



**JOHNSON & WALES**  
U N I V E R S I T Y

STUDENT INVOLVEMENT & LEADERSHIP

# **Student Organization Handbook**

## **Denver Campus**

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## OVERVIEW & KEY RESOURCES

**Student organizations exist to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom.**

This handbook is designed to help students pursue their interests and passions by overviewing expectations and procedures for student organizations at Johnson & Wales University. The guidelines and processes contained herein serve to empower student leaders and promote a collaborative environment to support student success in their co-curricular endeavors. Student organization leaders should be familiar with this handbook and utilize it as a guide to the resources to enrich their student experience.

If you have any questions or would like further information about the topics covered in the handbook, please feel free to contact representatives from [Student Involvement & Leadership](#).

### Department Information

Main Phone Line: (303)256-9561  
Department Location: 1<sup>st</sup> Floor Centennial Hall  
1800 North Pontiac St., Denver, CO. 80220



**JOHNSON & WALES**  
UNIVERSITY

**STUDENT INVOLVEMENT  
& LEADERSHIP**

### Adam Westbrook

**Director of Student Involvement & Leadership**

Phone: (303) 256-9561  
Email: [adam.westbrook@jwu.edu](mailto:adam.westbrook@jwu.edu)

### Matthew Reinhard

**Assistant Director of Student Involvement  
& Leadership**

Phone: (303) 256-9603  
Email: [matthew.reinhard@jwu.edu](mailto:matthew.reinhard@jwu.edu)

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## GENERAL INFORMATION

Student clubs and organizations (herein referred to as “student organizations”) must comply with all established requirements as outlined in this handbook and any supplemental communications released by Student Involvement & Leadership. Student organizations without proper university recognition as outlined in this handbook may not function in any capacity as a campus group and will be subject to review in accordance with the [Student Code of Conduct](#).

### Eligibility for Membership

#### **General Membership & Leadership Eligibility:**

Only enrolled students of Johnson & Wales University are eligible for membership and leadership within a student organization during that respective academic year or term. Student organization bylaws may require students to be an enrolled student at JWU throughout an entire academic year or stated term of office.

#### **Academic Eligibility:**

All student organization officers (i.e. President, Vice President, Treasurer, etc.) are expected to maintain a minimum **cumulative GPA of 2.0**. Student Involvement & Leadership may conduct annual GPA audits of any student organizations. Organizations may set more stringent GPA requirements for their officers and members and should be indicated in their constitution and bylaws.

#### **Nondiscrimination:**

Student organizations may not discriminate unlawfully with respect to membership, leadership or other organizational opportunities. Please reference the university’s [Nondiscrimination Statement](#) and its [Prohibited Discrimination and Harassment Policy](#), which can be found in the [Student Handbook](#).

### Student Organization Categories

For marketing purposes for current and prospective students, all student organizations are organized into one of the categories below:

#### **Academic & Professional Development:**

These organizations enhance and support students’ academic/ professional development in specialized studies and disciplines at the University, including academic honorary societies and National Student Organizations (NSOs) such as DECA FBLA, SkillsUSA, etc.

#### **Cultural, Political, & Faith-Based/Spiritual:**

Organizations whose mission is to study or promote the culture of other nations and/ or ethnic groups, the interest of a particular church, faith, spiritual belief, or denomination, or to address political and governmental concerns. These organizations provide cultural, educational, social and service oriented events and programs which celebrate various traditions, thoughts and beliefs.

#### **Fraternity, Sorority & Social Fellowships:**

Fraternities and sororities are groups of individuals of similar interests bonded together by common goals and aspirations. These bonds are created through traditions and rituals based on values such as honor, friendship, truth, and knowledge. Social Fellowships do not identify as traditional Greek-lettered organizations, however they are values-based organizations that have similar membership development practices and service orientations.

#### **Arts & Media:**

Organizations with a purpose to expand student experiences in the areas of arts and communications. These organizations focus on visual arts, drama, dance, vocal and instrumental mastery, journalism and mass media.

**Social & Special Interest:**

Organizations whose purpose is to encourage students to develop hobbies and social interests within the JWU and the surrounding community. Social and special interest groups coordinate various trips and/or campus events to provide networking opportunities and enjoyment for JWU students.

**Sports & Recreation:**

Organizations whose mission is to encourage development of skills, knowledge, competition or support of a particular sport or recreational/leisure activity.

**Student Governance & Programming:**

Organizations like Student Government Association (SGA) and Campus Activities Board (CAB) are dedicated to helping JWU students connect, develop and thrive in the campus culture through acting as the official voice for the students and coordinating quality campus entertainment.

## STUDENT ORGANIZATION RECOGNITION

Starting a student organization can be personally rewarding and positively contribute to the student experience at JWU. Students who decide to start a student organization, please note that it may require a great deal of time and energy to garner necessary student interest and prepare all pertinent information for the review committee specific to the purpose and needs of the organization.

The university reserves the right to deny recognition to any student organization if it's stated purpose and/or objectives do not align with the educational mission and values of Johnson & Wales University.

Student organizations must abide by all university policies and guidelines pertaining to student organizations. By accepting membership or leadership office within JWU student organizations, students agree to comply with all academic policies of the university and recognize that a violation of university policy and/or interference with university functions is grounds for disciplinary action against the organization and/or its members.

*Additional requirements have been established for fraternities, sororities, social fellowships and sports and recreation groups in accordance with best practices and policies.*

### Student Organization Recognition Classifications

**Petitioning:**

The phase in which a group of students has applied for official recognition through Student Involvement & Leadership, or their designee (i.e. Student Government Association, House of Representatives, President's Roundtable, etc.). If approved, the proposed organization will be transitioned to active status.

**Active:**

An active student organization strives to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom by staying in regular communication with Student Involvement & Leadership and working to meet expectations set forth.

Failure to meet expectations and requirements may result in interim action taken towards a student organization to maintain its active status. During this period, organizational activity may be frozen within the campus community and the Involvement Network.

**Frozen:**

Frozen status is reserved for a student organization that must immediately cease all activity due to a direct concern/incident communicated to Student Involvement & Leadership.

During this time, the student organization is prohibited from reserving facility space, accessing funding, hosting meetings/events, and other activities indicated within the notification. The student organization will return to active status once the detailed concern/incident has been resolved and notification has been provided by Student Involvement & Leadership. If issues persist, the organization's status could change to Inactive.

**Inactive:**

Inactive status is meant for student organizations that fail to meet expectations outlined in the Student Organization Handbook, or are required to transition to inactive status based on a sanction through the [Group Conduct Review Process](#).

In addition, an organization will become inactive when it is dissolved by its student leaders in accordance with its constitution and/or bylaws. Any enrolled students may re-activate a student organization through the established recognition process, providing there are no outstanding conduct sanctions.

**Annual Registration Requirements for Active Status**

All student organizations are required to register as directed by Student Involvement & Leadership for university recognition and active status each academic year. **Information regarding established deadlines for registration will be shared via the Involvement Network and to student organization leaders via email communications.**

Any organization that has not registered by established deadlines will be considered *inactive* and must follow the recognition process as outlined in this handbook to become active again.

**Starting or Re-Activating a Student Organization**

**Phase One: Registration:**

To create a new student organization, a minimum of **five (5)** full-time students with interest in starting a new student organization is required. The application for starting a new organization can be found on the Involvement Network and must be submitted in a timely manner to work within the established meeting schedule of the designated review committee.

Requests for prior constitutions or membership records to re-activate an inactive student organization should be submitted to Student Involvement & Leadership at [awestbrook@jwu.edu](mailto:awestbrook@jwu.edu).

**Phase Two – Application Review:**

Once the application is received, Student Involvement & Leadership will verify completion. If all steps have been completed, the application will be sent to the designated review committee. At least one representative from the proposed student organization must attend the scheduled review meeting before a decision is made to approve or deny the student organization.

**Phase Three – Petitioning Status:**

Once approved by the designated review committee, the group is now considered *petitioning*. The petitioning student organization will be required to complete the following items to become an active student organization. The requirements listed below must be completed within a two-week timeframe after approval.

<b>Advisor Requirements</b>	
➤ Written or electronic confirmation from a faculty or staff member regarding their commitment as a student organization advisor	<input type="checkbox"/> Yes <input type="checkbox"/> No
➤ Advisor to meet with a designated representative from Student Involvement & Leadership and/or complete an advising tutorial, if available	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Student Organization Consultation Requirement**

➤ President/Vice President and Advisor to meet with a designated representative from Student Involvement & Leadership for a new student organization consultation

Yes  No

#### **Phase Four – Recognition:**

Student Involvement & Leadership will notify the petitioning student organization and the designated review committee when all requirements have been completed. The organization will receive all benefits of being an active student organization. Additional requirements may be required by SGA or Student Involvement & Leadership before active status is approved.

## **STUDENT ORGANIZATION ADVISORS**

All student organizations must have at least one full-time faculty or staff member serve as an advisor to their organization. Adjunct faculty or university-contracted professionals may serve as secondary advisors for student organizations, but cannot serve as primary advisors without approval by Student Involvement & Leadership.

A student organization may choose to have more than one advisor; however one advisor should be designated as the primary advisor. The primary advisor will serve as the official university contact for the organization. Advisors and student organization leaders must work together to make the experience a positive one for all students involved, therefore it is strongly encouraged that the advisor be informed of all organization business.

The term for an advisor can last one academic year. Advisors and student officers are encouraged to work together to discuss the option for renewing the advisor's term for the new academic year if both parties deem fit.

### **Requirements & Responsibilities for Advisors**

#### **Before assuming the role as Student Organization Advisor:**

- The Advisor Acknowledgement Form must be submitted by the advisor via the Involvement Network each year. New advisors must meet with a designated staff member from Student Involvement & Leadership to review advisor expectations or complete an online tutorial if one is available
  - *Organizations will not be approved for programs and funding requests to SGA until an official Advisor Acknowledgement Form is on file with Student Involvement & Leadership*
  - *Submissions from students on behalf of the advisor are not permitted*

#### **Functions and Expectations of a Student Organization Advisor:**

- The advisor must complete required trainings as directed by Student Involvement & Leadership
- Advisors are expected to review and approve all financial activity of the student organization
- Depending on the nature of the event, Student Involvement & Leadership may require student organization advisors to attend events on or off campus that are sponsored by their respective student organization. If required, the advisor must be present for the duration of the events, including set-up and break-down
  - *If an advisor cannot attend a required program, another responsible university full-time staff or faculty member may stand in as a replacement*
  - *If an advisor/university official fails to attend a required student organization event, the event may be cancelled by Student Involvement & Leadership*
- The advisor should ensure that Student Involvement & Leadership is consulted regarding all verbal and written agreements/contracts related to exchange of goods or services. Contracts must be submitted to Student Involvement & Leadership for proper processing in alignment with University Purchasing and Contract policies.
  - *No student or advisor may sign a contract that binds the university. Signing a contract or entering an agreement that legally binds the University is a violation of the University's Contract Policy*
- The advisor should discuss any student action that would reflect poorly on the organization or the university, strongly encourage the adherence to university policies and procedures

## EVENT & MEETING PLANNING

Student organizations are required to submit requests for events and meetings via the Involvement Network. Event and meeting requests must be submitted a minimum of **two (2) weeks** in advance of the scheduled event. Due to the unique needs of each meeting or event request, additional time for planning may be required by Student Involvement & Leadership.

Student organization officers should log in to their organization's page on the Involvement Network and select "Create Event."

"Events" are considered stand-alone or reoccurring programs and activities sponsored by student organizations, including but not limited to special guest speakers, forums, entertainment showcases, pageants, competitions and fundraisers. "Meetings" are considered special or weekly business or social meetings or practices sponsored by student organizations.

### Meeting/Practice Planning

Student Involvement & Leadership strongly advises organizations to begin the planning process at least **three (3) weeks** before the meeting date.

#### Meeting Planning Guidelines:

- All meeting requests must be submitted through the Involvement Network
- If an organization is found meeting in spaces without prior approval from Student Involvement & Leadership, the organization may lose its privilege to request space on campus
- Student organizations must turn off all electronics when leaving all meeting spaces (including classrooms) and ensure that the room is left in the condition it was provided
- If a meeting space was not provided to a group in fair condition, please bring this to the immediate attention of a representative from Student Involvement & Leadership
- Please notify Student Involvement & Leadership of any meeting cancellations as soon as possible

### Event Planning

Student Involvement & Leadership encourages student organizations to be creative with planning events. Student Involvement & Leadership strongly advise organizations to begin the planning process at least **six (6) weeks** prior to the scheduled event.

#### Event Planning Guidelines:

- Event requests must be submitted via the Involvement Network a minimum of **two (2) weeks** in advance of the proposed event date
- Make sure to fully discuss event details with your advisor
  - *An advisor or their designee may be required to be present for large-scale events the duration of the event, including set-up and break-down.*
- Prior event approval, a student organization officer and an advisor may be required to meet with Student Involvement & Leadership to discuss the event in detail.
- Event requests will be processed on a first-come, first-serve basis
- Events should be visible to all students on the Involvement Network by utilizing the "Campus Only" event type on the first page of the event request form.
- Events should include a flyer on the event request form to ensure the event is visible on the Involvement Network flyer board

### **Food & Catering:**

Student organizations must abide by the following guidelines for food service and catering. Any violations of this policy may result in disciplinary action:

- On-campus catering is available to all student organizations
- Food services from off-campus caterers/vendors must be approved by the university through a Catering Approval Form before they come to campus. Off-campus caterers must provide insurance verification and a catering license in accordance with state regulations. All documentation must be provided to Student Involvement & Leadership or a designee in Campus Dining at least **ten (10) days** prior to the event
- Due to insurance regulations, no outside caterers are allowed to cook in a JWU kitchen. The food must be prepared at their location and brought to your event to be served at proper temperatures
- Individually wrapped prepackaged food is allowed to be distributed at events
- The university has an exclusivity contract with Pepsi. As such, no competing products may be provided at campus events
- To protect the health and well-being of JWU students, employees and guests, no student may cook or prepare food for events in any fashion, unless strictly monitored and supervised by a Culinary Arts Teaching Assistant and/or a Culinary Arts Chef Instructor. There are no exceptions to this policy. In addition, no university kitchens may be used for events unless approved by Campus Dining or a designee in Culinary Arts.
- **Events with Alcohol.** Special guidelines and requirements may be specified for events (on or off campus) at which alcohol is provided in accordance with university policies, insurance coverage and liquor licenses. For the best results, student event organizers should meet with Student Involvement & Leadership no less than **four (4) weeks** prior to an event at which alcohol may be served or available.

### **Guests:**

The organization hosting the event/activity is responsible for the behavior of any outside guests, including JWU Alumni.

- Be mindful that most university buildings operate on a card-access system which will not allow persons to enter the building unless they are part of the Johnson & Wales community. Therefore, a member from the organization is required to be stationed at the event/activity entrance to assist with admittance into the building for the event/activity.
- Groups may be required to pay for an arranged security detail in which JWU security officers are monitoring all event entrances.
- All guests must leave campus facilities immediately upon the conclusion of the event.

### **Equipment Usage:**

- Student organizations are responsible for properly transporting, setting up, breaking down and operating Student Involvement & Leadership equipment used at events. Training will be provided if applicable
- Any equipment returned to Student Involvement & Leadership which has been damaged or deemed unusable and/or needs repairs will be assessed by Student Involvement & Leadership. Any fees incurred to repair or replace the damaged equipment will be at the expense of the responsible party
- Student Involvement & Leadership equipment cannot be used for any personal (non-university) events
- **Outdoor and Late-Night Programs:** Sound permits may be required for some outdoor and late-night events in accordance with city or town ordinances. Student organizations should work with Student Involvement & Leadership regarding this matter more than **three (3) weeks** in advance

### **Promotional Table Request Guidelines:**

- When submitting an Event Request Form, organizations will have the option to request the use of a promotional table to promote their event prior to the event date.
- Specify each date, time and location (available locations listed on the form) for each promotional table requested
- If your table is not set-up within 30 minutes of the scheduled time, please contact Student Involvement & Leadership at 303-256-9561

### **Event Cancellation:**

- Reserving spaces and not using them takes away from other organizations who may also want to use the same space, therefore organizations must provide notice of cancellation to Student Involvement & Leadership at least 48 hours in advance
- Once an event has been canceled it cannot be reinstated without rescheduling. Organizations must resubmit an event request and follow the proper protocol to host an event on campus
- Continual event cancellations may result in loss of privileges to reserve space on campus for a designated period of time

## **Fundraiser Planning**

Student organizations are advised to begin the planning process at least **two (2) weeks** before the date of the fundraiser event(s).

### **Items to consider when planning a fundraiser on campus:**

- Fundraiser requests are approved on a first-come, first-serve basis, therefore similar requests by more than one organization may not be approved for the time period
- On-campus fundraisers, such as doughnut sales, Valentine’s Day flower sales, etc., may last up to **seven (7) consecutive days**, unless otherwise approved by Student Involvement & Leadership
- The organizing student organization leader is responsible for informing all volunteers of fundraiser details, including agreement terms with fundraising companies and relevant university policies that may be impacted
- No student or advisor may sign a contract that binds the university. Signing a contract or entering an agreement that legally binds the University is a violation of the University’s Contract Policy

### **Soliciting Donations and Crowdfunding:**

- **Donations:** Organizations **may not** solicit donations without prior approval of Student Involvement & Leadership. The university has many partnerships with local and national organizations; therefore, requests must be first approved by Student Involvement & Leadership with assistance from other campus resources
- **Crowdfunding.** Crowdfunding is the act of funding a venture or project by raising small amounts of money from a high volume of people, typically via the internet. All crowdfunding ventures are subject to university policies and guidelines, therefore student organizations must meet with a representative from Student Involvement & Leadership prior to initiating any crowdfunding ventures. To be approved, Crowdfunding initiatives must:
  - *Align with the educational purpose and foundational principles of Johnson & Wales University*
  - *Be specific, feasible and limited in scope*
  - *Be described in a way to be easily understood by the JWU community and general public*
  - *Have potential to garner adequate funding within 5-7 weeks*
  - *Have a designated project manager/campaign leader who will be responsible for ensuring compliance with full scope of approvals set forth within relevant university policies and procedures*
  - *Meet all necessary criteria and approval measures as indicated within any established guidelines and applications made available by Student Involvement & Leadership through the Involvement Network*

## **Graphic Standards & Student Organization Logos**

In accordance with the University’s [Graphic Standards](#), student organizations may design their logos using any typefaces and colors, provided they do not include “JWU” letters in their organization name or logo. The crest, the university seal, nor the JWU logo or its official variations may be used without the approval of University Design & Editorial Services (e.g., Wildcat, Centennial, Sustainability logos)

Event posters, print collateral, merchandise and publications for which the university contributes to their cost are the only times that the JWU logo is required. (See the School Spirit: Organization Print Publications section of the [Graphic Standards](#))

Please contact [Student Involvement & Leadership](#) for any matters related to compliance with University Graphic Standards as they pertain to student organization logos, collateral, merchandising, and publications.

## Posting Guidelines

All printed advertisements (flyers, handouts, brochures, table tents, etc.) for student organizations must be approved by Student Involvement & Leadership and adhere to the [University's Posting Policy](#). Only active or petitioning student organizations may have items approved for posting on campus. Student Involvement & Leadership reserves the discretionary right to approve and reject flyers.

### Approval Guidelines:

- Flyers must bear the name of the sponsoring organization and date, time & location of event (*see example below*)
- Poster size may be restricted; it will be reviewed on an individual basis
- As a general rule, any material that is deemed illegal, immoral, unethical, or in poor taste by Student Involvement & Leadership will not be approved. Any flyer that promotes the irresponsible use of alcohol (consumption or sale), illegal drug use, hazing, or violates any university policy will not be approved
- **Flyers must contain the original approval stamp from Student Involvement & Leadership**; photocopying the stamp is not allowed
- Approval may take up to two business days, so please plan ahead

### Posting:

Postings must adhere to the following guidelines:

- **Student Involvement & Leadership is responsible for posting and removing flyers and posters.**
- In accordance with the [University's Posting Policy](#), only approved postings on designated bulletin boards will be permitted
  - "Special Marketing" (*i.e. window clings*) can be approved if agreed upon by specific facility manager and Student Involvement & Leadership in advance

### Violations:

Any violations should be brought to the attention of Student Involvement & Leadership. **Unstamped/Unapproved flyers may be required to be removed by the Office of Student Involvement & Leadership.** Sanctions for violating the posting policy include, but are not limited to: written warnings, campus service and revocation of posting privileges.



Approved Flyer Example

## Contracts

Contracts are legal and binding agreements that outline a relationship between two parties with reference to an exchange of goods or services. A contract can be verbal or written, and they can be called different things, such as agreements, memorandums of understanding, terms and conditions, etc. so it is important to consider the following guidelines:

- **No student or advisor may sign a contract that binds the university.** Signing a contract or entering an agreement that legally binds the University is a violation of the University's Contract Policy. Anyone who signs a contract or enters into an agreement becomes legally liable for that agreement, including payment. If you have any questions concerning contracts please contact Student Involvement & Leadership.
- All contracts must be submitted to Student Involvement & Leadership for review and processing in accordance with the University's contract policy
- All contracts must be submitted **thirty (30) days** in advance of the required date. *The more detailed the contract, the longer the process could take. Please plan ahead accordingly!*

- Student Involvement & Leadership can assist with preparing a performance agreement or contract for exchange of services or goods upon request.
- Submitting a contract does not guarantee payment. Contracts must be fully executed before payment is requested, via a Check Request Form.
- Contracts are required for all entertainment/services, whether or not they involve payment (i.e. bands, lecturers, DJ's).

**Below is the minimum information needed to prepare a performance agreement:**

- |   |   |
|---|---|
| • Artist name                                 | • Any additional artist requirements          |
| • Artist mailing address                      | • Location of program                         |
| • Artist contact number                       | • Artist set-up time, start time and end time |
| • Artist federal ID or Social Security number | • Date of program                             |
| • Artist fee                                  | • Description of services provided            |

*\*Student Involvement & Leadership suggests asking to see a copy of the technical rider and the hospitality rider*

## ORGANIZATION TRAVEL

Proper Organization Travel planning should begin no less than **two (2) months** prior to a trip. Actual Organization Travel requests should be submitted at least **four (4) weeks** prior to the first day of anticipated travel.

- *Advanced planning allows for ample time to develop a budget, raise funds, register for a conference, reserve lodging, reserve transportation, and make any other important decisions.*

Student organizations interested in being approved for travel must follow established guidelines. All requests are subject to approval by Student Involvement & Leadership and SGA if funding is being requested; there is no guarantee student organization travel will be approved even if submitted in accordance with established guidelines.

**Domestic Travel:**

Student organizations approved to travel within the continental United States with one or more overnight stays must do so with a university-approved advisor, unless otherwise approved by Student Involvement & Leadership.

**International Travel:**

Student organizations approved to travel outside the continental United States must do so with an approved university faculty or staff member. There are additional requirements for travel outside the continental United States that involve coordination with various university departments, therefore please contact the Director of Student Involvement & Leadership before your organization begins planning any international travel to ensure arrangements align with relevant university policies.

## Travel Request Process

**Travel Requests**

- Planning should begin no less than **two (2) months** prior to a trip
- Organization travel requests should be submitted at least **four (4) weeks** prior to the first day of anticipated travel, which includes:
  - *Full itinerary of travel plans (i.e. departure and arrival dates, conference schedule, etc.)*
  - *Travel locations (i.e. anticipated hotel, conference site, excursions, etc.)*
  - *University official accompanying the trip (if applicable)*
- Student Involvement & Leadership may require a meeting with a designated student organization officer and the advisor to discuss travel details before the travel request is approved

### **Guidelines for Funded Organization Travel:**

Funding Requests must be submitted at least **three (3) weeks** prior to the travel date. All student participants must have a cumulative 2.0 GPA to be approved for travel funding.

The following items must be submitted at least **one (1) week** prior to the travel date to designated representative from Student Involvement & Leadership:

- List of all attendees who will be traveling with the student organization including:
  - *Full student name and student J#*
- Waivers, advisor agreements, and/or participation agreements that Student Involvement & Leadership requires
- Name and cell phone number of two points of contact during the trip (student(s) and/or advisor)

### ***Important Notes:***

- Members/Advisors of organizations that need airfare for conferences are financially responsible for arrangements made by Student Involvement & Leadership on their behalf. Once any expenses have been paid for by the university on an individual's or organization's behalf, they are personally responsible for:
  - *Reimbursing Student Involvement & Leadership or the student organization for any unauthorized or additional expenses*
  - *Any fees associated with reservation changes, including switching arrangements to another person, are the financial responsibility of the original participant*

## **FUNDING & FINANCIAL INFORMATION**

### **Financing Student Organization Programs**

Deciding how to pay for your program can be one of the most challenging aspects of organizing your event/program; it is also one of the most important. Below are two methods to help pay for your program.

**Fundraising:** See “Fundraiser Planning” section for more details

**SGA Appropriations:** Student Involvement & Leadership has a set budget for funding student organization events and travel. The Student Government Association is responsible for awarding student organizations with these funds. All active student organizations are eligible to request funding for their programs.

It is the responsibility of each student organization to know and understand the process for requesting appropriations from SGA. Student organization leaders can also request additional training from SGA by stopping by their office on the 1<sup>st</sup> floor of Centennial Hall.

**Appropriations Guidelines are released annually by SGA. For a copy of these guidelines, please contact SGA by going to the Involvement Network page and emailing the President or Vice President of Finance.**

## **STUDENT ORGANIZATION BUDGET ACCOUNTS**

Student organizations are required to manage funding for their student organization in JWU-provided accounts. **NO OTHER ACCOUNTS ARE PERMITTED.** Unless otherwise determined by Student Involvement & Leadership, chapters of national organizations (i.e. fraternities, sororities, and social fellowships) are responsible for following established national guidelines by their governing charters for financial management in off-campus bank accounts.

Only designated student leaders are authorized to request purchases or debit of funds from student organization accounts; Such requests must have advisor approval. Advisors must work with designated student organization leaders to request reimbursements or other financial requests.

## PURCHASING GUIDELINES

All student organization purchases should be conducted in accordance with university purchasing guidelines, unless otherwise stated by Student Involvement & Leadership. The function of the Purchasing Department is to ensure that the university is paying the best price possible for a particular item through a bidding process. Although the university uses a bid process, there will be certain items that will not need to go out to bid. Items like DJ's, hotel rooms, conference fees, and bands are examples.

### Examples of items required to be acquired through University Purchasing:

- Member T-shirts and Polo Shirts
- University Giveaway Items: pens, Frisbees, etc.
- Professionally Printed Banners
- Any items that require the Johnson & Wales University logo

Any questions regarding the purchasing guidelines should be directed to Student Involvement & Leadership.

## Purchasing Request Process

If your organization is interested in purchasing an item, complete the Purchasing Request Form. For the lowest cost and for on time arrival, the purchasing process should begin at least **four (4) weeks** before the date required.

- Approval of Purchasing Request Form does not guarantee funds from the SGA Appropriations Committee. Organizations still need to follow the SGA Appropriations Guidelines to request funding, if needed
- The length of time to process the request does depend heavily on the content provided by the organization. Please ensure all logos, graphics, designs, quantities, etc. are clearly thought through prior to submission
- Please do not contact the Purchasing Department on your own

## UNIVERSITY POLICIES

### Group Conduct Review Process

Our students are held to high standards as defined in the [Student Code of Conduct](#) and other university policies, procedures, and rules. Students remain subject to the provisions of the Student Code of Conduct and university policies, procedures and rules at all times, including while engaged in activities of university recognized student clubs and organizations (each, a "Group").

In addition, Groups are also held to the same high standards of conduct. Leaders and members of Groups should at all times be aware that the actions of the Group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the Group ("Group Representatives") and guests of the Group ("Group Guests"), reflect on both the university and the Group. As a result, a Group may be held responsible for both the Group's misconduct and for the misconduct of any one or more of its leaders, members, Group Representatives and/or Group Guests. Such misconduct includes any violation of the [Student Code of Conduct](#) or any other university policy, rule, or procedure.

Please reference the [Group Conduct Review Process](#) for more information.