs (such as advisers and faculty) without the permission of the student.

Registered student groups, requesting grade release of their membership, will be expected to have each member complete the annual grade release form, prior to release.

Individuals approved to receive grade data are expected to respect the privacy of individuals whose records they view; they may not store records on personal electronic devices and if/when their role with this group changes, they are expected to destroy any copies they may have retained.

## **Incoming Student- Student Group Policy**

In order to support incoming student's orientation into WashU, in tandem with supporting registered student groups/chapters (groups) access to our incoming students, the following guidelines have been defined by First Year Center in collaboration with Residential Life, Campus Life, and Student Union. First Year Center reserves the right to invite specific groups into the orientation process in order to respond to the specialized needs of an incoming class.

### **Outreach**

- Groups may not request mailing addresses, email addresses, lists of incoming students, or request access to official online social media platforms of the incoming class.
- Groups may respond to inquiries of incoming students when outreach is made from said student.
- Groups may not begin recruiting incoming students until the SU Activities Fair or the first Friday of the fall semester, whichever is sooner. This includes, but not limited to informational meetings, audition/tryouts, and other forms of engagement.
- Groups are expected to follow the Residential Life and Campus Life posting policies for all posters and fliers. These policies may be found at [students.wustl.edu](https://students.wustl.edu).
- All incoming students will be directed to groups WUGO pages. WUGO pages should be updated prior August 1.

- All Underpass panels can be reserved starting the Saturday after first day of classes through Reserve-A-Space. First Year Center will have all underpass panels reserved during the week prior of Bear Beginnings until the last day of Bear Beginnings.
- Groups may be eligible to reserve tables in the DUC (inside/outside) starting the first day of classes through Reserve-A-Space.
- First day to program for groups will begin on the first day of classes. Please register your programs/events through [wugo.wustl.edu](http://wugo.wustl.edu) prior to planning.

**Bear Beginnings- Fall Orientation**

- Move-In Day “packet” will only contain the following: Bear Beginnings schedule, student ID, and U-Pass. No other materials will be allowed.
- Only University departments, StEP businesses, Student Union, and CS40 will be invited to participate in Bear Beginnings activities.
- Upper-division students/groups are unable to attend any Bear Beginnings programs/events, unless they have a designated role within Bear Beginnings.

**Group Registration & Renewal**

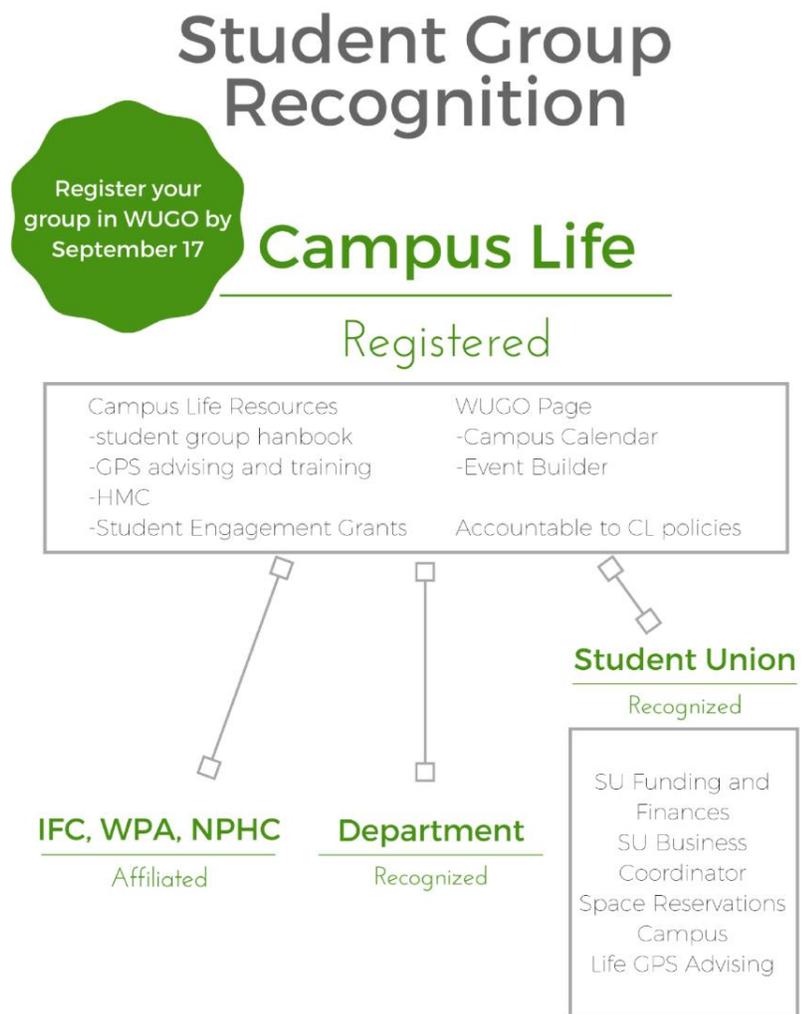
**Overview of Groups on Campus**

All returning student groups on campus are required to register their group each fall on [Washington University Group Organizer \(WUGO\)](#). Please see our [FAQ](#) for more details. Document can be found under the section ‘documents’.

The Campus Life Registration process should be considered the starting point for other levels of student group recognition on campus. After being registered with Campus Life, groups can seek Student Union recognition, become Department Sponsored, or will fall into the category of Sorority and Fraternity Life Affiliated.

**There are four options for student group recognition:**

Campus Life Registered - foundation level registration and is confirmed through the approval of this New Group Application. Campus Life supports all registered student



groups through Group Pathways to Success (GPS) Advising, GPS Training and support resources. Campus Life Registration should be considered the first step of the new group development process.

*SU Recognized* - groups recognized by Student Union are categorized with group types and budget categories. Effective fall 2020, all newly Campus Life Registered groups will also be granted SU Category 5 recognition. Student Union Recognition offers access to funding for categories I-IV, space reservation access and financial operation support.

*Sorority and Fraternity Affiliated* - Groups governed through IFC, WPA, MGC and NPHC fall into this group type.

*Department Recognized* - Student groups that receive funding and recognition from a campus departments are categorized as Department Sponsored. In order to be placed into this category you must provide a departmental contact and inter-departmental billing number to be able to reserve spaces via Reserve a Space.

## **Student Group Categories**

Student Groups are placed into one of the following categories based upon their members' interests and goals. The categories available to select from are:

*Academic*: These groups are typically tied to an Academic department on campus. Academic student groups enrich students' professional and personal development through furthering the content knowledge and experience in an academic field or professional area.

*Honorary*: Student groups whose primary focus is on conferring membership as an honor for academic, scholarly, or leadership achievement. Honor societies are groups with limited membership, where membership is a mark of distinction or recognition of achievements. Membership is usually by invitation only.

*Cultural*: Groups whose primary focus is on a specific culture, nationality or ethnicity in order to provide education, advocacy, support, and camaraderie. Many of these groups provide programming designed to promote awareness and understanding of beliefs, values, and traditions that may differ from other cultures.

*Diversity & Inclusion*: Groups that celebrate, educate, and communicate the nature of specific shared identities and experiences such as race, class, gender, sexual orientation, ability, veteran status, and ethnicity.

*Health & Wellness*: Wellness groups serve to connect students with similar interests embodying wellness. Many of these organizations assist with bettering the student body through programming, advocacy and opportunities for educating others around health issues.

**Governing:** Groups whose primary focus is on representing students, expressing student opinion and providing student feedback to the University and its various components.

**Media:** A group that exists in order to provide information related to their purpose through means of mass communication, such as newspapers, magazines, radio, or television.

**Political Action:** These student groups promote political party ideologies and may exist as a community that discusses issues regarding local, state, and/or federal governments. Political student groups may be nationally affiliated with their respective political party.

**Religious & Spiritual:** Groups whose primary focus is on educating about and supporting particular spiritual and/or religious practices, philosophies and beliefs.

**Sorority & Fraternity Chapters:** Sororities and fraternities and have long-standing traditions, rituals, and founding values which service the basis for brotherhood and sisterhood, leadership, involvement, responsible citizenry, social interaction, and the pursuit of knowledge. These groups are connected to a national or international Greek-lettered organization.

**Civic and Community Engagement:** Service groups are those that are primarily dedicated to providing improvement, aid or assistance to others on campus or in the community.

**Sports Clubs:** Competitive sports clubs are generally characterized by their participation in a league or conference and their affiliation with a regional or national governing body. Some sport clubs are non-competitive, offering students an avenue to be involved in a recreational pursuit such as badminton, sailing or rock climbing. Aside from being an outlet for competition and fitness, sport clubs are also great social outlet. Many sport clubs hold regular social gatherings and activities outside of their activity spaces. For more information regarding Sports Clubs, please visit WashU Recreation's [website](#).

**Special Interest:** Groups that encourage social interaction around a shared interest or theme.

**Social Justice:** Student groups whose primary focus is on creating a forum for social change through education. These groups work towards increasing knowledge of social, cultural, political and/or economic issues.

**Environmental & Sustainability:** Groups who promote or educate associated members and/or the community about environment-related causes.

**Recreational:** Groups whose primary focus is on engaging in recreational and leisure activities which may or may not be competitive.

**Performing Arts:** These student groups provide students with an outlet for their creative talents. Some types of Performing Arts groups include dance, music, and theatre.

To view all active Washington University Student Groups, visit [WUGO](#).

## How to Start a Student Group

To form a new student group, [please submit an application through WUGO](#). Groups seeking Campus Life registered status will be reviewed each semester and supported through GPS Advising an Emergent Cohort experience. Groups seeking Student Union Recognition will work with the Activities Committee of Student Union Treasury each semester and appeal for recognition and be placed into a budget category upon approval. Effective fall 2020 all newly Campus Life Registered groups will also be granted SU Category 5 recognition.

New group registrations will be collected twice a year, at the start of the fall and spring semesters. The [New Group Registration](#) process allows you to register a new student group with Campus Life and Student Union. You will need the following in order to complete your registration application:

- Names and WUSTL email addresses of the one **President** and one **Treasurer** of the group President and Treasurer cannot be the same person. Both should be Washington University undergraduate students
- Names and WUSTL email addresses of 10 total active members. Total membership can be inclusive of officer positions. At least 85% should be WUSTL undergraduate students
- Description of your group
- Mission statement for your group
- A digital copy of your group's constitution. It is recommended that you review the [Sample Group Constitution](#) when drafting a new constitution.

### 1. Constitution criteria:

- Student group name
- Purpose
- Membership requirements
- Financial obligations
- Officers and position descriptions
- Voting process
- Operations
- Code of conduct
- Nondiscrimination statement
- Image or logo to upload as the group's WUGO profile picture.

**Considerations for approval the approval of new groups will be based on the following criteria:**

- Complement the University mission
- Comply with university policy and all local, state, and federal laws
- Comply with the University Student Code of Conduct

- Demonstrated need that is currently not being met
- Demonstrated future sustainability for at least 2-3 years
- Ten students interested, including identifying a President and Treasurer (must be two different students)
- Activities that do not create undue risk or liability
- Student group constitution
- Written consent from the national organization, if applicable

For more information click [here](#).

## How to Change your Student Group Name/Category

SU Recognized groups must apply for a name change using the [Group Name Change Application](#) on WUGO. More information regarding name changes for SU Recognized groups can be found in the Student Union Financial Guide. Student Groups that wish to upgrade their category must complete the [Category Change Application](#) on WUGO.

Campus Life Registered groups can update their group name during the annual registration process.

## Student Groups Associated with Other University Departments

Besides student groups associated with Campus Life, Washington University in St. Louis also supports student involvement and leadership through the [Brown School](#), [The Liberman Graduate Center](#), and the [Olin School of Business](#).

### Graduate Student Leadership

Washington University in St. Louis has a strong tradition of graduate student involvement and leadership, making sure graduate students are represented at virtually every level of the decision-making process affecting graduate student life: departmental and school committees, university standing committees, and graduate student representation on the university's Board of Trustees.

The Liberman Graduate Center provides numerous opportunities for graduate students to get involved and develop their leadership skills through school-based, multidisciplinary, and university-wide registered graduate student groups. The Liberman Graduate Center is "home base" for WashU's university-wide graduate student groups. By encouraging student leadership, they can help you build a network based on academic, leadership, and professional interests. They also serve as a resource for advising, administrative support, and priority space-use to all registered university-wide graduate student groups. To find out more information about graduate student leadership and a list of registered graduate student groups visit [The Liberman Graduate Center](#) webpage.

## SU Recognized Student Groups

Almost 400 student groups on campus are recognized by Student Union. Within the organization there are categories and budget tiers that further classify all recognized groups.

### SU Recognized

Almost all student clubs and groups come under this classification. They are funded by Student Union Treasury and are categorized into Category I, II, III, IV and V according to their funding needs.

### Block Funded

Block Funded groups are student groups that are given guaranteed, direct funding from Student Union and they do not undergo the budget allocation by Student Union Treasury. Block Funding petitions are submitted annually in the spring semester. Please contact the Vice President of Finance ([finance@su.wustl.edu](mailto:finance@su.wustl.edu)) to find out more about the Block Funding process.

### SU Entities

SU Entities fall under the executive branches of Student Union and they include Class Councils, Diversity Affairs Council, Engage 360, Student Environmental Council, Leaders in Interpersonal Violence Education, School Councils, Social Programming Board, and the SU Public Relations Committee.

## WUGO

[Washington University Group Organizer \(WUGO\)](#) is WashU's online hub for student involvement. The organization directory offers year-round, virtual student activities fair where students can explore and connect with the over 400 student groups on campus. Students can also check out what events are happening on campus, find leadership opportunities and volunteer experiences, as well as discover many other ways to get involved. The mobile version makes it even easier to get connected instantly.

### What Student Groups/Chapters Can Do with a Group Page in WUGO:

- 1. Register your events.** This is the first step in hosting a virtual or in person event/meeting.
- 2. Manage their group roster.** Keep an accurate roster for members and group leaders/executive members, invite new members to join, easily remove graduated members or those no longer involved. Set WUGO management permissions based on position held in the group.
- 3. Manage a group listserv.** Send messages easily to all members, all exec members, or just members holding specific positions. As members join or leave the group, the listserv

is automatically updated. "Listserv" messages can be received via email, the WUGO message system, and/or text message.

4. **Track attendance at your events** through the Campus Labs Event Check-in app on a mobile device.
5. **Plan and advertise events.** Use Event Registration to connect with various departments on campus to make sure you have a well-planned and safe event. Advertise campus wide events on the digital flyer board on the WUGO home page, or events for your group on the group event calendar. Student groups programming with alcohol or bringing minors to campus are required to register their events.
6. **Store and share documents and photos.** Make photos and documents easily accessible to your members. For each document or photo, you can decide if it is viewable by executive members, all members, all campus, or the general public.
7. Additionally, groups can host online elections, collect retreat registrations, conduct surveys, track service hours, and do many other things all within their page.

### **Benefits of Using WUGO for Student Groups/Chapters:**

1. **Keep all group information in one place** including, constitution, rosters, listserv, documents, photos, election results, event calendar, and much more.
2. **Help ease the transition to new leadership.** Because everything is in one place (including event history), executive members can pass information along easily. There is no need to pass on a login and password because everything is tied to the group and student's login using their WUSTL key.
3. **Recruit new members.** Students (particularly first year students) will be visiting WUGO regularly to maintain their involvement record and look for ways to get involved on campus. Make sure students can find out about your group, by getting it listed in the organization directory.
4. **Register** your group and have it added to the directory in [WUGO](#).

### **General Student Group Conduct**

All Washington University student groups are held to high standards of conduct and expected to adhere to the Student Code of Conduct and all Campus Life, University, SU Financial, and University Departmental policies and guidelines. Groups who violate policy will be held accountable for their actions through the [Campus Life](#) process or referred to the [Office of Student Conduct and Community Standards](#).

The standards and policies set within the [Student Code of Conduct](#) are an important resource for students and student groups.

Through the student group conduct process, groups found in violation of University policies may be subject to sanctions that could include loss of registration status.

## **Group Pathways to Success (GPS)**

### **GPS Training**

Group Pathways to Success (GPS) Training provides important training opportunities to student group leaders all year long. Student Group Leader Training is required for all student group leaders and is a key training experience to make sure you have all the tools needed for success. Monthly GPS calendars will be shared and will include recurring required trainings as well as more timely offerings like WUGO in the Fall and leadership transition in the Spring (see page 49 for additional examples). You can find the calendar each month on [WUGO](#). For more information regarding GPS Training, please contact Associate Director for Campus Life, Danny Kim.

### **GPS Advising**

Campus Life's Group Pathways to Success (GPS) Advising Program is a service to help student groups grow and develop. Below are the common reasons students and student group leaders come into Campus Life for GPS Advising, visit the [GPS webpage](#) to schedule appointments and learn more about the resources available to you and your groups. If you don't see what you need, either come into Campus Life or stop by our virtual desk to speak with a GPS Advisor who can point you in the right direction. For more information regarding GPS Advising, please contact Associate Director for Campus Life, Beth Doores.

- Simple Contract Review
- Artist/Performer Contract Review
- Planning an Event with Alcohol
- Planning a High Impact Event
- Planning a Cultural Show
- Starting a New Group
- Getting Involved
- Student Group Travel
- Student Group Team Building and Dynamics

## Contracts

A contract is a legally enforceable document between two or more parties. Some Campus Life advisors are authorized agents of the University to sign contracts on behalf of the University. **Student leaders and advisors outside of Campus Life are prohibited from signing contracts on behalf of Student Union Recognized groups and/or for events/speakers when SU funds are being used.** Work with a Campus Life advisor or make a [GPS Advising appointment](#) for assistance with contract review and signing. Invoices may require a signature from a GPS Advisor.

- [WUSTL Speaker/Artist Agreement](#) — This contract is used when a group is hosting a speaker/artist on campus and the performer does not have their own contract. This contract may be edited by the other party. If there are no edits to this contract, you can bring a copy signed by the speaker/artist to your GPS appointment, along with a W9 for the speaker/artist. If there have been edits, please bring the edited contract for your GPS advisor to review and accept or reject before having the speaker/artist sign it.
- [WUSTL Speaker/Artist Addendum](#) — this addendum should be used when a group is hosting a speaker/artist that provides their own contract. Bring the speaker/artist-provided contract, unsigned, to a GPS appointment. Your GPS Advisor will ensure that there are no conflicting terms on the addendum or the contract and make any necessary edits. Once these edits are made, the contract and addendum are ready to be sent to the speaker/artist for signatures. If the speaker/artist makes edits to the addendum, your GPS advisor will have to reject or accept those edits before they can sign it.
- [Service Provider Agreement](#) — this contract should be used when a group is paying for a service instead of an individual (catering vs. speaker) this includes lighting, photography, catering etc. If you are using a WUSTL vendor (WFF/Bon Appetite) you do not need a contract -they provide purchase orders (PO) that contain contractual language that will need to be signed. If no edits are made to this contract, you may bring a copy signed by the service provider to your GPS appointment. If the service provider makes edits, those will need to be accepted or rejected before your GPS Advisor can sign and return the contract.
- [Service Provider Addendum](#) — this addendum should be used when a group is paying a service provider that provides their own contract. Bring the service provider-provided contract, unsigned, to a GPS appointment. Your GPS Advisor will ensure that there are no conflicting terms on the addendum or the contract and make any necessary edits. Once these edits are made, the contract and the addendum are ready to be sent to the service provider for signatures. If the service provider makes edits to the addendum, your GPS advisor will have to reject or accept those edits before they can sign it.
- [Addendum to Off-Campus Venue Agreement](#) — This addendum should be used whenever a group is hosting an event off campus in addition to a venue-provided contract. Bring the venue-provided contract, unsigned, to a GPS appointment. Your GPS Advisor

will ensure that there are no conflicting terms on the addendum or the contract and make any necessary edits. Once these edits are made, the contract and addendum are ready to be sent to the venue for signatures. If the venue makes edits to the addendum, your GPS advisor will have to reject or accept those edits before they can sign it.

- **Event Security Contract** — Anytime you are booking an outside security company, whether for a dry event or an event with alcohol, this contract must be used.
- If using a WUSTL vendor (WFF), you do not need a Campus Life contract the Interdepartmental Order will take the place of a contract.

For more questions or assistance with contracts, please contact the Assistant Director for Campus Life, Peggy Hermes.



**Peggy Hermes**  
**Assistant Director**  
*Campus Life*  
Phone: 314.935.3962  
Email: [peggy.dixon@wustl.edu](mailto:peggy.dixon@wustl.edu)

## Student Group Advising

Student groups are categorized and advised based on their advising needs. All new student groups will be placed in the Emergent Cohort for their first year of existence. After one year the group can be connected to a permanent advisor within or outside of Campus Life.

All student groups have been evaluated by Campus Life staff to determine if they will be required to work with an advisor moving forward. Each student group that is required to work with an advisor will be notified by a Campus Life staff member. Should a student group have a transition with their advisor, they will have 10 business days to find an alternative advisor. Failure to have a student group advisor may result in not being in good standing with the University.

We reviewed a variety of factors when determining what groups require more individual and high touch advising including:

- Number and size of programs/events
- High risk activities
- Financial considerations
- Engagement with the St. Louis community
- Impact on the WashU community

Many student groups are advised directly out of Campus Life, while other groups are advised by a University staff or faculty member. All advisors are required to be registered in WUGO and sign an advisor agreement. Additionally, student group advisors are highly encouraged to attend advisor workshops hosted by Campus Life throughout the academic year. For those student groups that are interest/required to have an advisor, we work closely to help find a person that meets their needs. All student groups have access to and are encouraged to utilize GPS Advising. The GPS Advising program is designed to help students and student groups. GPS advisors are commonly used for contract review/signature, planning an event, starting a new group, or getting involved. Click [here](#) for more information. To request assistance to be matched with an advisor please email Beth Doores.



**Beth Doores**  
**Associate Director**  
*Campus Life*  
Phone: 314.935.4971  
Email: [ejdoores@wustl.edu](mailto:ejdoores@wustl.edu)

## Section 3: Sorority & Fraternity Life

Sorority & Fraternity Life (SFL) has played an important role for undergraduate students for over 100 years at Washington University in St. Louis. Approximately 2,400 students are members of sororities and fraternities, making up 35% of the undergraduate population. We currently have 26 recognized chapters: 12 Interfraternity Council Chapters, 9 Women's Panhellenic Association Chapters, four National Pan-Hellenic Council Chapters (3 city-wide and 1 campus-based), and Alpha Psi Lambda Fraternity, Inc., a co-ed Latinx Fraternity. Sorority & fraternity chapters are required to be affiliated with a inter/national headquarters to be a registered student group.

The sorority and fraternity community are supported by the SFL staff in Campus Life. The advising, programs, and resources offered by Campus Life for sorority and fraternity members focus on our SFL community's six Guiding Values: **wellbeing, belonging, social justice, responsibility, self-governance, and personal growth**. SFL staff challenges and guides our chapters to continually pursue these values in all they do. Find out more information on Sorority and Fraternity Life by visiting the [Campus Life website](#).



**Molly Bennett**

**Coordinator**

*Campus Life*

*Interfraternity Council & Alpha Psi Lambda Fraternity Inc.*

Phone: 314.935.7984

Email: [molly.bennett@wustl.edu](mailto:molly.bennett@wustl.edu)



**Hana Johnson**

**Coordinator**

*Campus Life*

*National Pan-Hellenic Council & Women's Panhellenic Association*

Phone: 314.935.3408

Email: [hana.johnson@wustl.edu](mailto:hana.johnson@wustl.edu)

## Section 4: Finances

### SU Funding – SU Finance – Student Union Financial Guide

Student groups that are recognized by Student Union, and plan to utilize the budget allocation or appeals processes should get familiar with the following resources. Links are listed below:

<https://su.wustl.edu/su-financial-guidelines/>

[https://sufinance.wustl.edu/secure/user\\_portal](https://sufinance.wustl.edu/secure/user_portal)

### Fundraising

The University prohibits the following fundraising/crowdfunding activities.

- 1) Raffles and fundraising activities that involve elements of chance are prohibited in all circumstances.
- 2) Fundraising via external Crowdfunding platforms (e.g. GoFundMe)
- 3) Use of any outside payment platforms (e.g. PayPal, Venmo, Square)
- 4) Door-to-door fundraising on Washington University-owned, operated, or controlled property
- 5) Fundraising for any candidate for political office.
- 6) Sale or distribution of items that violate University trademark rights or existing contracts

### Grant Opportunities and Non-SU funding Sources

For groups not recognized by Student Union or for SU groups that need additional funding, there are many other sources on campus.

Click on the links below to find out more about how to apply.

- Congress of the South 40
- Gephardt Institute for Civic and Community Engagement –
- Center for Diversity and Inclusion –
- Campus Life - [Kickstart Fund](#) (please note Kickstart Fund will not be available for 2020-2021)

## Section 5: Advertising & Promotion

### Website Policy

Each registered student group will be provided a website through the WUGO platform. Need for an alternative website will be reviewed by the Campus Life Technology Specialist. Requests will be considered if (1) the student group is a media provider or service which requires specific website design or (2) WUGO is otherwise insufficient. Each approval will be made on a case by case basis.

Access to an existing student group website will be revoked if (1) IT identifies a security breach or other risk to the University as originating from the site. (2) The student group loses access to the site by negligence, hacking, or loss of password. (3) The website remains unused and unmaintained for more than one year. (4) Content on, or usage of, the website violates another policy.

### Harvey Media Center

The Angel and Paul Harvey Media Center (HMC) is a state-of-the-art media facility established to educate and empower the Washington University community to tell their stories through media. The HMC and HMC staff offer many services and resources that support student group programming, advertisement and engagement.

### Media and Studio Rentals

Harvey Media Center Media Rentals provides audio and video equipment for rental to students, staff faculty and guests of Washington University in St. Louis.

Equipment is rented at a minimal cost and available for pickup from a centralized location in the [Media Lab](#) (DUC 347) of the Harvey Media Center. Technical and setup assistance is available for any events occurring in the Danforth University Center and spaces managed by the Event Management office for an hourly rate.

For a complete listing of the spaces and equipment, to make a reservation, or to contact a member of the HMC staff check out the [Harvey Media Center website](#).

### Photo and Video Services

Services available to student groups through the HMC include:

- professional headshots for your LinkedIn or website
- event photography and videography for your student group
- headshots for actors, designers, and creatives
- passport and ID photos

## General Publicity Guidelines

Publicity is the use of on-campus resources designed to communicate a message, either informational or promotional, to the University community.

### Student Union Funding

All publicity materials produced using Student Union funding or resources should have the name of the student groups, contact information, the title of event or promotion, and the date of event or promotion. They should also include the official Student Union logo, which can be found on the [Student Union website](#).

### No Drug or Alcohol Promotion

Publicity materials may not promote the use of drugs or alcohol.

### Publicity Locations

All publicity materials posted or distributed within a school or department buildings may only be placed or distributed in locations approved by the appropriate dean, building manager, or designee.

Events or activities sponsored by outside organizations are welcome to use the five-general community posting boards located in the Danforth University Center (DUC). These bulletin boards are identified by a green “Center Yourself” banner across the top. More information on location and policies on the posting boards can be found at the complete [posting policy](#).

### Publicity Violations and Adherence to University Policies

Students violating any of the following publicity guidelines may be fined or face student conduct code sanctions based on the extent of the violation. Student Union recognized student groups may also be fined and subject to student conduct code sanctions or temporarily lose certain publicity rights.

Students and student groups are reminded that they are expected to adhere to University policies, including policies against discrimination and harassment.

[University Posting Policy](#)

## Use of University Logo

### Logos, Symbols and Marks

A system of wordmarks has been developed to allow for divisions to have a separate identity while still supporting an overall WashU visual identity. These logos and symbols are available in various formats. Please refer to the [Communications Resource](#) for proper use and placement of university logos.

## Copyright

Copyright and file-sharing have become big issues on college campuses everywhere. This mainly (but not exclusively) concerns use of peer-to-peer software to download and upload copyrighted music, movies, pictures and software. Copyright law applies to all intellectual works (including articles, books, sound recording, movies, web pages, art work, software, html code, computer graphics, etc.). Only the copyright owner has the right to reproduce, distribute, perform or display their work. If you weren't the author/creator, you don't have the right to share it, modify it or download it to your computer. If you copy or offer sound recordings to download, you are violating federal copyright law and may be subject to civil fines and criminal penalties. Please refer to the Student Technology Services website for more guidelines on [Copyright Infringement](#).

## Fliers and Posters

- Fliers and posters are paper materials affixed to designated bulletin boards on the Danforth Campus.
- Fliers and posters may be posted on the designated bulletin boards in the Danforth University Center, the Ridgley Arcade, the kiosk in Bowles Plaza, or the glass display case outside of Mallinckrodt Center.
- Fliers and posters may be posted using tacks or staples on designated bulletin boards.
- Fliers and posters may not be printed on paper exceeding the size of 11" x 17".
- Fliers and posters may be posted in proper areas using blue painter's tape on other surfaces.
- No more than two fliers or posters may be posted on a single bulletin board. They may not be posted on top of other fliers or posters. If events or promotions advertised on them have passed, students may remove them and put up new fliers or posters in their place.
- Indoor postings: may not be posted in restrooms, on painted surfaces, glass, windows, doors, floors, or ceilings.
- Outdoor postings: fliers and posters may not be posted on trees, lamp posts, sidewalks, walls, doors, or windows outside of buildings. They may not be placed on cars.
- Fliers and posters may not be posted on Residential College Director (RCD) or Residential Advisor (RA) bulletin boards. Fliers and posters posted in residence halls and distributed by Residential Advisors must be approved by Residential Life. Verbal permission should be given before posting fliers and posters on bulletin boards immediately outside of dorm rooms.
- Fliers and posters may not be posted in Olin Library.
- Fliers and posters should not be posted more than two weeks before the event or promotion. Fliers and posters not advertising a specific event or promotion will be removed after two weeks.
- All fliers will be removed after two weeks.

- Fliers and posters may not be distributed by door-to-door solicitation or passed under doorways.

## Leaflets

- Leaflets are paper materials, including quarter sheets, half sheets, and brochures, distributed person to person on the Danforth Campus and through campus mail. Please note that there are special restrictions if you wish to use campus mail, some of which are identified below.
- Leaflets may be distributed two weeks before the event or promotion. Leaflets featuring calendars of events or promotions may be distributed at any time.
- Leaflets to be distributed through campus mail may not be printed on paper exceeding the size of 3" x 5" to fit inside mailboxes.
- Leaflets should not be distributed by door-to-door solicitation or put under doorways. They may not be placed on cars. They may not be distributed in the foyer of Olin Library.
- Leaflets distributed by University-recognized student groups through campus mail must be approved by Mail Services. A fee is charged for distributing leaflets through campus mail.
- All materials to be stuffed in resident mailboxes must be approved/authorized by [contacting Residential Life](#) at 314-935-5050. Only departments and student groups registered with Student Union may stuff mailboxes beginning the first Tuesday in September. Exceptions will be made at the discretion of Residential Life.
  - [Placing Materials in Resident Mailboxes Policy](#)

## Tabling, Banners & Chalk Walls

For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time.

Student groups have many reservable resources for advertising and promotions on campus. Tables, banner spaces, and chalk walls can be reserved using the [Campus Standard Spaces template on Reserve a Space](#).

## Tabling

- The Danforth University Center has 6 indoor tables and 8 outdoor tables available for any university recognized group or department to use to advertise their group or event. Indoor tables are available to reserve beginning the first day of class through the last day of class each semester.
- Four outdoor tables are located in the Edison Family Courtyard near Ibbey's patio and 4 are set up at the North Entry to the DUC facing Mudd Field. Outdoor tables are available for reservation beginning the first day of class through the first day of fall break; and from

the first Monday following spring break through the last day of class (last day for student groups to program.)

- Tabling hours are 11AM-2PM Monday through Friday. For more information on tabling in the DUC, visit the [SA website](#).
- Danforth University Center tables may not be used by any group for tabling purposes outside the dedicated time of day or days of the week/year.
- Residential Life has five (5) indoor tables available for tabling in Bear's Den and two (2) indoor tables available for tabling in Village House. These tables are for any university recognized student group and departments to use to advertise their group or event. Indoor tables are available to reserve beginning the first day of class through the last day of class (the last day for student groups to program) each semester. Tabling hours are 5PM-8PM Monday through Friday and 2PM-8PM on the weekends. For more information on tabling in Bear's Den or Village House, visit the [Residential Life website](#).
- Residential Life tables may not be used by any group for tabling purposes outside the dedicated time of day or days of the week/year. Reservations may not exceed two hours per day within a week.

## Banners

- Event Management offers two types of banner reservations; Oak Walk and DUC Balcony.
  - Banners are allowed in the Danforth University Center. Reservation, design, and cost information can be found on the [DUC Website](#).
  - Banners are allowed along the Oak Walk. Reservation, design, and cost information can be found on the [Event Management website](#).
- Banner reservations begin on Tuesday and run for one week. Oak Walk banners may be requested for two weeks of each month. DUC banners may be requested for one week each month. Banner reservations are available year-round.
- When making banner requests in Reserve-A-Space, please note: select the date of the Tuesday on which you would like your reservation to begin. For a single week's reservation, DO NOT attempt to select a recurrence. No other days will show as available. By selecting an available Tuesday, you are securing a reservation for that entire week (Tuesday-Monday.) If you are requesting two weeks, you will need to select two Tuesdays only using the recurrence button in Reserve-A-Space.
- Banners must be delivered to Mandy Curtis in DUC 170 no later than 5PM the Friday before your reservation begins.
- Event Management cannot guarantee that banners delivered after 5PM the Friday before the reservation begins will be hung.
- Clients will receive an email when the banner comes down and is returned to the Event Management office. A client will have two weeks to retrieve the banner following the email or it will be recycled. Event Management will not store banners.

## DUC Chalk Walls

- Event Management offers seven (7) chalk wall spaces in the Danforth University Center Fun Room for advertising university recognized groups or events. Chalk wall reservations begin on Tuesday. Chalk walls may be requested for two weeks of each month. Chalk wall reservations are available year-round.
- When making chalk wall requests in Reserve-A-Space, please note: select the date of the Tuesday on which you would like your reservation to begin. For a single week's reservation, DO NOT attempt to select a recurrence. No other days will show as available. By selecting an available Tuesday, you are securing a reservation for that entire week (Tuesday-Monday.) If you are requesting two weeks, you will need to select two Tuesdays only using the recurrence button in Reserve-A-Space.
- Chalk walls may be decorated anytime during the week of your confirmed reservation. Chalk is available at the Fun Room information desk in the Danforth University Center. Chalk walls will be cleaned at the end of your reservation.
- Use of any adhesives is prohibited.

## Digital Signage

### DUCTV

The Danforth University Center encourages all student groups and university departments to use DUCTV to advertise events and activities to the Washington University in St. Louis community. Find more information about slide guidelines and how to submit your request to post slides [here](#).

### Res Life TV

The Office of Residential Life features digital display boards in many of our residential communities. These digital display boards have been designed in an effort to reduce the posting of paper flyers and to be more sustainable.

Submit your request to post slides [here](#).

## Underpass & Paint Room

**For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time.**

Underpass panels can be reserved using the [Campus Standard Spaces template on Reserve a Space](#). Event Management offers 24 paintable panels for reservation in the underpass between the South 40 and main campus. Underpass reservations begin on a Saturday and run for one week (Saturday-Friday). Underpass panels may be requested for two weeks at a

time. Underpass reservations are available from the first day of class to the last day of class (last day of programming) each semester.

When making underpass requests in Reserve-A-Space, please note: select the date of the Saturday on which you would like your reservation to begin. For a single week's reservation, DO NOT attempt to select a recurrence. No other days will show as available. By selecting an available Saturday, you are securing a reservation for that entire week (Saturday-Friday.) If you are requesting two weeks, you will need to select two Saturdays only using the recurrence button in Reserve-A-Space.

Underpass panels must be painted either Saturday or Sunday. The paint room is open Saturday and Sunday, 10:00 AM-6:00 PM and will NOT be open any other days of the week. The paint room is located in Carriage House, next to the Alumni House on the South 40. Student groups are allowed to checkout a maximum of three (3) colors of paint. If additional colors are needed, paint must be returned before more paint can be checked out.

Student groups will be given priority for underpass reservations. University departments may request an underpass panel two weeks before the reservation is to begin as available. University departments must provide their own supplies.

*The panels at each end of the tunnel and the large 3-dimensional shapes are not available in Reserve-A-Space. For information regarding the use of these panels, contact [pr@su.wustl.edu](mailto:pr@su.wustl.edu).*

## **Creating Publicity**

### **SUPR**

Student Union Recognized groups seeking promotional resources or assistance are encouraged to contact the Student Union Public Relations (SUPR) Creative Team. The SUPR Creative Team consists of Washington University undergraduates with expertise in creative fields or marketing who work to provide free resources to student groups.

More information can be found on the [SUPR website](#).

## **WUGO Calendar**

Student groups should use the WUGO calendar as the central campus calendar for programming and events on campus. To submit an event on WUGO, go to your group's action center and select the events tab. Choose "create an event" and start the Event Builder. Events will be reviewed by Campus Life staff and approved weekly.

## Archives

The Washington University Archives (WUA) strives to document and preserve the history of our university community. The student body and groups are central to that mission. We have begun a new initiative to capture the online presence of WashU's student groups.

University Archives is also interested in preserving paper records from Student Union and the many student groups as well. If your group has paper documents that you would like to add to University Archives, please contact the [University Library](#) for more information.

## Section 6: Program Planning

The last day to program is December 13<sup>th</sup>. For all upcoming training dates and to RSVP, visit the [Campus Life WUGO page](#).

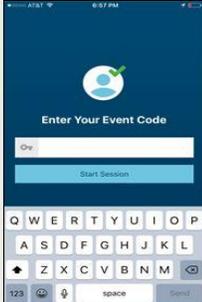
### WUGO Event Registration

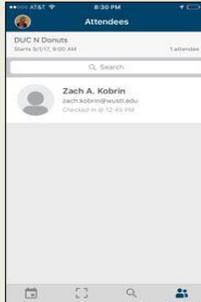
Plan and market your event more easily than ever before by using Event Registration through WUGO. Connect with the right staff and administrators from the start, speed up the planning process and ensure that your event will be a success! Each time you use Event Registration the information is shared on WUGO's event calendar. Event Information is stored within your group's page to guide future leaders for years to come!

#### Features:

- Guides the leader planning the event
- Markets event through WUGO calendar
- Important links to Campus Partners, policies, and other forms available at your fingertips during the entire process
- Automatically notifies and involves necessary campus partners
- Offers centralized discussion board for conversation and coordination
- Saves your event details and Campus Staff recommendations or notes for future group leadership
- Creates Event Packet for planner to have and share with event staff
- Auto saves your event as you work so you can return to it later

## WUGO MOBILE CHECK IN – EVENT HOSTING



To collect attendance at an event, download the **FREE Campus Labs Event Check-in app on a mobile device**. Follow the simple instructions in the app. To get the requested **"Event ID," go to WUGO** and sign in. Click on the top right menu icon and select **"Manage."** From there you can navigate to the group that is hosting the event. Click on the left drop down menu and select **Events**. Click on your event and then click the **"Track Attendance"** box.




## Registration Guidelines

Some types of events are required to be registered in WUGO with Campus Life.

- Social Events and Events with Alcohol
- Student Group Travel
- Food Trucks
- Inflatables
- Engaging with Youth On/Off Campus
- Events with attendance over 100
- Non-Washington University attendees

Please **submit your events 15 business days** in advance to allow for timely approval. Also note that some policies require more time in advance for the registration and approval process.

**For 2020-2021 academic year please refer to section 1 for updated policy and procedures.**

## Required Trainings

Due to the nature of a program/experience, student groups may be required to complete a training prior to approval of an event. Required trainings will be reflected within the event registration process on WUGO. Required trainings include, but are not limited to Responsible Contact, Travel Policy, Planning Events with Alcohol, Youth Protection, Entering and exit community.

## Collaborative Programming

Student Groups are encouraged to work together to create programs, services and activities for the university community. Collaborative or co-programming involves two or more groups sharing ideas, workload, and financial responsibility for an event. Student Groups that co-program are encouraged to create a co-programming agreement that has all of the event details in writing. The agreement should include what group is responsible for each task, and how much each group is contributing financially to the event.

Working together to plan and execute programs is a great way to learn about other groups and share resources. When collaborating with other Student Groups,

- Be clear about what is expected of both groups during the planning process and during the event.
- Discuss the strengths and weaknesses of each group and how each can contribute to the success of the program.
- Be considerate of all sponsoring groups in advertising materials.
- Agree in advance on the financial commitments of each group.

*Adapted from the University of Miami 2017-2018 Student Organization Handbook*

## **Contracting Performers & Speakers**

Student leaders and advisors outside of Campus Life are prohibited from signing contracts on behalf of Student Union Recognized groups and/or for events/speakers when SU funds are being used. Work with a Campus Life advisor or make a [GPS Advising appointment](#) for assistance with [contract review and signing](#).

## Event Staffing/Management

**For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time**

### Hosting Presenters or Performers Policy Statement

Washington University in St. Louis recognizes that invited presenters and performers are an integral part to the campus experience. We also appreciate that listening to differing opinions is a hallmark of an educated society. We therefore encourage students to invite presenters and performers to present to our campus community on a wide range of issues and exposing our community to many viewpoints. When inviting guests to campus, the university shall remain content neutral, but reserves the right to ensure that safety of our community, guests and physical structures remains a priority. This event staffing policy applies to all members of the WUSTL community when they are using their membership in our community to host a guest presenter on the Danforth campus. Successful navigation of this policy will include registration of all campus presenters through the WUGO Event Registration form. This policy only extends to events that are alcohol free.

### Programming when Event Management Agents are needed

If your group is programming, and know there will be no alcohol present, you may still need the services of an event management company. The use of an event management company for crowd control is a safety measure that ensures your event will not result in anyone being injured or aggrieved. Below are some programs that may require event management agents.

### Policy & Forms

[Event Staffing Policy for Student Groups That are Hosting Presenters or Performers](#)  
[Security Officers vs. Event Agents](#)

<https://students.wustl.edu/wp-content/uploads/2019/05/EventStaffingpolicy-Accessible.pdf>

## Venue Reservations

**For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time**

### Off-Campus Venues

Groups may choose to host events at a venue off-campus. Campus Life is committed to ensuring the safety and security of events on and off campus. Therefore, if a group is planning a local off-campus event, they should be held at only Approved Venues that have signed a [Venue Agreement](#) with the University.

Venues that are not part of the Washington University in St. Louis campus can determine their own security requirements and may require specific security companies. Student groups are advised to clearly understand those requirements, and any costs associated with those requirements, prior to contracting with a venue site.

Please note that groups are held to the same expectations regarding to the Student Conduct Code when off campus.

## Catering Events

**For 2020-2021 academic year please refer to section 1 for updated policy and procedures.**

### Bon Appetit Catering

Bon Appetit Catering is the branch of [Dining Services](#) responsible for catering needs. They are the exclusive caterers for the following spaces:

- [Goldberg Formal Lounge](#)
- [Holmes Lounge](#)
- [Orchid Room](#)
- [Womens' Building Formal Lounge](#)
- [Umrath Lounge](#)
- Events in the [Tisch Commons](#) may require Bon Appetit.

Menu selection must be made directly with Bon Appetit a minimum of two weeks before an event. Visit the event management website for more information on [catering and alcohol guidelines](#).

### External Catering Vendors

External vendors are allowed in our standard spaces. Please check the space's specific webpage and your advisor before contracting any external catering vendors. All vendors must comply with university policies.

## Sustainability

The Office of Sustainability offers many resources to make campus events low or zero waste. Learn about what you can do to reduce waste and support campus initiatives [here](#).

## Event Planning Timelines

Each semester the last day to program is the Sunday before Reading Week. For fall 2020, the last day to program is 1 week before Reading Week. Check the [WUGO calendar](#) and the [academic calendar](#) for more important dates.

**The following timeline and checklist can be used to plan an event on campus:**

*Beginning of the semester:*

- Look at the GPS Trainings being offered and select those that are pertinent to your event and assign people to attend. Examples include Responsible Contact Training, Travel Policy Training, Planning Events with Alcohol Training.

*To be completed at least six to eight weeks before event:*

- Meet with a GPS Advisor to review any university policies that you will need to follow.
- Select event date/time and check WUGO calendar for conflicts.
- Assess what your budgetary needs are.
- Explore any collaborative or co-programming opportunities with other student groups.
- Reserve your space.

*To be completed at least four weeks before event:*

- Order any event related items that need to be purchased online and delivered.
- Begin promotion of your event.
- If catering is needed, submit your order.
- If necessary, book security for your event.

*To be completed at least two weeks before event:*

- Make sure your WUGO Event Registration is approved.

*To be completed at least a week before event:*

- Purchase any hospitality items agreed to in the contract.
- Meet with an AV rep to make sure all your requests are in and everything is planned.
- Meet with your GPS Advisor about any last-minute details or contract issues.

*To be completed the day of the event:*

- Meet vendors at the venue to make sure everything is being setup as planned.
- Have WUGO mobile check in downloaded on the phone(s) of the person who will be scanning at the door.
- Have a line control plan, if needed.
- Write an introduction for your presenter and select someone to read it.
- Select someone to welcome your guest and have them meet them at the agreed upon location.
- Make sure the room is setup according to your plans.
- Ensure a safe departure from campus for your guest.
- Clean up your space.

*To be completed after the event:*

- Return any items that were borrowed for your event.
- Use the Assessment tool to assess your event and put the document in your records for transition.

## Section 7: Policies & Forms

All Washington University student groups are held to high standards of conduct and expected to adhere to Campus Life, University, SU Financial, and University Department policies and guidelines. Groups who violate policy will be held accountable for their actions through the outlined policy or referred to the Office of Student Conduct. The standards and policies set within the [Student Code of Conduct](#) are an important resource for students and student groups. All Campus Life policies will be reviewed annually in May to become effective the following fall.

### Forms

[Event Agreement](#)

[Contract Addendum](#)

[University Vendor Contract](#)

[Gift, Prize, or Award Form](#)

[W9-Form](#)

[Liability Waiver – General](#)

[Liability Waiver – Inflatables](#)

[Guest Liability Waiver](#)

[Event Guest Sign-In](#)

[Liability Waiver Sign-up](#)

[Hold Harmless Individual](#)

[Hold Harmless Organization](#)

[Charter Bus Registration Request Form](#)

### Campus Life Policies

[Film Policy](#)

[Food Distribution Policy](#)

[Food Trucks](#)

[Gambling Statement](#)

[Responsible and Inclusive](#)

[Programming by Students and Student Groups](#)

[Student Group Travel Policy](#)

[Event Staffing Policy](#)

[Undergraduate Events with Alcohol](#)

[Guidelines for Venues that Host](#)

[Undergraduate Events with Alcohol](#)

### WUSTL Policies

[Art Installation](#)

[Bonfires/Open Burning](#)

[Bus Policy](#)

[Demonstrations and Disruption](#)

[Domestic Animal Policy](#)

[Fireworks](#)

[Hazing](#)

[Medical Bystander and Active](#)

[Bystander Protocol](#)

[Youth Protection Policy](#)

[Outside Sound Amplification](#)

[Political, Campaign and Lobbying Activity](#)

[Placing Materials in Resident](#)

[Mailboxes](#)

[University Posting/Distribution Policy](#)

[5k Runs on Campus](#)

[Discrimination and Discriminatory](#)

[Harassment](#)

[Title IX](#)

[University Weapons](#)

[Drug-Free Campus](#)

## Section 8: Events with Alcohol

**For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time. No in-person or virtual events with alcohol will be permitted at this time.**

### Policy Statement

Undergraduate students and student groups are afforded the privilege of serving alcohol at certain events. With this privilege comes expectations regarding ensuring the safety and welfare of those in attendance. Students are expected to know and abide by all applicable state and federal laws and University policies and procedures. Students are responsible for their own behavior; however, if alcohol is a part of an event, student organizers and sponsors must undertake efforts to provide a safe environment for the attendees.

All events with alcohol need to be registered online through Event Registration found in [Washington University Group Organizer](#) (WUGO). The event should be submitted through Event Registration no less than 15 business days prior to the date of the event and approval should be obtained no less than 10 business days before the event is scheduled to take place.

Graduate students and student groups should consult the [Graduate Alcohol Policy](#) before hosting an event with alcohol.

### Policy & Forms

[Programming with Alcohol Policy Guidelines \(PDF\)](#)

[Security Event Evaluation Responsible Contact \(PDF\)](#)

[Security Event Evaluation Security \(PDF\)](#)

[Event Staffing Policy \(PDF\)](#)

[Guidelines for Venue Hosting Student Events with Alcohol \(PDF\)](#)

[Planning an Event with Alcohol Checklist \(PDF\)](#)

### Required Training

Student groups who plan to host an event with alcohol are required to participate in two training sessions.

[Programming with Alcohol Training](#)

[Responsible Contact Training](#)

For all upcoming training dates and to RSVP, visit the Campus Life WUGO page.

## Approved Off-Campus Venue Agreement

**For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time**

Campus Life is committed to ensuring the safety and security of events on and off campus. As part of this, off-campus venues must agree the terms and conditions within our Venue Agreement. Each time a venue will be used our Venue Agreement Form should be paired with or used as the event contract. This ensures the venue is aware of our policies and agrees to uphold the standards set for student group events with alcohol.

The Venue Agreement and space diagram should be uploaded to the Event Registration no less than 10 business days prior to the event.

## Risk Reduction

### Security

If the presence of alcohol is being arranged by the student group, then you will need a security officer(s) present at your event. The number of officers will be dependent on many factors and WUPD will be the final arbitrator of officers and their posts; below are some factors that will influence how many guards will be required.

- How many people at the event?
- How many points of sale/distribution of alcohol are there?
- If off campus, how many busses are needed and if the busses are rotating throughout the event or are parked
- The layout of the venue

## Section 9: Student Group Travel

**For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time. Student group travel is prohibited at this time.**

### Policy Statement

Washington University in St. Louis seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by registered student groups. As such, the travel policy applies to all cases where travel is organized and sponsored by a registered student group and the **destination is outside a 50-mile radius from the university or includes an overnight stay.**

Examples of activities and events that fall under this policy include, but are not limited to: club sports trips, the activities of recognized student groups, Student Union-funded travel, and in situations where a student or registered student group officially represents the University, e.g., academic team competitions, conferences, and other programs. Successful navigation of this policy by student groups will include required registration of all Travel Activities and implementation of all policy steps.

Please note that groups are held to the same expectations regarding to the Student Conduct Code when off campus.

### Policy & Forms

[Student Group Travel Policy](#)  
[Incident Report](#)

### Required Travel Registration

As you complete the required travel registration you will need to designate one student group member that will serve as the group representative or travel coordinator for travel activity. The designated travel coordinator must attend one specialized training session offered monthly by Campus Life and submit the travel registration on behalf of the Student Group and all travelers.

The Student Group must submit the Travel Registration Form at least 20 business days (four weeks) before the first day of proposed travel. Required travel registration must include the following:

- **Travel Registration form can be found on WUGO through the Event Registration feature in your group page action center.**
  - **Make sure to indicate the event type as “student group travel” and you can use the visibility features to only show to your members if you prefer.**
- ALL travelers’ name, phone number, email, emergency contact, and indication of status as driver for trip

- Travel plans including destination, modes of transportation, lodging plans, purpose of trip and travel and stay itinerary

## **Service Trips and International Travel**

### **Service Trips**

All trips that fit the definition set forth by the [Gephardt Institute for Civic and Community Engagement](#) must follow all [procedures required for Service Trips](#).

### **International Travel**

All Travel Activities with an international destination must comply with standards and procedures set by the International Travel Oversight Committee (ITOC). This committee's policy and registration should be adhered to in conjunction with the Campus Life Travel Policy. Information can be found [here](#) on the ITOC and policy requirements.

## Section 10: Reservations

**For 2020-2021 academic year please see section 1 for updated policy and procedures. This current section is not applicable at this time.**

### Space Reservations

Most spaces on the Danforth Campus can be made using one central reservation system, [Reserve a Space](#). The ability to reserve space on behalf of a student group is tied to the group's roster in WUGO. Anyone who should be able to reserve spaces for group business should be listed on the WUGO roster as their appropriate officer position or if they are members, given the position of Space Requester. If you are having trouble with managing your WUGO roster please contact the [Technology Specialist](#) for assistance. Below are some of the commonly reserved campus spaces.

Tisch Commons	McMillan Café
Orchid Room	The Gargoyle
Goldberg Formal Lounge	Bowles Plaza
DUC Meeting Rooms	Edison Family Courtyard
Graham Chapel	Holmes Lounge
Umrath Lounge	Rettner Gallery
Women's Building Formal Lounge	Shoenberg Gallery

For spaces, not available on Reserve a Space please use the [University Space Directory](#) to get contact and space information.

### Other Reservation Needs

You can use Reserve a Space to request other spaces like tables in the DUC and Bear's Den, banners, chalk walls and the underpass painting sections. See Section 4 for more information on spaces available for advertising.

### Reservation and Space Use Guidelines

[Catering Exclusivity](#)

[Food Handling](#)

[Alcohol](#)

[Decorations](#)

[Housekeeping and Room Setup](#)

[Scheduling deadlines](#)

[Cancellations](#)

[Space Usage](#)

[A/V](#)

[Special Events](#)

## **Rental Rates**

Rental rates are determined based on the individual's affiliation to the university. Student groups and university departments are categorized as University Administered events. Space specific rates are available on the Event Management [website](#).

## Section 11: Advisors

### The Role of the Advisor

A student group advisor is a representative of Washington University in St. Louis who volunteers to assist their student groups in the areas of the group/student development and program support. The advisor assists the group in delineating and achieving its goals within the context of the University's mission, policies, and procedures. It is essential that the advisor understand the expectations of a student group advisor before agreeing to serve in this role. Around 70% of registered student groups have a advisor.

### Advisor Eligibility

All required advisors must be full-time faculty or staff members at Washington University in St. Louis. Graduate students may serve as required advisors only if done so as an assigned University job responsibility. For social sororities and fraternities that fall under NPHC, WPA, MGC, or IFC, the advisor may be affiliated with said chapter and outside of a full-time faculty or staff.

### Advisor Responsibilities

- Set clear and mutual expectations with group members for advisor interaction.
- Meet with student group officers/executive board regularly.
- Be familiar with the student group mission, vision, history, and constitution.
- Regularly discuss the student group's financial status and fiscal responsibility.
- Ensure that the group and its efforts are inclusive and respectful of all communities.
- Assist the group in understanding the impact and implication of activities in which they wish to engage.
- Assist with program planning and attend group sponsored activities when appropriate.
- Review the student group's registered events in WUGO.
- Join the student group's WUGO page and encourage the group to keep the page updated.
- Ensure that the student group completes the re-registration process in WUGO each year.
- Encourage accountability amongst the group.
- Advocate for and support the group and its mission when appropriate.
- Assist the student group with a smooth officer transition.
- Read the Student Group Handbook and be familiar with policies and procedures in order to ensure compliance on behalf of the student group.
- Read the Student Union Financial Guide, if your group is a recognized Student Union Group.
- Maintain open communication with Campus Life staff.

### Tools/Documents for Advisors

Each year, the advisor will be expected to sign the advisor agreement.

- [Advisor Role Worksheet](#)
- [Advisor Agreement](#)
- [Chapter Advisor Agreement](#)

**Advisor Trainings**

Student group/chapter advisors will be provided, each semester, an Advisor Training/Re-tooling that will go over roles/responsibilities and important policies to be aware of. In addition, those new advisors will be asked to go through an Advisor 101 online training. Finally, Campus Life will provide ongoing roundtables in order to build relationships, share updates, and to learn from each other best practices.

**Important Dates/Events**

All advisors are invited to attend GPS Trainings throughout the year. For a current training schedule please see the [Campus Life WUGO page](#) for more information.



**Beth Doores**  
**Associate Director**  
*Campus Life*  
Phone: 314.935.4971  
Email: [ejdoores@wustl.edu](mailto:ejdoores@wustl.edu)

## Section 12: Resources & Leadership Development

### New Officer Transitions

Most successful student groups implement some type of an “officer transition process.” In order to be most effective, **outgoing and incoming officers should try to have at least two weeks of overlap in their positions**, so that new officers have the opportunity to work closely with outgoing officers and to best understand the roles and responsibilities of their respective positions as well as best understand the intricacies and progress of the group. The following information can assist student groups in creating a seamless and successful officer transition period.

#### Transition Purpose

- To help formalize the end of an officer’s term, and provide outgoing officers a sense of closure with an opportunity to reflect on their successes and think about the future of a group
- To pass on significant group knowledge and history
- To prepare incoming officers for the responsibilities of their new positions
- To prevent incoming officers from "reinventing the wheel"
- To instill a sense of comfort and pride with incoming officers' new positions
- To introduce incoming officers to the advisor
- To increase the confidence of the new leadership

#### When and how do you prepare for transition? **EARLY AND OFTEN!**

- It’s never too early to prepare for transition. Transition preparation can begin as early as your first day in office!
- Transition is an ongoing process that should be part of daily operations. As an event or initiative takes place, evaluation and preparation for the next time around should be happening
- Identify, encourage and empower emerging leaders within your group as early as the first meeting Role model effective leadership and organizational skills

#### Suggestions for Effective Transition

Meetings between officers: Arrange a meeting with the outgoing/incoming officers and the advisor – if applicable. Be sure to discuss past, current, and future issues so that the new leadership is prepared. You should also discuss the financial status of the group and reference all budgeting documents.

Files: Create student group informational resource binders/ files for every important leadership position in the student group. The binders should consist of the student group constitution, mission, goals, officer responsibilities, event planning information which may include to-do’s, checklists, evaluations, as well as important contacts from on and off campus.

**Reports and Evaluations:** Written reports and/or evaluations are essential for officers or student group members to complete at the close of a month, an event or semester. The report/evaluation should highlight successes, challenges, goals, contact people, projects in process, and issue(s) of high priority.

**Goal Setting:** Create a reflection and goal setting meeting with the entire student group membership. Find out what direction they want to take the student group-then, meet as an executive board and establish goals and objectives for the student group. These goals and objectives should become part of the student group operations.

**Gathering Information:** Ask questions, initiate and build relationships with offices, and tour relevant spaces or offices to gain a broader understanding and perspective to better meet the goals of your student group.

**Financial Records:** Finances tend to be a big issue for student groups. In many cases, the budgeting process for one semester is generally prepared a semester earlier, when previous officers were in leadership. It is difficult for new officers to always understand why a specific amount was budgeted for an event or why a service was provided in the past, and for how much? Thankfully current and some past financial records for Student Union groups are available on SU Finance.

**Advisor:** Get your advisor involved and take advantage. If you don't have an advisor, check out the [GPS page](#) to learn how to set up an advisor appointment and establish a connection with a staff/faculty advisor. Advisors are great resources who can generally provide history and continuity for a student group. They can be the one constant in your student group.

**Communication:** Communication is essential for transition! Introduce the incoming officer to relevant student leaders, faculty and non-campus contacts who they will be working with in their role. Be open about barriers and challenges you experienced in your time as an officer and potential hurdles the incoming officer may face. Have a written officer binder that lives with the group and can be added to by each person who assumes that role.

## **Transition Documents**

[Transition Meeting Questions](#)

[Sample Officer Transition Meeting Agenda](#)

[Outgoing Officer To Do List](#)

[Officer Binder or Digital File Suggestions](#)

## **Member Recruitment and Engagement Strategies**

Recruiting new members is an important component of ensuring the long-term success of a student group. Successful recruiting is dependent on relationship-building and marketing. Promoting the group through social media platforms is a free, effective way to reach other students on campus.

Once members are in place, find ways to keep them engaged and motivated to contribute to the growth of the group. Build a sense of community among members by hosting social activities that allow them to connect with one another. Be transparent with members, so they are aware of the latest happenings and understand decision making in the group. One of the most effective ways of keeping members engaged and motivated is by delegating tasks to them and rewarding them for their accomplishments. Be sure to recognize members at meets and show gratitude for their contributions.

*Adapted from the University of Miami 2017-2018 Student Organization Handbook*

## **Group Meetings**

### [Sample Meeting Agenda](#)

## **Leadership Training and Development Workshop Opportunities**

Campus Life at Washington University in St. Louis strives to empower students to define themselves and their communities by providing transformative programming, hands-on advising, and educational resources aimed at enhancing the student experience. Our team is equipped to facilitate various workshops, teambuilding exercises, and developmental inventories to provide students groups the skills necessary to thrive on campus. Our presentations dive deep into various concepts related to socially responsible leadership and are useful for student groups hoping to empower their members to grow and transform campus. A sample list of our workshop and facilitation offerings are listed below. More information about our sample presentations can be provided per request and presentations can be custom-tailored to your group's specific needs and goals. We hope you take advantage of these resources!

### **Instructions for submitting facilitation requests:**

1. Browse the list of sample presentations below
2. Schedule a 30-minute meeting to curate a workshop/facilitation that best meets the needs of your student group here.
3. In the meeting request, include topics that you are most interested in within the prompts provided
4. During the workshop planning meeting, time will be spent:
  - a. Learning more about your group
  - b. Understanding current issues/needs associated with your student group
  - c. Scheduling the workshop date
  - d. Customizing sections of extant workshops to the specific needs of your group

## **Notice of Facilitation Request**

Two weeks' notice is preferred for any workshop request

## **Facilitation and Workshop Examples**

### True Colors

*Tool developed by True Colors Intl. – truecolorsintl.com*

Understanding the unique characteristics of one's personality and those of other individuals is a critical skill necessary for the enactment of effective leadership. The True Colors inventory provides students with an interactive experience, designed to promote personal reflection, team cohesion, leadership self-efficacy, and fun through the usage of four color indicators: Gold, Orange, Green, and Blue. Participate in True Colors and discover the hues and *colorful* blends that will guarantee your group's success!

### Conflict Management

*Developed by the Leadership Development Team, Campus Life | Washington University in St. Louis*

Managing conflict requires a healthy balance of self-awareness, patience, and the recognition that individuals manage conflict differently. Conflict may project negative connotations; however, if managed properly, it can lead to transformative organizational change, group cohesion, and a stronger sense of purpose for individual group members. Try this facilitation out and help your group and its members learn how to manage conflict in productive ways

### Values In Action - Character Strengths Assessment

*Instrument developed by VIA Institute on Character – viacharacter.org*

Enhancing the quality of one's life takes time and involves a dedicated commitment to exercising one's values. This process stems from a deep understanding of the social, political, and environmental contexts through which we live our lives and is crucial for the development of leadership capacity. By participating in VIA Character Strengths, students along with their peers will be able to develop an awareness of their core values, the environmental contexts that inform those values, and how to effectively implement these values in the practice of leadership. If your student group is interested in understanding your members' values, promote inclusion and organizational cohesion, and learn how to live more authentically, VIA Character Strengths is the workshop for you!

### Team Building

*Developed by the Leadership Development Team, Campus Life | Washington University in St. Louis*

Interested in helping your group members improve upon communication? Looking for opportunities to develop essential problem-solving skills? Hoping to improve your group's cohesion and dynamic? Team Building activities and workshops provide student groups the opportunity to connect with their individual members while developing essential skills that promote leadership capacity. Try us out!

### CliftonStrengths

*Instrument developed by Gallup, Inc. – gallop.com*

When natural talent meets time and investment, leaders are able to enact transformative positive social change on a college campus. CliftonStrengths promotes the maximization of students' intrinsic abilities by focusing on what individuals excel at naturally. Grounded in positive psychology and rooted in the idea that everyone can be a leader; this assessment serves as an invaluable resource to students energized by maximizing the effectiveness of their organizations and teams. Try out CliftonStrengths and help your organization transform!

### Identity, Power, and Social Change

*Developed by the Leadership Development Team, Campus Life | Washington University in St. Louis*

The Social Change Model of Leadership Development provides students with a theoretical lens through which to understand and operationalize leadership designed to inspire positive social change. An awareness of self, a critical understanding of the paradigms informing the cultural norms within a society, and developing a commitment to citizenship are all aspects of this model that help students understand how to initiate change. Juxtaposing this theoretical foundation with the intricacies of power and privilege provides students a foundation for understanding how their social identities, perspectives, and passions inform their enactment of leadership. If your group is committed to social justice and inclusion, this facilitation is the one for you!

### Dialogue, Debate, and Discussion

*Developed by the Leadership Development Team, Campus Life | Washington University in St. Louis*

Engaging members of your organization in meaningful conversations regarding change and growth requires different forms of communication. Dialogue, Debate, and Discussion are all communication strategies that can help student groups achieve their purpose and goals. Learning how to successfully implement these strategies takes time and a commitment to the understanding of other individuals. If your group is interested in incorporating these strategies in your day-to-day operations, this facilitation is for you!

### Customized Facilitations

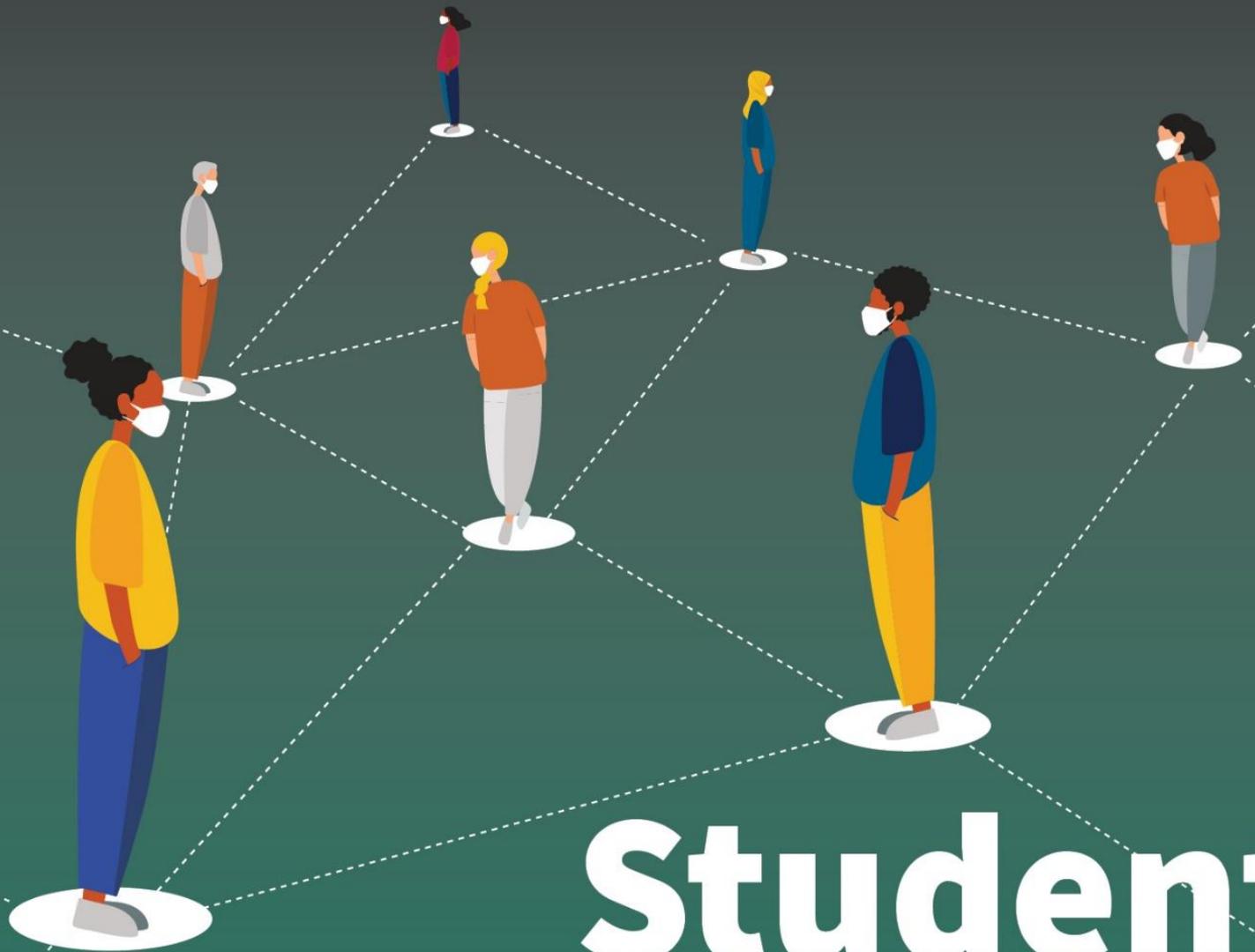
*Developed by the Leadership Development Team, Campus Life | Washington University in St. Louis*

The Leadership Development Team of Campus Life understands the complexity and variety of student groups on campus and the need to customize experiences to suit their unique needs. If your student group is looking for customizable leadership facilitations, let us know!

## Appendix 1 - Campus Partners Contact Information

<b>Name/Department</b>	<b>Phone Number</b>	<b>Primary Email</b>
Campus Card Services	314.935.8800	campuscard@wustl.edu
Campus Life	314.935.3443	campuslife@wustl.edu
Center for Diversity and Inclusion	314.935.7535	diversityandinclusion@wustl.edu
Dining Services	314.935.7098	diningservices@wustl.edu
Gephardt Institute for Civic and Community Engagement	314.935.5599	gephardt@wustl.edu
Liberman Graduate Center	314.935.3923	gradcenter@wustl.edu
Office of Student Conduct & Community Standards		studentconduct@wustl.edu
Parking & Transportation Services	314.935.5601 Parking 314.935.4140 Transportation	parktrans@wustl.edu
Residential Life	314.935.5050	reslife@wustl.edu
Student Technology Services	314.935.7100	student.technology@wustl.edu
Sumers Recreation Center	314.935.4619	rec@wustl.edu
Student Affairs	314.935.4526	
Harvey Media Center		mediacenter.wustl.edu
WUPD	314.935.5533	

2020-2021



# Student Group Handbook



*this is your*  
**CAMPUS LIFE**