

Student Organization Handbook

Updated March 7, 2024

SAE Mission Statement: Student Activities and Engagement (SAE) strives to create a holistic experience through both co-curricular and educational opportunities that foster leadership development and complement the liberal arts focus at the University of Mary Washington. We encourage students to explore their passions and cultivate habits of lifelong learning by providing avenues for personal, professional, intellectual, and social growth in a collaborative environment.

SAE is the home to a myriad of student activities on campus. From working with over 150 student organizations to collaborating with academic departments, we are here to assist the UMW community in proposing, developing, and executing meaningful programming for the entire campus.

Meet the SAE Staff:

All members of our staff may be reached by calling 540-654-1061 or emailing sae@umw.edu.

Name:	Position:	E-mail:
Shannon Finney	Director of Student Activities and Engagement	sfinney2@umw.edu
Maelyn Beitzel	Assistant Director of Student Activities & Engagement	mbeitzel@umw.edu
Mary Bullock	Fiscal Technician	mbullock@umw.edu
Chenin Guber	Student Leadership Program Assistant	cguber@umw.edu
Faith Jones	Night & Weekend Program Assistant	fjones2@umw.edu

The staff in SAE is here to help your organization with:

- The daily questions that arise when leading a group
- Planning and scheduling activities
- Forming a budget
- Leadership development
- Contracting entertainment
- Obtaining an account with the University
- Completing the forms required to conduct business
- Van certification and reservations
- Room reservations
- And much, much more!

SAE Suite Resources

The SAE suite offers a number of resources and privileges to recognized and registered campus organizations including:

- Use of the SAE Conference Room (reservation required)
- Use of everything in the ICA Workroom
- Help ordering office supplies for discount prices
- The opportunity to become involved in SAE-sponsored programs
- The ability to be nominated for a UMW Eagle Award
- Assistance with planning events
- Assistance with the development of a budget to present to the Finance Committee
- Assistance with gaining access to use University vehicles
- Room reservations
- Equipment for organizations to borrow, such as sandwich boards, popcorn machine, drink coolers, ice chests, tents, and outdoor games
- Use of a computer station with Adobe Design to create flyers
- And much more!

Recognized and Non-Recognized Student Organizations

While this Handbook is designed to answer questions for any student, many of the policies and privileges outlined pertain only to officially recognized student organizations. Organizations at the University of Mary Washington are divided into two Tiers.

Tier I Organizations:

- *Must* be non-exclusive for both members, and leaders/officers

- Organizations referred to in state law §23-1.400 are exempt (ie: Political/Religious organizations may limit their membership)
- Have the ability to request funds from the Student Finance Committee
 - These requests are reviewed by this student-run board on a case-by-case basis
 - “Tier I” status *does not* guarantee that all requests will be approved
- Are able to request SAE assistance in reserving campus spaces
- Will have access to ICA work-room/resources

Tier II Organizations:

- May limit their members, and leaders/officers
 - Cannot discriminate based on UMW specified protected classes
 - *Example: Organization limits members via an audition process*
- Do not have access to Student Finance Committee funds
- Are able to request SAE assistance in reserving campus spaces
- Do not have access to ICA work-room/resources

A recognized student organization is one that complies with the University's [Guiding Principles on Diversity and Inclusion](#) and has been officially recognized by the Board of Visitors (BOV), Inter-Club Association (ICA), or a University office such as SAE.

Benefits of Club Recognition

To help your organization develop, grow, and thrive within the UMW community, organizations and clubs should be aware of the opportunities and support that the school can offer. In addition to financial resources and assistance with planning events, there are a number of important resources available to each student organization. Read carefully through the resources section to ensure your organization is taking full advantage of everything that UMW and SAE have to offer.

As an active, recognized student organization, you are able to:

- Reserve space
 - Host events
 - Use the Student Organization credit card if your group has an account with the University
 - Spend the funds allocated by the Finance Committee (ICA Tier I clubs only)
 - Utilize any other funds in your account
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Starting an Organization

Many new clubs join our campus community each year. If you have an idea for a new organization, consider seeking recognition by the Inter-Club Association (ICA). This will allow your new organization, if approved, to request funding from the Finance Committee for the money to cover expenses related to club events, publicity, and travel. The following information will help you start a new club or organization. For more information, contact SAE.

What Groups Can Become Recognized Student Organizations?

In order to be recognized by ICA, groups must be "distinctive." Distinctive is defined as being different than any group that is already in place. As part of the approval process, the Executive Board of ICA will determine whether or not the proposed group should be a new organization or a committee of an existing one. The main reason is simple - having two organizations with similar missions usually results in both competing for the same resources, with one of the groups being successful and the other not.

The Board of Visitors (BOV) and individual University offices may also recognize student groups. These recognized groups are not eligible for financial support from the Finance Committee and must provide their own funding.

What is the Inter-Club Association (ICA)?

The purpose of ICA is to meet the needs of and to better train UMW student organizations to become more efficient, fun, and beneficial. The President of each ICA recognized student organization, or his/her representative, is a voting member of the ICA. ICA is a member of the Student Government Association Advisory Board.

To apply for membership with the ICA, your student organization must:

1. Hold a preliminary interest meeting to develop a list of at least 5 other interested students. Use this meeting to develop a concise mission statement that briefly outlines the goals and objectives of your organization.

2. Identify a faculty or staff person interested in being the club advisor. Please find additional information about selecting an advisor below.
3. Develop a club constitution. A sample constitution is available [here](#). Members of ICA are also available to help develop constitutions.
4. Complete an [Organization Registration](#) form via MyUMW, including the club constitution, club advisor, and the names of at least 5 members.
5. Attend a Chartering Board Meeting (invitation will be sent via email).
6. Abide by these terms:
 - a. Membership must be open to all currently enrolled University of Mary Washington students unless an exception to that policy is provided by state law (Va. Code §23-9.2:12(1)). Section 23-9.2:12(1) of the Code of Virginia provides that "A religious or political student organization may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities." A recognized student organization shall not be discriminated against for exercising its rights pursuant to §23-9.2:12(1)
 - b. Subscribe to the [Guiding Principles on Diversity and Inclusion](#)
 - c. Subscribe to all University policies and procedures.

Upon completion of the process, you will be notified of your organization's standing.

New policy as of Fall 2021:

It is prohibited to be a president of two major organizations. Major organizations include SGA, Class Council, Honor Council, SCRB, and CPB. A student may run for multiple presidential positions during the fall or spring elections, but should they win both elections, they will have to choose one.

myUMW

myUMW, powered by Presence, is UMW's network to get involved! It is an online software platform that streamlines student organization management. Each recognized student organization can create and manage a portal with tools to operate the group's communication, events, budget planning, public website and much more!

myUMW saves clubs and organizations time and energy while providing a seamless transition between officers with just a few computer keystrokes! It has forms that can be filled out from your phone and even during your meetings. myUMW will even create a spreadsheet of that information for easy data collection.

You are able to track attendance at events through myUMW, both via mobile app with a mobile card swiper or manually on your computer. Using this function in myUMW will also help individuals see what all they have done during their time at UMW!

There are a variety of helpful training videos for student leaders [available here](#).

Any questions regarding myUMW can be addressed by emailing sac@umw.edu or by meeting with the SAE staff.

Contact:

SAE

sac@umw.edu

Transition

A great club transition binder and communication with past members of the organization can help ensure a successful future for your club! In order to keep your club running in future years, it is important to keep a good record of everything that your club does and how it accomplishes its goals. An effective way to do this is by compiling a transition binder in which you keep copies of the constitution, membership and officer lists, forms, and publicity from events. Officers may pass this notebook on from leader to leader, or the club advisor may keep it. Let the new leaders of the club know that they may contact you with any questions they may have.

myUMW is another great tool to help with club transition. You are able to upload documents to the club portal so that future leaders have access to electronic documents.

Faculty/Staff Advisors

Every organization needs a faculty or staff member to act as an advisor. While the role of a faculty/staff advisor can vary depending on the needs of the club and its members, advisors are a great resource for any club. Please read the following and refer to the "Faculty/Staff Advisor" section of this handbook before you fill out the Student Organization/Faculty Advisor Relationship Agreement (found on MyUMW).

The Role of an Advisor

Advisors play an important role in the development of the student organization by providing support and guidance.

The role of the faculty/staff advisor is to:

- Serve as a sounding board for new ideas.
- Support your group.
- Intervene/ mediate in conflicts between group members and/or officers.
- Be knowledgeable of policies that may affect your organization's decisions, programs, etc.
- Provide continuity and stability as student leadership changes.
- Provide your group with connections on campus.
- Give honest feedback to group members, especially the officers as they meet the needs of their peers.
- Point out new perspectives and directions to the group and introduce new program ideas.

The organization-advisor relationship benefits the advisor, too. Being involved with a student organization offers the faculty or staff member unique opportunities to:

- Get to know and work with students outside the classroom or office.
- Informally share knowledge and expertise on topics relevant to the organization.
- Feel satisfaction and accomplishment by making a special contribution to a particular group of students.
- Inform the transfer of knowledge and skills learned from the co-curricular experience.
- Serve as a resource and support person as well as facilitators of creativity and innovation for the group.

Choosing an Advisor

Your organization should do several things when it is searching for an advisor. First, develop a clear statement of group goals and a clear statement of the expectations the group has for the advisor, both in terms of role and time commitment. It is also helpful to outline what the advisor should expect of the group. With this information, you may approach potential advisors and discuss with them their interest in and ability to advise your group. The most suitable advisor is one who shares a common interest with your organization.

Things to remember:

- Poll your group members for the name of professors or staff members they have found helpful and interested in student life.
- Approach potential advisors confidently and positively.
- Remember to be clear about the purpose and activities of your organization, your expectations of the advisor, and all benefits the advisor will enjoy.

Once your advisor has been selected, keep him/her well-informed, clarify expectations and roles when needed, and draw on his/her expertise. Occasionally, acknowledgement of the advisor's dedication to the group is a good idea; for example, if Organization t-shirts are made it would be a good idea to include one for the advisor as well. Enjoy what can be an extremely rewarding and mutually beneficial relationship.

Eagle Awards

In the spring of each year, SAE works with the Center for Community Engagement to sponsor the presentation of Eagle Awards to recognize those student leaders and student organizations that have done an exceptional job during the year. SAE encourages applicants from groups of all varieties to apply for the awards. This is a wonderful way to show your appreciation!

Both individual and organization recipients will receive an award and certificate to keep.

To nominate a person or group you feel deserves this exceptional recognition, look for the nomination forms - available to all students, faculty, and staff - in early spring. A committee of students, faculty and/or staff will select the recipients, who will be announced at the annual spring reception.

Event Planning

Now that your organization is official, you may decide you want to plan and host an event. Whether it is a meeting for your members, a fundraiser, a karaoke contest, or a large concert/dance, planning events is a fun part of every organization and one that has a lot of in-depth guidelines to follow.

Starting the Process

The first thing you must do is decide what kind of event you will be holding. Examples include:

- Open Mic Night
- Concert
- Karaoke
- Talent Show
- Game Night
- Dance Party
- Poetry Slam
- Arts and Crafts
- Pumpkin Carving
- Movie

The best way to start is to brainstorm with members of your group and formulate a list of events your group would like to host. If your group needs help, come into SAE to do some brainstorming with a member of the SAE staff. There are also several books in our office listing programming ideas.

Now that you have picked your event, what do you do next?

Develop your goals

Be sure your program has specific, clearly defined objectives. This is crucial if your program is to be successful. One objective may be to increase the visibility of your group on campus. Raising funds to host other programs or projects may be another. Next, decide who your target audience is. Ask yourself: "Who do I think will attend this event?" Try to estimate your audience size - be realistic since a number of details will all hinge on the audience size.

Once you decide what you would like to do and who will attend, the next step is to determine how much money you will need to cover the expenses, and when and where the event will take place. If you are an ICA recognized group, you can request funds from the Finance Committee based on the criteria set by the Finance Committee. The "when" and "where" should consider the type of space your program needs and the campus calendar.

Preview the list of available spaces by going to the SAE website and selecting the Room Reservation link. If you look at the reservations for each major venue, you will have an idea as to what is already happening on campus that day. Be sure to check the Academic Calendar as well. Events held the weekend before a break in classes may draw fewer numbers.

All room reservations must be made at LEAST five business days before the event for meetings and fifteen business days before the event for actual events so that forms may be processed correctly. Keep in mind that it takes time to process the reservation request as other departments are involved. SAE only acts as a conduit for student organizations to reserve space - we do not control the campus master calendar. If you wait to reserve space, you may decrease your chances of getting the space you want if you wait too long to put in the request.

Accessibility

There are a few things you should consider to ensure that your in-person or virtual event is as accessible as possible. [Visit the SAE website for helpful guides provided by the Office of Disability Resources on accessible events.](#)

Event Request Forms

Every organization planning to hold an event or meeting (including tabling) on-campus must submit an [Event Registration](#) form through MyUMW. To ensure that your request goes smoothly, follow these steps:

1. Start the process as soon as you know when you would like your event to be. **At minimum, allow 15 business days for paperwork to be reviewed and approved/denied.**
2. Have a room in mind for your reservation, but also think of alternatives in case of inclement weather or in the event that your room is unavailable. In some cases, you can reserve the room at a different time of the day either before or after another event. Most importantly, remain flexible - a room reservation that is awaiting approval will not be listed on the reservation website.

3. Submit the Event Request Form and all other applicable forms through MyUMW for review and approval. The SAE staff will advise you of any further steps that must be completed and submit your form to the appropriate departments. When your reservation is approved by all relevant offices (Office of Events, Police, etc.), SAE staff will approve your event request via MyUMW.
 4. If you are canceling an event, be sure to notify the staff in SAE via email. Additionally, if you requested the services of Campus Police, notice must be given to SAE at least seventy-two hours prior to the event start time if you wish to avoid paying security charges. Failure to cancel the services requested may result in a charge and also may result in a decision to deny your group these services for future events.
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Available Spaces

There are many facilities available for student use on campus, and some of them have special rules for use. Following are some of the main ones your group may want to consider using. **SAE submits ALL space reservation requests for student groups, including the Cedric Rucker University Center, HCC, Lee, Academic Buildings, and outdoor spaces.** The only building this does not apply to is Goolrick and Anderson.

The Cedric Rucker University Center (Chandler Ballroom, Colonnade, and other spaces)

The HCC Digital Auditorium & HCC Classroom space

The Underground

The Underground, located in lower Lee Hall, is also a great location to hold events. The Underground can now be reserved for private events, and clubs are also able to bring in food for their events as well.

Contact:

Facilities and Event Manager for the CRUC, HCC, Underground
540-654-5645

Classrooms

Classroom space can be reserved by filling out an [Event Registration form](#) on MyUMW.

Dodd Auditorium

Dodd Auditorium, our largest auditorium venue on campus, is often used for concerts, comedians, large speakers and presentations, on-campus performance events like the Lip Sync Contest and the Performing Arts Club shows, and presentations like award ceremonies or movies.

To reserve Dodd Auditorium, you must go through the normal event application and room reservation process AND you must also contact the Director of Dodd Auditorium for approval.

Dodd Auditorium Theatre Specifications (number of seats, dimensions of stage, backstage facilities, etc.) can be requested from the Director of Dodd Auditorium.

Make sure to fill out the Dodd Auditorium Tech Rider and Multimedia Request Forms, both can be found online. These are required by the Director of Dodd Auditorium. Dodd Auditorium can provide any necessary Audio-Visual equipment (i.e., DVD player and projector, tape recorder, camcorder) to Dodd Auditorium.

Contact:

Director of Dodd Auditorium

540-654-1235

The SAE Conference Room

The SAE Conference Room is located in the SAE office in the Cedric Rucker University Center. It is a small room designed for small meetings, interviews, etc. To reserve the SAE Conference Room please contact the front office in SAE to set up a time. Space is available on a first-come, first-served basis. Capacity is 20-25 people.

Contact:

SAE

540-654-1061

SAE@umw.edu

Goolrick

The Auxiliary Gym in Goolrick Hall may be reserved in one-hour blocks for student organizations after the second week of each semester. To do so, make your request in writing to the Director of Campus Recreation. Events taking place in the Auxiliary Gym must be physical or athletic in nature. Charges for desk aides will apply for events that extend beyond the normal hours of operation of Goolrick Hall. Housekeeping charges may apply in the case of large events. An UMW student may host one guest when using the facilities in Goolrick Hall from Thursday evening at 6 pm. until building closing on Sunday. Guest passes are only available from the Police Station in Brent House, and must be presented to the Goolrick Hall desk aide upon entry.

Contact:

Director of Campus

Recreation

(540) 654-1098

Amphitheatre

The Amphitheater can be reserved similar to most other locations on campus, by submitted an Event Registration form in myUMW and SAE will submit the space reservation request via 25Live. This space can hold up to 150 people without the rental of additional toilets. The maximum occupancy with additional toilets is 821.

Depending on the nature of the event, an Events AV request will need to be submitted, or your organization may need to work with an off-campus provider like Soundworks. Please contact SAE for additional assistance.

Police Officers/Security for On-Campus Events

If money is collected at the door or during an on-campus event, or the event is open to the public, student groups may be required to have a professional staff member and/or campus police officers in attendance. Organizations have found it useful to have campus officers present to maintain order, protect those individuals responsible for the collection of cash, and prevent theft. There may be a cost associated with having police work an event.

Contact:

Chief Hall, UMW

Police

(540) 654-1025

Sound Tech and A/V Requests

If you plan to have a speaker, DJ, singer, band, or other performer that requires sound amplification at an event, you will need to submit an [Events AV Request form here](#). The Events AV staff will set up equipment based on the information you provide. To reserve the assistance and equipment, you need to submit an Events AV Request Form at least fourteen days before your event. If you are planning to have a performer on stage, you MUST submit a copy of the artist's tech specifications. Your request will not be reviewed until this is submitted as this document will determine the number of staff members needed as well as the equipment. The staff works on a first-come, first-served basis. Also, make sure that you have the space reserved well in advance.

Please note, if your event is in the Chandler Ballroom, [complete this form](#).

Contact:

Events AV

Food and alcohol procedures at events

Alcohol:

Student Clubs and Organizations that wish to hold events on-campus where alcohol is available must adhere to the following procedures. Note that due to the nature of their events, the only student group approved to offer alcoholic beverages at off campus events is Class Council.

On-Campus

The Club/Organization's representative shall meet with Dining Services to discuss the catering contract. Once you have determined what you will be serving, a copy of this contract must be sent to Becky Bezdan in SAE for approval and payment. A Business Meal Form must also be completed at this time.

All alcohol service must be provided by Dining Services as they are the licensed vendor for our campus. During this conversation, the following must be addressed with Dining Services:

- State funds cannot be used to pay for alcohol
- Dining Services will be responsible for checking the ID's of all who are in attendance and for issuing wristbands. Student organizations are responsible for providing Dining Services with a way to differentiate those who are over 21 and those who are under 21. The use of two distinct wristbands is recommended. Placing a mark on someone's hand is not sufficient.
- Dining Services will not serve or provide a wristband to anyone who, in the estimation of the staff of Dining Services, is viewed as noticeably intoxicated.
- Student clubs/organizations must provide food and non-alcoholic beverages at the event.
- Students will not be permitted to bring their own alcohol to the event.
- Alcohol service must be provided by Dining Services.

Clubs/Organizations must provide UMW Police at events with alcohol for the safety of all students.

- The number of Police Officers can be negotiated depending on the planned or estimated number of people that will be in attendance. The cost of this service is paid by the club/organization hosting the event.
- Club/Organization must provide a minimum of 4 sober students and professional staff chaperons to assist with crowd control. Selected students and staff may not consume alcohol at any time during the event. A list of these individuals must be submitted to the Director of Student Activities and Engagement prior to the event, and to the Event Catering Manager on site the evening of the event.
- Contact UMW PD to request their presence at an event.

Off-Campus

Clubs should work with the catering department of the venue. During this conversation, the following must be addressed with the vendor:

- State funds cannot be used to pay for alcohol or any other alcohol-related expenses (i.e., bartenders)
- The vendor will be responsible for checking the ID's of all who are in attendance and for issuing wristbands. Class Council will be responsible for providing the vendor with a way to differentiate those who are over 21 and those who are under 21. The use of two distinct wristbands is recommended; placing a mark on someone's hand is not sufficient.
- The Vendor will not serve or provide a wristband to anyone who, in the estimation of their staff, is viewed as noticeably intoxicated.
- Clubs must contract with the vendor to provide ample food and non-alcoholic beverages at the event.
- Students will not be permitted to bring their own alcohol to the event.
- Clubs must provide adequate transportation (bus) to and from off campus venue. This also includes a minimum of 2 sober students and 2 professional staff chaperons to ride on each bus. Selected students and staff may not consume alcohol at any time during the event.
- Clubs should work with UMW's Police Department to do the following:
 - Check ID's before leaving campus unless arrangements have been made for the vendor to managing this process.
 - Not allow anyone who appears to be intoxicated on the bus.

Food/Non-Alcoholic Beverages

Student Organizations are able to work with Sodexo as well as off-campus food vendors. All food purchases require a Business Meal Form, which can be [found here](#). This form must be submitted to the Student Involvement Business Manager before your event.

If clubs choose to purchase food from off-campus vendors, there are a few additional steps to take:

- All organizations will need to have representatives participate in a Safe Food Handling training that will be offered through Student Activities and Engagement several times a year.
- At least one Safe Food Handling trained person needs to attend the events
- Student organizations will need to work with the UMW Dining Services Liaison (DSL) two weeks/10 business days prior to the event to receive approval for the Food Service Operator.
- In order to receive approval, if the Food Service Operator is not on the pre-authorized list established by the Office of Procurement, the student organization will need to ask the Food Service Operators to supply
 - a copy of their current Food Service Permit and
 - most recent health inspection report that will be kept on file in the office of the UMW Dining Services Liaison.

- Once approved, the UMW DSL will notify the Office of Student Activities and Engagement when approval has been granted.

Additional information about the catering policy [can be found by clicking here](#).

UPDATE AS OF SUMMER 2021:

Earlier this year, Governor Northam issued [Executive Order #77](#) as a means of “reducing plastic pollution and eliminating the need for new solid waste disposal facilities in Virginia.”

What does this Executive Order mean for UMW?

Effective **July 21, 2021**, all state institutions of higher education and contractors who operate on their campuses will discontinue buying, selling, or distributing these specific items: disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single-use plastic water bottles as the University determines are not for medical, public health, or public safety use.

How will this Executive Order immediately impact the University Community?

As the University awaits further guidance from the Department of Environmental Quality (DEQ), UMW will cease the purchase of the following items as of July 21, 2021:

- Glitter/confetti, plastic table cloths, balloons of any type
Existing inventories, purchased prior to this communication, may be distributed until supplies are exhausted.
- Additionally, we will be asked to immediately find alternatives to the following:
K-cups, disposable plastic bags, single-use plastic and polystyrene food service containers,
plastic straws and cutlery, and single-use plastic water bottles

Food that is prepackaged (i.e., bagged, bottled, boxed, or canned) in individual use containers may be purchased at off-campus locations.

Sodexo Catering

Ordering Food:

1. Contact the Catering Office at x1930 or email to catering@umw.edu to discuss your needs and obtain a No Frills Order Form. Allow at least 10 business days (M-F) prior to your event
2. In order to serve you best and provide you with the items you have requested, orders need to be finalized at least 5 business days prior to the event. Requests made after the 5 business days will not be guaranteed and substitutions may be necessary.

Contact:

Catering Office

(540) 654-1930

catering@umw.edu

<http://www.umwcatering.com/>

Showing a Movie on Campus

The Federal Copyright Act governs how movies may be used publicly. While you may rent, purchase, or borrow a DVD, the right to show this publicly does not come with it. This legal requirement applies to colleges and universities **regardless of whether or not admission is being charged**. The movie studios who own the copyrights and their agents are the only parties who are authorized to license the showing of movies. Privately owned movies and movies borrowed from other sources such as public libraries, college collections, and individuals cannot be legally shown without obtaining the license to do so.

To show a film for entertainment purposes on campus your group must obtain permission from the copyright owner or obtain a license. By renting your movie from a company that rents to college campuses, you are buying a license to show the movie in a public setting. Prices to rent a movie range from \$200-\$1000 depending on the movie's release date and its popularity. To purchase the rights to show a movie publicly, contact SAE at xl061. If you have any questions regarding this policy, please stop by and speak with one of the staff members here in SAE.

Companies you can purchase the rights to a movie from include:

- [SWANK](#)
- [Criterion Pictures](#)
- Sony Classics
- [Kino](#)
- [Zeitgeist Films](#)
- [New Yorker Films](#)
- Kanopy through the Simpson Library Website

Rooms may be reserved on campus to show a movie but the reservation may be canceled if the group does not produce documentation that they have purchased a license. Equipment to show a movie on, such as TVs, LCD projectors and more is available in most classrooms. To use the outdoor equipment from SAE, please email sae@umw.edu.

Educational Exemption for Video Screening

Under the Educational Exemption, copyrighted movies may be shown on campus without a license only if the movie exhibition meets **all** of the following:

- The exhibition is an integral part of a class session and is of material assistance to the teaching content.
- The exhibition is supervised by a teacher in a classroom.
- The exhibition is attended only by students enrolled in a registered class.

- The exhibition is lawfully made using a movie that has been legally produced and obtained through rental or purchase.

This Exemption is given to teaching faculty and does not apply to student organizations. There are fines assessed for showing movies without obtaining the right to do so and these become the personal responsibility of the person who scheduled the event. The legal system also has the ability to assign jail time up to 5 years for each offense. In general, it is safest to assume that the display of a movie is illegal unless it is used by an instructor under the Educational Exemption, or if a student has rented or purchased the video, it is shown in the privacy of your residence hall room or apartment.

Decorations and Fire Safety

Many groups choose to use decorations for holidays, dances, and events. Anytime you do extensive decorating or use any kind of flame-producing item, you must consult with the UMW Director of Emergency Management and Safety at least 10 business days before the event.

Please abide by the following guidelines when planning your event:

1. Absolutely no indoor pyrotechnics, fog machines, or flame producing items - either in or out of doors. This includes Tiki Torches.
2. Natural trees are prohibited in student rooms and in areas of public assembly (areas where 50 or more people may gather for a purpose).
3. Artificial trees need care in selection and handling. Plastic trees can burn. Use the type clearly marked as made from slow burning materials. Those with built-in electrical systems should carry the Underwriter's label (UL). Metal trees may be a shock hazard. Use only indirect lighting with them. If lighting strings are placed on a metal tree, the tree may become electrically charged. Never use electric lights on a metal tree.
4. Use noncombustible decorating materials (metal, glass, etc). Untreated cotton batting, flock, and paper ignite easily and may burn intensely. Use only flame-retardant or noncombustible materials for costumes and decorations. Crepe paper and streamers must be labeled as "fire-proof" or "flame-proof." Be sure to read the label before you buy the material. Plastic bags and plastic sheeting may not be used for decorating-this material is very combustible.
5. Keep exit corridors and doors free of decoration to reduce confusion and obstacles to exit in the event of emergency evacuation.
6. Cover no more than 20 percent of any available wall with decorations. Do not block or cover fire alarm pull stations, emergency lights, exit lights, hose and extinguisher cabinets, or any part of the sprinkler system. Regular corridor lighting must not be completely covered. Keep decorations at least 10 feet from exit doors.
7. Corridors must not be "wall-papered" with combustible materials. Combustible decorations are not permitted in stairwells.
8. Do not string decorations down from corridor ceilings. They can act as fuses if ignited.

9. The use of lighted candles or any open flame is not permitted in any University of Mary Washington campus buildings, with the exception of candles for religious services. Safe alternatives include flashlights and battery-operated candles.
10. Because of their combustible nature, corn stalks, leaves, and hay may not be used for decorating. Other natural materials such as pumpkins, squash, and gourds are permitted.
11. Electrical decorations should be UL listed. Equipment should be checked for frayed cords, loose connections, and broken sockets. It should be unplugged when your program comes to an end.
12. Make sure all indoor and outdoor holiday lights are UL listed.
13. If an electrical appliance smokes or has an unusual smell, unplug it immediately and have it serviced.
14. Any event that will have more than 1,000 people in attendance must be reviewed by the Safety Office and require 1 trained Crowd Manager for every 250 people. Please contact the UMW Safety Office at least 10 business days in advance of the event.

Contact:

Director of Emergency Management and Safety
(540) 654-2096

Publicity

Flyer Policy

There are a number of bulletin boards on campus in which you are able to post flyers – all flyers must be brought to the SAE to be approved before being posted in the buildings below:

- Anderson Center
- Bulletin Board on Campus Walk in front of Lee
- Combs Hall (1st floor only)
- Pollard Hall
- Dupont Hall
- Hurley Convergence Center
- Lee Hall
- Mason & Economics
- Melchers Hall
- Trinkle Hall
- Cedric Rucker University Center
- Woodard Hall Nest Cabinets (these cabinets are locked, please let the SAE Front Desk know that you would like your flier posted in these cabinets and we will post it for you)

There are a few buildings which **require permission from the Building Coordinator to post flyers** (please contact SAE for Building Coordinator contact information).

Those buildings are:

- All residence halls– bring flyers to Marye House for approval and distribution
- GW Hall
- Jepson Science Center
- Mercer Hall
- Monroe Hall
- Woodard Hall (other than the boards outside of the Nest on the 1st floor)

Guidelines:

All materials must include a phone number or email address, and the first name of the contact person.

Flyer cannot include any material that is illegal or in violation of University policies, including alcohol- and drug-related content.

Publicity materials may only be displayed on public bulletin boards, and **not on windows, doors or other surfaces** for safety/facility reasons.

Distributing Electronic Publicity

SAE has electronic media in place that you might find useful. The first is The Weekly News, a newsletter which is sent via a link to all undergraduate students. To have your event or announcement listed, simply fill out the [submission form](#) on MyUMW. The newsletter link is sent out every Monday. The deadline to have your announcement or event is 5pm the Wednesday before distribution. Requests received over the weekend will not be honored. Because of the effect on the university's server, newsletters are only sent out on Mondays unless there is an emergency. In addition, SAE can help with advertisements on the flat screens located across the campus.

Chalking Policy:

Student organizations may use chalk as a means of publicity, but chalking is limited to only uncovered sidewalks.

Guidelines for chalking include:

- Chalk is not allowed on the side of buildings, stairs, porches/patios, the tunnel, the Bell Tower, or any surface that is not uncovered sidewalk. Student organizations will be charged a cleaning fee in this situation, and will risk losing other SAE privileges.
- Student organizations may be asked to clean up their chalk if large institutional events are taking place.
- Chalk messages cannot include any obscene or illegal information, including: vulgar and alcoholic/drug related content.

- Only traditional chalk can be used. Chalk pens, chalk paint, or other materials may not be used and are strictly prohibited and can result in fines if used.

The Spirit Rock

The Spirit Rock, located outside of Willard Hall, is a popular means to both express individual and/or group feelings and to publicize on-campus events.

There is no cost to paint the rock; however you do have to follow these simple guidelines:

- There is NO reservation process for the rock - it is a first come/first served basis.
- The staff in SAE do not monitor or control the use of the rock. This is a function of SGA.
- Be considerate when painting the rock. If another organization has just painted it, please do not remove and/or vandalize another group's design for at least 24 hours.
- Do not paint any vulgar or obscene messages on the rock. Please be aware that not only the campus community will see what is posted, but also visitors, VIPs, and prospective students.
- You may use any type of standard indoor/outdoor paint to paint the rock, and you may use any tools to paint with (rollers, paintbrushes, hands, etc). However, spray paint is NOT allowed on the spirit rock as it is harmful to the area around the rock.

Reserving a Table

Many student organizations utilize tables to pass out information about events, sell tickets, or hold elections. It is always a good idea to reserve your table in advance. To reserve a table in the Cedric Rucker University Center or on Campus Walk to table, complete an [event registration form](#) through MyUMW.

Please follow these guidelines when using the tables:

1. NO outside solicitation is allowed (credit cards, the sale of food items from outside vendors, etc.). Petitions and sales of admission to concerts, dances, etc. are allowed.
2. Please use appropriate behavior while using the tables.
3. Do not harass students or visitors to the campus. You are allowed to play music, make announcements to passersby, and get up from your table, but we ask that you do not station your staff at the entrances to buildings.
4. Please be respectful of other organizations using tables. If signs or paraphernalia are left on the table by other groups during your reserved time slot, please bring them to the SAE office. As a courtesy, DO NOT throw them away. Also make sure to clean up any mess that you make at the tables.
5. Please note: when tabling in the CRUC, a table will be provided to you by CRUC staff. When tabling on Campus Walk, please stop by SAE to pick up a table to use during your reserved time.

Brand Standards: Use of the University of Mary Washington Name, Logo, and Seal

Organizations wishing to create documents using the UMW name, logo, and seal for use off-campus must follow the guidelines outlined in the [Brand Toolkit available here](#). These guidelines require that the Primary Logo (University of Mary Washington text accompanied by the column design) be used. A high resolution digital file of the logo is available from Design Services. Any organization wishing to use the UMW name for publications that will be distributed off campus must take a final draft to Design Services and allow at least one week for Design Services for review, revision, and/or approval of your document.

The official University Seal is used in selected applications as determined exclusively by the President or a designated representative. Any organization wishing to use the Seal must submit its request for approval in writing to the Office of the President.

Contact:
Design Services
(540) 654-1932

PURCHASING

[Click here for a how-to guide on how to find vendors on contract or Micro-certified vendors.](#)

Contracts

Any time your organization wishes to make an agreement with a speaker, band, DJ, or other performer you must have a signed contract. This is always true regardless of whether you will be paying the performer or if the individual is donating products or services. Please contact SAE so a staff member can assist with the contract process.

Three documents are needed and can be [found here](#):

1. A Performer's Contract or Contractor's Form Addendum
2. Vendor Registration Form
3. CoVA W9

A performer will not be able to be paid until the contract is signed and all of the paperwork is submitted. In order to be paid the day of the event, all paperwork must be completed and submitted at least 2 weeks in advance. Any funds being used as payment must already be in your account. Payments may not be made on the hope that ticket sales will cover the cost.

Only designated staff are allowed to sign contracts. Students are NOT allowed to sign contracts.

Important: A performer or their representative may request to use his or her own contract. In this case, be sure that the Director of Student Activities and Engagement is able to review it before any agreement is made. If the performer contract is used, the vendor and the Director of Student Activities and Engagement must sign the addendum.

Finance Committee Policies

Please review [all Finance Committee training materials here](#).

To receive funding allotted by the UMW Finance Committee, the club must be designated by the Inter-Club Association as a Tier I **funded** club. Under no circumstances will funds from this source be used to support events or programs that constitute lobbying or politically-purposed. The Finance Committee's role is to allocate and distribute funds to eligible clubs as efficiently and equitably as possible. There are more than 100 clubs and organizations eligible for funding. Any Finance Committee member is able to answer questions that relate to the Finance Committee.

The Finance Committee meets on Tuesday evenings at 5pm in the SAE conference room while the University is in session, unless otherwise specified. A complete schedule of meetings will be posted in SAE. Meetings start promptly at 5:00 pm and clubs must turn in their purchase request form to the committee no later than 4 pm on the Monday before the meeting they plan to attend. A knowledgeable member of the club must come to the meeting to present the request and answer any questions the committee has.

New policies as of Fall 2021:

1. Clubs are required to meet with Mary Bullock, the Dean of Students Fiscal Technician, to discuss purchasing at least one week prior to attending Finance Committee (which means they should plan to meet with Mary at least 3 weeks prior to the event).
2. Class Council and other student organizations planning large scale events, especially those over \$2,000, should plan on attending Finance Committee 4 weeks in advance of the event, and meet with Mary 5 weeks in advance of the event.

Finance Committee Training

Finance Committee training for all Treasurers will be held within the first month of the beginning of the academic year; the date and time will be announced via email. At least two representatives from each club or organization must be present at one of the training dates and one must be the Treasurer. These representatives will be held accountable to share the information presented to their organization. At training, finance policies will be discussed. Treasurers are to keep current, complete, and accurate records of all organization funding to include copies of all receipts and transactions; at any time the Finance Committee can perform random audits. **No funds will be transferred to organizational accounts if your group is not represented at the training session. Attendance is taken and those individuals that**

leave early will have their name removed from the list of attendees. Groups failing to have 2 representatives attend one of these sessions will have any funds allocated returned to the Finance Committee's budget.

If your organization's Treasurer and at least one other member are not at one of these training programs, your group will not be allowed to use any funds in the club's account until the training is complete.

Make-up training programs are at the discretion of the Finance Committee.

All eligible student organizations, regardless of the size of their membership, are eligible to request funding for their programs. Decisions on the allocation of funds involve an element of judgment on the part of the members of the Finance Committee. That is why it is imperative for you to appear before the Finance Committee in person to present your request in person. The Finance Committee will not consider your request if you do not attend this meeting. The Committee members are committed to making such judgments primarily on the basis of the following criteria:

1. How does this event recognize the diverse needs of the student body?
2. How does it meet our goal to spread the benefit of the funds to the largest number of students?
3. Is the organization capable of doing what is requested as demonstrated by a history of successfully conducting similar events? If not, has the group demonstrated their ability to meet this challenge?
4. What is the overall benefit of the event to the student body (will it benefit a large number or just a few - remember, the key word here is students not the general public since the money being allocated is actually from student fees)?
5. To render funding decisions in a fair and objective manner.

If you have a program that has occurred annually and has become an expectation of the student body, you may choose to request funds during the Initial Budget Hearings in April. Keep in mind that if it is funded but not at the level you desire, you cannot return to the Finance Committee for additional financial support. If a space has not been secured, contract funds for programs will not be allocated.

Any requests not submitted on the proper form will not be considered.

Contact:

Finance Committee
umwfinance@gmail.com

Sports Club Funding

Sports clubs must follow a specific set of guidelines established by Campus Recreation to receive funding. Please refer to the Sport Club Handbook for details.

Student Organization Accounts

Obtaining a Student Organization Account

In order to have a UMW student organization account, a group must meet the following requirements:

1. Be recognized by the ICA, SGA, or another University office.
2. Be registered with SAE.

To obtain an account, simply go to the Student Involvement office and see the Business Manager. She will forward your request to Accounting on your behalf.

Who May Use Your Account

Once you receive notice of your account, you must complete an "Authorized Signer" form. You must list at least three officers of your organization as signers on the account; two individuals must sign all expenditure requests and it is the responsibility of the club's leadership to obtain these signatures. Submit completed forms to the Business Manager. Changes and/or updates to an organization's form may be made at any time during the year. Groups cannot expend any funds from their account until this form has been submitted to the Business Manager.

Purchase Requisitions and Check Requests

If you wish to have a check issued from your account or a purchase made, you will need to fill out a Purchase Requisition/Check Request form. These green forms are available on MyUMW or in the Student Involvement Office. If you are ordering a product, follow these directions:

1. Complete the requisition request **before** you do anything else, with a complete description of the items needed, suggested vendor, and links if possible.
2. Checks will be mailed directly to the vendor. Companies may send invoices directly to SAE for processing.
3. Two authorized signers from your organization as well as the Business Manager must sign every Purchase Requisition/Check Request. Funds cannot be accessed from your account without all three of these signatures. Once you have completed a purchase requisition, submit it the Business Manager.

Reimbursements

UMW does not encourage students to use their own money to cover costs of organization expenditures. Please plan ahead so that you may take advantage of signing out a student credit card or completing a purchase requisition for payment. If a member of an organization needs to be reimbursed by SAE, please follow the guidelines for completing a Check Request.

Reimbursement Process:

1. The "Vendor Name and Address" section of the request refers to the person or business that will receive the check.
2. The person being reimbursed must complete and submit a vendor registration form and a COVA W9 form.

3. Attach the original itemized purchase receipt. Highlight those purchases that you wish to have reimbursed and list each on the form. SAE will not accept copies of receipts. Be sure, however, to make a copy for your own records.
4. Two authorized signers from your organization and the Business Manager must sign every Purchase Requisition/Check Request. Funds cannot be accessed from your account without all necessary signatures. Note: **The person who is being reimbursed may not be one of the signers.**
5. Once the purchase requisition is signed, SAE will send it and the appropriate forms to Accounts Payable.

Cash Handling/Depositing Funds

Upon completion of your meeting (ie. collecting club dues during a club meeting), program or event where money is collected, all funds must be deposited into your club account. **Under no circumstances are you to take any money back to your room or leave it in your office overnight.** Arrangements have been made to store locked cash boxes with Campus Police should overnight storage be required.

If you are selling tickets daily, you must deposit this money daily into your club account. A [Cash Transmittal form, available online](#), must accompany cash or check deposits made by your organization.

Please follow these guidelines to ensure a successful transaction:

1. Be sure to complete the cash transmittal form correctly. Help to complete the form is available, please email mbullock@umw.edu.
2. Take the deposit and the form to the Cashier's window in Lee Hall. Deposits must be made between 8AM and 4PM. The Cashier's office will issue a receipt to you at the time of the deposit.

It is necessary that your organization's treasurer keep detailed records of the money deposited and/or spent. SAE can provide expenditure and balance information from the University accounting system, however all items may not be posted to the account when the information is pulled. This is why it is necessary for club treasurers to keep accurate records.

Bookstore Charges

Any student organization with an on-campus student organization account may charge items directly to their account without having to have a member use their own money and be reimbursed, or without using a club credit card. This is great for buying honorarium gifts or supplies needed quickly. **Before shopping at the Bookstore, contact the Student Involvement Business Manager to make arrangements for charging the purchase at the Bookstore.**

Using the SAE Credit Card

To avoid the reimbursement process on large purchases and organization-related trips, there are credit cards available for student organizations. To be eligible for the card, an organization must have a valid on-campus student organization account through the University, a completed Student Organization Authorized Signature Form, and the organization account must have the funds on record to cover the charge before the card will be issued. All club credit cards are VISA, so be sure that VISA is accepted at the place of purchase. To use the club credit card, please:

1. Be sure that your organization has the funds available in its account to cover the expense. If using funds that have been allocated by the Finance Committee, remember that you can only use that money to cover purchases that were approved by the Finance Committee. If you purchase something that has not been approved, you can be held personally liable to reimburse your organization's account. Groups do not have the authority to reallocate funds that have been deposited into their account for other purposes.
2. Complete the green Purchase Request form. Be as specific as possible when filling out this form. Two authorized signers on your student organization account must sign the form in order to authorize the expenditure.
3. If you are purchasing any kind of food, be sure to also complete the Business Meal Form.
4. A [Club Travel Request Form](#) is also required and must be completed before you make your hotel reservation.
5. If you are buying gift cards, gift certificates or any item you are planning to give away in any fashion, you must complete a Gift Log form.
6. Submit these forms to the Business Manager at least five business days before your organization needs to have the card. There are a limited number of cards and these are reserved on a first-come-first-served basis, so please plan ahead.
7. Pick up a card from the Business Manager to make your purchase
8. Your organization will be responsible for all charges made to the card while the card is signed out in your name. Do not use PayPal or save the credit card number on a computer site or on a computer. Do not use the card for any online purchases.
9. Once your purchase is made, you must promptly return the card and itemized receipts for purchases made with the card.
 - a. It is essential that you include ITEMIZED RECEIPTS when returning the card. Failure to provide appropriate receipts upon return of the credit card will result in a freeze of the organization account funds. No additional purchases will be made until the missing items are received in SAE.
 - b. The individual who signs out the credit card for an organization assumes ultimate responsibility for the credit card and all purchases made.

Failure to abide by these policies can result in suspension of the club's Credit Card privileges.

Corporate /Business Sponsorship

Some groups choose to solicit corporate or business sponsorship for their event. Please coordinate these through Zach Hatcher in University Advancement.

Cashboxes

You will need to use a secure cash box if your organization will be receiving money of any kind (cash or checks). In order to request a cash box, please email the sae@umw.edu. All cashboxes must be able to be locked by means of a key or combination lock. Cash Boxes should be in the care of a responsible member of the group at all times and should not be left unattended. **Cash Boxes containing cash are not to be stored in a residence hall room, office, or off campus overnight.** Groups may either deposit the money

collected in a particular day with the Cashier's Office, or store the cashbox with the Campus Police overnight.

Monetary prizes - Gift cards, EagleOne, Cash/Checks

Gift Cards

- Complete the first page of the [Gift Log form](#)
- Have the winners complete the 2nd page of the Gift Log form **at the event**
- Write the gift card number on the Gift Log form
- Attach a copy of the store receipt
- Turn in the Gift Log form and a copy of the store receipt to SAE

EAGLEONE (only available for UMW students)

- Complete the first page of the [Gift Log form](#)
- Have the winners complete the 2nd page of the Gift Log form **at the event**
- Winners must indicate their Banner ID# and the amount won on the Gift Log form
- Turn in the Gift Log form to SAE

Cash Prizes/Checks

- Cash prizes will be awarded in the form of a check and mailed to the winner
- Have each winner fill out a Vendor Registration and CoVA W9 form **before leaving the event**
- The club responsible for the event must complete a green Purchase Request form for each winner
- Two authorized club signers will sign each Purchase Request form to approve the payment
- Bring a packet to SAE containing the completed forms for each winner
- Checks will be processed by Accounts Payable and mailed to the winners

Non-monetary prizes

Items costing less than \$50:

1. Fill out the first page of the [Gift Log Form](#)
2. Attach a copy of the store receipt(s)
3. Turn in the Gift Log form and a copy of the store receipt to the Student Involvement Business Manager

Items costing \$50 or more:

1. Fill out the first page of the [Gift Log Form](#)
2. Have the winners complete the 2nd page of the Gift Log form **at the event**
3. Attach a copy of the store receipt(s)
4. Turn in the Gift Log form and a copy of the store receipt to the Student Involvement Business Manager

Filling out Gift Log Forms

A UMW Gift Log Form is required anytime items are given out. More information about gift giving can be found on the UMW AP website: <https://adminfinance.umw.edu/ap/forms/#giftlogform>

If the “Gifts” or prizes are items valued at less than \$50 each, then you only need to complete and sign the front (first page) of the Gift Log Form.

If the “Gifts” or prizes are items valued at more than \$50 each, or if they are gift cards, gift certificates or Eagle One Money, then the back (second page) of the Gift Log Form must be completed. There are spaces to record 7 gifts – use additional pages if needed.

When giving out the gifts, follow these steps:

Do NOT let the recipient have their gift until they have filled out their portion of the gift log form completely and properly. Do NOT let them hold it or take it until you have verified that the form is filled out properly.

*****Check the Gift Log Form carefully before you hand the recipient their prize.*****

- Look at their name – can you read it? If not, ask them what their name is, and print it on the form above where they have written it.
- Look at their address – it should be a real address – 1701 College Avenue is not sufficient. They need to give their permanent address in case a tax form needs to be issued later.
- Look at their Banner ID#. It should be a nine (9) digit number, beginning with 000. If it doesn't look right, ask to see their Eagle One card, and copy their Banner ID# from the card.
- Make sure they have signed the form on the line for Signature.
- Make sure the correct gift has been recorded in the proper spot – write in what gift they have been given. You can put the value of the gift in later when you have a chance to look up the costs on the receipt.
- Did they get a gift card? If so, copy the serial number or other identifying number from the card before you give it to them, and write the value of the card on the form.
- After you have checked the form and all these things are filled in properly and are readable, then you may hand the person their gift or prize.

If you do not get this information properly recorded, you could be held responsible for repaying UMW for the cost of the prize. You do not want this to happen, so take your time and get the information recorded correctly before the person walks away with the item.

REMEMBER - this is your organization's event. Prize winners should NOT be directed to come to the SAE office to complete the required paperwork or to pick up their prize.

Fundraising

Whether your club has access to request funds from the Finance Committee, fundraising is always a great idea to make extra money for your club. Information about fundraising [can be found here](#).

Use of Campus Vehicles

Many student organizations attend conferences or plan off-campus trips that require special travel plans. To help student organizations plan the best travel arrangements, UMW provides passenger vans. There is a charge for using these vans. Therefore, clubs must have sufficient funds in their account to cover the cost of travel and the drivers must be certified UMW students, faculty or staff. Please read through the following guidelines and requirements to take advantage of any of these resources.

Becoming a Certified UMW Vehicle Driver

UMW vans and vehicles are a resource for student groups and organizations to use when going to an event. A student wishing to become certified to drive UMW vehicles must take the Van Familiarization Training class. This class is required for all UMW students wishing to drive State-owned vehicles for University recognized events. The course takes approximately 2 hours. Student drivers must be 18 and possess a valid Virginia driver's license to take the course. All drivers are insured by the University insurance policy.

Topics covered include:

- Procedures for reporting accidents
- Procedures for refueling
- Procedures for dealing mechanical repairs
- A brief overview of safe driving practices and hands-on "behind the wheel" driving and backing experience.

All students must present a valid Virginia driver's license at the time of registration. Classes are scheduled by the Parking Management office. Students looking to attend one of these training classes must complete the application form which is located on the Parking Management website in order to be scheduled for a class.

Go to: <http://adminfinance.umw.edu/parking/student-driver-training/>

Contact:

Parking Management

(540) 654-1129

Using the UMW Vehicles

Certified drivers may use UMW vans to transport members of their organization. Because these are state vehicles that your organization is borrowing, please follow these guidelines when requesting a vehicle:

1. The trip should be related to the purpose of your organization or serve to represent UMW in an official capacity.
2. Only University-related personnel or students may be transported in UMW vehicles.
3. Complete and sign a Vehicle Request Form. Be sure to have it signed by the Director of Student Activities. The form must be submitted to Facilities Services at least 5 days prior to the trip - but the earlier the better, since vehicles are available on a first-come, first-served basis. You may call Transportation Scheduling at x2078 to check vehicle availability, but a vehicle will not be reserved until the Vehicle Request Form is complete.
4. Transportation Scheduling will email you to let you know if your request has been approved or denied. Do not consider your reservation confirmed until you have heard from Transportation Scheduling.
5. UMW vehicles are located at the Physical Plant building on Hanover Street (behind the Rugby Field). You will be responsible for picking them up and returning them.
6. If you are requesting to pick up a vehicle during business hours, the driver of the vehicle (with a VALID UMW University ID) must go to the Facilities Services work order desk (immediately inside the Physical Plant) and receive your vehicle packet which contains keys, a form to fill in mileage, insurance information, etc.
7. If you are requesting a vehicle over the weekend, a driver must pick up the keys and packet during business hours the FRIDAY BEFORE the office closes for the weekend.
8. Before driving your vehicle it is important to fill in the starting mileage in the form included in the vehicle packet.
9. Vans are to be returned immediately upon the conclusion of your trip since someone else may be waiting to use the vehicle. You are also required to fill in the ending mileage when you return your vehicle to Facilities Services.
10. If you return your vehicle during business hours, make sure all personal belongings are removed from the vehicle and return the packet to the Facilities Services desk inside the Physical Plant. If you return your vehicle after business hours, also clear the vehicle of personal belongings, seal the vehicle packet and place it in a drop box located outside of the main doors to the Physical Plant. Be sure to lock the vehicle if you return it after business hours.
11. A representative of the University administration or faculty may be required to accompany your group on each trip. If you are taking more than one vehicle, you do not need an additional staff

member with you. In this case, the vehicles are expected to travel together in a caravan. Under no circumstances is one vehicle to depart leaving other vehicles behind.

If no university vehicles are available, your club can also consider renting a van from Enterprise, but you will need to secure funding from the Finance Committee at least two weeks in advance (or use funds from your club's 8-Fund account).

Contact:

Facilities Services Transportation Scheduling

540- 654-2078

Student Organization Travel Policies

- If the trip is within a 200-mile radius and within Virginia, Maryland or DC, no chaperone is needed.
- Trips outside of the 200-mile radius require approval by the Office of Student Activities and Engagement (SAE).
- A travel and trip plan, a roster of all students traveling (including emergency contact information), and supporting documentation is required in order to travel. This information should be submitted to SAE through two forms:
 - one club member should fill out the [Club Travel Request Form](#)
- Additional paperwork will need to be submitted by professional staff, so you may be contacted for additional information
- All overnight trips require approval – with SAE having the right to request a mandatory chaperone.
- All student trips without a chaperone should identify a faculty or staff member who will be a point of contact for them during their trip.
- All UMW students on a trip are expected to abide by the behavior expectations outlined in UMW's Student Handbook, and the Office of Student Involvement's travel policies.
- University recommends limited driving from midnight to 5 am.
- Student driving shifts should be no longer than 3.5 hours.

Hotel Reservations

When making hotel reservations, remember to check with an SAE staff member about the maximum lodging rate allowed for the area you are traveling. These rates can also be found by going to: <http://adminfinance.umw.edu/ap/travel/per-diem-and-lodging-rates/>.

If you make a hotel reservation and the room rate charged exceeds the State-approved per diem amount allowed for that city, you will need to personally cover this portion of the bill unless you receive permission to exceed the amount allowed. Regardless of the source of funds (club fundraiser, Finance

Committee allocation or University Department budget), your reimbursement cannot exceed the per diem allowed without advance permission.

AirBnB or other similar rentals are not permitted.

Purchasing Airline/bus/train Tickets

Many student organizations send delegates to conferences and other activities, and SAE strives to assist you as you plan your trip.

Follow these steps to purchase your airline/train/bus tickets:

1. Before you begin planning your trip, be sure that you have money approved by the Finance Committee for the specific trip, or your own revenue to spend. Be sure to stay within your budget! You will not be reimbursed for expenses incurred without prior approval.
 2. Work with the Student Involvement Business Manager to confirm how the flight will be booked and paid for
 3. One club member should fill out the [SAE Club Travel Request Form](#)
 4. If you are on a trip which will require many separate flights, or would just feel more comfortable with more help, see the SAE staff. Bring them your travel agenda and they will work with a local travel agency to get you the best deal.
 5. Remember that flying is not the only way to travel long distances - when there is time and the destination is relatively close, many groups enjoy traveling by train!
-

Steps in Planning an Event

3-4 weeks minimum before your event:

1. Depending on the scale of event, you will want to set up a meeting with the Senior Student Coordinator of Events, the Assistant Director, or the Director of Student Activities and Engagement about your event. They are a great resource for students and organizations new to programming. Contact them at SAE@umw.edu or by calling 540-654-1061.
2. Set a date and time for your event. To see if your preferred space is available, check the Facilities Reservation Calendar linked to the Room Reservation page on the SAE website. Include enough time for cleanup of the space, particularly if it is being used by another group that day.
3. Create a budget for the event.
4. Fill out an [Event Registration Form](#), available on myUMW. For outdoor events, you should also request an alternate space indoors in case of bad weather.
5. Complete an [Events A/V Request](#) for sound and lighting equipment in any spaces other than the University Center Ballroom. If your event is in the UC Ballroom, [complete and submit this form](#). The form must be submitted at least 14 days in advance of your event so that a tech can be scheduled.
6. Using the budget you created, submit your [Finance Committee Request form](#) in time to successfully plan your event. Be sure to make your request well in advance. The Finance Committee will not consider requests that are received within 2 weeks of the event date.
 - a. Once funding has been secured from the Finance Committee, items will not automatically be purchased on your behalf. You will need to work with the Business Manager to place orders. Quotes from a Micro-Vendor will need to be documents prior to orders or purchases. [Additional information about this can be found here](#).
7. Check with SAE to see if there are any specific policies that apply to your event.
8. Secure co-sponsors and/or volunteers for the event. Co-sponsoring with a student organization or a department will help spread the work around and get you the volunteers needed to get the job done.
9. If applicable, request an officer from Campus Police. This may be required if you are collecting any money. There is an hourly fee with a three hour minimum.
10. Rent equipment from vendors [i.e., inflatable's, dunk tank, etc.). Make sure the company carries liability insurance (you need to ask for a copy of their certificate if the University does not already have one on file). Be sure to work with the SAE staff to contract for any of these services.
11. Have your contracts reviewed and signed by the Director of Student Activities and Engagement. (Students are not authorized to enter into a contractual agreement).
12. Request checks for the vendors/performers. If the person/company being paid is not already in the UMW system, a Vendor Registration form is required. The form can be found on the UMW website.
13. Contact Catering Office to order the food you are planning to serve at your event. Be sure to discuss your plans for refreshments when you meet with the SAE staff.

1-2 weeks minimum before your event:

1. Confirm your reservation for your event spaces. Check the Events Calendar through the link on the SAE Website or contact SAE at x1061. Develop a plan regarding the number of volunteers needed and what you would like them to do. No one likes to be asked to help and find they are just sitting around when they arrive to assist with an event.
2. Effectively advertise for your event/program. Make sure your volunteers are aware of University posting policy and that they follow it.
3. Check on the status of your Events A/V Request for sound and lighting equipment.
4. Complete any work orders for services from Facilities (electrical power, trash cans, recycling bins, delivery of tables and chairs, etc).
5. Look at your plans to see if you need a campus vehicle (passenger or cargo van). If needed, be sure to complete a Vehicle Request and bring to SAE for signature.
6. Secure lodging, special meals, transportation, or any other items listed in the contract or rider for the vendor/performer. Don't forget to do a Business Meal form for any food/meal purchases. A [Club Travel form](#) must be completed and additional paperwork may also be required if we are reimbursing the vendor/performer for travel expenses.
7. Pay the royalties on the movie you will be using at your event. Work with the Student Involvement Business Manager to take care of this.
8. Review the Gift Policy if giving away any prizes or gifts. Virginia State regulations require a Gift Log must be submitted for any items given away at your event. For more information contact SAE at x1061.

After your event:

1. Return the space to the condition (this includes arrangement of the room if you were the one to change it) it was found.
2. Complete the [Gift Log](#) if you gave away any prizes or gifts and turn this in to SAE.
3. Write thank-you notes to performers and volunteers.
4. Discuss and evaluate the program with your club and document these notes for the future.

Resources for Faculty/Staff Advisors

This section will provide you with information and suggestions that will help you create and maintain a good advisor/organization relationship in the coming year(s). Please note that the role of the advisor varies greatly from organization to organization, depending on its structure, activities, and quality of

student leadership. Therefore, the contents of this section are mainly suggestions, and it is important for you to sit down with the student organization leaders and discuss this Handbook and your role. This guide does not convey any rights or obligations between the University of Mary Washington and any organization or individual, but merely sets forth guidelines and procedures established for faculty advisors. The following sections provide general expectations for student organizations and faculty advisors.

Establishing Boundaries and Expectations

Student organizations are designed to serve the interests of the students, to explore new subjects and activities on their own terms. Some organizations require more involvement on the part of an advisor, while others can more or less run themselves with little or no advising. This depends greatly on the student leadership within an organization, how the organization has operated in the past, and the ambition and level of activity of the organization and its programs.

Regardless of how much direct involvement a club will require from its advisor, set boundaries and expectations for both the faculty advisor and the student organization before the start of a new semester so that when situations arise, each party knows its role. The following are acceptable, though not necessarily mandatory, expectations for faculty advisors and student organizations.

Expectations and Responsibilities of Faculty Advisors

- Familiarize yourself with the other sections of the Student Organization Policy Handbook and with your organization's constitution.
- Be a "sounding board" for your organization to bounce new ideas off of. Give the students honest feedback and encourage them to try something different.
- Offer new perspectives, point out new directions, and introduce new ideas. Whether they are working on projects, events, or just brainstorming ideas, give students any suggestions for general advancement of the organization.
- Intervene in conflicts between group members and/or officers when needed. Being slightly outside the organization gives you the "third-party" advantage of being removed from most conflicts and able to objectively look out for the good of the group as a whole. If possible, work out problems in small groups before involving the whole organization.
- Serve as mediator during an organizational crisis [i.e., internal conflicts between members, student death, and accident). Remain in close contact with a designated member of the group who is working with the media and the public, if appropriate.
- Provide continuity and stability as student leadership changes. Encourage leaders of your organization to think about the future of the club, after they graduate, and have them gather useful information about the club (its constitution, resources, traditions, etc.) to pass on to the next leaders. Be knowledgeable about both the history of the organization and what its future plans entail.

- Work with the student organization to set attainable goals for that organization. Think about agendas for both short-term and long-term planning purposes. Since you will be at Mary Washington after these students leave, you can help ensure the long-term goals for an organization are met. Give guidance to the club if revisions are necessary to its constitution or the responsibilities of its officers.
- Provide your group with connections on campus. You are probably more familiar with Mary Washington and the surrounding Fredericksburg community than most of your students are, bearing in mind that most of them have only been here for a short period of time. Be the organization's primary resource for where to go, what to do, and whom to talk to.
- Insist that members operate within the framework of Mary Washington policies. While you will be familiar with the policies that impact your organization's decisions and programs, make sure the students also recognize the policies of the University and abide by them when you are not available.
- Attend events and get to know members. Although you have a busy schedule of your own, it is important that you attend as many meetings for the organization as possible and be present at all public events scheduled by the organization.
- Be aware of all travel procedures. Each advisor must know and have itinerary and contact numbers for all members while traveling.
- Be aware and review all contracts that your organization enters into. Remember:
 - The Director of Student Activities is the only one authorized to sign on behalf of the University for all clubs and organizations.
- Represent the group to the administration and help create a better understanding of the organization and its operations.

Responsibilities of Student Organization Leaders

- Discuss among chairs or officers the expectations your organization has for your Faculty Advisor.
- Meet with your Faculty Advisor as soon as possible each year to discuss with him/her your expectations and his/her expectations in the position.
- Regularly consult with your Faculty Advisor throughout the year and keep him/her updated on finances and general club status.
- Consult with your Faculty Advisor before undertaking any changes in structure or policies of the organization, or before undertaking any major projects.
- Accept guidance and direction from your Faculty Advisor.
- At the end of the year, meet with your Faculty Advisor to conduct an annual evaluation of both the advisor and the organization. Also, provide your advisor with sufficient information to ensure a successful transition to new leadership for the club next year.
- Members have a right to voice their disagreements with the decisions of the advisor, and if serious problems arise with the advisor, organizations have the right to find a new Faculty Advisor.
- All student leaders need to remember-this is a student organization. Ultimately, success or failure of a group or project lies with the organization as a whole, not the advisor.

Cautions to Faculty Advisors

- Help students find a balance between their academics and their co-curricular activities.
- The advisor is an integral part of the organization but not a member.
- The advisor has the right to disagree with decisions of the organization.
- The advisor should work with the group, but not direct its activities.

The degree of faculty advisor involvement varies greatly from organization to organization and from year to year. Talk with the organization about what their expectations for you are, what their needs are, and have a clear understanding of your relationship to the organization before each year begins.

Remember-this is a *student* organization. Ultimately, success or failure of a group or project lies with the organization as a whole, not the advisor.

Student Leadership Transition

You and the students have put a lot of work into your organization over the course of the year, but what happens to the club when your student leaders graduate or move on? From the beginning of the year onward, encourage students to keep track of what they have been working on. Please refer to the Leadership Transition and Transition Notebook sections in this handbook to help you. In addition, it would be helpful if you could keep in contact with past student leaders from your organization, in case questions arise or the new student leaders want additional guidance.

Evaluations

Every faculty member is familiar with course evaluations that students fill out each semester. You might find it helpful to do similar end-of-the-year evaluations with your student organization leaders to discuss what worked and what did not work. As a starting point, discuss with the club leadership their leadership styles, club events, and general performance, and ask them for feedback regarding your advising techniques.

Resigning

We understand there may come a time when you no longer are able to continue in your role as Faculty Advisor. Whether you are leaving the University, have no free time, have disagreements with student leaders about the direction of the organization, or are simply losing interest, please resign if you feel you should. You don't want to leave your organization stranded, so once you have made your decision, talk with the student leaders and help them, if you can, in their search for a new advisor. All organizations are required to have an advisor, so your organization will be placed in a suspended status until a new advisor is found. Please contact SAE so that we can also work with the organization through this process.

Important Points of Contact:

Name:	Position or location:	Contact information:	Why you might need to contact them:
Student Activities and Engagement	UC 3 rd floor, Suite 303	sae@umw.edu	Questions about event planning, reserving space, MyUMW, equipment rental, etc.
Mary Bullock	Fiscal Technician	mbullock@umw.edu	Purchasing/finance questions
Police Chief Michael Hall	Chief of Police	Mhall2@umw.edu	Public safety questions/concerns
Brandy Ellard	Public Safety	bellard@umw.edu	Fire safety, decoration, Crowd Managers, inspections, permits
Campus Recreation	The Fitness Center	540-654-1732	Space and/or equipment rental, events
James Farmer Multicultural Center	UC 3 rd floor, Suite 319	540-654-1044, umwjfmc@gmail.com	Programming and events
Center Community Engagement	UC 3 rd floor, Suite	540-654-2272, sdeweess@umw.edu	Community service projects
Residence Life	Marye House	540-654-1058	Hanging fliers, space reservation, events

Hurley Convergence Center	Hurley Convergence Center	540-654-1150	Space reservations
Dodd Auditorium	George Washington Hall	540-654-1235	Events
Sodexo Catering Office	UC, 1 st floor	catering@umw.edu 540-654-1930, www.umwcatering.com	Order catering for events
The Office of Disability Resources	Lee Hall, Room 401	540-654-1266	Accommodations and club/event accessibility

Student Organization Code of Conduct and Hearing Process

Reporting:

Any member of the university community may submit a complaint or concern about a club or incident via email to sae@umw.edu. The complaint must include the name of the club as well as students involved, and as many specific details about the incident as possible.

For University Policies that were clearly violated, SAE staff will handle the matter. For concerns or incidents brought forward requiring a discussion, the Inter-Club Association will be notified and a hearing will be scheduled. If it appears that a specific student has violated the Student Code of Conduct or the Honor Code, the incident will be reported to those areas for further review. Any involvement by the club will be reviewed by SAE and the Inter-Club Association.

Members of the Hearing Board may include:

- ICA President
- SGA President or designee
- SAE Professional Staff (non-voting member)

Concerns and/or policy violations (including but not limited to):

- Breaking financial and cash handling policies
- Breaking facility policies
- Violating the Student Code of Conduct or Honor Code
- Damage to SAE or other university equipment
- Not returning equipment to SAE in a timely manner after an event
- Not attending required club officer trainings (ie. Student Leadership Summit, Symposium, Transition Meeting)
- Not maintaining an updated club portal on MyUMW, including club officer information
- Group dynamic concerns brought forward by a club member (ie. election concerns, leadership concerns, open hostility, etc.)

Minor Infractions:

1st minor infraction: written warning

2nd minor infraction: written notification and meeting with SAE staff

3rd minor infraction: club will be placed on probation for 1 semester (15 weeks)

Major Infractions:

For any reported major infractions, the club will receive written notification to cease all club activity immediately and until further notice. A Student Organization Hearing meeting will be scheduled to discuss the incident and a decision will be made by the Hearing Board.

Whether a concern or policy infraction is minor or major is determined on a case-by-case basis.

Sanctions (including but not limited to):

- Club probation
- Club suspension
- Loss of university recognition status
- Suspension or removal of members from the club
- Financial charges imposed by the University
- Additional sanctions not listed may be applied depending on the incident and severity

Appeal Process:

Decisions around minor infractions are final, but in cases where the club has been suspended or recognition was revoked, the Dean of Students will review the details of the case, hold a meeting with the involved club members, and make a final decision on their standing. Clubs have 5 business days from the original decision to submit a written appeal to the Director of the Office of Student Activities & Engagement detailing counter arguments that will be presented to the Dean of Students.

The Dean of Students may:

- Uphold the finding of the original hearing
- Call a meeting of the Hearing Board to address only new evidence
- Reduce the sanctions
- Dismiss the charges against the student organization