# Student Organization



# Handbook

## 2024-2025

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# About the Student Organization Handbook

The Student Organization Handbook is compiled and maintained by the Center for Student Engagement. It contains all requirements and guidelines concerning recognized student organizations on the St. Norbert College campus.

The Center for Student Engagement is your main resource as a recognized student organization; located in Campus Center, suite 330. They are the liaison between your organization and the college, assisting you in maintaining your administrative responsibilities, helping to sort out liability concerns, and available in whatever capacity you choose to use them. If you need help developing a program, have an institutional policy question, or need advice for a difficult situation, the Center for Student Engagement staff is available to assist you. Center for Student Engagement offers several services to help you become the best organization you can be:

## mySNC
mySNC is an online platform meant to streamline your experience in managing your student org. You are expected to create events, keep your roster and E-board updated, and maintain your web presence through mySNC. You can also use it to communicate with your members and other groups on campus!

## OrgConnect Meetings
Org Connect  meets once  a semester. To maintain organization recognition, you must have at least one organization officer attend the Org Connect meeting each semester. If you have items to discuss, call Center for Student Engagement (920-403-4023) or contact via email at studentengagement@snc.edu so these items can be put on the agenda. The  meeting is a kickstart to the academic year, during which each organization will receive renewal information, handbook and policy updates, and pertinent information. This meeting is always held during the first week of classes.

## Communication
The Center for Student Engagement maintains a listserv through mySNC, to which all organization e-board and advisers are automatically subscribed. The list is used to send notifications of any events, changes, or updates as needed.  During each semester, there is usually a weekly email that goes out to all student organization officers and advisors.

## LeaderShops
Developmental leadership workshops covering a wide range of interests are coordinated by the Center for Student Engagement. Presentations on various topics such as delegation, how to run an effective meeting, communication skills, and team building are available. Center for Student Engagement's talented staff can assist your organization in fulfilling a specific need or to facilitate discussions. To schedule a workshop for your organization, please contact the Center for Student Engagement office at studentengagement@snc.edu or 920-403-4023.

# Student Organization Recognition Process

"The college supports the right of individuals to organize and participate in student organizations whose purpose is in line with the mission of St. Norbert College. These organizations will be eligible for recognition…" -- SNC Student Life Committee

**Organizations seeking recognition must have:**
- At least ten (10) active SNC student members
  - None of the founding members can be graduating seniors
- An SNC Faculty/Staff Adviser(s), who is employed by the College at least half time
- Executive Officers appointed
- Membership list/Roster
- Purpose statement, including mission and goals
- Provide something unique to campus and not duplicate existing campus efforts
- Constitution
- Any organization with a national affiliation must submit a letter from its national organization stating that the organization has permission to use the national name and attach the national constitution if available.
- All (Greek organizations) seeking recognition must work with the Panhellenic or Interfraternity Council to receive a letter of support from the appropriate organization.
- Any faith-based student organizations must meet with a representative from Campus Ministry prior to recognition.

**Organizations with recognition enjoy the following benefits:**
- Use of St. Norbert College name and logo
  - If a student organization is going to use the St. Norbert logo, they must complete the following form, as the logo is a registered trademark. It must be recorded by the Office of Communication for the licensing organization. www.snc.edu/go/graphics
- Participation in the Involvement Fair in September
- Opportunity to apply for and receive Student Activity Fee funding
- Access to Center for Student Engagement Graphic Designer (student employee)
- Inclusion on the list of student organizations on the website via mySNC
- Financial resources: purchase orders, SNC account, consulting assistance
- Registration of off campus events, resulting in support for disputes with off campus vendors
- Liability coverage by St. Norbert College insurance policies. Some organizations may need to provide additional insurance if the College requires it.

**The process of obtaining recognition is as follows:**
- Recognition paperwork is obtained from the Center for Student Engagement website (Includes: instructions for starting a student organization and recognition process, sample constitution, Adviser Agreement)
- Paperwork is submitted to the Center for Student Engagement and reviewed. A meeting is scheduled with the contact person seeking recognition and the appropriate Center for Student Engagement staff member for further information and clarification of the recognition process.
- Greek letter organizations must be introduced by Panhellenic or Interfraternity Council. Introductions should include the benefits and challenges that the proposed Greek letter organization offers to the SNC and Greek communities.

o   At this time, St. Norbert College will only accept applications for fraternities, sororities, or social groups with an established National Office.
- The Associate Director for the Campus Center will present the recognition packet to the designated Student Government Association Committee. That committee will make a recommendation to the Vice President of Student Affairs about whether or not to recognize the organization. The Vice President of Student Affairs makes the final decision.
- The Vice President of Student Affairs sends letter to inform organization of decision
- If an organization is approved for recognition, the organization and contact information will be placed on the Student Organization web site and will have their own website on mySNC.

# Student Organization Renewal Requirements

## Required annual process

Organizations are required to renew their recognition each fall. Failure to complete annual re-registration tasks could result in the dissolution of your student organization. The following must be completed by October 15 each year:
- Executive Officer Update on your mySNC page.
- [Adviser Agreement](), signed by your Adviser. All organizations are required to have an adviser, a faculty or staff member who is at least half time. If an Adviser resigns or leaves, one semester is granted to find a new adviser.
- Verify the roster located on your organization's mySNC page.
- mySNC Website Update, including any changes in org's mission/purpose or external links to Facebook, Instagram, Twitter, Blog site or other web page
- Updated constitution (when applicable), if your constitution has been updated, you must provide the Center for Student Engagement office an updated copy that will be saved in your mySNC group

Dissolved organizations lose all funding privileges (student activity fee allocations, if applicable, revert back to the SAF fund; or, if applicable, their banner account is closed and these monies go to the SAF fund).

Organizations that are dissolved and wish to reconvene will need to reapply for recognition and start the process from the beginning. The SGA committee takes the group's prior recognition and dissolution status into account when reviewing requests for re-recognition.

## Annual Report

All organizations are required to submit an Annual Report by the 3rd Monday in April. This report, which is submitted online, is reviewed by the Center for Student Engagement and placed in the organization's mySNC folder. The Annual Report will be shared via mySNC in the spring. It can be completed and submitted online.

Once submitted, the Annual Report serves as an organizational record for the archives. Failure to submit an Annual Report by the deadline has implications on your recognized status.

## Community Engagement Requirements

The St. Norbert College mission statement is centered on the ideal of communio, which calls us to respond individually and collectively to the needs of our local and global communities. At St. Norbert, we believe that all student organizations have a responsibility to contribute to the common good through engaging in the campus, local, and global community. We expect student organizations to engage through direct service, philanthropic giving, and/or advocacy and education.

- **Definition of terms:**
    - **Direct On-Campus Service -** Giving personal time and energy to address immediate needs on campus. Examples include set-up and take-down of on-campus events, e.g., the Involvement Fair, End of Year Celebration, and, other on campus volunteering.
    - **Direct Off-Campus Service -** Giving personal time and energy to address immediate needs in the community. Examples include: teaming up with a community partner, serving food at a shelter, building or repairing homes, and neighborhood park clean-ups.
    - **Philanthropic Giving -** Donating funding or needed items, participating in fund-raising events (even if the events are on-campus, but benefit community organizations, i.e. Wishmakers, participating in a 5K, Dance Marathon, collecting items to donate, etc.)
        - Donation Box Policy - If your organization is collecting items to be donated, you must fill out this form.
    - **Advocacy/Education:** Using various modes of persuasion (e.g., petitions, marches, letter-writing) to convince government or corporate decision-makers to make choices that will benefit the community. Raising public awareness of social issues by giving speeches to community groups, distributing written materials to the general public, or providing educational activities in schools.

*Terms adapted from Owen. J. E. & Wagner, W. (2010). Situating service-learning in the contexts of civic engagement and the engaged campus. In B. Jacoby (Ed.), Establishing and Sustaining the Community Service-Learning Professional: A Guide for Self-Directed Learning. Providence, RI: Campus Compact.*

## Guidelines for general student organizations

Must complete one project or program per year related to advocacy/education, direct service, or philanthropic giving. The chosen project should fit within the mission of their organization and can serve the campus or local community. **This should be your own organization's event or philanthropy project.**

Must also have 80% of their membership attend one Equity, Diversity, and Inclusion-based event each year. These can be events that other SNC departments are planning. If you're not sure if an event is EDI-based, just ask.

## Guidelines for Social organizations

Social Organizations (Greek and Independent Groups) complete an end of year report, and a roster update. The current president must also complete at least one meeting per year with the Director of the Center for Student Engagement.

Social Organizations must sponsor one service event, and have 80% of their membership attend one education event, and one Equity, Diversity, and Inclusion based event each semester.

# College Expectations for Organization Members and Officers

When an organization is granted recognition by the College, it is a privilege. They are expected to comply with the expectations in this handbook, the Citizen (the SNC Student Handbook), and all state and local laws. Upon recognition and continued renewal, each student organization is also obligated to:
- Conduct itself in such a way that is consistent with the St. Norbert College Mission
- Select qualified officers in good academic standing with a GPA above 2.25 and who are not on Disciplinary Probation through Student Judicial Affairs
- Have an employed member of St. Norbert College as an adviser
- Manage financial matters responsibly

## Expectations for members of Greek and Social Groups
- No student is permitted to be an active member of two separate Greek Letter or Social groups at the same time
  - An initiated member of a national greek letter organization is not allowed to join any other national greek letter organizations per national IFC and Panhellenic Council regulations
  - An initiated member of a national greek letter organization or local social group must fully disaffiliate through their local and national chapter (if applicable) before being initiated into one of the local social groups.
  - A member who pledges a national greek letter organization and withdraws from the pledge process before being initiated must wait one academic year before rushing or pledging another national greek letter organization, per national IFC and Panhellenic Council regulations

## Non-Discrimination Policy
Following St. Norbert College's mission, all recognized student organizations are required to abide by and state in their constitution the following: "As members of a recognized student organization at St. Norbert College, we admit students to our organization without regard to race, age, religion, color, gender*, disability, sexual orientation, or national or ethnic origin. All rights, privileges, programs, positions, and other activities generally accorded or available to our organization are equally available to each member of our organization." [*Fraternities, Sororities, and single-gender independent organizations are exempt from the "gender" provision listed in the statement if they have obtained the tax exempt status]

## Non-Hazing Policy
Following St. Norbert College's mission, all recognized student organizations are required to abide by and state in their constitution the following: "As members of a recognized student organization at St. Norbert College, we unconditionally oppose placing any or all members of our organization or those of the general student population in situations which produce mental or physical discomfort, embarrassment, harassment, or ridicule. Freedom from the humility and danger of hazing is guaranteed

to every member of the College community. We realize that any form of hazing violates College policy and Wisconsin State Statute 948.51."

Hazing is not just a Greek concern; all organizations should be aware of the implications of using this practice. Hazing is illegal and immoral. The organization must foster the protection of all members and potential members as a cohesive group. Members of an organization that tolerate or fail to prohibit hazing by its members is a criminal offense for which all officers and members of that organization could be held responsible

Alleged violations of the hazing policy should be reported to the Director of the Center for Student Engagement, the Director of Judicial Affairs  or the Title IX Coordinator. Every attempt will be made to keep the reporting individual's identity confidential, if requested. Reports may be made by any student, faculty, administrator, or outside individual who recognizes a hazing problem. Any violation of hazing regulation subjects an individual and/or group to disciplinary action, including possible suspension or expulsion from the College. In addition, the offender may be subjected to any applicable criminal statutes defined by Wisconsin law (such as reckless endangerment, assault, manslaughter, etc.). Any organization may be placed on probation while hazing charges are investigated. If the organization is held responsible for a hazing incident, it may face other sanctions including the dissolution of the organization .

## Recreation Organizations
The risk waiver will be updated annually through the Center for Student Engagement and the Office of Risk and Property Management.

## Guidelines related to Faith and Spirituality for Student Organization
Following the St. Norbert College mission and our Catholic Intellectual Tradition, the following guidelines apply to all student organizations:
- Any offering of a religious or spiritual nature at St. Norbert College must be firmly rooted in a posture of respect and the search for truth through dialogue.
- In order to uphold the sacred dignity of the human person, and recognizing the religious diversity present at St. Norbert College, members of student organizations as well as members of external groups are expected to approach religious perspectives without condemnation.
- In the search to understand diverse cultures, perspectives and beliefs, we promote opportunities to explore varied religious perspectives that include critical reflection while safe-guarding the dignity of all present.
- In the search for mutual understanding, we encourage student groups and presenters to focus on points of common ground where possible.
- Any student organization that focuses on faith must meet with a representative of Campus Ministry as part of the recognition process.

## Member Expectations
Recognized organizations are expected to have at least 10 members and all members must be currently enrolled at SNC. Organizations without a strong and committed membership may have a hard time sustaining interest and, therefore, recognition. Each member of your organization is expected to:
- Abide by all regulations, policies, and sanctions in the St. Norbert College Student Handbook and Wisconsin State Law

- Be intolerant to the participation or witness of sexually abusive behavior; acquaintance rape; dehumanizing language, action, or physical abuse due to ethnicity, religious beliefs, gender, or sexual orientation; and all forms of hazing as defined in the Citizen College Student Handbook and Wisconsin State Statute 948.51
- Assure to the best of their ability that all activities sponsored or co-sponsored by their organization will be conducted responsibly and in good taste
- Be responsible for any person whom they invite to a sponsored function or activity
- Respect the property of St. Norbert College and all students and guests
- Students are not permitted to join social organizations (Greek or Independent) until the dates set annually by the Center for Student Engagement

Each member must realize that their actions speak for the organization, and, in turn, your organization speaks for the College. Therefore, each member must accept the responsibility of conducting themselves in a manner conducive to advancing Christian ideals and adult expectations.

## Website Expectations

All student organizations are expected to keep their website information updated on mySNC. Any organization that chooses to have external websites, such as Facebook, Instagram, Twitter, or any blog site, is expected to consistently keep those sites updated or the link to those websites will be removed. **All organizations should designate their advisers as an administrator on any external web pages and/or social media.** Tips to utilizing these websites include:
- Place link to external site in your email signature
- Cross promoting and collaboration between other organizations and Center for Student Engagement social media accounts
- Post pictures from events with your org, like service and philanthropy
- Post during peak hours: 7am- 9am, 5pm- 7pm, and 11pm-1am
- Utilize your advertising to promote your social media accounts

## The Citizen

The Citizen (SNC Student Handbook) contains all institutional policies that must be abided by. All SNC students and organizations are responsible for knowing the contents of The Citizen and the Student Organization Handbook.. The Citizen is available online at [www.snc.edu/judicialaffairs/](www.snc.edu/judicialaffairs/)

## Judicial Process

If your organization violates institutional policy, you may need to go before the College Community Relations Board (CCRB) with the violations. If this happens, your organization could be subject to an administrative warning, social probation, deferred suspension, or even revocation of your recognized status. The Conduct Process for Student Organizations can be found here: [snc.edu/judicialaffairs/studentorganizations.html](snc.edu/judicialaffairs/studentorganizations.html)

Individuals found responsible for breaking college policy at Student Org events are still subject to the conduct process. Information about possible sanctions and the process for individuals can be found here: [snc.edu/judicialaffairs](snc.edu/judicialaffairs)

# Officers

## Officer Transition Guidelines
Please make sure that new officers know what you know. Effective officer transition has a lot to do with the success of a strong, continuing organization. Perhaps you already know ... it's frustrating to end up in a leadership position with a lack of or inaccurate information. If one has to learn the ropes on their own, that's time that could have been better spent on strengthening or maintaining the organization. Following is only a guideline to help you with officer transition. Some things may not apply, and some things may not even be on here yet. Adapt it to your needs.
- Update your officers on mySNC.
- Confirm that all new officers currently are maintaining a cumulative GPA above 2.25
- Pass this handbook on to the new president, noting in particular those sections pertinent to your organization's well being
- Inform them of the annual SNC organization recognition renewal process to ensure your organization stays in good standing
- Share your knowledge of the organization's structure and status of current goals
- Talk about past and current accomplishments, traditions, and challenges--both of the organization and your own leadership
- Share paper and computer files and cover notable items, to include:
  - Constitution and by-laws
  - Copies of past Annual Reports
  - Job/committee descriptions
  - Status reports on current and continuing projects
  - Evaluations of previous projects/programs
  - Meeting minutes and agendas
  - Resource or contact list
  - Membership roster
  - Financial records and books
- Save as many of these documents as possible on mySNC to make the transition easier.
- Meet with your adviser together
- Verify your college account balance with the Associate Director for the Campus Center.
- Alert incoming officers of any outstanding bills so that they can be quickly taken care of.

# Organization Dissolution

Dissolution can be voluntary or involuntary. Voluntary dissolution usually happens when the organization cannot maintain adequate membership, either because original needs have been met, or interest simply wanes. The organization either formally decides to disband and takes the appropriate steps to do so, or they just let their recognized status lapse. Inactivity and lack of responsive contacts is normally the indication for the Center for Student Engagement of a group that no longer exists, however it is always better to let someone know if the group has decided to dissolve.  Involuntary dissolution is most often the result of a grave diversion from the college expectations of a recognized student organization. This usually does not occur without several attempts to rectify the challenges that have

been presented. If leadership is unwilling or unable to make the changes necessary to keep their recognition, it is likely that the organization will be dissolved.

**If your organization decides to dissolve, following are the steps that should be taken:**
- Send an email to the Center for Student Engagement (studentengagement@snc.edu) indicating your intent to dissolve and the date it becomes effective
- Make certain all bills have been paid and reconciled
- Close your checking account if applicable
- Clean out and box all associated files of the organization. You can bring this box to the Center for Student Engagement, who will store it for up to 3 years.
- Provide Center for Student Engagement with a forwarding address of a contact person for any final mail or phone messages for the organization

**Once your organization has been dissolved, the following steps are taken in Center for Student Engagement:**
- Your organization is taken off the student organization information pages  and removed from mySNC.
- SNC Banner account is closed if applicable and any remaining balance goes to the Organizational Pool for redistribution during SAF program grant requests and annual allocations, unless your Constitution states otherwise.
- A letter of dissolution is sent to the organization and copied to the Mail Center, Digital Print Center, Finance Office, Conference & Event Services, and the Campus Center
- Reservation privileges are rescinded
- All campus charging privileges are rescinded
- Any further incoming mail for the disbanded organization is forwarded to the contact person. If no contact was provided, the mail is returned to sender.
- All further benefits listed in this handbook  are rescinded

**An organization may not choose to re-organize before one calendar year from their dissolution date.**

# Finances

## Funding Your Organization

A budget is essential to almost every student organization. Funding is needed to publicize events and meetings, to attend conferences, or to host educational or social events. Planning ahead for all expenses will ensure that you do not end up in debt. Following are ways for your organization to raise money. In addition to these, there are also financial sources available for organizations if your program meets the requirements. Remember that a combination of sources is the most profitable way to raise money.

- Collect dues from your members. Be sure to make this a reasonable amount. Also, let your members have input in what the dues will be used for; and, in the end, make sure they know what they will be used for. The amount should be voted upon and added to your constitution, per your organization's amendment guidelines. Include in your income projection calculations any money left in your treasury from the previous year. Plan a variety of fundraisers throughout the year. You may want to collaborate with other organizations on campus to maximize fundraising efforts.
- Set up a co-sponsorship or joint venture agreement if you have a program or advertising campaign that could use assistance. This is especially valuable if your program will benefit a large portion of the SNC population.
- The Student Government Association allocates Student Activity Fee money every spring for the following year. If you are interested in applying for funds, check out the student activity fee website [www.snc.edu/safac/]. Student Activity Fee money is awarded to groups who offer programs with the potential to benefit all SNC students.

The Student Government Association also allocates SGA Special Allocations. Special Allocations are used to stimulate campus-wide programs which enhance the educational, cultural, and social environment of St. Norbert College. Special Allocations are awarded for such things as speakers, publicity, event supplies, and conference attendance. Programs and activities proposed must potentially benefit all SNC students. Applications for Special Allocation Requests are on-line at the student activity fee website. To request a program allocation, submit a student activity allocation request form to safac@snc.edu. You will then be contacted to present your request at the next Allocation Committee meeting.

- Plan fundraisers throughout the entire academic year. A fundraiser should be a planned program, rather than a hasty way to make some quick money. Planning will make your fundraiser much more successful and profitable.

- Taking goods on consignment is also a way to generate revenue without an outlay for expenses. What this means is contractually arranging to sell a company's products and paying for the products after the sale, keeping a set percentage of the profit. This greatly reduces the amount of seed money you would need to get a fundraiser off the ground.

As you can see, there are many resources available to student organizations wishing to provide quality programs for their members or even the entire campus. Remember to plan ahead though; it is much easier to raise money when you have time and a well thought out plan on your side.

## Maintaining Your Finances

**Budget**
The most important tools of a sound financial program is a budget and at least two people who know about your finances. A budget should be developed at the beginning of each academic year. It is best to have your new executive board and outgoing treasurer develop this together. That way you limit the possibility of missing revenue sources or possible expenditures.

- Have copies of your past budgets
    - Your organization's history of income and spending is indicative of what you will do next year.
    - When developing your budget, remember to be realistic and even conservative
- Include planned sources of income
    - Membership dues, student activity fee funding, fundraiser revenue, accounts receivable (does anyone owe your organization money?), and any other planned sources. Each of these sources should be listed separately in the income section.
- Subtract a 10% buffer from your gross income
    - This buffer will help you stay within your financial limits and provide you with a net income to meet your expenses.
- Include all money you plan to spend throughout the course of the year on National membership dues, retreats, socials, membership education, alumni relations, supplies, public relations, conferences, recruitment, etc.
    - Refer to it often and update it as needed
- It is important that more than one person understands the financial operations of the group
- Requiring monthly financial reports and documentation could help avert a financial disaster
- It is also important that your members understand your financial operations. A lack of understanding leads to disregard for paying bills and controlling expenditures. The more your members understand your revenue potential and expenditure constraints, the more they are willing to work within them.

**Use a Ledger**
Using a ledger to track your financial transactions is highly encouraged. If you need assistance in setting up a ledger, contact the Associate Director for the Campus Center, 920-403-4014.

**Tax Exemption**
All recognized student organizations with a college banner account are tax exempt organizations. You may use the exemption to purchase organizational supplies (i.e., t-shirts, mugs, etc.), service (rentals), and equipment (computers, camera, etc.). It may not be used, under any circumstances, to purchase alcoholic beverages. If your organization wants to make a purchase using the colleges Tax Exemption, please contact the Associate Director for the Campus Center.

**Check Requests and Deposit Forms**
If your organization needs to request a check (to pay a bus company, event venue, speaker, etc.), work with the Associate Director for the Campus Center to pay any invoices you receive through Workday.

You may need to deposit dues or other money you receive into your campus account by using the Deposit Transmittal form.

Both the requisition and deposit form need to be signed by the Associate Director for the Campus Center. You must also have your receipts if you plan on getting a reimbursement.

**Raffles**
Raffles are considered to be gambling by state and federal law. Any organization conducting a raffle must have a state raffle license, which St. Norbert College carries and holds in the Athletic Department. Before organizing a raffle, you must pick up a form in the Athletic Department: Mulva Family Fitness and Sports Center, Room 2014, 920-403-3031, athletics@snc.edu. This form is to be filled out as soon as possible before the raffle and then completed after the raffle and turned back into the Athletic Department for them to record and file.

**Fund Raising**
If you intend on doing any type of fund raising this year, please consult with the Center for Student Engagement first.

If you have student activity fee funding, please see the SAFAC site [www.snc.edu/safac/].

**Food Fundraising**
All fundraisers involving the sale of food must be approved by Dining Services to ensure safe food handling practices and to minimize risk liability. Fundraisers may not be held in the three restaurant licensed buildings on campus: Michels Commons, Mulva Library, Campus Center, and Bemis International Center. To sell food on campus, the organization must register the event. https://www.snc.edu/conference/catering/forms/foodregistration.html

**Bank Accounts and Obtaining a Federal ID Number**
Student organizations wishing to have a checking account at a local bank must first get their own federal EIN. An EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. The information you provide on this form establishes your organization tax account, and also the identification number you need to open a bank account.
Obtaining your own EIN is not difficult, but it does carry additional responsibilities you must be aware of. The bank will require two signatures on your checking account. It is a very good idea to add a third one, which could be your Adviser or someone else who is available all year in the event the first two contacts are unreachable.
Once you open your checking account, make certain you reconcile monthly, and keep the account current. In other words, if the two contact people are about to graduate, make certain the replacing contacts complete new signature cards and alert the bank of the change before you leave for the summer. If your account goes into deficit, you are responsible for paying the bank fees (which can add up quickly if no one is there to catch it during the summer). Download the SS-4 form directly from the IRS site: **https://www.irs.gov/pub/irs-pdf/fss4.pdf**

 Instructions for completing the SS-4 are available here: https://www.irs.gov/forms-pubs/about-form-ss-4

Following are some suggestions for completing the SS-4:
1. The second page of this form indicates that if you only need an EIN for bank purposes, you only have to complete the following lines: 1–5b, 7a–b (if applicable), 8a, 9, and 16a–c.
2. Line 1: The legal name is your full organization name (acronyms are not acceptable).

3. Line 3: Use someone who will be in charge of your bank account and available for questions. This can be your Adviser or your treasurer, or if there is someone more appropriate, that would be ok, also. This will be the person who receives the notice from the IRS on your EIN.
4. Line 4-5b: Use the St. Norbert College mailing address: 100 Grant Street, DePere, WI 54115
5. Line 7a-b: Do not complete these lines.
6. Line 8a: Check "Other" and specify "St. Norbert College student organization"
7. Line 9: Check "Banking purposes" and specify "open a checking account"
8. Line 16a-c: Complete if applicable, indicate "no" if not
9. Sign and send.

It will take about 3-6 weeks to receive your EIN from the federal government. Once you have your EIN, make sure this is a central portion of your transition process. This number and the financial records you have with the bank should be explained and passed on to new officers each year. Failure to do so could result in large financial challenges with your organization that could threaten your recognition.

# Promote your organization positively

## Social Media

Do you have an event to promote or just want to inform people about your org? Request to take over the Center for Student Engagement Office Instagram account for a day! Or, tag us in your post. We'll share any tagged posts. Be aware that if you post anything inappropriate to your organization's social media account, the Center of Student Engagement will contact you regarding the post. You will also be contacted should your organization be tagged by others in an inappropriate post.

## FREE Graphic Design Services

If your organization does not have a member who likes to design ads, the Center for Student Engagement has a graphic designer available for your use—free! The graphic designer is a student employee in the Center for Student Engagement, Campus Center Suite 330, 920-403-4023. You can email the office at studentengagement@snc.edu and your request will be shared with the designer. The designer helps organizations with creative ideas, drawings, posters, flyers, and more. Although most work can be done within a few days, try to allow at least two weeks for your work to be completed.

## Create an event in mySNC

You can create an event in mySNC to help advertise your upcoming programming. By creating an event in mySNC, it will be put on the main campus program calendar. This process routes your event through the registration process.

## Campus Digital Displays

Registered student organizations and college departments can submit their advertisements for events, services, classes, and more. Submit your design

## College Advertising and Posting Policy

The college enforces an Advertising and Posting Policy. When developing and distributing your advertising, keep in mind the limitations within this policy; failure to do so could result in destroyed advertising. Inappropriate ads are removed without notice, and highly inappropriate advertising could

bring negative attention and consequences to your organization. The posting policy includes flyers, banners, table tents, sidewalk chalking and outdoor displays.

## Campus Poster Policy Posters Created by the Office of Communications

Posters that are designed by the Office of Communications will no longer need to go through the campus approval process. These posters will now be electronically stamped and dated by the Office of Communications prior to being printed at the Digital Print Center.

## Posters Not Created by the Office of Communications

Posters that are designed by departments or student organizations will now need to be submitted online for approval. No hard copies will be allowed and please send all attachments in PDF format. The electronic version of the poster will be approved by the Associate Director of the Campus Center. An email approving the poster will be sent within 48 hours during business hours. The approved poster will be submitted by the Associate Director of the Campus Center to the Digital Print Center. The poster will be electronically stamped and dated prior to being printed at the Digital Print Center.

When sending posters to be approved, please make sure to include the following information:
        a. Department or organization name and account number or cost center to be charged
        b. Size of poster and color/type of paper
        c. Number of copies to be made
        d. An answer to the question: Do you need a proof before final printing?
For the full posting policies and procedures related to sidewalk chalk, etc., please see page 24.

## Digital Print Center

The Digital Print Center copies your poster, flyer, letters, etc. Costs are dependent on the piece being copied. Usually the turnaround time is 1-3 days, so make sure to plan ahead. "Emergency" copy jobs cost more, so plan ahead. The Digital Print Center is located in the lower level of Michels Commons. You can submit flyers online for posting approval and copying at the same time on their website: https://www.snc.edu/printcenter/ under the heading about printing posters.  You can also call (920-403-3217) for prices and turnaround time.

## Web Presence

All Student Orgs are expected to maintain their website presence through mySNC. The Center for Student Engagement will offer LeaderShops to help train users on how to maintain their sites.

Communication and promotion through mySNC, both small and large scale, must adhere to similar policies regarding appropriate, respectful, and non discriminatory language. The ability to interact with groups and individuals by way of newsfeed, email, messaging, etc. is a privilege of the platform and inappropriate use may cause this benefit to be taken away.

## Media Relations

Whenever your organization is planning a community event (with the exceptions of parties, socials, mixers, etc...) you may wish to publicize the function off-campus. The SNC Media Relations Office will send out press releases to area newspapers and radio stations free of charge. In order to take advantage of this service, one of the facilitators of the event should write a brief synopsis of the event. Include the contact person's name and phone number, and turn it into the Media Relations Office at least three weeks prior to the event. This service is available to recognized student organizations only.

# Event Planning

## Planning a Successful Event

For help on understanding the steps to planning a successful event, please check [this website](this website).

This website not only covers all you need to know about planning an event on the SNC campus, it also has all the forms you need and handouts that may help in the process. Check it out today!

## St. Norbert College Name Usage

As a recognized student organization, you may use "St. Norbert College" in conjunction with your programs, activities, and organization publicity. Using St. Norbert College's name connects you with the College and the respectable image that must be upheld.

If a student organization is going to use the St. Norbert logo, they must complete the following form, as the logo is a registered trademark. It must be recorded by the Office of Communication for the licensing organization. [www.snc.edu/go/graphics](www.snc.edu/go/graphics)

Please remember that your organization is a representation of the college, and might be the only interaction some individuals or businesses have with our community. If you have a bad interaction with a vendor or business, it could impact the college's ability to work with them in the future. Please act respectfully when working with outside entities and act in a way that will encourage them to do business with St. Norbert College in the future.

## Activities During Finals

St. Norbert College is an institution of higher education and the academic process is key to collegiate success. All co-curricular activities, including student organization events, programming activities, intramural and club sport activities, and intercollegiate athletic events shall not be scheduled after 11:59 p.m. on  the last Saturday of each semester. The exception may be post season tournament participation by an intercollegiate athletic team.

## Speakers from Off-Campus

If your organization is planning to bring in a speaker to campus, please complete this [assessment form](assessment form).  Once you answer all the questions, the form will route to the appropriate office on campus and they will reach out to you regarding any concerns.

## Contracts and Off Campus Events

### Contracts

The only people that are allowed to sign a contract for a student organization are staff in the Center for Student Engagement.  Any time you make an agreement with an establishment, vendor or performer, it is very important to get it in writing. This protects your organization from unassociated, unreasonable, and/or unexpected costs. Be aware that sometimes the communication you have with an establishment, vendor, or performer may commit you to a verbal contract.  Talk with the Associate Director of the Campus Center before you start to make these arrangements if this is a new experience for you.  If the place or person you are negotiating with does not have a contract, the Center for Student Engagement, has two particular types of blank contracts to meet your needs.

**Establishment contracts**

Establishment contracts are used when you arrange an event (i.e., Dinner Dance) at a supper club or similar establishment. It simply outlines the prices, deposits and service agreed on by both parties. Such a contract protects you from being overcharged and nearly assures that you get what you were promised by the establishment.   To receive a contract, you must meet with the Associate Director of the Campus Center.

**Event contracts**

Event contracts are used when you invite a performer, speaker, or anyone providing service to your organization for a fee. You must consult with the Associate Director for the Campus Center when negotiating an event contract. The contract must be signed by someone in the Center for Student Engagement. The event contract also includes the standard St. Norbert College rider, which is required for all events hosted by St. Norbert College, which essentially any recognized student organization is.

You must meet with the Associate Director for the Campus Center to receive a contract and a rider.

A contract is a legal document. **Be aware that if you sign a contract, you can be held personally liable if your organization does not follow through.** This is why we ask Center for Student Engagement staff to read and sign event contracts. Also, be aware that in Wisconsin, verbal contracts are legally binding.

If you are receiving the funding for your speaker or performer from the student activity fee (ie., program grant or allocation), you must have a completed contract in order to get the check cut. The contract must include the name, address and social security or federal ID number of the provider. **Checks are cut only on Thursdays in the Business Office, so be sure to have your paperwork turned in to them by Wednesday morning so the process can be completed in a timely fashion.**

**Off Campus Events**

If your organization is planning an off-campus event (i.e, dinner dance, retreat, service event, weekend away, field trip, etc.), you must register your event on mySNC  at least two weeks prior to the event, sooner if possible. Off-campus events require participants to sign a waiver in mySNC. You can set this up when you create the event.

Student organizations participating in off-campus events represent St. Norbert College. This representation of the College may reflect both positively and negatively on the image of the institution as well as the organization.

While individual students enjoy freedom off-campus, they or their organization must realize when functioning under the College name, they are seen by others as St. Norbert College representatives. There must also be an understanding that the individual represents the organization and the organization needs to be responsible for the individuals. This extends to alumni participation at organization events.

As an officer, you are directly responsible for the behavior and general welfare of both your members and their guests. This includes abiding by all current laws of the state in which your event is being held.

# Resources

## Center for Student Engagement Contacts

| Issue | Contact Name | Contact Title | Contact Phone | Contact Email |
|---|---|---|---|---|
| Budget or Account Numbers | John Seckel | Associate Director for the Campus Center | (920) 403-4014 | john.seckel@snc.edu |
| Campus Center Reservations | John Seckel | Associate Director for the Campus Center | (920) 403-4014 | john.seckel@snc.edu |
| Chalking & Outdoor Displays | Shelly Mumma | Director of the Center for Student Engagement | (920) 403-3888 | shelly.mumma@snc.edu |
| Contracts | John Seckel | Associate Director for the Campus Center | (920) 403-4014 | john.seckel@snc.edu |
| Entertainment 2Knight (E2K) programming | Sara Hamer | Assistant Director for Student Programs | (920) 403-4495 | sara.hamer@snc.edu |
| Event Registration | John Seckel | Associate Director for the Campus Center | (920) 403-4023 | john.seckel@snc.edu |
| General Student Organization Questions | John Seckel | Associate Director for the Campus Center | (920) 403-4023 | john.seckel@snc.edu |
| Homecoming Events | Sara Hamer | Assistant Director for Student Programs | (920) 403-4495 | sara.hamer@snc.edu |
| Off Campus Event Waivers | John Seckel | Associate Director for the Campus Center | (920) 403-4014 | john.seckel@snc.edu |
| Recreation and Intramurals | John Seckel | Associate Director for the Campus Center | (920) 403-4014 | john.seckel@snc.edu |
| Renewal Paperwork online | Shelly Mumma | Director of the Center for Student Engagement | (920) 403-3888 | shelly.mumma@snc.edu |
| Service Opportunities | Sturzl Center | | (920) 403-3374 | sturzlcenter@snc.edu |

# Other Contacts

**Offices**
- Center for Student Engagement (programming assistance, agent contacts, contracts, resources, promotion, etc.), (920) 403-4023
- Conference and Event Services (reservations, catering, etc.), (920) 403-4000
- Campus Ministry, (920) 403-3155
- Residential Education and Housing (hall programming assistance, resources), (920) 403- 3360
- Sturzl Center for Community Service & Learning, (920) 403-3374

**Funding**
- SGA (annual and special allocation applications available on line or in Center for Student Engagement; sga@snc.edu)
- Crowdfunding through Advancement

**Marketing**
- Graphic Design Student Coordinator located in Center for Student Engagement, (920) 403-4023, Campus Center suite 330
- Communications/Media Relations (off campus PR, email, press relations, radio, tv), (920) 403-3089
- SNC Instagram Hannah Kruse, '18 (hannah.kruse@snc.edu)
- St. Norbert Times
- SNC Radio, (920) 403-4365

**General Resources**
- Information Technology Services (AV equipment), (920) 403-4040
- Mulva Library (Computers)
- Digital Print Center (copying), (920) 403-3217
- Catering (ordering food, arrangements), (920) 403-4000

# Campus Resources

**Catering**
Conference & Event Services staff caters events for a charge. Food Service arrangements need to be made at least three weeks in advance to insure the availability of your food requests and proper staff scheduling. Contact Event Services (920-403-4000) for more information. To serve food in certain buildings on campus, you are required to use our catering services.

**Event Planning Website**
SNC offers a comprehensive website for any faculty, staff or student planning a program or fund raiser on campus. This site provides all the information you need including reservations, registrations, and evaluations. This is the first place to go when you intend on sponsoring a program on campus.

**Facility and Table Reservations**
As a recognized student organization, you have the privilege of using campus facilities free of charge. All facilities on campus require a reservation for planned events and meetings. You can make a reservation by using this website or calling 920-403-4000.

To schedule a meeting in a room on campus go to snc.edu/reservations. Reservations in Bemis International Center may require special permission.

To schedule a meeting, event, or reserve a table in the Campus Center, contact the Associate Director for the Campus Center.

To reserve a table for sales anywhere else on campus, contact Event Services at (920) 403-4000.

**Mailboxes**

All mail to an organization should be addressed as follows: "Organization Name, RVDH Campus Center, St. Norbert College, 100 Grant Street, De Pere, WI 54115."

All mail is delivered to the Center for Student Engagement and student organization presidents will be emailed when there is mail to pick up. You'll need to pick up mail at the Center for Student Engagement front desk during business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday (excluding holidays).

**Mail Center**

Mailings may be charged to your student organization account if you have one, otherwise cash is expected. Basic guidelines for flyers are as follows:

- All materials must be folded to letter size
- If individually addressed, the flyers must be in suite box order
- There are 2,000 student mailboxes. If adding faculty and staff, add another 170.

If you are sending letters off-campus, bulk mailing rates are much cheaper than first class rates (check with Mail Center for cost). All bulk mailings must follow these guidelines:

· There must be at least 200 pieces in a bulk mailing

· All pieces must have a return address on them

· All pieces must have a bulk mailing slip with them (Center for Student Engagement has them)

The College also has access to a bulk mailing service if you would like assistance with your mailing. Bulk mail arrives at its destination much slower than regular first class mail. Contact the Mail Center (920-403-3214) for more information.

For organizations with College accounts, there is no need to use stamps for your outgoing mail. To meter mail, simply write on the top left hand corner of the envelope the respective organization to be charged. Only organizations with College accounts may do this.

**The C.R.I.B. (Collaboration, Resources, Innovation, Belonging)**

The C.R.I.B. is located on the third floor of the Campus Center, room 340A, and is accessible anytime the building is open.

The C.R.I.B. offers many amenities for all recognized student organizations and student leaders. These include large monitor access, bulletin board paper, work space,, markers and printed resources.

The C.R.I.B. use is intended for organization endeavors (i.e., meetings, program planning, etc.; not birthday parties, social events, etc.) so it is important that you do not misuse this room.

# Policies and Procedures

## Gift Card Purchasing Policy

### I. PURPOSE

The purpose of this Policy is to set forth the guidelines and procedures for the purchase and distribution of Gift Cards and Gift Certificates ("Gifts Cards") purchased with College funds to ensure compliance with the College's tax withholding and reporting obligations. Per IRS guidelines, gift cards that are redeemable for general merchandise or have a cash equivalent value are not de minimis benefits and are taxable either via W-2's for employees or via 1099 for non-employees who are paid more than $600 in any calendar year by the college. Gift cards are cash and it is necessary to have strong internal controls around them.

### II. POLICIES

- **Gift cards of any amount, purchased with College funds, for the purpose of giving an employee (staff, faculty or student) a "gift", "reward", or "thank you" are taxable to the employee on their W-2. They may not be given to employees in lieu of a de minimis benefit such as a meal.**
- It is required to pay employees (staff, faculty or students) via payroll when paying for actual work performed (including, but not limited to, interns, grant stipends, note takers or speakers)
- Gift cards must be treated as cash and kept under lock and key. Any cards not distributed in accordance with the approved use via Exhibit A will be returned to the Finance Department for safe keeping.
- Multiple cards cannot be issued to one individual for the same event.
- Completely anonymous recipients (typically research subjects only) must be approved, in advance, by the Finance Department.

### III. PROCEDURES

- An executed "Authorization for the Purchase of Gift Cards/Gift Certificates" (attached as Exhibit A) is required for each Gift Card transaction.
  - The requester must complete Section I of Exhibit A **PRIOR** to purchasing any Gift Cards.
    - Permission/Approval must be obtained from the purchaser's supervisor. For total gift card purchases over $500 approval of the Associate Director of Finance or the Finance Director is also required.
  - The department must complete Section II of Exhibit A within 1 week of distribution of the cards and submit to the Finance Department. This document will be retained for tax reporting purposes.
  - The department must submit a copy of approved Authorization Form to Accounts Payable along with the purchasing card report, expense report, or invoice for processing within 30 days of the event.
    - If using a purchasing card for the gift card purchase, a completed copy of the Authorization Form must accompany the purchasing card report. If gift cards are purchased with a purchasing card without prior pre-approval, purchasing cards will be blocked for future transactions.

- If requesting reimbursement for the gift card purchase, a completed copy of the Authorization Form must accompany the Travel and Expense Reimbursement Form. Gift cards appearing on Travel and Expense Reimbursement Forms without prior pre-approval will be denied for reimbursement.
- If the gift cards appear on an invoice, a completed copy of the Authorization Form must accompany the invoice.

### IV. PROVISIONS

- For employees, the value of gift cards is considered compensation subject to federal, state and employment tax withholding, and reported on Form W-2.
- If it is determined that in any calendar year a non-employee has received an amount of $600 or more, the Accounts Payable Department will notify the issuing department which will be responsible for obtaining an IRS Form W-9, Request for Taxpayer Identification Number and Certification, from the non-employee recipient.
- If gift cards have been distributed to nonresident aliens, the department issuing the gift cards must report the distribution to the Finance Department at the time of the distribution, and the department will be responsible for all applicable taxes. In addition, the nonresident alien recipient of the gift card must contact the Finance Department at sally.gazza@snc.edu or 920.403.1358 since we are required to have an IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting, on file and reported on the 1042-S.

### V. VIOLATION OF THIS POLICY

Violation of this policy and procedure or failure to timely cooperate in complying with its provisions by any individuals who purchase or distribute gift cards on behalf of the College may result in disciplinary action up to and including termination of employment. The College may deduct, from wages, the money amount equal to the total of any discrepancies. If a purchasing card holder is found to have violated this Policy, the employee may lose their purchasing card privileges.

All gift card purchases made by student organizations using SAFAC funding must be approved by the Associate Director for the Campus Center  prior to the purchase of the gift card.

## Electronic Payment Policy

### Venmo, Apple Pay and other forms of electronic money transferring

#### 1. PURPOSE

The purpose of the SNC Student Organization Fundraising/Revenue Acceptance Policy is to ensure that all student organizations maintain responsible financial practices that are consistent with St. Norbert College's Deposit of Receipts policy and in accordance with The Citizen and Student Organization Handbook.

Student organizations can use "St. Norbert College" in conjunction with programs, activities, and organizational publicity. Using St. Norbert College's name connects an organization with the college and respectable financial processes must be upheld.

#### 2. OBJECTIVE

The objective of the SNC Student Organization Fundraising/Revenue Acceptance Policy is to establish requirements for maintaining financial responsibility of St. Norbert College and provide guidelines on what processes are in place that are approved by the college administration.

### 3. SCOPE

This SNC Student Organization Fundraising/Revenue Acceptance Policy applies to all current and active student organizations of St. Norbert College, including but not limited to organizations based on academic, Greek life, recreational, service/faith, special interest, etc.

### 4. POLICY

- Organizations are required to follow St Norbert College's [Deposit of Receipts](#) policy when handling any incoming funds to their organization.
- Recognized and accepted methods of payment to a St Norbert College student organization are as follows: cash, check, money order, cashier's check, custom cash and electronic payment through mySNC.
- Payments made through a third-party fundraising event (ex. percentage of sales from purchase made at a restaurant) should be made payable to St. Norbert College and not to an individual; payments should NEVER be made payable to an individual student or advisor.
- Alternative Payment Methods (APMs) such as Venmo, Apple Pay, and SquareUp are prohibited by any St. Norbert College organization.

### 5. PROCEDURES

- All events **MUST** be registered with the St. Norbert College Center for Student Engagement at least two weeks prior to the event date, whether the event is on or off campus.
- Monetary deposits should be brought to the St. Norbert College Student Account Services Office within one business day of the event taking place. This deposit should also have a completed St. Norbert College Deposit Transmittal Form.
    - o [Deposit Transmittal Forms](#) must be signed by the Associate Director of the Campus Center
    - o An additional copy of the deposit transmittal form should be brought to the St. Norbert College Student Account Services Office. This copy will be initialed by a Student Account Services employee to verify the deposit amount and serve as a receipt for the organization
    - o Funds that cannot be deposited immediately (weekend or after business hours) should be kept in a secure, locked area until the next business day.
- Organizations that require registration for an event (e.g. sponsored run) may work with either the St. Norbert College Box Office or the Associate Director of the Campus Center for mySNC to manage payment for events. Use of the SNC Box Office's software and payment processing capabilities will result in a fee being taken out of each sale. Use of mySNC's payment gateway will charge the fee to the person registering for an event. If you're inviting off-campus people to an event, the Box Office is the best place to do this. If everyone is a student, faculty or staff member at SNC, mySNC may be the better option. In order for the payment gateway in mySNC to be turned on for your organization, you must meet with the Associate Director of the Campus Center.

## 6. VIOLATION OF THIS POLICY

Violation of this SNC Student Organization Fundraising/Revenue Acceptance Policy by any individual(s) or student organization(s) may result in disciplinary action, up to termination of the student organization.

# Posting Policies

- Publicity may not, by word or design, overtly or implicitly:
  - promote violence, or the use of weapons, alcohol or drugs (educational materials about alcohol and drugs may be approved for posting);
  - contain abusive language that targets individuals or groups;
  - include personalized attacks on individuals;
  - appear threatening;
  - contain information reasonably perceived as offensive or insensitive to members of any religion, race, gender, or ethnic group;
- Contain information reasonably perceived as promoting stereotypes, e.g. of persons with disabilities, visible minorities, and LGBTQ+ persons.
- Information must contain the <u>name</u> and <u>contact information</u> (phone number, email address, and/or postal address) of the sponsoring group or individual.
- The event, time, place, and cost/price/donation (when applicable) must be stated.
- Activities which are open to non-members of an organization may be publicized through general advertising media. Notification of a meeting or event that is only open to organization members is not permitted in public spaces.
- The College reserves the right to remove without notice any form of publicity or information-sharing in violation of this policy or the above-stated guidelines.
- Approval of any form of communication does not imply endorsement, but indicates compliance with this policy and guidelines.
- There is no location on campus that allows table tents for publicity.

### Official College Bulletin Boards/ Digital Displays
- All notices to be posted on official College bulletin boards must relate to St. Norbert College-sponsored functions or programs that directly support the College's mission.
- Approval for items posted on these bulletin boards must be sought from the Associate Director of the Campus Center.

### General Use Bulletin Boards – Personal Notices
- Notices advertising items for sale, tutoring, car pools, etc. are permitted only on these bulletin boards and do not need to be authorized or stamped by the Associate Director of the Campus Center.
- Though not subject to the approval process, these postings are fully bound by the policy and relevant guidelines.
- Only one posting per bulletin board is permitted.

### Procedures – Windows
- Unless specifically approved by a member of the President's Cabinet, postings on glass doors and exterior windows will be removed nightly.
- With permission from building managers, the following buildings may allow exterior window postings:
  - Campus Center
  - Library

o   Residence Halls

**Procedures – Banners in Campus Center**
- Banner space and all banners must be approved by the Associate Director of the Campus Center.
- Banners may be displayed for a maximum of one (1) week.
- Banners may only be displayed inside the Campus Center on the second floor balcony, or outside the Michels Commons on the Roemer Mall side of the building.
- Banners inside the Campus Center cannot hang below the bottom of the balcony concrete facade.

*Note: Banners for display on the exterior of College buildings or structures must be approved by the President's Cabinet.*

**Procedures – Chalkings**
- Only recognized student organizations and College departments are permitted to chalk messages on sidewalks. This must be approved through the Director of the Center for Student Engagement.
- The chalking must clearly indicate the sponsoring organization or department/office at each location.
- Chalking may only be used to promote an event.
- Chalking is only permitted on sidewalks exposed to the rain.
- Liquid chalk may not be used.

**Procedures – Outdoor Displays**
- Student organizations or College departments/offices must have an 8 1/2 x 11 rendition(s) of their proposed display approved by the Director of the Center Student Engagement. The rendition of the display must be in full color and a complete written description must be attached.
- A meeting with the Director of the Center for Student Engagement needs to be scheduled at least one week prior to setting up the display.
- The approved location for outdoor displays is between Boyle and Main Halls. Displays are allowed to stay up from 6 a.m. to 10 p.m.
- Displays may not interfere with the freedom of safe pedestrian or vehicle traffic in the area of the display, may not disrupt the academic activities or other normal operations of the College, and must be removed by the sponsoring organization immediately following the end of the approved date.

Activities which are open to non-members of an organization may be publicized through general advertising media. Notification of a meeting or event that is only open to organization members is not permitted in public spaces.

The College reserves the right to remove without notice any form of publicity or information sharing in violation of this policy or the above-stated guidelines.

Approval of any form of communication does not imply endorsement, but indicates compliance with this policy and guidelines.

Concerns about this policy or the content of specific information being publicly shared on campus is to be directed to the Director of the Center for Student Engagement.

Approved posting locations can be [found here.](found here.)

Posters not meeting these requirements are removed without notice.

# Risk Management

**Request Waivers of Liability**
Risk waivers are used by the college's lawyers and insurance company to protect the college from liability. Waivers are necessary for any activity that is beyond normal day-to-day college operations. Such activities include events that increase risk to participants; e.g., traveling off-campus to a museum, portable climbing walls, etc.

Risk waiver policies and procedures are as follows:
- A student organization must register its event on mySNC at least two weeks before it occurs.
- A student organization must add the waiver to the event created on mySNC. The standard waiver will then be attached to your event registration.
- All event participants must digitally sign the waiver before participating.
- The Center for Student Engagement will save your signed waivers as required by law.
- If there are any incidents involving participant safety, the student organization must report these to the director of risk and property management immediately following the event (920-403-3066).
- Injuries at on-campus events should be reported to Campus Safety when they occur.

**Developing a Risk Management Policy**
Litigation or the tendency of someone to sue in the event of an accident or injury has, unfortunately, become commonplace. Organizations, officers, administrators, and the college are all vulnerable. In this litigious environment, you must be realistic about safety and loss prevention practices. Be aware of the nature of your activities and the inherent exposures which may give rise to personal injury, property damage, or a lawsuit. Risk Management is the practice of assessing the risks inherent in a specific activity and implementing some controls which reduce the potential for accidents and injuries to members and their guests. Risk management should always take precedence over expediency and shortcuts. All organizations that sponsor social events at St. Norbert College are expected to have a risk management policy.

**There are five major factors that are often a leading cause of litigation.** Any one of these factors may be applicable to the organization as a whole, the organization's officers, or individual members.
· **Ignorance of the Law** - This could be applicable to the student organization that does not adopt a behavior code, reasoning that when members are involved in hazing or sexually abusive situation, it is not the responsibility of the organization. Of course, in reality the entire organization, officers, or individual members may be indicted.
· **Ignoring the Law** - Although the organization knows that serving minors alcoholic beverages is illegal, they continue to violate the law.
· **Failure to Act** - An organization that would allow a fist-fight (possibly between nonmembers) to continue at a function could be construed liable for the injury, because of their failure to take some sort of action to curtail the behavior.
· **Failure to Warn** - An organization that sponsors an activity that requires proper techniques for safe participation must inform all participants of the inherent dangers involved.
· **Expense** - An organization fails to appropriate funds to insure and maintain safety at an event or activity that they sponsor may be liable in the event of an accident or injury.

**Adopt and enforce a Risk Management policy that addresses the following areas:**

**Sexual Misconduct**
Every organization should address and educate their members on the subject of sexual misconduct. The organization cannot tolerate or condone any form of sexually abusive behaviors on the part of its members, whether physical, mental, or emotional. This includes any actions which are demeaning to women and men, including date rape, sexual assault, or verbal harassment. For more information, visit www.snc.edu/titleix/.

**Fire, Health, and Safety**
Regardless of who owns the premises on which your organization sponsors an event or activity, you may be held liable if you are negligent in the planning. This includes choosing a location for your event that will accommodate the number of expected participants. Another consideration is a safety inspection of the facility by the officers, prior to the event, to investigate potential hazards. An emergency plan should be considered for every event; emergency numbers for fire, police and ambulance should be available.

**Education**
Educate all members annually on your organization's Risk Management Policies. Review your policy periodically to ensure current and relevant procedures are added. Having an organizational risk management policy, and implementing it, goes a long way not only to reducing the possibility that something unfortunate happens, but it will also help to protect you in the event you do get sued. If you would like assistance in putting this together, contact Center for Student Engagement, 920-430-4023 or studentengagement@snc.edu.

## Developing and Enforcing an Alcohol Management Policy
As suggested by national organizations that work with Greek life, our social organizations (fraternities, sororities, independent groups) should all create their own alcohol management policy that follows the guidelines below.

The use and misuse of alcoholic beverages has become the focus of a great deal of illegal activity. Student organizations that sponsor social activities which involve the use of alcohol are particularly vulnerable to lawsuits when accidents or injuries occur. The increased attention to alcohol's role in injuries and date rape, together with the greater tendency toward litigation, make it imperative for student organizations to manage themselves with extreme care and caution.
Should something happen at your event, your organization could face legal ramifications that extend well beyond your organization. Careful pre-planning and preparation for your social event will reduce the risk you face, but you could still be held liable. The following Alcohol Management Checklist is meant to provide you with awareness as well as a way of monitoring your planning process and event. Following are some things to consider before your event:
- Alcohol will not be the primary focus of the event.
- A means of financing the event (not collecting money at the door) has been determined and implemented.
- A majority of your social expenditure is being used toward the program activities, with NO alcoholic beverages purchased with group funds.
- Advertising for the event does not condone alcohol abuse.
- Alcoholic beverages are not being used as an enticement (reward, door prizes, benefit of membership).
- In planning the event, individuals have been assigned formal responsibilities and authority, specifically regarding behavioral management and distribution of alcoholic beverages.
- Specific individuals have been assigned in advance to be sober monitors during the event. They should have something on to identify them as a sober member in the case of an incident.
- A time duration for distribution and consumption of alcoholic beverages has been determined.
- Restrictions have been made regarding the total amount of alcohol to be available at the event.
- A maximum number of participants have been determined and planned for and a guest list is maintained.

- If alcoholic beverages are being distributed, transportation to and from the event will be provided unless the location is within walking distance.
- In the case of a large event where alcoholic beverages will be consumed, security has been hired.
- All participants will be required to show proof-of-age prior to their admission.
- If going to an establishment, alcohol will be monitored by the establishment's employees.
- Non-alcoholic beverages will be offered and easily accessible in reasonable quantities during the event.
- Adequate food will be provided throughout the evening.
- Guests who arrive at the event intoxicated will be asked to leave or escorted from the premises.
- Uninvited guests will be refused admission into the event.
- The entire organization has been formally informed of the planning process and procedures for the event.
- All appropriate procedures (on/off-campus event registration form, contracts, etc.) have been completed.
- A formal evaluation process has been determined (who, what, when, etc.) regarding the planning process and program.
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. All social events with alcohol must be cash bar only.

This checklist should be employed for all social events you sponsor that have alcohol present. If these points are addressed, the risk of something negative happening are greatly reduced; and if something should happen, you have taken proven steps to reduce your organizational and personal liability.

**Alcohol and Drugs**
- The possession, use and/or consumption of alcoholic beverages in compliance with all applicable laws and rules of the state, county, city, and college
- Prohibit purchasing, selling, or serving alcoholic beverages to minors
- Prohibit purchasing alcohol with organization funds
- Prohibit the possession, sale and/or use of illegal drugs or controlled substances at any event or activity that an observer would associate with the organization
- Restrict the sponsorship of open parties
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. All social events with alcohol must be cash bar only

# Speaker Policies

Found within this document
- Statements on St. Norbert College's commitment to free expression and civil discourse
- Guidance for faculty inviting external presenters into classrooms or curricular settings
- Campaign and Political Speaker Policy
- Public Presentations Policy

**Free Expression and Civil Discourse**

**Commitment to Free Expression**

As an institution of higher education, one specifically committed to the Catholic, Liberal Arts and Norbertine traditions and to the intellectual development of its students, St. Norbert College encourages free and open inquiry, deliberation, debate and the free expression of ideas. As described in *Ex Corde Ecclesiae,* Catholic higher education is *"…a place of research, where scholars scrutinize reality with the methods proper to each academic discipline, and so contribute to the treasury of human knowledge. Each individual discipline is studied in a systematic manner; moreover, the various disciplines are brought into dialogue for their mutual enhancement* (paragraph 15). Our

Norbertine tradition asks us to welcome all to participate, and to actively work toward peace and reconciliation, while our Liberal Arts tradition affirms the importance of "dialogue with diverse cultures, perspectives and beliefs," and aims to prepare persons to "think critically as responsible members of society" (https://www.snc.edu/mission/statement.html). Taken together, these three traditions shape a learning community with a commitment to advancing knowledge through active exploration and dialogue, not simply tolerating but welcoming diversity of experience and understanding.

It is our policy and practice to provide all members of the college community the broadest possible latitude to speak, write, listen, challenge and learn. This policy is meant to uphold academic freedom by ensuring that any perceived safety issues are addressed, that appropriate resources are supporting events, and that legal obligations are upheld. Additional information on academic freedom can be found in Section II of the Faculty Handbook.

The ideas of different members of the St. Norbert community will, and should, occasionally conflict. It is not the role of the college to insulate or protect individuals from ideas and opinions they find unwelcome, disagreeable, or even offensive. We see no conflict between our instition's deep commitment to community and the educational importance of remaining a fully vibrant marketplace of ideas.

**Commitment to Civil Discourse**

The freedom to debate and discuss the merits of competing ideas is the foundation of a liberal arts education, but that does not mean that there are no boundaries and consequences. We prohibit all expression that violates the law, falsely defames a specific individual, constitutes a genuine threat, violates the college's harassment policy, runs counter to any no-contact order, or unjustifiably invades substantial privacy or confidentiality interests. In addition, we may reasonably regulate the time, place, and manner of expression to limit disruption to the educational activities of the institution.

Although members of the campus and wider communities are free and encouraged to contest the views expressed by other members of the community or by individuals who are invited to the college, they may not obstruct or otherwise interfere with the freedom of others to express opposing views. The college does not tolerate shouting down visiting speakers, or those addressing speakers during Q&A. Those whose behavior interferes with civil discourse will not be permitted to remain at college events.

The college does support the rights of college community members to engage in peaceful demonstrations on campus. Guidelines for demonstrations are found here. [Link forthcoming - a policy has been developed with leadership by VPSA Webb.]

# Guidelines for External Presenters and the Curriculum

### Grounding Principles

The college values and affirms the rights of individual faculty members to determine the content of their courses, including content delivered by outside experts (whether in-person or appearing virtually). We recognize this can be a routine occurrence, one that often requires no consultation beyond faculty member and outside presenter. However, there are cases where it is beneficial for college leaders to be aware of a planned curricular visit, primarily when the college may be contacted by local media and/or where public demonstrations may occur. (For the purposes of this document, a "curricular visit" is understood to involve a single faculty member and one or multiple sections of courses they currently teach. Such visits are generally not available to people other than students enrolled in the course section/s.)

**Process and Tools**

Faculty are encouraged to evaluate their invited presenters to determine whether other college parties would benefit by being informed of the visit. Referencing the [St. Norbert College Public Presentation Notification Assessment](#)[1] may be a helpful way for faculty members to make this determination. Sharing information can help the college make appropriate plans and also helps to avoid situations in which the faculty member's teaching day is disrupted by urgent requests for information. It is understood that in most cases, informing others will not be warranted. Any faculty member seeking help in evaluating campus needs related to a particular presenter is encouraged to consult their divisional dean.

Where the faculty member determines there may be benefit to informing others, they are asked to send an email briefly describing their plans, to:
- The appropriate dean
- Director of Media Relations - to prepare for possible media inquiries
- Director of Campus Safety - to plan for safety and parking information in the event of public protest

This is an information-sharing process, and not an approval process.

A later section (#4 on page 6) describes expectations for proactively sharing potential plans by persons in high profile roles. While this is a less common occurrence for curricular visits, the same expectation does hold for this context.

# Campaign and Political Speaker Policy

This policy section does not pertain to external presenters and the curriculum.

St. Norbert College is committed to the principle of free expression, including the exchange of political viewpoints and ideas, and we value opportunities to aid our campus and local communities in becoming politically informed. St. Norbert College does not endorse any political candidate or party. Further, we encourage students, faculty, and staff to fully participate in their rights of citizenship, including the right to vote, campaign, and otherwise engage in the political life of our community, state and nation. Political statements made by college employees outside of their official capacities and while not speaking on behalf of the college are of their own volition.

A candidate, campaign, political party or other political organization may request to rent [college facilities](#) that otherwise are available for rent generally by external groups. Campus facilities may be made available for such events in accordance with applicable facilities use policies and guidelines. Political candidates or political organizations must pay the full facility-use charges and comply with applicable use policies. The candidate or campaign is also responsible for all ancillary service costs associated with the event, including but not limited to: security, custodial, parking, catering or technology set-up and operation.

In order to highlight the educational nature of political visits at an institution of higher education, two requirements must be met: 1) students must have an opportunity to attend and 2) candidates must be willing to take questions from students in attendance.

Promotional materials for the candidate or the campaign may not state or imply that the college endorses a political candidate. Campaigns are not permitted to use the college's logos, identifying marks or trademarks. Podiums which display college insignia will be draped or otherwise altered so that the insignia is not visible. The name of the college and its address may be used in campaign event promotion, but campaigns are required to take

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[1] See Appendix for guidance in using this tool.

care <u>not</u> to suggest that the campaign or candidate is officially endorsed or sponsored by the college. Requests for press conferences, debates, town hall meetings, rallies or similar events on campus on behalf of political candidates or their campaigns are subject to this policy.

While the college values making its facilities available for such events, it reserves the right to decline events which it deems may be too disruptive to our primary commitment, the education of our students. Prioritizing student learning may result in limits to scheduling or space.

**Statement to be Read Before Political Speakers/Campaign Events**

The following statement is required to be read by an SNC representative at the beginning of political candidate or campaign events:

*"St. Norbert College is proud of its Catholic, Norbertine, and Liberal Arts heritage and deeply values academic pursuit and the free exchange of ideas.*

*As such, we respect the individual's right to express their views and are committed to sustaining a forum that allows expression of opposing views. The views and opinions expressed at this event are those of the speaker/s and do not necessarily reflect the opinion or position of St. Norbert College, its employees or students. As a 501(c)(3) organization, St. Norbert College does not endorse any political candidate or party, but is committed to fostering discussion on all topics. As a Norbertine institution, we are deeply committed to establishing communities in which all can flourish, and therefore promote civility and respectful dialogue on all topics."*

**Requesting Space**

Political candidates or campaigns wishing to visit campus must first secure space. The office or person who is contacted by the candidate or campaign should utilize the St. Norbert College Public Presentation Notification Assessment.[2] Responding "yes" to the first question (Is the presenter an elected office holder (past or present) or someone currently on the campaign trail?) will route you to the appropriate form. Response related political candidate or campaign visits will be shared with college stakeholders including the Director of Communications and Marketing, the Director of Media Relations, the Director of Campus Safety, the Operations Director of Visual & Performing Arts, the Director of Facilities, the building manager/s for any relevant campus spaces, and the Office of the President. All events are dependent upon procurement of appropriate campus space.

The college reserves the right to cancel an event if circumstances come to light that jeopardize the health and safety of the campus community and/or if the potential disruption to the educational activities of the college becomes excessive. This decision is made by the President in consultation with the President's Cabinet and other relevant campus leaders.

# Public Presentations Policy

This policy section does not pertain to external presenters and the curriculum.

A rich part of the life of the campus is offering scholarly and artistic opportunities broadly available to the campus or local community. Our commitment to free expression and civil discourse, described above, informs our desire to offer a wide breadth of perspectives and opportunities for our students and others to learn. At the same time, the college's commitment of time or other resources as well as the public nature of these events warrants a process of review prior to commitments being made.

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[2] See Appendix for guidance in using this tool.

In order to appropriately prepare, campus entities hosting public presentations <u>must</u> do the following:

1. Utilize the [Public Presentation Notification Assessment process](#)[3] to determine whether further consultation is needed.
2. Where the notification assessment process indicates the need for notification, submission of the form will route responses as shown below.
   a. Student Organizations
      i. Director of Center for Student Engagement
      ii. Vice President for Student Affairs
   b. Academic Centers, Academic Lecture Series, Artistic Events
      i. Vice President for Academic Affairs
      ii. Relevant Dean
   c. Student Affairs Departments
      i. Assistant Vice President for Student Affairs
      ii. Vice President for Student Affairs
3. These policies, and any notification required in relation to them, do not alter or override contract requirements in the college's [Contracts for Goods and Services Policy](#). All applicable requirements of that policy must also be followed.
4. Regardless of the responses to the Notification Assessment questions, event coordinators must notify college leaders (using the routing described above in #2) in advance of making an invitation or offering a contract for persons in high profile roles. Examples include, but are not limited to, major religious or higher education leaders. This ensures that timing of the proposed visit does not conflict with other important events and allows for proactive planning with college or local leaders.

# Appendix

Guidance for using the [St. Norbert College Public Presentation Notification Assessment](#)

The [Public Presentation Notification Assessment](#) tool has been developed in support of the St. Norbert College Speaker Policies. People should reference the Speaker Policies for the college's articulation of its commitment to free expression and civil discourse as well as its expectations related to public presentations.

While this notification assessment process is not required for curricular engagement (see the college's Guidelines for External Presenters and the Curriculum,) faculty may find the assessment questions helpful as they plan for external presenters in their courses.

As the St. Norbert College faculty, staff or student who is coordinating a public presentation, you are responsible for considering the assessment questions as accurately and fully as possible.

A helpful practice, in preparing to answer the questions, is to put the presenter's name into a search engine (e.g. Google) and review at least three pages of returned search results. This is particularly useful where the person or group planning to invite the presenter has little direct knowledge of their past presentations.

Responding "Yes" or "Uncertain" to one or more items in the assessment does not automatically mean a presenter will be unable to come to St. Norbert College. The primary purpose of this assessment is to alert the relevant departments to potential risks or needed services when warranted.

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[3] See Appendix for guidance in using this tool.

# Student Protest and Demonstration Policy

## I. Purpose

This policy outlines the expectations for, and obligations of, any student planning or holding a protest or other public demonstration on property owned or controlled by St. Norbert College.

St. Norbert College has a longstanding commitment to protecting the right to free expression, including the right to protest. Discourse is central to the life of the college, and we encourage students to engage in dialogue in the spirit of mutual respect, civility, and care. The college fosters intellectual, spiritual, and personal development, both inside and outside the classroom. Just as Norbert invited others to join him in the pursuits of mutual esteem, trust, sincerity, faith, and responsibility, we hold members of the campus community to this same standard.

St. Norbert College prides itself on upholding the sacred dignity of all people and building a deep sense of community throughout the institution. We embrace the Norbertine ideal of Communio. It is lived through open dialogue, consultation, and collaboration. Communio encourages us to respond individually and collectively to the needs of our local and global communities. At the same time, we prioritize the safety and well-being of students who take part in demonstrations, protests, and rallies and of other members of our campus community who are affected by these events. Additionally, we must seek to carefully balance the sometimes-competing interests of the college and its community to engage in learning, teaching, research, and other College-sponsored activities, and to promote the distinct mission of St. Norbert College without undue disruption or interference.

To ensure that public protest and demonstrations do not violate directly or indirectly the rights of others by preventing or disrupting the ordinary operations of the College, all activities in the nature of a public speech, rally, protest, demonstration, march, or other coordinated event ("demonstrations") must be registered and approved in advance and can only take place after being approved by the Assistant Vice President for Student Affairs & Residential Education and Housing or designee. St. Norbert College reserves the right to condition the time, place and manner of proposed demonstrations, and to withhold approval of proposed demonstrations which reasonably appear to be organized by or on behalf of persons or organizations that are not affiliated with St. Norbert College, or which are intended or deemed likely to disrupt or interfere with College operations, or to adversely impact the mission of St. Norbert College, especially its Catholic, Norbertine dimensions.

## II. Scope

This policy applies to any student protest or other public demonstration.

## III. Policy

A student or student group/club/organization planning a protest or other public demonstration on College Property must contact the Center for Student Engagement (920-403-4023) for information, guidance, and permission. A [Student Demonstration Application](#) must be submitted for review and approval at least five business days before a protest or demonstration is expected to occur. No student protest or other public demonstration shall

occur on College Property without prior authorization from the Assistant Vice President for Student Affairs & Residential Education and Housing or designee. This includes, but not limited to, any public gathering or activity to express views, disagreement, or support regarding a given subject such as a march, parade, protest, picketing, or sit-ins.

The College is committed to academic freedom and civil discourse. A student protest or other public demonstration may be permitted so long as it is peaceful, non-obstructive and respectful of the College's Catholic mission and the rights of other students, faculty, employees, and College guests. Accordingly, no action may endanger the safety or security of the College community, infringe upon the rights of members of the community, obstruct access to college facilities or spaces, damage property, disrupt normal College operations, or otherwise violate applicable laws or College policies.

To ensure public demonstrations are organized by and for members of the College community, all demonstrations must have a college-affiliated Organizer, whether one or more enrolled students or the authorized officers of a recognized student organization. The Organizer must submit a [Student Demonstration Application](#) and may be required to meet with the Assistant Vice President for Student Affairs &amp; Residential Education and Housing, Director of the Center for Student Engagement and Director of Campus Safety, to review the details of the proposed demonstration including proposed time, place, manner, and size of the event. If the Organizer is planning the event on behalf of a recognized club or organization, the advisor to the club or organization should attend this meeting as well.

Reservation of campus space for any approved event is contingent upon availability. To maintain an academic environment free from disruption during class time, amplified sound may not be used in areas near academic and administration buildings or worship and reflection spaces, until after 5:00 pm (hours can vary on Sunday due to evening Mass). If a student wishes to register a demonstration and use amplified sound prior to 5:00 pm, this request will be considered and, if approved, an alternate location that is not located near academic and administrative buildings or worship and reflection spaces will be identified.

The Organizer of the event is responsible for all costs associated with the event (including security if deemed necessary by the College). The College reserves the right to designate the time, manner, and appropriate areas for protest and other public demonstrations on College Property. No student protest or other public demonstration will be permitted to occur overnight on College Property. The directives of the College officials must be followed at all times.

If approved, the event must be conducted in accordance with any special conditions outlined in the approval, the guidelines set forth below, all applicable policies set forth in this policy, as well as local, state, and federal law. The Organizer is responsible to take the reasonable steps to ensure compliance with these requirements by all participants and may be held accountable for violations of such requirements by any persons involved in the demonstration.

Disruptive conduct on college property is prohibited and will subject the violators to disciplinary action, up to and including immediate, interim suspension pending hearing and/or expulsion from the College in accordance with the procedures set forth in the Student Code of Conduct. Disruptive conduct includes, but is not limited, to the following:

1. INTERFERING with College operations, activities, and/or events, including the rights and activities of other students, faculty, employees, and/or College guests.
2. PREVENTING access to or egress from offices, building or other College property in accordance with applicable laws, regulations, and College policy.
3. FAILING to comply with the directions of college officials and/or local and state officials, including directions to leave a facility or space.
4. CREATING a reasonable perception of a threat of physical harm to persons or damage to College Property or invading the personal space of other students, faculty, employees, and/or College guests.
5. EXCEEDING building and/or reasonable outdoors site capacities as determined by the College.
6. EXCEEDING pre-approved noise levels and/or interfering with or disrupting College operations and activities, including the rights and activities of other students, faculty, employees, and/or College guests.

In general, a protest or other public demonstration inside a college building, by its very nature, would be disruptive to the occupants of the building and thus will not be permitted.

Any students engaging in disruptive or disorderly conduct, failing to comply with the directions of a College official, or otherwise violating this Policy, the Student Code of Conduct or any other College policy, will be subject to disciplinary action, up to and including immediate, interim suspension pending hearing and/or expulsion from the College, and/or criminal charges.

Participation in a student protest or other public demonstration is restricted to members of the College community. Individuals who are not members of the College community will be instructed to leave campus and are subject to criminal charges.

### IV. Responsible Offices

● Assistant Vice President for Student Affairs & Residential Education and Housing

● Center for Student Engagement

● Campus Safety

### V. Approved

Initially adopted and approved on January 30, 2023, and amended on the recommendation of the

President's Cabinet.