

University of South Carolina Aiken
Student Organization
Advisor Handbook
2017-2018



UNIVERSITY OF
SOUTH CAROLINA
AIKEN

The University of Choice

Office of Student Life
Student Activities Center
803-641-3412
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Student Life and Services
UNIVERSITY OF SOUTH CAROLINA AIKEN

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This handbook is designed to be a tool for all advisors of student organizations at the University of South Carolina Aiken. It includes helpful information for advisors about expectations, University policies and procedures, and operations to ensure a successful advising experience.

Advisor Job Description

Each organization at the University of South Carolina Aiken (USCA) is required to have an advisor that is faculty or staff at USCA. The advisor should be an individual who has an interest in the purpose of the organization. While encouraged to be actively involved in all affairs of the organization, advisors are minimally expected to:

- Attend periodic meetings and activities
- Review and approve registration, budgets, travel plans, constitutions, facility requests, events and other forms
- Help ensure the activities of the organization reflect favorably on the university
- Provide historical background and serve as a point of reference
- Assist members in balancing their extra-curricular activities
- Intervene in high-risk situations and challenge student decision-making when necessary

Advisor involvement may encompass many other areas including:

- Advise with regards to fundraising, sponsorship, and spending
- Assist in transitioning new officers and developing leadership skills of all members
- Provide input into the recruitment, selection, and evaluation of members and officers
- Be aware that you may be consulted about personal concerns and are under no obligation in these instances

Advisors agree to abide by all policies governing student organizations and are encouraged to attend workshops offered by the university and be familiar with the Student Organization Handbook to promote further development.

If you are serving as a faculty/staff advisor to a fraternity or sorority there are additional expectations:

All fraternities and sororities (Greek organizations) are required to have an advisor who serves on faculty or staff at the University of South Carolina Aiken. A fraternity/sorority faculty/staff advisor serves the chapter *in addition to* their chapter advisor. It is the main purpose of the faculty/staff advisor to promote and support academic success within the organization. The duties and responsibilities of the Greek faculty/staff advisor include, but are not limited to, the following functions:

- Assist the chapter in developing an overall scholarship program
- Be available to meet with the members each semester to review their academic progress and plans at USCA
- Assist the chapter in developing an academic incentives program
- Be available to meet with individual members who are in need of academic assistance
- Attend at least one or two chapter meetings each semester to get to know the members and the members to get to know the faculty/staff advisor

Role of the Advisor

Advisors are essential to the success of a student organization. It is their responsibility to guide the group in accordance with the purposes and ideals of the University of South Carolina Aiken and the organization. The relationship of the advisor to the group will vary depending on each organization and its members. Some advisors play very active roles, attending meetings, working with officers, and assisting in program planning. Others maintain a more distant relationship to the organizations. Therefore, the responsibilities and duties of the advisor will vary according to the group's needs. It is our hope that each advisor will maintain some regular contact with his or her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness of policies and activities.

Following are some of the roles you may assume as an advisor:

MENTOR - Often students will come to see their advisor as a mentor and the success of this relationship can have a positive impact on both the student and advisor alike for years to come. Provide the students with advice and share your life experiences to assist them with their academic career and beyond.

MEDIATOR - Occasionally issues may arise between members of an organization, between different organizations, or between organizations and University administrators. As an advisor you may need to step in and help mediate the conflict. Often you can pull the two opposing parties into the same room and solve the issue by a simple conversation.

EDUCATOR - One of the most essential components to learning in "outside the classroom activities" is reflecting on what you are learning and how you are doing. Encourage students to stop and evaluate themselves. Assist them in recognizing learning opportunities and how those opportunities can make them better leaders and members in society.

MOTIVATOR - There will be times when an organization gets stuck on something or gets into a rut. Organizations may need assistance in overcoming these obstacles. You may need to be their cheerleader to keep them excited and motivated when facing a difficult challenge.

RESOURCE - As a faculty/staff member you can be a valuable resource about University policies, procedures, and rules. You are not expected to know everything, but as an employee of the University you have many more connections, and know who to call, than the students to find sought after answers.

LIAISON - An advisor can serve a key role in bridging the gap between an organization and University administrators or even between organizations. Take advantage of these opportunities to advocate on behalf of the organization.

We have provided some possible responsibilities that the advisor may consider when determining his/her responsibility to the organization, the individuals, and the University. Specifically, the role of the advisor is defined by the person filling the position. Hopefully each advisor will become involved in the organization through meetings, planning, programming, and activities.

Helpful Hints for Advising a Group

- Assist the group in filing its annual reports, required in order to maintain active status.
- Assist officers with procedural matters.
- Have a knowledge of all plans and activities of the group.
- Help the organization justify its expenditures of members' time, money, abilities, and energy.
- Discourage domination of the group by any individual or small groups.
- Provide long-term continuity within the group.
- Assist in the orientation and training of new officers.
- Be available to meet with members of the organization at their regular meetings.
- Provide assistance in the planning and evaluation of programs.
- Attend as many of the organization's programs as possible.
- Assist the group in setting realistic goals and objectives for the academic year.
- Promote relationship building between students, faculty, and staff.
- Be knowledgeable of the organization's history, constitution, and purpose.
- Assist the group in abiding by all University policies, procedures, and regulations.

Advising Individuals in a Student Organization.

- Encourage each individual to participate in and plan group events.
- Assist students in maintaining a healthy balance between academics, co-curricular, and social aspects of student life.
- Encourage students to accept responsibility for specific parts of the program or event.

- Help students recognize the importance of their roles in relation to the group's goals.
- Assist with developing the leadership skill sets of members, particularly officers.
- Assist in the development of individuals into better citizens.
- Develop a strong working relationship with officers.

What an Advisor May Expect of a Student Officer(s)

- Establish and share a job description for the advisor that clearly defines advisor responsibilities and expectations
- Keep advisor informed of all organizational activities, meeting times, locations and agendas
- Establish an attendance schedule for the advisor in regards to organization meetings which is mutually agreed upon by the organization and advisor
- Provide advisor with minutes of all meetings
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems
- Consult with the advisor prior to making any major changes to the structure of the organization
- Allow the advisor to share their thoughts and ideas
- Show respect for the advisor and value the advisor

What a Student Officer May Expect of an Advisor

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- To serve as a resource person for alternative solutions to problems confronting the group.
- Assistance with University procedural matters.
- Make suggestions of ways by which the group meetings can be improved.
- To represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance, and progress.
- Make suggestions that will permit the officers to improve leadership skills.

Considerations for the University of South Carolina Aiken

- Guide the group in accordance with the purposes and educational objectives of the University.
- Be familiar with the policies and procedures pertinent to USCA student organizations and ensure they are followed.
- Be familiar and comply with federal, state, and local laws and ordinances, as well as campus policies. Inform the group of policies as needed.
- Supervise the financial procedures of the organization in handling its funds.
- Cancel any activities you believe violate university policy, or local, state, or federal laws or are unsafe.
- Help increase awareness of both students and staff of the University facilities, events and personnel.

Questions You May Want to Discuss with the Organization:

- How much involvement is needed, desired, or expected?
- How often does the organization meet?
- How many major activities or programs does the organization plan per semester? Per year?
- How experienced are the officers?
- How do your skills and knowledge match the needs of the organization?
- What are some of the problem areas the organization has experienced in recent history?
- What are some ways you as the advisor can be helpful to the organization?
- Is the advisor expected to be an active participant at meetings or a silent observer?
- Should you interrupt meetings if you think the group is getting off track?
- If things get unruly should you interrupt or remain silent?
- Is the advisor expected to give feedback? What are the appropriate channels?
- Are there areas of the organization that are "hands off" to the advisor?

Different Approaches to Advising

- Point out issues relating to ideas presented by the officer without imposing bias.
- If an idea is inappropriate, the advisor should encourage students to consider other alternatives.
- Informal meetings are conducive to open and worthwhile discussion.
- If the officer asks "What should we do?" or "What do you think?" the questions should be rephrased and handed back to him/her. The advisor is there to assist the officer, but not to solve the problem for the student.
- The officers should be encouraged to take an occasional chance on some less proven member in delegating authority.
- The advisor may wish to periodically evaluate the student in his/her effectiveness as an officer.
- The advisor may feel comfortable participating in group discussions when the members have learned to recognize and accept the advisor's role as a co-worker whose opinions are respected for their value. This participation should not inhibit the prerogatives of anyone else.

Attributes of a Good Advisor

Aware	Know what is happening with the organization at all times.... problems, dates of function, etc.
Dedicated	Willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.
Visible	Attends meetings, events and other special activities of the organization.
Informed	Familiar with the rules, policies, and regulations of the University and the by-laws and constitution of the organization.
Supportive	Provides encouragement and praise to organization members.
Open-minded	Willingness to consider new ideas and approaches although s/he may not totally agree with them
Respected	Earned respect through being trustworthy, honest, and demonstrating a genuine interest in the welfare of the group.

Organization Stages

Forming

The “forming” stage occurs when the organization first assembles together. During this initial meeting, organization members share information about their experiences and develop first impressions of other members. The group leaders play a vital role during this stage. The leaders are tasked with laying out the group’s objectives, methods and practices. The leaders must also clarify each member’s powers and responsibilities to the group, as well as how each individual contributes to the group’s mission. During this stage an advisor can provide opportunities for training and development, including icebreakers and workshops or retreats. Also, the advisor should provide support to the organization.

Storming

As its name implies, the “storming” stage is often the most turbulent time in any group’s life cycle. In some instances, the storming stage can bring about “brainstorming,” where the ideas are brought up, debated and measured by their merits. In other cases, the “storming” can imply the clash of personalities, as the dominant personas in the group attempt to wrest control of the company’s mission from the more passive members. During this time, the best thing the advisor can do is recognize what is happening and respond with team building exercises and conflict resolution strategies.

Norming

The “norming” phase occurs when the personalities of the group have settled into their roles. During this phase, the individuals understand their responsibilities and act as a cohesive unit to accomplish the organization’s goals. Each member respects and appreciates the talents and contributions of the others. Members act out of a sense of trust and community, rather than the competition and rivalry. A leader can delegate responsibilities to those members that work well together. During this stage the advisor can assist the organization with developing expectations for members and officers.

Performing

The “performing” phase sees the group at its peak. Each member knows his role and carries out his duties with the full support and understanding of the rest of the group. The workers reach their highest level of competence and motivation during this phase as they see the organization progress toward its goals. The leaders will continue to develop the team spirit and camaraderie needed to reach the goals. At this point the advisor should continue role modeling and assisting the organization with officer transitions and goal setting to keep the organization moving forward.

Officer Transition

One key function of an advisor is to assist with officer transitions. Typically, as the one consistent factor with the organization, the advisor has seen changes, knows what may or may not work, and can help maintain continuity.

It is extremely helpful for officers to know their roles and responsibilities before taking office. Expectations should be clearly set. There are a few different ways to conduct and assist with officer transitions. Following are some commonly used methods that seem to have the most success.

Team Transition

Team transitioning involves getting everyone together in one room at one time. Be sure to include outgoing officers and incoming officers. This can be done as one long retreat or during several meetings. Things to cover during team transitioning would be:

1. Past records and/or notebooks for each office. Outgoing and incoming officers should work on updating those together
2. Discussion topics to include:
 - Projects from the past year
 - Upcoming and incomplete projects
 - Challenges and setbacks
 - Anything the new officers may need to know to do their job effectively

During the transition meeting(s) the advisor role may be to:

- Organize the retreat
- Facilitate discussion
- Serve as a sounding board for ideas
- Offer suggestions
- Fill in any blanks
- Remember to try to refrain from telling new officers what to do

One-on-One Training

While it is idea to do team transitioning as it allows for the opportunity to get everyone in the same room and on the same page this simply isn't always possible. Many times it is left up to the advisor to train the new officers. In this situation an advisor would ideally bring together the outgoing officer with the new officer to conduct one-on-one training for each individual position. If the outgoing officer is not available to meet then the advisor may have to train the new officer by him/herself. The advisor may even find him/herself creating a new notebook/files for the new officer from scratch.

Things to include in a new notebook/folder:

1. Any forms the officer may need to use
2. Copies of previous meeting agendas
3. A copy of the organizations constitution and bylaws

Talk about goals for the coming term and the officer's role in the organization. Discuss the expectations for each position.

Services Provided to Registered Student Organizations

Organization Fairs

The Office of Student Life hosts two organization fairs each year (one per semester) called "Get on Board Day." These fairs provide organizations the opportunity to showcase their group to new students.

Organization Mailboxes

Organizations can obtain a mailbox in the Student Life Suite in the Student Activities Center

Meeting Space

Registered student organizations may use university facilities and sponsor activities on campus often for free or at a significant discount.

Marketing Resources

- Copy machine: All student organizations are given a copy code and are allowed to use the copy machine in the Student Life Suite of the Student Activities Center. Copies are \$.05 per page for black and white copies, \$.15 per page for color copies. There are a variety of colors of paper that can be selected.
- Helium: Bring your own balloons and string. Helium can only be used for organization sponsored events (no personal use allowed). See the front desk of the Student Life Suite
- Banner Paper & Paint: Banner paper and paints are available at no cost in a variety of colors. See the front desk of the Student Life Suite

Financial Accounts and Information

All funded organization advisors, officers, and members should become aware of and adhere to the following:

- Under no circumstances shall any organization in any way financially obligate the University without proper authorization. Always plan in advance. Nothing will be processed without the proper paperwork and authorization.
- No funded organization may maintain any account with any other party other than Student Life/Student Government. Any and all transactions must be processed through both organizations.

Academic Support

The purchase of supplies for the purpose of supporting or supplementing an academic program is strictly prohibited.

Alcoholic Beverages

Under no condition will Student Activity funds be used to purchase alcoholic beverages.

Awards

Awards may be used to recognize individual organization members for outstanding contributions to the organization or University. Awards and prizes may be considered for the specific purpose of generating revenue at least equal to the cost of the award. In this case, the organization must provide a detailed description of the means by which the prize will be used to generate the funds to cover the expense.

Charitable Organizations

Student Activity funds may not be distributed to charitable organizations, however, these funds may be used to raise money for charitable organizations and they may receive the portion considered net profit.

Check Requests

A check request is used when a check is needed in a short period of time. The request should be placed at least two weeks in advance. The correct procedure for handling check requests is to complete the Form 17 and Purchase Requisition Form and obtain approval through Student Life. The paperwork is then processed through the Finance Department and the check is cut. The receipt from the purchase and any change must be brought back to Student Life.

Contingency Funds

There will be no allocations for contingency funds. Emergency requests are heard on an individual basis.

Contracts

A contract is used when services are performed through an outside party. Contracts require prior approval and must be processed through Student Life.

Equipment Purchases

All equipment purchases are the property of the University and must be reported as such by each organization as a part of inventory. All inventory must be accounted for at the end of each fiscal year before an organization is eligible for additional funding.

Honoraria

Honoraria payment is simpler than a formal contract. The paperwork required includes a Direct Expenditure for Personal Services form and an I-9 form for the individual. See Student Life for assistance in handling honoraria payment.

For persons already employed by the University, the payment process can be much more difficult. The organization should consult with Student Life for information regarding other options.

Fundraising

Money which is earned by the organization through fund raising activities will be placed in the rollover balance for that particular organization. This money can be spent on a variety of items; however, proper paperwork and procedures must still be completed. For more information about the process to do fundraisers, please refer to the section of this manual titled Fundraising located on pg. 27. Remember, all fundraisers must be approved by the Associate Director of Student Life (or designee).

Intra Institutional Transfer (IIT)

An IIT is used to transfer money from one University account to another.

Petty Cash

The petty cash account may not exceed \$50 per expenditure. The procedure for handling petty cash is to complete the Form 17 and Purchase Requisition Form and obtain the proper signatures through Student Life. This process should occur three or four days in advance. You must spend your own money and bring the receipt into Student Life in order to receive reimbursement.

Political Purposes

Student Activity funds may not be used for any political purpose or the support of political candidates at any level. No funds raised by funded organizations may be used for partisan political purposes.

Printing

Organizations must use University Printing facilities where possible. If printing cannot be done on campus, every attempt should be made to follow normal bidding procedures through University Printing.

Purchase Requisition Form

The purchase requisition form is essentially a request for a purchase order. It is designed to convey to the Purchasing Department an organization's need for supplies, equipment, or other contractual services.

Purchase Orders

The purchase order is established for companies with which we do not have a blanket order set up. It is intended for amounts in excess of \$2500, and three bids must be submitted for the services under consideration. All paperwork for purchase orders should be completed at least ten days in advance. The invoice or packing list should be submitted to the SAC office for merchandise received.

Religious Purposes

Student Activity funds will not be allocated for promotion of specific religious beliefs.

Revenue

In addition to allocated funds, your organization may also earn money through the collection of dues, ticket sales, bake sales, etc. This money, referred to as rollover, should be added to the organizations allocated balance to obtain a total beginning balance for the fiscal year. Revenue will roll over for one academic year.

Sales Tax

Sales tax must be withheld from money earned through means such as bake sales, candy sales, etc. This sales tax is reported under a separate cost code, and it is not considered a part of rollover.

University Police Costs

The cost of having a University Police officer present at any event, on or off campus, is currently between \$20.00 and \$40.00 an officer per hour. The need for University Police officers is based upon the nature of the event and the potential for problems to develop. The need for an officer will be decided by the Director of University Police and the Conference Center and Special Events Office. However, events held in the Etherredge Center after 5:00 p.m. may require a University Police officer.

Note: Whether or not a University Police officer is present at any event, the organization is solely responsible for any and all occurrences at the event.

Special Accounts

There are a variety of special accounts and procedures established to simplify certain qualifying receipts and expenditures.

Telephones

Telephone installation will be restricted to those organizations which have a permanent office on campus which is utilized a minimum of four hours per day.

Ticket Sales

Ticket sales for a funded organization must follow certain regulations and procedures. Tickets may be picked up from the Finance Department. At the conclusion of the event, the remaining tickets, stubs, and cash must be returned to Finance.

Travel

Money may be allocated for travel where members of the organization will:

- Represent the university and thereby enhance the prestige of the university and the organization;
- Gain knowledge or experience of benefit to the student body and the individual's organization.

Travel Authorizations

An organization traveling on school business must complete a Travel Authorization form (T.A.) for insurance purposes. If the organization's funding allows, travel expenses may be reimbursed for lodging, meals, mileage, registration, and other transportation expenses. These T.A.'s should be completed two weeks in advance. See Student Life for assistance and notification of travel expenses. It is the obligation of the organization to report all funded travel expenses to Student Life and Student Government.

Travel Reimbursement Voucher

If applicable, the traveler may receive reimbursement for certain expenses upon completion of a Travel Reimbursement Voucher and submission of receipts.

Reminder: All financial activities must flow through the Office of Student Life and Student Government for accounting purposes. If there is any change in estimated amounts (blanket orders, purchase orders, etc.), Student Life and Student Government must be notified.

Disclaimer

Student Government and Student Life reserve the right to review the organization's budget and to residual account any funds which were not expended in implementing an approved program. All organizations are required to notify Student Government that the event did not use their allotted funds for the purposes intended.

Registered student organizations have the option of opening a financial account in the Office of Student Life free of charge.

Depositing Funds

- Cash and checks can be deposited in the Student Life Office. You will be given a receipt for your deposit.
- Checks should be made out to USCA or USC Aiken. No other checks can be accepted.

Process of Budgetary Requests and Appeals for Student Activities Fee Allocation

Student Organization Eligibility Requirements:

To be a candidate for funding, an organization must meet the following eligibility requirements:

- The group must meet all criteria set by the University of South Carolina Aiken to be a currently registered student organization;
- New student organizations may not receive any funding until they are approved by the Campus Life Committee. New organizations will receive a budget of \$250.00 for their first year and then must go through the funding process at the beginning of the next academic year for future funding.

Representatives of all student organizations funded by student activities fees are required to attend the following activities/events:

- The advisor and/or student representative (preferably the President) must attend the Advisors/Presidents Reception held annually;
- At least one representative must attend the Chancellor's Town Hall meetings which are held on a semesterly basis.
- At least one representative must attend the Annual USCA Student Leadership Retreat held in August.
- At least one representative must attend a Space Use Training Session
- At least one representative must attend a Fee Allocation Training Session
- At least one representative must attend the student organization scheduling meeting held every semester.

Failure to comply with the above guidelines could result in the suspension of funding.

The Office of Student Life and the Student Government Association will send out schedules of all meetings and training sessions at least two weeks prior to hearings being held.

The Office of Student Life will send out schedules of all meetings and training sessions two weeks prior to the hearings. At the end of the academic year, it is the obligation of the organization to disclose all excess inventories or other goods currently held by the organization that were purchased with University funds. If it is determined that any falsification or withholding of information does exist, the organization will automatically lose all funding for the next fiscal year. An organization is also ineligible for funding if there are any outstanding fees (copy fees, etc.) owed to any university department or business.

Activities Eligible for Funding

- Travel Activities: These activities involve support for students attending lectures, conferences, symposia, or similar activities. Meals allocated for travel will follow university guidelines for reimbursement. Funds for travel may be allocated when members of the organization will:
 - A. Represent the institution and thereby enhance the prestige of the institution and the organization or activity.
 - B. Gain knowledge or experience for the student body and/or the individual's organization or activity.
- Speaker Activities: Funds may be allocated to bring a speaker on campus. The main speaking engagement must be open to the entire campus community
- Operational Activities: Funds may be allocated to help an organization remain operational. Examples of operational activities are printing of agendas, office supplies, and specialized equipment needs.
- Food/Beverage: Funds may be allocated for food and beverage at events, meetings, and receptions.
- Other Expenses: Funds may be allocated to help organizations with other expenses as long as they are justified.

Activities Not Eligible for Funding

- Local travel of less than 50 miles
- National or local dues for individuals
- Promotional merchandise or materials to be sold for a profit
- Events with alcoholic beverages being served will not be funded unless granted special permission from the Chancellor of the university.
- Direct requests for donations to charities or non profit groups.
- Events with an admission fee unless granted special permission by the Vice Chancellor of Student Life and Services with consultation from the Assistant Vice Chancellor of Student Life (or designee) and the Associate Director of Student Life (or designee). If permission is granted, the organization may realize profits only after reimbursing the student activities fees account for the original allocation. The Vice Chancellor can also grant special permission for groups not to have to reimburse the amount if the event significantly contributes to the mission of the university.
- No memorabilia, yearbooks, photo albums or any items that are solely group-specific
- No speaker who is a member of the USCA faculty, staff, or student body may receive payment or honorarium for a personal

appearance.

Priorities for Funding

- Will be given to events and programs held on campus;
- Will be given to programs and events that relate to the mission of the student organization requesting the funds and which support the overall mission of the university;
- Will be given to programs and events which are open to the entire campus community;
- Will be given to organizations who have limited abilities to obtain funding from other sources (i.e. other departments on campus, fee structure of organization, etc.)

How to Apply for Student Activities Fees

The Student Government Association approves the Student Activities Fee Allocation budget based on the recommendations of the Student Activities Fee Allocation Committee. The budget is subject to the approval of the Assistant Vice Chancellor of Student Life (or designee) and the Vice Chancellor for Student Life and Services.

Hearings will be held at least once a year.

Student organizations must follow these steps in order to participate in the Student Activities Fee Allocation.

Step 1: Each registered organization will receive notification of the opening of the budget process at least two weeks prior to when hearings will be held. Campus publications will be used to publicize the availability of forms and when hearings will be held.

Step 2: The student organization, in consultation with the adviser, identifies all budgetary needs for the organizations.

Organizations may apply for funding for the entire year or plan by semester. Forms and instructions can be picked up in the Student Life Office or Student Government Association Office which are both located in the Student Activities Center.

Step 3: The student organization completes the Budget Proposal Form, returns it by the due date to the Student Life Office and, signs up for a hearing with the Student Activities Fee Allocation Committee.

Step 4: Representatives from the organization prepare to justify their budget requests at the hearing.

Step 5: Representatives from the organization attend the hearing with the SAFAC and explain their budget requests. At least two members, but no more than four members, of the organization should be present at the hearing.

Step 6: Within two weeks after the hearings, the organization receives a printed itemized copy of their requested budget.

Step 7: Student organizations who disagree with their budget allocation may appeal to the Director of Student Life.

Step 8: Student organizations who disagree with the decision of the Assistant Vice Chancellor of Student Life (or designee) may appeal to the Vice Chancellor for Student Life and Services.

If an organization does not meet with SAFAC for a hearing, the organization will not receive any allocation from SAFAC.

Each year, the SAFAC committee may set limits for funding on specific items. Each funded organization should be aware of the fact that the SAFAC retains the right to review all funded expenditures from a previous year before consideration for future funding. The accounts will be audited monthly by the Student Life Office and/or the Student Government Association. Therefore, it is necessary for organizations to maintain records that are both current and accurate and to carefully consider their own expenditures.

Other Budget Considerations

Unused Allocations

Any funds not spent within the assigned time period will be transferred back to the general student activities fee account. Any money or revenue generated by the student organization will roll over for one academic year.

Budget Changes

Occasionally, a student organization may find it necessary to request a change in the budget they submitted. If this occurs, a Budget Transfer Request form, available in the Student Government Office and the Student Life Office, should be submitted to the Student Government Office in the Student Activities Center.

Student organizations should have your request form into the office by Noon on Mondays. At that time, a representative from the student organization may make an appointment to meet with the SGA Secretary/Treasurer to answer questions concerning the request. The SGA Finance Committee meets weekly during the fall and spring semester and will act promptly on any request. Student organizations will be notified of the status of their request by Friday.

Composition of Student Activities Fee Allocation Committee

The Student Activities Fee Allocation Committee will consist of six members. One of the voting members will be selected from the faculty and staff while the Assistant Vice Chancellor of Student Life (or designee) will be a permanent non-voting appointment. The other four voting members will be Senators from the Student Government Association, including the Secretary/Treasurer of

the Student Government Association. The Vice Chancellor of Student Life and Services will choose the faculty/staff representatives and the Student Government Association President will choose the other three Senators. The chair of the committee will be the Secretary/Treasurer of the Student Government Association. Committee members will serve a one year term from April to April.

In order for the hearing to be held, at least 2/3 of SAFAC must be present.

Student Organization Event Policies

On Campus Events

The following policies have been adopted to protect USCA students and property. These policies are intended to regulate any social events held on the USCA campus by student organizations. Failure to abide by these policies could result in disciplinary action as outlined in the USCA Student Handbook under "Student Organization Non-Academic Discipline System Procedures" and suspension of the sponsoring organizations.

Pre-Planning

1. All on-campus parties/dances/new member presentation/socials sponsored by student organizations must be held in the Student Activities Center. If the organization would like to hold an event on campus at another location special permission must be obtained from the Associate Director of Student Life or designee. A facility request form must be filled out at least two weeks prior to the event.
2. The sponsoring organization will be required to hire and pay for one or more University Police Officer(s) if needed. The University Police Department will determine the number of officers necessary to ensure the safety of those attending the event. Security needs will be discussed at the pre-planning meeting.
3. Each sponsoring organization will meet with the Associate Director of Student Life (or designee), the Chief of University Police, or designee(s) at least two (2) weeks prior to the event for a pre-planning meeting. The meeting will review room arrangements, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in cancellation of the event.
4. If the sponsoring organization wishes to invite special outside groups (such as a student organization from another college) to attend their event, they must indicate this on their original facilities request form. A list of potential groups who will be invited must be attached to the facilities request form. The Associate Director of Student Life or a designee will approve or disapprove this request and will communicate the decision to the sponsoring group. The sponsoring organization must have a sign in sheet for each visiting approved group. Members of these approved groups must sign in on the appropriate sign in sheet and show an ID verifying their identity. No one under the age of 18 will be admitted unless they are a USCA student or a member of an approved outside group.

Event Management

1. The entry table for the event must be located near the Student Life Suite and it must be supervised by the advisor (or designated faculty/staff person) and one student at all times. All other entrances into the building need to be locked in order to provide only one entrance into the building during the event.
2. All persons entering the event must show a valid USCA ID. Only USCA students and their guests (one guest per student) will be permitted to enter the event. The USCA student must sign in his/her guest and will be held accountable for the guest's behavior.
3. Sponsoring organizations will need to write down the name and driver's license number of any guest (a valid military or state picture ID may be used if a driver's license is unavailable). If the guest does not have a valid ID, he/she will not be admitted into the party. Sponsoring organizations must use the standard guest list/driver's license forms provided by the Office of Student Life.
4. Advisors must provide a copy of the guest list to the Student Life Office within 48 hours of the end of the event as well as keep a copy of the guest sign in sheet for at least four weeks after the event in case of any issues.
5. No outside containers will be permitted into the party.
6. The sponsoring organization, advisor (or designee) and/or University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
7. No weapons of any kind will be permitted at events.
8. Once a person leaves the event (leaves the building), he or she may not re-enter.
9. Non-alcoholic beverages must be available (free or for a reasonable fee) at the event.
10. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor (or designated faculty/staff member). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
11. The advisor or designee and/or University Police may shut down any event/program if necessary.
12. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event. Failure to do so may result in the assessment of a fine or cleaning fee.
13. The advisor or designated faculty/staff member must be present for the entire dance/party.
14. All social events (Sunday – Thursday) must end by 12:00am and guests must vacate the facility by 12:15am. The facility must be clear of all equipment and cleaned up by 1:00am. Social events held on Friday and Saturday must end by 1:00am and guests must vacate the facility by 1:15am. The facility must be clear of all equipment and cleaned up by 2:00am. Requests for a later closing time (which may include break down needs) must be made to the

Associate Director of Student Life or designee no later than (10) working days in advance of the event.

Off Campus Events

The following policies have been adopted to protect USCA students and organizations. These policies are intended to regulate any social events held off the USCA campus by student organizations. These policies apply to events that take place in a public location or when members of the general public may attend (i.e. parties, formals/semi-formals, date parties, dances, etc.). Failure to abide by these policies could result in disciplinary action as outlined in the USCA Student Handbook under "Student Organization Non-Academic Discipline System Procedures" and suspension of the sponsoring organization(s).

1. Each sponsoring organization will meet with the Associate Director of Student Life (or designee) at least two (2) weeks prior to the event for a pre-planning meeting. The meeting will review event arrangements including, but not limited to: facility being used, catering needs, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in cancellation of the event.
2. Each sponsoring organization must complete a social event agreement form and bring the completed form with them to the meeting with the Associate Director of Student Life, or designee, at least two weeks prior to the event.
3. If an organization wishes to have alcohol at the event it must be run by a third party vendor licensed by the state in which the event is taking place. The vendor must be responsible for id'ing and serving to event attendees. Students MAY NOT serve as bartenders or ID checkers.
4. No alcohol will be brought in to any student organization sponsored event. Also, no outside containers will be permitted into the party.
5. Events with alcohol must also provide non-salty food readily available in a sufficient quantity for the number of expected attendees. At least one free non-alcoholic option must be available to attendees. Other non-alcoholic drinks may be sold but must be at a cost of less than alcoholic drinks.
6. The sponsoring organization or advisor (or designee) will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
7. No weapons of any kind will be permitted at events.
8. Once a person leaves the event (leaves the building), he or she may not re-enter.
9. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the facility management and advisor (or designee). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
10. The advisor, facility manager, or designee may shut down any event/program if necessary.
11. The sponsoring organization must adhere to all facility stipulations as discussed in a meeting with facility management or per facility rental agreement.
12. Any damage or problems that occur during the event must be reported to the Associate Director of Student Life within 24 hours of the end of the event.

Food Policy for On Campus Programs

Student Organizations must use ARAMARK, the university's catering company unless special permission is granted by the Associate Director of Student Life (or designee). ARAMARK does provide student organizations with a special catering guide and organizations should consult with Chaunsia White, the Catering Director, for more information.

Student Organizations MAY NOT prepare and distribute (for sale or free) any food and drink products. Permission to have bake sale fundraisers must be obtained from the Associate Director of Student Life or designee.

Reserving Meeting or Event Space and Facilities

In order to properly schedule University facilities and to comply with University policies, it is necessary that an accurate and comprehensive record of all student organizational meetings, fund raising events, and guest speakers be maintained. The Office of Conferences and Continuing Education processes requests for all facility reservations. University Facility Request forms are available in the Student Life Office.

The facilities and support services of the University of South Carolina Aiken are primarily for the sustenance of activities supported by members of the University of South Carolina Aiken community. Activities sponsored by University entities are given priority usage of facilities and support services. Activities sponsored by entities from the civic community with no formal affiliation with the University may be granted use of the facilities and/or support services on a weekly basis. Each request for facility or support services use by non-university related entities must be approved through normal facility/space reservation procedures.

Requests for Facilities For Programs and Events are Processed in the Following Priority Order:

1. *Activities Sponsored by University Entities.*
Traditional Activities/Traditional events are established activities that are celebrations of the cultural and social continuity of the University community. The events should be structured in the spirit of community which encourages participation by various University constituencies, including student, faculty and staff. University departments' annual conferences are also recognized as traditional activities.
2. *Activities Sponsored by the USCA Pacer Union Board.*
The Pacer Union Board performs a function that is integral to the stated mission and goals of the University union. The University union exists in part to provide the University of South Carolina Aiken services, programs and support personnel to improve the quality of student life at the University of South Carolina Aiken. The PUB schedules all confirmed events during reservation periods for each semester. In addition, they may hold up to sixteen open dates for every semester.
3. *Activities Sponsored by Registered Student Organizations.*
Registered student organizations are those student organizations at the University of South Carolina Aiken recognized, governed, and regulated by the Office of Student Life, Division of Student Services. Student organizations must be currently registered with the University to be eligible for Student Activities Center usage.
4. *Activities Co-Sponsored by a Registered Student Organization and Some Other University or Non-University Rated Entity.*
Registered student organizations may co-sponsor an activity with another group in accordance with all other University policies pertaining to such events.
5. *Non-Registered Student Organizations.*
Non-registered student organizations may utilize the SAC facilities on a restricted basis. Non-registered student organizations may use facilities for three organizational meetings. They may not use facilities for other activities such as social events, special programs, or revenue producing events. No reservations will be accepted from non-registered student organizations that indicate the facility is being used for a programming function. Non-registered organizations are not eligible to use the bulletin board areas of the SAC except to note organizational meetings.
6. *Activities Sponsored by Non-University Entities.*
Non-University related entities may utilize certain SAC facilities on a restricted basis. Exceptions to these policies and procedures may be granted by the Associate Director of Student Life (or designee) or appropriate University administrators.

Campus Scheduling and Policies and Procedures

1. Facilities on the USCA campus can be scheduled for both internal and external group events. Internal groups are defined as academic and administrative departments and units and student organizations. External groups are defined as private, corporate and non-profit entities. The Conferences & Continuing Education Office will schedule and coordinate all events for external groups, with the exception of the Etheredge Center and the Convocation Center.
2. A Facility/Scheduling Request Form must be completed for all meetings/events held on campus.
3. The Conferences & Continuing Education Office will be the coordinating unit with final approval for all campus facility requests.
4. Facilities can be reserved via 25 live by *advisors only*. Students must e-mail their advisor the date, time, and room they want so that the advisor can then request the facility in 25 live.
5. All groups using campus facilities must leave facilities as they found them, i.e. no excess trash, no changes in room setups, no covers on door windows, etc.
6. All groups using campus facilities must refrain from making excessive noise during their meetings/events in classroom buildings in order not to disturb other classes, meetings or students who are studying.
7. Weekend event end times for all groups are as follows:
Sunday-Thursday – events must end by 12:00am, with guests vacating the facility by 12:15am, facility must be clear of all equipment and cleaned up by 1:00am.
Friday-Saturday – events must end by 1:00am, with guests vacating the facility by 1:15am, facility must be clear of all equipment and cleaned up by 2:00am.

*Requests for a later closing time (which may include time for break-down or clean-up) must be made to the Director of Student Involvement for student events or to the Director of Conferences and Continuing Education for other events no later than 10 business days in advance of the event.

8. There may be charges for housekeeping, house managers, technical personnel and/or operations, i.e. setups, break-downs, clean-ups, in addition to any rental fee for the use of University facilities to be assessed by the Conferences & Continuing Education Office, the Etherredge Center Office and/or the Operations Office.
For events held in the Etherredge Center: a production meeting is required prior to every event. A projected set of costs will be provided in advance of the event date, along with any special conditions. After the event has taken place, an itemized bill will be sent to the rental group contact person.
9. It is the responsibility of the requesting individual or group to set up an appointment with USCA Police for security for events with 100 or more participants. If it is determined that security is needed at specific events, the charges for this service will be paid by the responsible individual or group.
10. Parking is available in Parking Lots A, B, C, and D. Visitors should park in the spaces indicated by the white lines. The parking spaces indicated by yellow lines are reserved for faculty and staff; visitors are prohibited from parking in these areas.
11. All campus rooms and facilities are booked on a first come, first served basis.
12. Campus facilities may not be available for use on official University holidays.

Procedures for Scheduling External Groups

1. The Conference Center and Special Events Office will schedule and coordinate all events for off-campus groups.
2. Off-campus groups will be subject to the following rates: University-Affiliated-any program or event which has substantial Life by a USCA department or office is considered a University function and therefore will receive the University rates, Non-Profit-any program or event which is sponsored by an organization or agency which operate on a non-profit basis will receive Non-Profit rates, Corporate/ Private-any program or event which does not have an educational mission or is planned and sponsored by a Non-University entity will be responsible for the Corporate/Private rates.

Annual Reservation Procedures

All activities in the SAC are recorded on a master calendar maintained in the Office of Student Life and the Conference Center and Special Events Office. The Conference Center and Special Events Office will accept requests for facilities usage on a "first come" basis. The Office of Student Life, in conjunction with the Conference Center and Special Events Office, reserves the right to assign facilities on the basis of the most efficient utilization of space. Adjustments will be made if certain situations require changes in the facilities reserved by a group.

Note: For additional information regarding facility usage at the University of South Carolina Aiken, contact the Office of Conferences and Continuing Education located in the Business and Education Building, Room 111(648-6851 ext. 3587).

Student Activity Center Patio Entertainment

All types of entertainment (i.e. bands, speakers, dances, etc.) may take place only with permission of the Associate Director of Student Life (or designee). These events are restricted so as not to interfere with academic classes or the library. Public speeches or debates may take place only with the permission of the Associate Director of Student Life (or designee), and noise level does not extend beyond the confines of the patio. The patios are used primarily for student organizations to have a fund raising event or set up displays.

Policy on the Use of Alcohol Beverages on Campus

This policy governs the consumption, possession, distribution, and sale of alcoholic beverages (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken campus.

Based on a concern for the welfare of all members of the University community and in keeping with state and local laws, this policy is designed to promote the responsible use or nonuse of alcoholic beverages. Consistent with our institutional mission statement, USC Aiken values responsible citizenship. Members of the campus community are expected to assume responsibility for their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol does not lessen accountability to the University and the community. All members of the USCA community are expected to comply with all of the laws and policies stated below.

South Carolina Law

It is against South Carolina law and USC Aiken policy to:

1. Purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one
2. Provide any alcohol to a person under twenty-one by transfer, gift, or sale
3. Misrepresent your age for the purpose of procuring alcohol including possessing a false or altered driver's license or ID
4. Drive while under the influence of alcohol
5. Have a blood alcohol level of .02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance)
6. Have an open container of alcohol in a moving vehicle
7. Be intoxicated in public

Further information on South Carolina alcoholic beverage laws is available at <http://www.scstatehouse.gov/code/title61.php>.

Local Ordinance

It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. Pacer Downs, Pacer Crossings, and Pacer Commons are located within the city limits. Therefore, consuming alcohol on apartment balconies or on the housing grounds is prohibited.

General Guidelines

1. The legal consumption, possession, distribution, or sale of alcohol on campus is permitted only at events and locations approved by the Chancellor or designee (for departmental and University-wide events that are not primarily for students) or the Alcohol Event Review Committee (for student or student organization events). Legal consumption of alcohol is also permitted in University housing facilities, as stipulated in the University Housing Guidebook and the USCA Student Handbook. ([add link](#))
2. A licensed third party vendor must provide/sell the alcoholic beverages at any on-campus events hosted by a University entity where students are present. The University's contracted food service provider will serve as the third party vendor unless the Director of Food Service approves an alternate provider.
3. Individuals will be held responsible for their behavior while under the influence of alcohol. Failure to comply with South Carolina state law or University policy may subject the person or group to state and/or University penalties.
4. Any containers of alcohol that are being transported must be sealed and covered while on University premises.
5. Common source containers of alcohol (e.g. kegs) are not permitted on campus at any time.
6. Chugging, drinking games, initiations, funneling, or other potentially dangerous drinking games are prohibited.
7. No student activity fee or other University collected fee will be used to purchase alcohol.
8. This policy is subject to change to comply with new local, state, or federal laws or changes in operating procedures pertaining to the possession and consumption of alcoholic beverages.

Additional Guidelines for Students

1. Students must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
2. Regardless of the age of the student, the abuse of alcohol that results in impaired behavior is considered a violation of the alcohol policy.
3. Being under the influence of alcohol does not constitute a defense for bad behavior; students will be held responsible for their actions regardless of their consumption of alcohol.
4. Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to: completion of educational and risk reduction programs, fines, community service, probation, individual screenings, research papers, educational counseling group, and parental notification.*
5. If a student fails to comply with the request of a University Police Officer to complete a sobriety test, it will be considered an automatic admission of having consumed alcohol.
6. Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus

are required to inform the Associate Vice Chancellor of Student Life of the charges.

***Parental Notification:** *The Family Educational Rights and Privacy Act (FERPA) allows educational institutions to notify parents/guardians of students under the age of 21 when the student violates the University's alcohol or drug policies. Because we believe that parents can assist us in educating and empowering students to make responsible decisions regarding alcohol, we typically exercise our right to notify parents in the following situations:*

- *Drug violations*
- *Repeat or serious alcohol violations*

The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

Additional Guidelines for Student Organizations

1. Student organizations hosting an event must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and the Student Organization Social Events Policy and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
2. The decisions made or behavior exhibited by individual members of an organization may result in disciplinary action against the organization as well as the individuals involved.
3. No funds of an officially recognized student organization deposited or administered through the University may be used to purchase alcohol.
4. Student organizations may not provide alcohol for free or in exchange for a cover charge or ticket to an event.
5. Student organizations that wish to have alcohol sold at an on-campus event must secure approval from the Alcohol Event Review Committee by submitting an Application to Serve Alcohol at a Campus Event. If the Alcohol Event Review Committee approves an organization's request to have alcohol at an event, all of the procedures stipulated in the "Procedures for Sponsoring an On-Campus Student Event with Alcohol" document will be followed or the organization will be subject to disciplinary action.
6. Only beer and wine will be permitted at on-campus student events.
7. Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to, completion of educational and risk reduction programs, fines, community service, probation, suspension of student organization status, and suspension from use of University facilities for a designated period of time.
8. Student organizations who wish to host events with alcohol must attend a social host responsibilities workshop prior to hosting their first event with alcohol of the year.

Additional Guidelines for University Departments

1. University departments and employees within those departments must adhere to the General Guidelines in this policy, all federal, state, and local laws and ordinances as well as the Drug-Free Workplace Policy (<http://hr.sc.edu/policies/drugfree.pdf>).
2. University departments that wish to host an on-campus event with alcohol that is not primarily an event for students must secure permission from the Chancellor or designee.
3. University departments that wish to host an on-campus event with alcohol that is primarily for students must secure approval from the Alcohol Event Review Committee by submitting the appropriate paperwork to the Office of Student Life. If permission is granted for the event, all of the procedures stipulated in this policy must be followed.
4. At on-campus events that are primarily for students, only beer and wine will be permitted.
5. Guests or renters of USCA facilities are subject to the guidelines delineated in this policy.

Note: Students, faculty, staff, or student organizations who serve or sell alcohol to students at off-campus events assume liability for enforcing the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.

Note: Student organizations that wish to host off-campus events with alcohol must complete a Social Event Agreement and Third Party Vendor Agreement and meet with the Associate Director of Student Life prior to the event

Fundraising

Any campus organization wishing to conduct a fund raising event, or any way solicit funds for any purpose from students other than their own members, **must request permission** from the Associate Director of Student Life (or designee). This request shall be submitted a minimum of **5 working days** in advance of the proposed date of commencement of collection of funds or sale of tickets. Requests **must** be approved by the Associate Director of Student Life (or designee). Organizations planning fund raising events off-campus **must** check with the Associate Director of Student Life (or designee) for pertinent civic and University policies. All funds received by means of the fund raising process by groups receiving funding from the Student Activities Fee Allocation Committee are subject to accounting by the Assistant Vice Chancellor of Student Life (or designee). All funds raised by organizations from events funded in whole or in part from student allocation fee funds must be deposited in their University account. Fund raising may in no way involve the sale and/or distribution of alcohol. Any organization selling food must consult the Associate Director of Student Life (or designee) to establish the nature and location of the sale. At that time, the Associate Director of Student Life (or designee) may consult with the Food Services Representative to determine if assistance is necessary to maintain the quality of the food products being sold.

DVD/Video Copyright Law Guidelines

Federal law restricts the use of videocassettes, DVD's, Blu-ray, etc. for private showings and *prohibits* their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS, DVD, Blu-ray, etc.) must secure a license from a booking agency. The cost for a license can range from approximately \$400.00 - \$1000.00. For a list of booking agencies please contact the Office of Student Life. Movies that are rented or purchased from a retail outlet or online are for home use only and cannot be shown on campus without the appropriate license.

University Policy On Campus Publicity & Solicitation

Purpose

The University of South Carolina Aiken has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the University recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the University hereby adopts this solicitation policy for the purpose of establishing reasonable time, place and manner restrictions on campus solicitation.

Definition of Solicitation

Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that result in sales;
2. Distributing advertising or other materials;
3. Compiling data for surveys, programs, or other purposes;
4. Recruitment of members or support for an organization or cause;
5. Providing educational information sessions (exclusive of formal University of South Carolina Aiken academic classes)

Even within areas open to solicitation, this contact may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the University, are prohibited. An event that places an undue burden on campus facilities; interferes with the use of campus facilities by other persons; disrupts normal operations; infringes on the protected rights of others; has as a principle goal to incite a riot or to disrupt other activities, may be denied the privilege to use University facilities or grounds for solicitation.

Areas Available for Publicity & Solicitation

Although the University is devoted to the public in many ways, the entire campus is not a public forum. Public access to some portions of the campus must be limited to achieve the school's educational mission, to retain student privacy, and to meet safety and health requirements. However, some areas are open for solicitation within the guidelines established by this policy. Prior approval through established registration and reservation procedures (available at the Office of Student Life and Services) and the approval of the Vice Chancellor for Student Life and Services (or designee) are necessary in order to utilize these areas:

1. Designated areas in front and back patios of the Student Activities Center;
2. Designated areas within the Student Activities Center, the Humanities and Social Science Building, Administration Building,

- the Business and Education Building and the Quad;
3. Other specifically designated areas are formally contracted through the University for the purpose of advertising goods and services to the USCA community upon the approval of the Chancellor, Vice Chancellor for Student Life and Services, or designee.

Distribution of Literature

Distribution of literature by University or non-University individuals or organizations is subject to this solicitation policy to prevent harassment of students and to maintain the campus environment. The person to person distribution of literature by University or non-University individuals or organizations is restricted to the areas available for solicitation and must be registered and reserved in advance through the Vice Chancellor for Student Life and Services (or designee). The posting of literature by University or non-University individuals or organizations is restricted to appropriate reserved areas of bulletin boards in all University buildings subject to the documented approval and instruction of the Assistant Vice Chancellor of Student Life (or designee). Announcements of any type on trees, sidewalks, light posts, parked cars, or other similar structures is **strictly** prohibited.

Direct Mail Solicitation

The University of South Carolina Aiken mail room is responsible for providing services for USCA faculty, staff, and students for official University business only. Mail determined to be of personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The only exception to the policy is mail service to Pacer Downs' resident students whose mail is delivered to their residence.

University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official University business. No USCA mailing list will be available for use other than for official University of South Carolina Aiken business. (Student organizations may be contacted through the Office of Student Life.)

Policy on Sales Solicitation

Solicitors and tradesmen, including students, faculty, or other University personnel are prohibited from entering University grounds or buildings of the University of South Carolina Aiken for the purpose of transacting business with students, faculty, or other University personnel, unless they have been issued a letter of permit for this purpose by the Office of the Vice Chancellor for Student Life and Services (or designee). Sales solicitation may be subject to a solicitation fee set by the Vice Chancellor for Student Life and Services (or designee).

Employee Solicitation

Employees of the University may not solicit for non-University sponsored activities during working time regardless of whether they are in their working area or not.

Organizations and Departments

Registered USC Aiken student organizations may solicit in designated areas under the following conditions:

1. The organizations must complete a facility reservation form available from the Student Life office;
2. The Associate Director of Student Life (or designee) must be made aware of outside speakers and/or performers being brought through sponsorship by USC Aiken student organizations to the campus;
3. The Associate Director of Student Life (or designee) must approve student fund-raising activities; a fund-raising audit sheet must be completed after each event;
4. Any use of space not normally designated for use by student organizations and University departments must be requested in writing from the Associate Director of Student Life.

Statement of Equity

Approval to solicit on the University of South Carolina Aiken campus shall not be granted in an arbitrary manner upon the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner restrictions of this policy.

Outside Organizations and Individuals

Any outside organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered USC Aiken organization or University department. After obtaining sponsorship, the outside organization or individual must follow the procedure outlined for USC Aiken student organizations (organizations having questions regarding sponsorship should contact the Associate Director of Student Life (or designee)). Additionally, an alternative means of communication is available through the student newspaper.

Disclaimer

The Solicitation Policy of the University of South Carolina Aiken must undergo constant revision to reflect prevailing community standards and the most recent case law which constitutionally defends the rights of students as citizens as well as protecting the individual privacy of students on the University campus. Contact the Office of Student Life and Services in the Student Activities Center for the most recent revisions of this Solicitation Policy.

Hazing Policy

The University of South Carolina Aiken prohibits any form of hazing. No organization, registered or otherwise, officially or in fact, may participate in the activity of hazing. Hazing is defined as any action or situation created by individuals, clubs and organizations, on or off campus, that could cause or has the potential to result in harassment, emotional or physical abuse of harm, embarrassment, anxiety, ridicule, or the violation of an University rule, no matter how good the end result or intent.

Examples of hazing, include but are not limited to:

- Tests of endurance
- Submission of members or prospective members to potentially dangerous or hazardous circumstances
- Paddling
- Forced indulgence of alcohol, food, and water
- Forced excessive exercise
- Indecent stunts or dress
- Deprivation of sleep, normal sleep patterns or adequate study time
- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water
- Individual or group interrogations such as line-ups
- Personal servitude
- Assigning pranks
- Forced or coerced trips such as kidnaps, displacement, and "pledge drops"

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which when examined by the ordinary University student, would seem reasonable under the circumstances and justified in view of the purpose for which they are conducted.

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

If as an advisor you ever have any question as to whether an event or activity occurring within your student organization could be considered hazing, please contact the Office of Student Life.

Tucker Hipps Transparency Act

USC Aiken believes in transparency and holding students accountable for their actions. In compliance with the Tucker Hipps Transparency Act, information regarding conduct violations and sanctions for fraternities and sororities at USC Aiken are available on the Fraternity & Sorority Conduct page at <http://www.usca.edu/student-involvement/greek-life/fraternity-and-sorority-conduct.dot>

The University of South Carolina Aiken prohibits any form of hazing. No organization, registered or otherwise, officially or in fact, may participate in the activity of hazing. Hazing is defined as any action or situation created by individuals, clubs and organizations, on or off campus, that could cause or has the potential to result in harassment, emotional or physical abuse of harm, embarrassment, anxiety, ridicule, or the violation of an University rule, no matter how good the end result or intent.

If you would like to report a complaint for alleged hazing, please contact the Office of Greek Life at 803-641-3611.

Advising “Do’s”

- Assist officers with procedural matters. Be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them
- Be knowledgeable about, and comply with, federal, state, and local laws and ordinances, as well as campus policies. Inform the group about pertinent policies
- Empower students to take action and to take satisfaction in seeing the student organization succeed
- Allow the group to succeed, and allow the group to fail. Learn when to speak and when not to speak. Remember to let the students make the decisions while you provide the guidance
- At the beginning of each year, develop clear expectations about the role of the advisor and your relationship to the organization
- Read the organization’s constitution
- Try to get to know all, or most, of the members on an individual level. Learn what they want to get out of the organization. Maintain an officer list
- Develop a strong working relationship with the officers. Establish meetings as needed with officers and members to help guide them in their positions
- Discuss matters of concern with organizational leadership in private and praise them in public
- Meet with the officers regularly to help set goals
- Assist with orienting new officers and members to the history, mission, and purpose of the group and help them build upon it
- Help resolve intragroup conflict
- Help develop the leadership potential within the organization
- Be visible and choose to attend periodic group meetings and events
- Know your organization’s limits
- Keep your sense of humor and enthusiasm
- Serve as a resource person
- Be consistent with your actions. Be a good role model
- Be available in emergency situations
- Head off situations that might give rise to poor public relations for the organization or USCA
- Introduce new program ideas, keeping in mind that this is the students’ organization and they may or may not choose to pursue those programs
- Point out new perspectives and opinions to the group
- Review monthly financial reports for the organization
- Learn the strengths and weaknesses of the organization
- Encourage assessment within the organization
- Encourage attendance at leadership trainings
- Provide support to the members of the organization

Advising “Don’ts”

- Know it all
- Run the meetings
- Say “I told you so”
- Impose your own bias
- Manipulate the group, impose, or force your opinions
- Close communications
- Tell the group what to do
- Do the work of the officers
- Take everything so seriously
- Take ownership of the organization
- Act as the “parent” of the organization
- Smother the organization and its members
- Be afraid to let the organization try new ideas
- Become such an advocate that you lose an objective viewpoint
- Allow the organization to become completely run by a small group or one person
- Be laissez-faire or autocratic
- Assume the group handles everything okay and doesn’t need you
- Assume the organization’s attitudes, needs, and personalities will remain the same from year to year

Twenty Tips to Increase Group Productivity

Adapted from M. J. Michal

1. Know what the students expect of you as an advisor.
2. Let the group and individual members know what you expect of them.
3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, and then increase responsibility.
5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things need to be accomplished to meet the goal.
6. Assist each member in meeting his or her needs while helping the group achieve its goals. Understand why people become involved. Learn strengths and emphasize on them. Help each person grow and learn through their involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different groups require different approaches.
8. Assist the group in determining the needs of the people the group is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the groups dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each members participation or lack thereof. Communicate that each individuals efforts are needed and appreciated.
12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of the members.
13. Use a reward and recognition system for work well done.
14. Develop a style that balances active and passive group membership.
15. Be aware of the various roles you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of the chairperson.
17. Be aware of the institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester.
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

Frequently Asked Questions

Who is eligible to be an advisor?

Any full-time or part-time member of the University of South Carolina Aiken faculty or staff may serve as an advisor to an organization. Students are not eligible to advise organizations. Alumni and community members may co-advise an organization.

What is the time commitment for being an advisor?

The amount of time spent advising a student organization is up to you. It is helpful to attend occasional meetings. You may also want to attend other events the group is hosting or allow students to stop by your office for questions. If your group has a social activity (party, dance, etc.) on campus you (or a faculty/staff designee) must be present for the entire event.

Is it important that I be at every event?

Often groups have multiple events a semester, some even weekly. It is not necessary for you to be at every event. If your group has a social or party on campus you or a faculty/staff designee must be present for the entire event. Otherwise, work with the organization to set up a reasonable schedule for the events you know you can or should attend. Stop by their events to be supportive when you can, even if you cannot stay the entire time.

What are the responsibilities associated with being an advisor?

We want advisors to be more than just a name on paper and a signature. It is up to you and the organization to discuss what role and how active of a role you play as an advisor. It is however, imperative that you are familiar with University policies and procedures and you help ensure that the organization follows those policies.

What are the benefits of being an advisor?

Being an advisor will give you the opportunity to meet and build a relationship with students you may not otherwise meet. Hopefully you will find the position rewarding as you watch students grow into leaders and become contributing members to society. You will also establish a stronger connection with the University as you impact the lives of a greater number of students!

Can I be held responsible for my organization's mistakes?

In the event of a disciplinary issue, the advisor would be contacted and invited to meet with the Student Life Office along with the student organization. The advisor would not be held responsible for the organization's mistakes *unless* the advisor was present when the mistake was made and was aware of what was taking place and that it was against University, state, or federal guidelines.

Can I be paid to serve as an advisor?

No.

My organization is not performing as well as I think they should be. What should I do?

It is extremely important to remember that all of our organizations at USC Aiken are *student* organizations. While you may be very invested in the group, the end purpose of student organizations on a college campus are to allow students with similar interests a common place to meet and make change while learning how to be holistic leaders. This is the stance the Student Life Department will take in all matters related to student organizations. It is okay to let students fail sometimes, it is part of the learning process. Encourage your students to accomplish the goals that they have set out to do, but don't do those for them! Allow them to struggle for a while and aid where needed.

Who should I contact for questions?

Angel Miano is the Associate Director of Student Life and oversees all USC Aiken student organizations. Feel free to contact her at angelm@usca.edu or by phone at (803) 641-3776. You may also stop by the Student Life Office in the Student Activities Center at any time Monday-Friday from 9AM-5PM.

Adapted From

Ball State University, Office of Student Life Advisor Handbook
Miami University, Student Organization Advisor Handbook
University of South Florida, Student Organization Advisor Handbook
University of Wisconsin-Milwaukee, Student Organization Advisor Handbook