OFFICE OF STUDENT ACTIVITIES

Event Planning Handbook

Salisbury UNIVERSITY

2013-2014

Student Event Planning Handbook

Prepared by the Office of Student Activities, Organizations & Leadership
Guerrieri University Center Room 125 • 410-543-6125 • www.salisbury.edu/saol

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SU has a strong institutional commitment to diversity and nondiscrimination in all programs, events and services. To that end, the University prohibits discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics. Direct all inquiries regarding the nondiscrimination policy to Humberto Aristizabal, Director of Fair Practices & EEO/AA, Title IX Coordinator, 131 Holloway Hall, 410-548-3508. SU provides reasonable accommodation. Giving sufficient notice, please detail any request for reasonable accommodation to the University's office or staff sponsoring the event.

MISSION STATEMENT OF SALISBURY UNIVERSITY

Salisbury University is a premier comprehensive Maryland public university, offering excellent, affordable education in undergraduate liberal arts, sciences, pre-professional and professional programs, including education, nursing, social work and business, and a limited number of applied graduate programs. Our highest purpose is to empower our students with the knowledge, skills and core values that contribute to active citizenship, gainful employment and life-long learning in a democratic society and interdependent world.

Salisbury University cultivates and sustains a superior learning community where students, faculty and staff engage one another as teachers, scholars and learners, and where a commitment to excellence and openness to a broad array of ideas and perspectives are central to all aspects of University life. Our learning community is student-centered; thus, students and faculty interact in small classroom settings, faculty serve as academic advisors, and virtually every student has an opportunity to undertake research with a faculty mentor. We foster an environment where individuals make choices that lead to a more successful development of social, physical, occupational, emotional and intellectual wellbeing.

The University recruits exceptional and diverse faculty, staff, and undergraduate and graduate students from across Maryland, the United States and around the world, supporting all members of the University community as they work together to achieve the institution's goals and vision. Believing that learning and service are vital components of civic life, Salisbury University actively contributes to the local Eastern Shore community and the educational, economic, cultural and social needs of our state and nation.

CODE OF CONDUCT

For the complete Code of Conduct, go to: www.salisbury.edu/studentconduct/code

The mission of Salisbury University is to empower students with the knowledge, skills and core values that contribute to active citizenship, gainful employment and life-long learning in a democratic society and interdependent world. The achievement of the University's educational goals is a responsibility that must be shared by all. Therefore, Salisbury University expects and requires of all its students full cooperation in developing and maintaining a campus community in which high standards of courtesy and integrity are practiced by every member of the University community.

Allegiance to these standards requires each member of the Salisbury University community to refrain from any behavior that serves to compromise the educational mission of the institution. Moreover, members of Salisbury University are discouraged from any behaviors that threaten the basic rights and privileges afforded to each member of the community as well as the respect every individual deserves. Choosing to join Salisbury University's community obligates each member to live by the institution's Code of Conduct and to uphold community standards at the University and in the greater Salisbury community and beyond.

MISSION STATEMENT OF STUDENT ACTIVITIES, ORGANIZATIONS AND LEADERSHIP

The Office of Student Activities, Organizations and Leadership (OSAOL) advances the mission of Salisbury University and the Division of Student Affairs by providing meaningful opportunities for involvement in campus and community life. Our mission is to engage students in developing a personal philosophy of leadership that includes understanding self, others and the community. These opportunities are designed to improve the quality of community life and to promote the development of responsible citizens and leaders.

DISCLAIMER

Social events are a part of the college experience, but it is up to you, as the host, to ask questions before the event. You are the sole person responsible for keeping our guest and yourself safe. This handbook was put together in order to address the occurrences that have taken place at Salisbury University and in the Salisbury Community. Given this, we hope that you will gain a better understanding of all the responsibilities and risks that one takes on as a host.

These guidelines and tips are provided to student hosts of on- or off-campus social events in order to promote safety and a better understanding of host responsibilities and legal exposures.

OSAO&L

Office of Student Activities, Organizations and Leadership

WELCOME REGISTERED STUDENT ORGANIZATIONS

The purpose of this handbook is to assist all student organizations, student leaders and advisors of Salisbury University's campus community in planning successful events and programs that are consistent with University policies and procedures. Policies are designed to facilitate the event planning process and ensure the safety and wellbeing of all members of our campus community.

Registered Student Organizations (RSOs) are registered through the Student Government Association (SGA) to provide current students with a shared mission to gather in unison. Groups of students not registered by SGA may not affiliate themselves with Salisbury University, the OSAOL or other official University organizations. Benefits that are extended to registered student organizations include the ability to reserve campus spaces, on-campus advertising for the organization activities and ability to apply for funding through the Appropriations Board.

We encourage you to review and understand this manual and its contents. These expectations exist to guide, support, empower and protect organizations as you operate throughout this academic year. We hope that your experiences with planning and participating in activities are enjoyable and rewarding. Salisbury University takes great pride in establishing, maintaining and encouraging an abundant array of organizations and activities for the campus community.

Should you or a member from your registered student organization, as well as your advisor, have any questions or need more guidance, please do not hesitate to contact the Office of Student Activities, Organizations and Leadership. This office is located in the Guerrieri University Center Room 125, 410-543-6125. For your convenience, these policies and procedures are also available online: www.salisbury.edu/saol

GUIDE TO USING THIS HANDBOOK

This handbook is provided as a tool to assist advisors and Registered Student Organizations (RSOs). RSOs are encouraged to consult this manual regularly to verify compliance with University policies and to ensure the organization's good standing with the OSAOL as well as the Student Government Association.

Policy Origins

All policies, procedures and addendums identified in this manual are reviewed by all relevant departments and/or a review committee composed of faculty, staff and students, and forwarded for approval through the director of student activities, associate dean of students and the dean of students. Salisbury University and the OSAOL reserve the right to change the policies, procedures, rules, regulations and information at any time. All changes will become effective at the time the proper authorities determine the change. Any change to the policy will be noted on the OSAOL Web site at the time of adoption. It is the responsibility of the students to view revisions online or to obtain revisions from the OSAOL.

The policies presented in this manual are not intended to be all-encompassing; they are general information only. Policies have been complied by the OSAOL to educate and inform students, advisors and RSOs about University policies, guidelines and regulations.

Policies to Review

Organizations are encouraged to review the policies for RSOs and the expectations of Salisbury University students as defined in the Student Code of Conduct, Policies and Procedures. All the information in this manual can be found online at:
www.salisbury.edu/studentconduct/code

QUICK REFERENCE GUIDE

Office of Student Activities, Organizations and Leadership
Guerrieri University Center 125
Tricia Smith, Director
tgarveysmith@salisbury.edu
410-543-6125
www.salisbury.edu/saol

Career Services
Guerrieri University Center 133C
Rebecca Emery, Director
raemery@salisbury.edu
410-543-6076
www.salisbury.edu/careerservices

Copy Center
Holloway Hall Basement (Health Services Entrance)
copycenter@salisbury.edu
410-543-6180
(Work order needed)

Conference Planning
Commons 200
Lesley Staffeldt, Director
lastaffeldt@salisbury.edu
410-543-6526
www.salisbury.edu/confplan

Counseling Center
Guerrieri University Center 263
Kathleen Scott, Director
kjscott @salisbury.edu
410-543-6070
www.salisbury.edu/counseling

Event Services
Bateman Street Building 1 115
Matthew Hill, Coordinator Event Technical Services
mdhill@salisbury.edu
410-548-4597
www.salisbury.edu/guc/eventtechnicalservices
Event Production Worksheet:
www.salisbury.edu/guc/eventtechnicalservices/
event_production_worksheet.html

Facilities Reservation
Commons 200
Scott Garrison, Facilities Reservation Manager
sagarrison@salisbury.edu
410-548-3344
Room reservation request form: www.salisbury.edu/reserve

Graduate Student Council
Graduate Studies and Research
Holloway Hall 262
GSC@gulls.salisbury.edu
410-548-5395
www.salisbury.edu/campusgov/gsc/

Physical Plant
Maintenance Building Room 101
Debra Bailey
dfbailey@salisbury.edu
410-543-6201
www.salisbury.edu/physplant

Publications Office
Holloway Hall 270
Sue Eagle, Assistant Vice President of Marketing and Public Relations
smeagle@salisbury.edu
410-543-6029
(Work order needed)

Student Health Services
Holloway Hall 186
410-543-6262
www.salisbury.edu/health

Support Services
Support Services Building 100A
Carrie Doto
cadoto@salisbury.edu
410-543-6210
www.salisbury.edu/physplant/supportserv
(Account code needed)

Travel/Hotel Arrangements - Accounts Payable
Holloway Hall 218
Karen Gibbs, Accounting Associate
kdgibbs@salisbury.edu
410-543-6067
(Paperwork needed)

University Dining Services
Commons 208
Kelly Delgado, Catering Manager
kddelgado@salisbury.edu
410-548-4799
www.salisbury.edu/dining
(Account code needed)

University Police - Safety & Parking
East Campus Complex 168
Debbie Kerns, Administrative Assistant
dakerns@salisbury.edu
410-543-6222
www.salisbury.edu/police

Vehicles – Motor Pool
Maintenance Building 103
Colleen Kirby, Fleet Coordinator
clkirby@salisbury.edu
410-543-6211
www.salisbury.edu/motorpool/
(Reserve through GullNet with OSAOL Administrative Assistant)

Veterans – Benefit Assistance
Holloway Hall 124
Elizabeth Kressin, Coordinator of Student Records
emkressin@salisbury.edu
410-677-5388
www.salisbury.edu/veterans

Videography – Television Services
TETC 301E
Cynthia Cornish, Manager
cccornish @salisbury.edu
410-543-6301
www.salisbury.edu/mediaservices

Volunteer Center
Guerrieri University Center 125
volunteercenter@salisbury.edu
410-548-3014
www.salisbury.edu/volunteer

THE BIG SIX

Student Government Association (SGA)
Guerrieri University Center 125M
SGA@salisbury.edu
410-548-4757
www.salisbury.edu/campusgov/sga

Appropriations Board
Guerrieri University Center 125N
APPBD@gulls.salisbury.edu
410-543-6125
www.salisbury.edu/saol/appropriations

Student Organization for Activities Planning (SOAP)
Guerrieri University Center 125G
SOAP@gulls.salisbury.edu
410-543-6197
orgs.salisbury.edu/soap

Saferide
Guerrieri University Center 125D
saferide@gulls.salisbury.edu
410-677-0032
410-677-5000 (Hours of Operation)
www.saferidesu.org

The Flyer
Guerrieri University Center 215
suflyerblog@gmail.com
410-543-6192
www.thesuflyer.com

WXSU Student – Run Radio
Guerrieri University Center 252
WXSU@gulls.salisbury.edu
410-543-6195
orgs.salisbury.edu/wxsu

GENERAL POLICIES FOR REGISTERED STUDENT ORGANIZATIONS

Creating a Registered Student Organization (RSO)

The following are required steps to becoming a recognized RSO:

1. A group must submit a valid constitution that will be reviewed at two consecutive SGA Forum meetings (i.e. First and Second Readings), voted upon and approved by the voting members of the assembly. A simple majority of the members with voting rights present shall be required for such passage. This constitution will remain on file, and organizations are expected to review it every five years.
2. Voting members of the Forum cast a vote mindful of the rights to freedom of speech and the following administrative criteria:
   - The club has 10 or more members.
   - The club has an advisor.
   - The club meets regularly.
   - The club is open to all students of Salisbury University.
   - The club does not duplicate another currently recognized club.
   - The club benefits the students of Salisbury University in a reasonable and legal fashion.
3. Upon a vote of acceptance, the club then needs to schedule a meeting with the Appropriations Board to receive its financial account packet.

What To Do if Your Organization Receives a Vote of Denial

Upon a Vote of Denial of RSO standing or a presidential veto overturned by the Senate, a club seeking recognition may re-apply after two (SGA Forums starting with a First Reading.

- Upon a second Vote of Denial of RSO standing or a second presidential overturned by the Senate, a club seeking recognition should re-apply after the new Student Government takes office in the fall semester.

Remaining a Recognized RSO

In order to retain recognition, each RSO must review its constitution and update it if necessary at least every five years and do the following each semester:

- Actively participate with 10 percent of their membership, no less than four members, in two SGA-recognized events.

-OR-

- Actively participate with 10 percent of their membership, no less than four members, in one SGA recognized event and in one service learning project of the club's choice that has been pre-approved by the SGA's executive vice president, with proper supporting documentation of the event that is deemed appropriate by the executive vice president.
- Attend three SGA Forums for the semester with at least one representative present from the organization.
- Submit paperwork at the beginning of each semester. Paperwork will include contact information, an active members list and an Appropriations Board waiver.

Failure to complete the above listed requirements will result in the RSO becoming de-recognized and funds frozen. If an RSO is de-recognized, they must reapply for recognition per the above process. As a result of completing the aforementioned requirements, RSOs will be able to do the following:

- Reserve rooms through Facilities Reservations.
- Receive an OSAOL copy code.
- Put up approved flyers on SGA-monitored kiosks and bulletin boards.
- Apply for office space in the Scarborough Student Leadership Center.
- Apply for funding from the Appropriations Board (with the exception of Greek Life).
- Apply for bulletin board space in the window of the OSAOL office

Obtaining Voting Rights as a RSO

Voting rights allow a representative from each RSO to have a greater amount of input into the student government process. An RSO may obtain voting rights in the SGA Forum by meeting the following requirements during a semester:

1. Actively participate, with 10 percent of their membership, no less than four, in two SGA-recognized events or one SGA event and one volunteer activity pre-approved by the executive vice president.
2. Attend four SGA Forums with at least one representative present from the organization.

Once attained, voting rights are maintained by completing the normal requirements as stated in Article VII Section 3 of the SGA Constitution.

De-recognition of an Existing RSO

The Executive Board of the SGA retains the right to de-recognize a RSO for the following reasons:

- Club membership drops below 10 members.
- Disregarding policies and procedures as outlined by the SGA, OSAOL, Campus Recreation Office and/or the Student Affairs Office.

The SGA retains the right to review an RSOs recognition status and re-vote on the organization for the following reasons:

- Abuse of power.
- Abuse of facilities.
- Failure to actively hold meetings or events for one semester.
- Failure to uphold its constitution.
- Failure to act in the best interests of the University.

If an organization does not fulfill the necessary requirements set forth by the SGA and is derecognized, they may not apply for re-recognition until the following semester.

Process for Re-activating an Existing RSO

Should an RSO become de-recognized, members will need to follow the following steps in order to become recognized again.

- Schedule a meeting with the executive vice president of the SGA.
  - In this meeting, go over the process of staying recognized.
- Next, attend two consecutive readings in SGA Forum.
  - In these forums, have first and second readings.
- After the readings, the members in attendance with voting rights will vote to either recognize or de-recognize the club.

Greek Life Expansion Policy

Greek letter fraternities and sororities, defined as single-sex social Greek letter organizations, may establish chapters at Salisbury University only through formal invitation extended by the University. Invitation is contingent upon the petitioners meeting the criteria outlined in the Salisbury University Greek Expansion Policy. For more information, visit: www.salisbury.edu/saol/greek (See Appendix I for Salisbury University Fraternity and Sorority Recognition Policy).

Graduate Students Requesting Participation in an RSO

Graduate students may participate in SU RSOs as long as the organization's constitution and/or by-laws do not prevent graduate student membership. For further information, please contact the Graduate Student Council at GSC@gulls.salisbury.edu or visit: www.salisbury.edu/campusgov/gsc

RISK MANAGEMENT GUIDE FOR RSOs AND GREEK LIFE

Students and organizations involved in event planning should become well versed in all of the policies and procedures adopted and enforced by the University. The Student Code of Conduct may be accessed in its entirety from the Student Affairs Office at: www.salisbury.edu/studentconduct/code.html

Jurisdiction

Salisbury University's jurisdiction shall extend to all behavior by any undergraduate or graduate student and/or student organization that occurs on University property, at University-sponsored activities, on University-sponsored trips or functions, and to off-campus conduct detrimental to University interests. Therefore, Salisbury University may impose sanctions against a student or student organization for the violation of any student regulations that occur on campus. Sanctions also may be imposed against a student or student organization for the violation of any regulations that occur off campus when the alleged conduct would impair, interfere with or obstruct the missions, processes or functions of the University, or when the alleged conduct would, if true, endanger the health, safety or welfare of the student or others, or would endanger any University property.

Organizational Sanctions

University recognized organizations – which include, but are not limited to, Greek organizations, athletic or club sports, and/or other student interest organizations – may have its members sanctioned according to the aforementioned sanctions, and as an organization may have one the of the following organizational sanctions imposed: Suspension of Charter, Revocation of Charter.

Legal Considerations

Your decision to host an event can come with many legal responsibilities and financial consequences. Courts of law have consistently found that event sponsors have a duty of care to take reasonable precautions to prevent bodily harm and property damage.

Negligence

The failure to act with reasonable care or take the necessary measures that a reasonable person would take to prevent problems. If a problem was foreseeable and you did nothing to prevent it, you could be found negligent.

Premise Liability

You are liable for any injuries sustained during the event at your private residence or on the surrounding property due to negligence.

Social Host Liability

Any person who sells or provides alcohol at a social event is responsible for the safety and wellbeing of his or her guests during and after the function. The social host is also liable for any harm to a third party caused by the behavior or actions of an intoxicated guest. You may also find more information about this risk in the *Student Code of Conduct, Policies and Procedures Handbook*.

Hazing
Salisbury University abides by the standards set forth in the Maryland Education Code that prohibits hazing at an educational institution and has elected to apply these standards to students in attendance at the University.

Maryland Hazing Law
§268H. Hazing students is prohibited
a. Haze is defined – In this section "haze" means doing any act or causing any situation which recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school, college or university.
b. Violation constitutes misdemeanor; penalty. – A person who hazes a student so as to cause serious bodily injury to the student at any school, college or university is guilty of a misdemeanor and on conviction, is subject to a fine of not more than $500, or imprisonment for not more than six months, or both.
c. Consent of a student is not a defense. – The implied or expressed consent of a student may not be a defense under this section.

Definition of "Hazing
Hazing is defined as any intentional or unintentional action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule for the purpose of initiation, admission or as a perceived condition of continued membership into any student organizations including, sports clubs, athletic teams, and fraternities or sororities that operate under the sanction of Salisbury University. Such activities and situations may include but are not limited to:
- Any activity that causes or requires the student to perform a task that involves violation of the University Code of Conduct, or local, state or federal law.
- Any activity requiring the consumption of food, alcohol, liquid, drugs or other substances.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, required calisthenics, exercise or other games requiring physical exertion, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens a student with ostracism, that subjects a student to mental stress, embarrassment, shame or humiliation, or that adversely affects the mental health or dignity of the students, or discourages the student from remaining in school.
- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- The expressed or implied consent of the victim will not be a defense. Even if the victim of hazing consents or willingly participates, the behavior is still considered an act of hazing and is a violation of the Code of Conduct.

Common City/State Laws and Regulations
Disorderly House: excessive noise or pedestrian traffic.
Breach of Peace: The assisting in or making of noise, disturbance or breach of the peace, use of language or exhibit behavior of violent or disorderly character.
Public Intoxication: No person shall be intoxicated in a public place, or in any private place to the disturbance and annoyance of others.
Unlawful Congregation: No person shall congregate with others on the sidewalks, streets or other public grounds of the city with intent to provoke a breach of the peace.
Permitting Indecency, Drunkenness or Peace Disturbance: No person shall permit the commission in any house, building, room or premises of any indecent act, any drunkenness, any loud conduct or language, or any other conduct or noises tending to disturb the public peace and quiet.
Carrying a False Identification Card
Misrepresentation of Age to Purchase or Obtain Alcohol
Underage Purchase or Possession of Alcohol
Selling or Furnishing Alcohol to Minors

Host Responsibilities

You are responsible for the safety and welfare of all the guests at your event, including those people who show up uninvited. You are responsible for all occurrences and incidents that happen before, during and after your event. You are responsible for knowing the specific regulations of your community, including policies, ordinances, permits and lease provisions. You are responsible for fostering positive relationships with your community and maintaining the existing quality of life.

Risk Management Tips

- Invite your advisor to serve as a chaperone for the function.
- Set a definitive start and end time for the event.
- Pick a theme that reflects your organization's interests and values.
- Ask your organization how the function will uphold the Salisbury University Promise.
- Schedule a date and time for your function that does not conflict with academic interests.
- Pick an appropriate event theme and activities that best reflect your organization's values and image.
- Limit publicity and use an invitation list to ensure that attendance does not exceed facility fire codes and unwanted guests do not show up.
- Inform neighbors several days prior to the function.
- Designate a risk manager to oversee the social event.
- Train your volunteers about event policies and procedures.
- Assign volunteers specific duties at strategic locations in and around the facility.
- Consider hiring off-duty police or professional security.
- Establish an emergency contact list and a crisis management plan.
- Create a strategy to deal with guest parking issues and post-event cleanup.
- Make provisions for a public address system to communicate with volunteers and guests.
- Secure equipment and clear aisles, hallways and exits of obstructions.
- Perform a safety check on all electrical equipment and facilities.
- Prevent access to the facility roof, swimming pool, private bedrooms, etc.
- Make sure that you have good lighting and visible signage.
- Provide non-alcoholic beverages and food for guests.
- Be cognizant of noise levels in and around the facility.
- Use a team approach to deal with disorderly guests. Remain calm and do not instigate an altercation.
- Work cooperatively with law enforcement when issues arise.

Alcoholic Beverage Safety

- Do not purchase alcohol with Student Activities Fee funds.
- Do not market alcohol as the central theme of your event.
- Never promote or sponsor a function where your organization may be interpreted as selling alcohol.
- Appoint responsible sober monitors.
- Card everyone and create a designation for those over 21 (wristband, hand stamp, punch card, etc.).
- Consider making your event BYOB, contract a third-party vendor or hire professional bartenders.
- Create one centralized location to monitor and distribute alcohol to those guests of age.
- Limit alcohol amounts – do not utilize commons sources (kegs, punch bowls, open bar, etc.).
- Serve all alcohol in sealed cans or plastic containers.
- Encourage responsible alcohol use – discourage binge drinking and competitive drinking games.
- Learn the behavioral cues of intoxication and always refuse alcohol service to intoxicated guests.
- Provide transportation home for intoxicated guests (designated drivers, taxis, Saferide, shuttle, etc.).
- Always call for help if a guest needs medical attention.

Note: Alcoholic beverage service at on-campus events must be pre-approved by the OSAOL, dean of students, University Police and catered by University Dining Services. Addition information on this topic may be found in the Student Code of Conduct, Policies and Procedures Handbook.

Community Resources

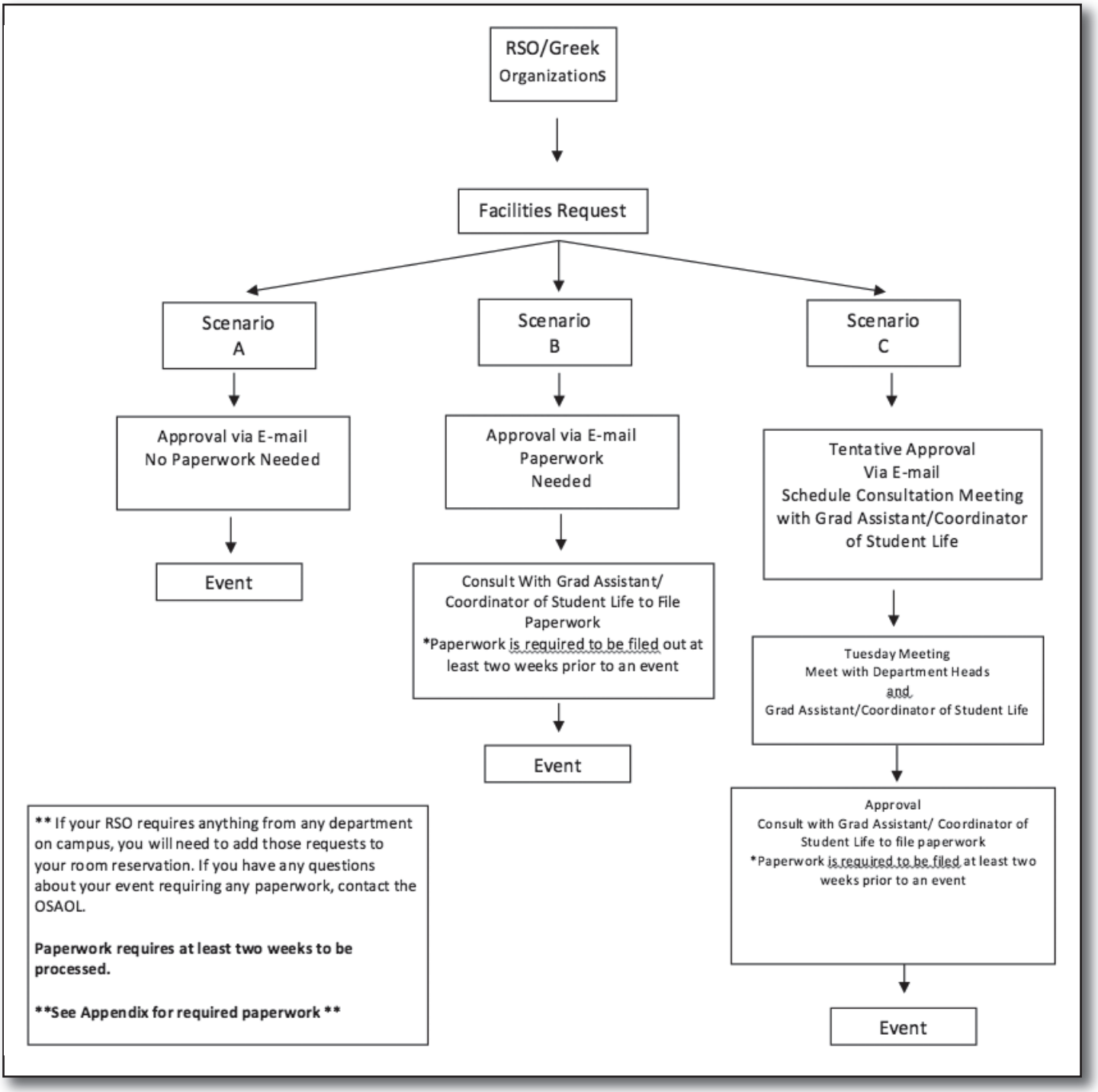
Emergency (Fire-Police-Ambulance)	911
City of Salisbury Police Department	410-548-3165
City of Salisbury Fire Department	410-548-3120
City of Salisbury	410-548-3100
Poison Control	800-222-1222
Life Crisis	410-749-4357
Peninsula Regional Medical Center	410-546-5493
Wicomico County Sheriff's Office	410-548-4891
Wicomico County Health Department	410-749-1244

EVENT PLANNING

Planning an Event

Depending on the demands of the event, an organization might need months to prepare. In most cases, an on-campus event requires a Tuesday Meeting with OSAOL staff and support departments, a performance permit, a meeting with University Police set-up through the Coordinator of Student Life, and in some cases a ticket contract. If an organization requires support from an on-campus department for an event, the organization will need to request assistance when filling out the facility reservation form. Any event that requires departmental assistance will require more than two weeks to be planned. Even the most basic events that may not require any paperwork require a minimum of five days of planning, as a facility request requires five days to be processed. The earlier an organization begins the planning process for an event, the more successful the event will be.

Student Activity Event Planning Flow Chart for RSOs



Step 1: Internal Organizational Planning

- Event Date(s)
  - When do you want your event to happen?
  - How long will the event last?
  - Is this a series of events?
  - Does the event last more than one day?
- Be Flexible and Have a Backup Plan.
  - The date(s) you prefer may not be available.
  - The event might conflict with another event on-campus.
- Event Name
  - Name your event.
  - Make the name creative, relevant and attractive.
- Event Location
  - Where will your event take place?
    - This helps with reserving the necessary space for the event during Stage Two.
  - Is your event on or off campus?
  - Is your event inside or outside?
  - Is your event in a classroom(s), hallway/corridor, an outdoor spot (Red Square, etc.)?
  - What is the backup location in case of inclement weather?
- Event Coordinator(s)
  - Who is the officer or individual responsible for handling this event?
  - This will be the person the OSAOL and other departments will contact, if necessary, regarding the event.
- Event Objective
  - What is the overall purpose of your event?
  - What do you intend to accomplish?
  - How will your event accomplish this objective?
  - How does your event support the Salisbury University Promise?
- Event Co-Sponsorships
  - Will other RSOs work with yours to host this event?
  - Could the inclusion of another organization or two help boost your event's success?
  - How will each organization contribute to the event?
- Event Activities
  - What will you do during your event?
  - How will this help you accomplish your event's objective(s)?
- Event Funding
  - Will your event require money?
  - Where will the money come from?
- Event Shopping/Ordering
  - Do you need to shop for/or order items for the event?
- Event Assistance
  - Do you need tables, food, electricity, etc.?
  - You will be required to add these services to your facility reservation.
    - Refer to the facility reservation section in this manual for more information.

Step 2: Facilities Request

In order to move forward with your group's event, you must put in a facilities reservation request. If you are not familiar with putting in a facilities reservation request, do not worry – it is easy to accomplish. Facility Requests require at least five days to be processed. This means you must submit them at least five days prior to your planned event date.

1. Login to the facilities reservation system using your Salisbury University network username and password: www.salisbury.edu/reserve
2. Select "Online Request Center"
3. Click "Request Space"
4. Select the appropriate event classification
   - i.e., Student Event Request Form, Multi-Room/ Date Request Form-Services Needed, etc.
5. Fill out when and where you would like your event
   - Date
   - Start time and end time
   - Facilities
   - Attendance
   - Set-up type
6. Select desired space by clicking the "green plus sign"
7. Verify the information is correct and click "continue"
8. Fill out event details
   - Be sure to add the appropriate account code
9. Select the services you need
   - Do **NOT** type required services into the "Room Set-Up Notes" box, as each department will **NOT** see the requirements unless their department has been selected and the notes placed under each perspective department
10. Click "submit"
11. You will receive an e-mail, but the space is NOT officially confirmed until you receive an official e-mail from Facilities Reservations

Need Help?
The offices and individuals listed below are able to assist you with the Facilities Reservation request:

Office	Contact	Phone Number
Facilities Reservation	Kara Funkhouser, Office Clerk	410-548-3344
	Scott Garrison, Facilities Reservation Manager	410-548-2208
OSAOL	Elijah Gore, Graduate Assistant for Operations	410-543-6125

Step 3: Obtaining Approval
The following are the three scenarios described in the Student Activity Event Planning Flowchart. Refer to the scenario that pertains to your event for instructions.

Scenario A:
After submitting a facilities request, the organization representative who submitted the facilities request will receive an e-mail from the Facility Reservations Office; this e-mail is just a confirmation that your facilities request for space has been received. This e-mail is not a confirmation that you have a specific space reserved. Facilities may take up to five days to process your request. Once the Facilities Reservations Office has reserved space for your group to meet, you will receive an additional e-mail approving the space. Scenario A is an example of an event that does not require any departmental assistance, and therefore, the event can be held. See the RSO event planning flow chart.

Scenario B:
After submitting a facilities request, the organization representative who submitted the facilities request will receive an e-mail from the Facility Reservations Office; this e-mail is just a confirmation that your facilities request for space has been received. This e-mail is not a confirmation that you have the specified space reserved. Facilities may take up to five days to process your request. Once the Facilities Reservations Office has reserved space for your group to meet, you will receive an additional e-mail approving a space. Scenario B is an example of an event that does require departmental services; therefore, an organizational representative will need to meet with a staff member of the OSAOL at least 14 days prior to the event date to complete the required paperwork. If the paperwork is completed at least 14 days in advance, the event may be held. If the paperwork is not completed at least 14 days prior to the event, the event is subject to being postponed or canceled. See the RSO event planning flow chart.

Scenario C:
After submitting a facilities request, the organization representative who submitted the facilities request will receive an e-mail from the Facility Reservations Office; this e-mail is just a confirmation that your facilities request for space has been received. This e-mail is not a confirmation that you have a specific space reserved. Facilities may take up to five days to process your request. In Scenario C your organization representative has received a "Tentatively Approved" e-mail. If an organization has reached this point, it means that the event requires further consideration by department heads and the OSAOL to gain approval. A staff member from the OSAOL will contact an organizational representative to schedule a consultation meeting with relevant department heads and a staff member from OSAOL. These consultations occur every Tuesday at 2 p.m. Once your event receives approval, an organizational representative will need to meet with a staff member of OSAOL to complete event related paperwork at least 14 days prior to the event. If the paperwork is not completed at least 14 days prior to the event, the event is subject to being postponed or canceled. See the RSO event planning flow chart.

Tips on Reserving a Room

These tips were created to assist you and your organization in requesting space on campus. The Facilities Reservation Office recently upgraded to a new reservation system called VEMS, which is a great new tool that allows for faculty, staff and students file departmental requests in an easy, more streamlined way. The importance of the new software is paramount, as it both reserves space on campus and notifies other departments of your needs for the event. This short guide improves your ability to use the software properly and is designed to assist you in solving the most frequent issues.

Tip Number One:

- "Room Notes" do not alert departments of event requirements.
  - If you include information in the room notes but do not click the associated service button for the appropriate department, you are not guaranteed assistance at your event. Room notes are not shared with every department at SU.
    - For example, if you mention that you need to use a computer in a classroom in the "room setup notes," but forget to click the service button associated with the Classroom Technology Package, Classroom Technology will not be notified and the podium will be locked at the time of your event. Please see the image below.
- The service buttons underneath Police Support and Horticulture send notifications to the appropriate departments. Room setup notes are details that notify the staff in charge of room setup.
  - For example, if you have an event in the Guerrieri University Center (GUC), you will include information such as stage and podium location in the "room notes" section, but be sure to include any special details about Event Services requests in the "special instructions" below that service box. See image to right.

Tip Number Two:

• "Special Instructions" are Important!

- When you click on a service button, a "Special Instruction" box will pop up underneath. This is where you will include instructions or details that relate to the service, but do not relate to the **quantity** of the service.
  - Examples of "special instructions" might include the setup location of ferns from the Horticulture Department.

Tip Number Three:

• "Room Notes" are important!

- Room notes are important because they let the people in charge of setting up the room know what to do. This is the area that you specify any details about the room that you requested. It differs from the "Special Instructions" box because that box only relays information to the service departments you **selected**.
  - For example, if you have an event in the GUC, you'll include information such as a stage and podium location in room notes, but any special details about Event Services requests, like what time you want the microphones available, should be included in the special instructions underneath that service box.

Tip Number Four:

• When in doubt, include details in **both** "Room Notes" and "Special Instructions."

- If you have any questions about where to put a detail about your event, **copy and paste** it into **both** sections, or call the OSAOL at 410-543-6125. Better to be safe than sorry!

Tip Number Five:

• Requests for catering must include the appropriate account code for the organization requesting the service.

- If you will need Dining Services at your event, make sure you select Dining Services in your room reservation form to notify the catering office that you will need them.
- After you select "Catering" in your form, a member of your organization will need to meet with the catering staff in person to discuss the needs of your event.
  - **This must be completed at least 14 days prior to the event.**
  - **Catering also charges for their food, so you need to ensure that your club has funds to purchase food.**

Tip Number Six:

Familiarize yourself with Salisbury University offices and the services they offer in order to better understand who to request services from.

Frequently used offices are included in the chart below:

Department	**Ability to Provide:**
Event Services	Sound, Audiovisual Assistance, Lighting, Computers (Outside Classrooms)
Support Services	Tables (Outside), Chairs, Podiums (Outside of GUC), Easels
Publications	Flyers, Posters, Programs, Tickets, T-Shirts
Horticulture	Exterior Trash Cans, Recycle Bins, Exterior Water Connections, Ferns
Physical Plant	Outside Electrical Sources
Catering	Food for Events
Motor Pool	Vans, Cars, Vehicles
Classroom Technology	Computer Usage in Classrooms

Tip Number Seven:

• The GUC staff provides its own podiums and stages for events in the GUC.

- If you need one of these items, please include that in your "Room Notes." You do not need to request it from Support Services.
  - Please include an estimated size for your stage requirements. Informing us of how many people are going to be on stage at once is a great way to do this.

Tip Number Eight:

• If you select "Other" as a setup type, you need to include a setup diagram or notes in the room setup box.

- If you select "Other" for room setup, the office in charge of the room setup will not know what type of setup to create unless you include a diagram or notes. Please be very detailed with notes and diagrams.

Tip Number Nine:

• Briefly scan the OSAOL Request Confirmation e-mail for notes and news.

- The OSAOL Request Confirmation e-mail is sent out after the OSAOL approves your event, but you will receive that e-mail before you receive confirmation of your space request from Facilities Reservations. That e-mail will inform you that your event is approved by the OSAOL, but you do not have rights to a space until you get confirmation from the Facilities Reservations Department.
  - The staff of the OSAOL inserts relevant information into the top of the confirmation e-mail. If you do not scan the e-mail, you may miss very important information!

Tip Number Ten:

• When in doubt, call or e-mail the graduate assistant of operations at 410-543-6125 or swstudactivities2@salisbury.edu.

- If you make a mistake in the form, you have the ability to edit your own submission.
  - If you need assistance, please call the OSAOL and we can edit the submission together. You can also stop by the office during the graduate assistant of operation's office hours, and they will walk you through the process if you have any other questions that this guide doesn't cover.

Event Policies and Procedures

If your RSO requires any assistance from any office on campus, you will need to add these requests to your facility reservation. Assistance could range anywhere from needing tables for your event, to speakers and a microphone. If you have questions about any office assistance, please speak to a staff member in the OSAOL.

Office requests require two weeks to process in the University system. This means that when planning an event, an organization needs to keep this time requirement in mind. The following provides examples of the array of assistance offices on campus provide.

Who to Contact*

If you need	Office	Contact
Paperwork signed	OSAOL	Tricia Garvey-Smith Ext. 83999
Room Reservations	Facilities Reservations	Scott Garrison Ext. 82208 Kara Funkhouser Ext. 83344
Anything in the GUC (i.e., tables, chairs, stage)	Guerrieri University Center	Brian Lind Ext. 66486
Sound, AV Assistance or Lighting	Event Services	Matt Hill Ext. 84597
Table, Chairs, Podium, Flag, Easels, Stage (except for in the GUC)	Support Services	Carrie Doto Ext. 36256
Flyers, Posters, Programs, Tickets, T-Shirts, Give-A-Ways	Publications	Sue Eagle Ext. 36029
Exterior Trash/Recycle Bins, Exterior Water Connections, Ferns, Outside Plants, Etc.	Horticulture	Rebecca Rosing- Johnson Ext. 36323
Electric Source Outside	Physical Plant	Debra F. Bailey Ext. 36201
Catering, Linens/Table Cloths (buffet, meals, cookies, tea, punch etc.)	University Dining Services	Kelli Delgado Ext. 84799
Vans, Cars, Vehicles	Motor Pool	Colleen Kirby Ext. 36211

*If you have any questions about what assistance offices can provide on campus, please see an OSAOL representative.

Tuesday Meetings

The Tuesday Meeting is designed to minimize confusion between RSO members and University staff. Some events require a great deal of assistance from offices on campus. This meeting will clarify what type of assistance that an office can give to the RSO for the event, which will allow the RSO to more efficiently and effectively plan and execute their event. Some things to keep in mind when you have a Tuesday Meeting scheduled are:

- Come prepared by filling out a Consultation Pre-Planning Form. (An example of this form can be found in the Appendices.)
- Send an organizational representative who is familiar with intimate event details, so they can address any concerns office heads might have.
- Have questions and/or concerns prepared ahead of time for appropriate office heads.

Shopping

OSAOL has maintained these policies and procedures since the spring 2011 semester. These procedures require organizations to complete a shopping packet that outlines the items that are needed and the store(s) that will be used for the purchase of items. All shopping must be initiated at least **two weeks** in advance by filling out a shopping packet. A graduate assistant must accompany you and be present at the time you purchase your items.

You pick up a shopping packet from the OSAOL or download it at: www.salisbury.edu/saol/resource/index.html (An example of this form can be found in Appendices).

The procedures to follow when shopping are:

- Fill out a shopping packet that you obtain at the OSAOL.
  - Describe the items needed.
  - Estimate the cost of the items you need.
  - Make sure your shopping list is thorough.
  - Record the name of the person who will be shopping for your group
- Submit the packet.
  - Turn in the packet to the administrative assistant in the OSAOL.
- A graduate assistant will contact you to setup a time to shop

All shopping takes place on Fridays between the hours of noon and 5 p.m.

Please remember when shopping for your items:

- OSAOL staff can provide transportation to and from the approved shopping vendor if requested.
- Submit a list of individuals and their student ID numbers who used/consumed your items after they have been used with a receipt of when your purchased the items. *See the Appropriations section if you have any questions about organization funds.

Promotional Items
Promotional items, like T-shirts, cups, etc. must be created and ordered by the Salisbury University Publications Office. They will design and purchase your items for you, but this process can take up to a month to complete. You will first need to fill out a "Request for Funding" form from Appropriations. After confirming your RSO has adequate funding, you will need to fill out a work order to Publications detailing your request.

Bake Sale
RSOs wanting to have a bake sale as a fundraiser must comply with all county and state regulations to do so. Bake sales fall under the Code of Maryland Regulations (COMAR) 10.15.03., which defines "bake sale" as:

(a) A place where only non-potentially hazardous bakery goods, including breads and pastries, are sold in conjunction with fundraising event.
(b) "Bake sale" does not include a place;
  i. Where a person sells baked goods for individual profit;
  ii. From which food is commercially distributed; or
  iii. Where a potentially hazardous baked good is sold or distributed.

More information can be found at: www.dsd.state.md.us/comar/comarhtml/10/10.15.03.26.htm

Baked goods are breads, cakes and pastries, etc., that are cooked with dry heat. The only homemade baked goods that may be provided to the public **with or without charge** are those that are non-potentially hazardous. Many baked goods are **non-potentially hazardous** chiefly because of low water activity. Fruit pies made from highly acidic fruits such as apples, cherries, strawberries, peaches, blueberries, etc., are acceptable. Potentially hazardous baked goods such as pumpkin, sweet potato pies, cheesecakes and pastries with potentially hazardous fillings or toppings are **not** acceptable.

Foods shall not be prepared in homes where there are house pets, reptiles, birds, etc. All foods shall be prepared, portioned and individually packaged in a sanitary environment at the food preparation site prior to transporting to the sale location. Food preparers shall not have open wounds or sores on hands or forearms and must be in generally good health.

Dining Services
University Dining Services at Salisbury University is pleased to provide special catering to students, faculty, alumni and guests. All special events are planned and executed with great care and attention to detail. Their commitment to excellence in planning, preparation and presentation results in a delightful dining experience, whether it is a formal or relaxed event.

Dining Services staff do considerable planning, purchasing and organizing to prepare an event that satisfies your wants and needs. To assure a successful event, all details, especially menus, must be agreed upon at least **two weeks** in advance of the scheduled function. To service your needs in a timely fashion and facilitate campus billing procedures, they ask that on-campus groups request their catering needs through their facility reservation form and include the appropriate account code to University catering, adhering to the above time line. On-campus groups seeking funding through the Appropriations Board will require **three weeks** planning time to go through the proper channels. An event confirmation will be sent to you outlining details of the arrangements you have made. Please review it and call Dining Services immediately if you would like to make changes. **In accordance with University policy, University Dining Services will be the exclusive supplier of all food and beverage items catered on campus. In accordance with county health and alcohol regulations, as well as for your safety, alcoholic beverages, non-alcoholic beverages or food may not be brought into or taken out of the function room by the host or the guests.**

Specific details about Dining Services policies and procedures can be found at: www.salisbury.edu/dining/catering.html

Event Technical Services
SU's Event Technical Services Office is responsible for providing any audio-visual, live sound and lighting needs for events located on campus that are outside of the classroom or at designated off-campus areas. Event Technical Services supports events for RSOs, official University offices and departments, and requests by off-campus groups through Conference Services. Their services are provided in the following venues:

- Guerrieri University Center
- Holloway Hall
- Commons
- Maggs Physical Activities Center
- Outdoors and various off-campus venues.

Whether you are looking for technical services for an important conference, small meeting, live performance, presentation or just a special occasion, Event Technical Services ensures that all your needs will be met in a timely fashion and with great customer service. (See Event Production Worksheet in Appendices.)

To acquire their services, please follow the easy step-by-step process below:

1. Please secure space through the Facilities Reservations Office at 410-548-3344 or: www.salisbury.edu/reserve
2. Include an outline all of your technical needs through your facility reservation no later than two weeks before the scheduled program or event.
   - Please fill out the Event Production Worksheet to provide as many details as possible for Event Technical Services. This will ensure that Event Technical Services will be prepared to accommodate your every need for your event to be a success.
3. If you are contracting a performing group, a technical rider must be provided to and approved by Event Technical Services Coordinator Matt Hill no later than eight weeks before the scheduled performance.
4. All University and event policies must be followed, i.e. an advisor must be in attendance during SU student events; University Police must be contacted and appropriate officer coverage provided, etc. (Please refer to the Student Handbook or the Facilities Reservation policy).

Event Technical Services FAQs

Q: What services does Event Technical Services provide?

A: Audio-visual, live sound and lighting. Although Event Technical Services does not provide tables, chairs, stages, etc. for events, we can direct you to Support Services who will help in those areas. Event Technical Services also does not service computers or provide any services that have to do with technology in the classroom. For those services, please contact Information Technology (IT) or Classroom Technology. All of our services are for events outside of the classroom.

Q: Do we reserve or rent rooms?

A: Event Technical Services is not responsible for reserving or renting rooms. Once again, we provide audio-visual, live sound and lighting services and equipment. To inquire about reserving or renting rooms please contact Conference Planning.

Q: Where is the Event Technical Services office located?

A: Bateman Street Building (B1) Room 115. When you enter building B1 (white building), our office is the third door on the left with the big glass windows. Our building is off main campus and directly across the Wayne Street Parking Garage. Our building is between the Wicomico Board of Elections building and the back of Pat's Pizzeria.

Q: What buildings on campus do we serve?

A: Guerrieri University Center, Holloway Hall, Commons, Maggs Physical Activities Center, and various outdoor and off-campus locations. For functions inside the classroom, please see Classroom Technology.

Q: How far in advance should you contact us to acquire our services?

A: We need at least two weeks of notice. If you are contracting a performing group, a Technical Rider must be provided and approved by Event Technical Services Coordinator Matt Hill at least eight weeks in advance. This will only be done after every step has already been completed at the bottom of our homepage.

Q: Where can I get ticketing information?

A: Event Technical Services does not deal with ticketing information, but the Cultural Affairs Office, the Box Office or the Information Desk will be glad to assist you.

TRAVEL

You may find that your RSO wants or needs to travel to attend or participate in an event. This section will outline the policies and procedures that an organization must follow in order to travel.

RSO Request for Funding

• No travel arrangements will be completed without the RSO Request for Funding form.
• Form must include estimates for ALL travel-related expenses including:
- Conference registration
- Hotel
- Ground transportation (Motor Pool/shuttle/bus)
- Other Transportation (airfare/trainfare)
- Tolls, parking, taxi or shuttle (if applicable)
- Breakout of advisor and student costs

Travel Authorization

• Every traveler (including the advisor and/or chaperone) MUST complete a travel authorization form.
• Each form (except the advisor's) must be signed by the advisor.
• **ALL** forms come to the administrative assistant in the OSAOL for review and approval. The approved forms get attached to the Payment Requisitions/Requests for hotel, conference fees, etc.
• The travel authorization form (Request for Out of State Travel) is available at: www.salisbury.edu/accountspayable/forms.html
• No conference registration, hotel registrations, Motor Pool reservations or any other type of arrangement may be made until these forms are completed. They must accompany the other paperwork outlined below.
• Travel arrangements are made by Accounts Payable. Contact is Karen "Kaye" Gibbs at 410-543-6067; an appointment with Kaye to complete travel arrangements may be made AFTER all requisitions are completed and approved.

Conference Registration

In order for the administrative assistant of the OSAOL to complete a payment requisition for credit card payment, the following is required:

• Vendor name and address
• Vendor Federal Tax ID
• Vendor phone number and website
• Completed registration forms from conference vendor for each attendee
• Once the requisition is completed and approved, you will need to meet with the Travel Office to make the actual arrangements with a University credit card. You can do the conference registration and hotel at the same time.

Hotel Registration

In order for the administrative assistant of the OSAOL to complete a payment requisition for credit card payment, the following is required:

- Hotel name and address
- Hotel Federal Tax ID
- Hotel phone number and website
- Number of rooms needed (specify single/double/quad)
- Daily rate (ensure it is conference rate if applicable)
- Check-in AND check-out date
- Screenprint showing conference rate or daily rate
- total number of people attending (breakdown with advisor, chaperone, students)
- Students generally share rooms; advisor/chaperone should have own room.

Transportation - Motor Pool

If you are using a Motor Pool car or van, it should be booked by your advisor or the administrative assistant in the OSAOL. Motor Pool reservations are made via GullNet. Only faculty and staff are able to make Motor Pool requests. If your advisor is unable to make the reservation, please provide the following information to the administrative assistant in the OSAOL:

- Date and time of pickup and return
- Name of each driver (one per van)
- ID of driver – same person must pick up van
- Driver must be Motor Pool certified. Registration form can be found at: www.salisbury.edu/motorpool/registration.html

If you are using a Motor Pool shuttle, please contact Colleen Kirby at 543-6211 to discuss availability and rate for mileage and driver. Shuttles are only available for local transportation (Maryland-Delaware-Washington, DC).

Transportation – Bus Service

If you require a coach bus (50 passengers), please provide the following information to the administrative assistant in the OSAOl:

- Date, time and location of pickup
- Estimated mileage to destination
- Precise address of destination
- Date, time and location of return
- Number of passengers including advisor/chaperone
- Hotel accommodations for bus driver must be covered by the traveling group
- Student groups may not travel without advisor/chaperone

Transportation – Other

If airfare or trainfare is required, please provide the following information to the administrative assistant in the OSAOL:

- Airline name and address or train service (Amtrak)
- Airline or Amtrak Federal Tax ID
- Airline or Amtrak phone number and website
- Number of seats needed
- Airfare or trainfare per person
- Flight or train numbers, dates and departure times
- List of people attending, including date of birth (required by airline, not needed by Amtrak)

MOTOR POOL & TRAVEL EXPENSES

Salisbury University operates a Motor Pool for the purpose of providing clean, safe and well-maintained passenger vehicles for the use of faculty, staff and students on official University travel. Your advisor must drive the van or car and be a full-time faculty or staff member. If your advisor is unable to attend, you may ask any staff or faculty member to attend in their absence. The administrative assistant in the OSAOL can send a campus-wide e-mail if you need assistance in finding a chaperone.

Motor Pool Rates

	In State	Out of State
Van	25 cents per mile	55 cents per mile
Car	25 cents per mile	25 cents per mile (55 cents per mile for Canada)
Campus Bus	$13.20/hour for driver $1.25/mile for bus	Campus buses not permitted out of state

Meal Reimbursement

Meals will be reimbursed as following:

Standard per diem meal rates effective July 1, 2009, without receipts:

Breakfast	$8
Lunch	$10
Dinner	$24
Total	$42

High-cost per diem meal rates **with *detailed receipts:**

Breakfast	$10
Lunch	$11
Dinner	$26
Total	$47

For foreign per diem rates please go to: http://aoprals.state.gov

*Personal credit card receipts are not considered an acceptable receipt. In the absence of a detailed receipt(s), reimbursement will only be allowed at the "standard" rate only.

Expense Accounts

- Your completed expense account should be submitted to the University's Travel Office within three working days of your return. Original receipts must be submitted with the Expense Account Form for reimbursement.
- If expenses occurred as a result of out-of-state travel, an approved Out-of-State Travel Request Form must be on file in the University's Travel Office.
- Hotel bills will be reimbursed on the basis of actual cost (single room rate only) provided an original itemized folio receipt (showing zero balance due) is attached to the Expense Account Form. Hotel tips are reimbursable at $1 per bag. A memo must accompany the Expense Account Form certifying this expense.
- Telephone and postage expenses incurred in the performance of official duties are allowable and reimbursable. Business phone calls must be indicated on either your hotel bill or the original of your itemized home phone bill and must be submitted with the Expense Account Report.
- Porter fees are reimbursable at $1 per bag. A memo must accompany the Expense Account Form certifying this expense.
- An original receipt is required for any registration expense. In lieu of an original receipt, your original canceled check or original credit card charge voucher will be acceptable. A memo certifying this expense must accompany this type of reimbursement on the Expense Account Form.
- An expense account that includes the purchase of food, must have a list of names who the food was provided for attached.

Unallowable Expenditures

As per the General Accounting Manual from the State of Maryland, the following purchases are prohibited:

- An invoice for funeral flowers, special gifts or other emoluments will not be paid to any vendor(s) from the State Treasury. These are personal expenses and are chargeable to the individual(s) incurring such expense.
- Employees will not be paid for lunch in the course of a normal business day unless their day of SU business begin two hours prior to the start of normal business day and ends after a period of 12 and a half hours.

A department head must justify, in writing, to SU's Accounts Payable Office and the State of Maryland the purpose of any questionable expenditure. A decision will be made to determine if the expense is in accordance with state regulations currently in effect.

Other Helpful Hints

To prevent delays in your reimbursements, please do the following checklist before submitting the expense account:

- Make sure all expenses are listed correctly and that there are originals receipts for each.
- Travel start and end times and dates should be listed.
- The form should have all proper signatures. If you have any questions concerning who the proper signatures need to be, please contact the OSAOL for further clarification.

Blank forms are available at: www.salisbury.edu/accountspayable/forms.html

PUBLICATIONS (T- SHIRTS, PHOTOGRAPHY, POSTERS & PRINTING)

A strong visual identity system offers Salisbury University advantages: it helps unify and strengthen the University and projects an image of excellence and cohesiveness that is important in attracting high quality students and faculty. It is for these reasons **all publications representing the University must come through the Publications Office**. It is their goal to provide the best possible product in a timely and cost-efficient manner.

The Publications Office provides total printing and design solutions, whether you have a large four-color publication or a simple one-color flyer. The staff of professional designers, writer/editor, photographer and desktop publishing specialist works with the Copy Center or external printers. Publications designs on the Apple platform.

Overview of Services

- Design
- Writing and editing
- Printing, copying and finishing – color and black/white
- General advice and information on publications and design
- Coordinating photography

For detailed information, visit: www.salisbury.edu/newsevents/pr_pub_guidelines.html

Procedures for Projects Designed by Publications Office

The Publications Office serves some 160 departments and offices, which annually generates over 1,500 work requests. To meet such production requests on deadline, planning and scheduling are critical. In the event job requests exceed Publications' ability to complete requests in a timely and creative manner, it may be necessary to contract design services off campus. Priority is given to Executive Staff, University Advancement and Academic/Athletic/Administrative job first.

As soon as your RSO determines it requires a publication (even if dates, content, budget, etc. are incomplete), contact the Publications Office. This is a quick overview of the Publications process.

- Everything starts with a workorder – the workorder establishes your place in Publications work queue. Send a workorder to our the office (you can just put Publications on the interoffice envelope) indicating what you want (ex., poster, postcard, brochure, etc.), how many you want and when you would like it in hand.
- Please attach any samples, design specifications and text you have and e-mail the text to cbsmith@salisbury.edu and any images (highest resolution possible jpg and tif files ‹ 300 dpi).
- Regarding timing, allow at least a minimum of two weeks from the time you give everything to us to the time you want it in your hands. Most small jobs (posters, brochures), Publications will print in house. If it is a larger jobs – T-shirts or a large-run brochure for example – Publications will contract with an outside printer to get you the best quality and price. Outside printers usually require approximately four weeks to turn around a job, so to be safe allow eight weeks for these larger jobs.
- Nothing gets printed or charged without your approval of the design and the price.

Editing, Copy Preparation and Writing

Editing can involve simply a spelling correction or be as complex as a total rewrite. If editorial questions arise or if there is a need for more than minimal copy revision, the editor will consult with the client. Editorial assistance is available at no charge. To make the editing job as efficient as possible, please submit all copies by e-mail with hard copy no matter what method you choose. DO NOT submit a copy laid out in the design you want the publication to reflect. You can create a mock-up or dummy reflecting your organization/placement ideas (i.e., Copy A here, Copy B here, etc.). Make sure you have secured permission for copyrighted material (text and photos). The Public Relations and Publications offices use the Associated Press Stylebook with a few modifications for all publications to maintain consistency and quality in University presentations. For more information about language use, visit: www.salisbury.edu/newsevents/pr_pub_guidelines.html

Photography

The Publications Office provides limited photography services during the normal workday, 8 a.m.-5 p.m. The visual coordinator, if work schedule permits, will take photographs of individuals or groups to accompany a publication, a news release or to publicize a campus event, accomplishment, announcement, etc., in the University newsletter, the SU News. Photography services, which are necessary for a University publication, may be contracted out to a professional photographer. The subsequent cost of those photographic services will be charged to the department or office requesting the publication. If a professional photographer is required to publicize a University news event, the Public Relations Office will bear the cost. If an office or department needs photographic services for an event that will not be publicized on or off campus or occurs after 5 p.m. or on a weekend, the Publications Office may arrange for a professional photographer to meet those photography needs. The requesting departments or office will be billed for the subsequent photography charges. Professional photographers generally charge between $65 and $100 per hour.

Submitting Electronic Copy

Keying your copy on a computer ensures accuracy and saves time and money. Our editor accepts files created in Microsoft Word. The following steps will streamline the process:

1. Use your spell check feature and carefully proofread your document before submitting it on disk or via e-mail.
2. Hard copy (print out) should accompany your e-mail.
3. Simplicity is the key for electronic transmission. The designer will format your document. Any attempt to preformat your copy using multiple spaces or tabs, indents, columns, justification or other complex functions will add instead of save design time.
4. Make a backup copy for your files.

Design
Design is the plan behind the final product. It is the creation of order and beauty out of a chaos of pictures, copy, headlines and white spaces. In this process, the designers make a series of decisions as to size, medium, typography and art based on the information provided. This is why it is critical to the design that all the elements be provided when the job is submitted. Art or photography used in the design can be done by Publications or provided by the client. Expenses for photography and custom art are additional in the total cost of producing the job.

Publishing
Publishing is done on Apple platform using a variety of software such as QuarkXPress, Photoshop and Illustrator. Any preferences should be discussed during the design stage to save time and money. After the design is complete, the requesting department will be contacted to proof the job and sign a "Here Is Your Proof" form. This form approves the job for printing.

Printing
Printing is done internally in the Copy Center or off campus at independent print shops. Time, design factors and budget determine whether a job is copied internally or offset at the printers. Time factors vary according to print location. Copy Center usually takes three-five (working days for completion. Off-campus printers require from 10-20 business days.

Bidding Process
All external jobs must go through the bid process, which can take anywhere from two-three weeks depending on the cost of the job. Bids are sent to at least three vendors to achieve the best price. This time is in addition to printing time. Planning and designing represent additional time.

Projects Created by Other Departments and Offices
The Publications Office will produce jobs that have been written and composed by other campus departments and offices. Jobs directed to internal campus audiences will be proofread at **no charge** and produced per the originating department/office's instructions. All jobs directed to external publics **must be created and/or reviewed by Publications**; depending upon whether such jobs meet University standards, they may be produced as-is or may be re-created at the originating department/office's expense. If you are creating the job electronically, check with the Publications Office for software compatibility.

Color Copier Procedures
The Publications Office and the Copy Center provide color-copying services to all faculty, staff and student organizations on campus. Copying may require the Federal Copyright Act Form (i.e. books, magazines). If the job is produced from hard copy, the job can go directly to the Copy Center. If on disk, the job should be directed to the Publications Office. To print from disk, the format must be in one of the following programs: Illustrator, Photoshop, QuarkXPress, PowerPoint, Excel, Word or PDF and must include fonts (screen fonts and printer fonts), original files and EPS or TIF files, etc. The service is on first-come, first-serve basis. For pricing structure, see the "Services & Fees" section of the Publications webpage.

Creating T-Shirts
All T-Shirts must go through Publications. Please get the T-shirt/Apparel Order Form from the OSAOL (see Appendices for a sample) to help plan and order T-shirts and wearables. When utilizing the brand identity for Salisbury University, there comes the responsibility of promoting Salisbury University in a manner that is both consistent and coordinated. It is imperative that the graphic standards set forth by the University are followed precisely and correctly in every application.

MOVIES & FEDERAL COPYRIGHT LAW

Salisbury University abides by the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541). This Act governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc., regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc., cannot be used legally for showing in colleges or universities or in any other site that are not properly licensed.

APPROPRIATIONS

The Appropriations Board is one of the "Big 6" groups at Salisbury University. The Board is charged with oversight responsibility for activity fee money paid by SU students. Additionally, the Appropriations Board serves as a guarantor for RSO accounts, as well as resource for organizations seeking funding support of programs and/or events that contribute to student development and the spirit of community at SU.

RSOs will routinely submit requests to the Appropriations Board for money to fund an on-campus event, out-of-state travel, in-state travel, and/or conferences/lodging. There are certain rules and regulations we must follow in regards to appropriating funds. The Appropriations Board plays a crucial role in your organization. Learning their policies and procedures will assist your club in obtaining your clubs goals.

Goals of the Appropriations Board

- Assist in managing accounts for all RSOs.
- Manage deposits submitted by RSOs and to conduct routine audits to ensure accurate RSO account balances.
- Provide supplement funding to RSOs for events that contribute to the growth and development of SU students and community.
- Provide oversight and management for the SU student activity fees

E-mail the Appropriations Board at: appbd@gulls.salisbury.edu

Appropriations Board Policies and Procedures

Procedure for Requesting Funds from the Appropriations Board

- If an RSO would like to be funded for an event by Appropriations, they need to fill out a Request for Funding form at least two business weeks prior to their event. An RSO needs to have at least 10 percent of the amount that they are requesting in their own account.
- When you turn your request in, please sign up for a time slot during our weekly meetings.
- The time slot sheet is located at our door (125 N) in the OSAOL. **A member from the RSO must attend our meeting to receive funding.**
- After the meeting, a board member will e-mail the RSO with our decision and remind them that their next step is to come into the Student Activities office to continue planning their event.
- RSOs approved for funding from Appropriations will have expenses related to the funded event debited from their accounts first, and then Appropriations will reimburse club accounts based on submitted receipts.
- **DO NOT FORGET:** Your club will need to turn in ALL receipts in order to receive funding reimbursements from the Appropriations Board.

Restrictions on Funding:

- The level of funding Appropriations provides an RSO is based on whether the RSO is charging a fee for their event.
- It is okay for the RSO to accept and/or request money from members to help offset costs related to particular events:
  - i.e., If an organization is going out of state and needs their members to pay a portion of their own expenses, that is allowed and encouraged in order to keep the RSO from depleting their funds.
  - Such events may include, but are not limited to, conferences, traveling, T-shirts.
- Appropriations will **NOT** fund self-created T-shirts or flyers requested for an RSO.
  - ALL T-shirts or flyer requests/designs **MUST** go through the Publications Office.

Request Funds from Your RSO Account (Shopping)

- Fill out a Request for Funding Form and mark the box "RSO account."
- One of the Appropriations Board members will check to see if your RSO has enough funding in your account and approve or disapprove the request accordingly.
- Fill out a "Shopping Packet."
  - This can be found in the OSAOL.
  - Make sure you have a **DETAILED** list of everything you need.
    - If you do not have what you need on the list, you may **NOT** purchase it.
- When shopping locally, there are only certain places you can shop when using the RSO account. These places are:
  - Kmart
  - Giant
  - Rental Equipment Center
  - Parties Etc.
  - Etch-Art Awards
  - Educational Supplies
  - Hancock Fabrics
  - Ace Hardware
  - Papa Johns
  - Pat's Pizza
  - Sam's Club (Sam's Club needs two-weeks notice)
- You will need to go shopping with a graduate assistant, and they only go shopping on Fridays.
- The forms **MUST** be turned in the Monday prior to the shopping date.

See RSO Shopping Packet and Procedures in the Appendices.

Request Funds from Your RSO Account (Online Shopping)

- Fill out a Request for Funding Form and mark the box "RSO account."
- One of the Appropriations Board members will check to see if your RSO has enough funding in your account and approve or disapprove the request accordingly.
- When purchasing items online, the administrative assistant of the OSAOL will need to fill out a Requisition. Requisitions are used for items such as:
  - AJ Stationers (general office supplies)
  - Membership dues, licensing, subscriptions
  - Hotel reservations for venders and performers
  - Purchase of tickets from amusement parks, ski trips, museums, events, etc.
  - Travel-related needs
    - Conference fees, hotel reservations, airfare, trainfare, car/bus travel
  - Ordering of non-customized promotional items and prizes
  - Custom items (without SU branding)
    - Dance costumes, Homecoming items, sports equipment, etc.
  - Ordering of movies for SOAP
  - Large coach buses
- You **MUST** provide the administrative assistant with the following information in order to purchase online:
  - Date prepared
  - date needed
  - Department number and name
  - Vendor information
    - Include full address, website, phone number AND Tax ID
  - Item quantity and description
  - A print screen or a link of the exact item you would like to purchase
    - You can **NOT** purchase through Amazon unless it is being purchased directly from Amazon and not an affiliated vendor

Request Account Balance

- Stop by the Appropriations office during their office hours and receive the account balance directly (See RSO Account Balance Request in the Appendices).
- E-mail the Appropriations Board requesting your balance and they will e-mail you the account balance: appbd@gulls.salisbury.edu

Make a Deposit to Your RSO Account

- To make a deposit into your RSO account, bring the money you wish to deposit to the Appropriations office during their office hours.
  - You will need to know and document how the money was raised (i.e., bake sale, selling T-shirts, etc.).
  - The Appropriations Board will count the money and then provide a receipt for your records.
- The Appropriations Board will take the deposit to the Cashier's Office.
- If you would like an official receipt from the Cashier's Office, you simply need to request one and the Appropriations Board will place a copy in your folder for your RSO to pick up after the official deposit has been made.

Donate to an Organization

- To donate to an organization, your RSO will need to send a cover letter via e-mail to the OSAOL stating who you are and why you are donating to this organization.
- Your RSO will need to give the OSAOL the following information about the organization you are donating to:
  - Name
  - Address
  - Tax ID
  - Contact person
  - Contact number
- Your RSO will then need to provide the amount you wish to donate.

New RSO

- Any new RSO will be referred to the Appropriations Board by SGA to set up their account.
- The new RSO will receive $50 at the end of that month from Appropriations to open their new account.
- The RSO will need to set up a meeting with the president and/or vice president of the Appropriations Board to discuss appropriate policies and procedures before they can gain access to their account.

All Situations Are Unique and Subject to Review

While the Appropriations Board will make every effort to adhere to the policies set forth in this document, it is also recognized that each request is unique and may require some discretion on the part of board members. Therefore, the Appropriations Board reserves the right to amend policy as needed to best address such situations and/or needs.

THE ROLE OF AN ADVISOR

All RSOs are required to have an advisor from among the faculty and staff here at Salisbury. It is an honor to be asked by an organization to serve as advisor, because it is an indication of the student's trust respect for you. However, it is not an empty honor. Serving as an advisor does require and carries a certain amount of responsibility and commitment to the RSO you are advising. These guidelines have been designed to assist you in understanding those responsibilities and commitments. While all groups vary in their expectations and needs, there are some basic guidelines to become a successful advisor:

- **Serve as a coach** and educator to challenge the members of the RSO to live by the values of Salisbury University
- **Act as a resource for your RSO.** Your experience in planning and organizing, as well as your broader knowledge of the University community, gives you a proficiency that you can share with the student leaders of your organization. Do not worry if you don't know all the University's policies and procedures, and don't worry if you can't answer all the questions the members of your organization will ask, that's what the OSAOL is there for. However, you can provide significant direction for the members of your organization and help them get things accomplished within the University.
- **Become familiar with the purpose and structure of the RSO you are advising.** The constitution and bylaws can help, but we recommend that you attend regular meetings and meet with the members on a regular basis so you fully understand what the organization does, and what your role(s) can be.
- **Learn the RSO's financial structure.** This is an important way you can help the members of the RSO you are advising. Very often advisors can, and do, assist in the development and implementation of their organization's budget. Some questions to ask are:
  - Does this RSO receive University funding? If, so, how and how much?
  - Do members pay dues or do they raise money through fundraisers?
  - How is the money used?
  - Are there spending guidelines?
- **Attend big events.** When RSOs plan events, we encourage advisors to attend any event that requires a Performance Permit, has over 100 attendees or might need University Police supervision. We encourage the advisor to be a part of the planning process as well, so that on the day of the event the advisor already knows all the details.
- **Accompany travel.** Anytime an RSO travels, they need to be accompanied by an advisor. If you are unable to attend, please let the RSO know early on in the planning process so they are able to find a chaperone in your absence.
  - The RSO may **NOT** travel if there is not a Salisbury University staff or faculty member in attendance.
  - A graduate assistant is **NOT** able to chaperone in your absence.

The Programming Checklist

Programming is a huge part of being an organization on campus. Listed below are a list of questions that can guide you, and your organization, through successful event planning. These questions will help the RSO prepare for the planning and implementation of any event on campus. (See Event Planning Checklist in Appendices.)

Questions to ask:

- Who are we programming for?
  - Will this event be primarily for members of our organization or the community at large?
- What are the interests and needs of the people we want to program for?
  - Do we need to assess these interests and needs?
  - You can assess interests and needs through surveys, brainstorming sessions, suggestions boxes, informal chats, e-mail, etc.
- Does the organization at large support this program or activity?
  - What are your concerns?
  - As the advisor, what are your suggestions to answer those concerns?
- Have necessary responsibilities been delegated to other members of the organization so everyone is participating in the planning process?
  - Have deadlines been set?
  - When is your Tuesday Meeting scheduled for?
  - What paperwork do you need to have taken care of?
    - Performance Permit
    - Ticket Sales Contract
    - Bake Sale Permit
- What is the date of the program?
  - What time will it begin and end?
  - Has the campus calendar been checked for possible conflicts? Places to check include:
    - OSAOL, SOAP, Facilities Reservation, Cultural Affairs and Athletics
- Has the location been determined?
  - Has a facility reservation form been completed?: www.salisbury.edu/reserve
  - Has the reservation been approved by **BOTH** the OSAOL and Facilities Reservations?
- Does your organization require any special equipment?
  - Examples of special equipment:
    - TV, VCR, chalkboard, smart-cart, tables, chairs, catering, Event Services
  - If so, have those details that been specified in the facility reservation?
- Does the RSO have appropriate funding for the program?
  - Has the funding been requested?

- Has the RSO contacted the speaker, presenter, DJ, performer?
  - Does he/she know the purpose and length of the program?
  - Have you informed her/him about your expected audience?
- Has the RSO created an itinerary for the guest?
  - Who will meet the quest and guide them through the University?
- Who will introduce the guest to your audience and other members of your RSO?
- Will you be serving refreshments?
  - Has the request for catering been placed through Facilities Reservation?
  - Catering will need this information in advance.
- How will you publicize this event?
- Who is responsible for setting up the event?
  - How long will set-up take?
- Who is responsible for cleaning up after the event?
  - How long will clean-up take?
- How do you plan to evaluate your event?
  - What questions about the event do you want answered by the participants?
  - What questions about the event do you want answered by the audience?
- How will you use the information you collect in evaluation?
- Are you, as the advisor, planning on attending this event?
  - If not, please let the OSAOL staff know you will not be in attendance

Tips for the Advisors

- Stay informed of an organization's plans and problems. This can be accomplished by attending meetings and events, reading the campus paper, reading electronic news groups, and talking with student leaders.
- Be visible and accessible to students. Eat where they eat, walk where they walk and maintain an open door policy.
- Arrange regular meeting with student leaders. The meetings may range from informal conversations about how things are going to more formal reviews of leadership skills. However, the form the meetings take is not as important as their frequency and regularity.
- Don't get discouraged when a group rejects you. If a group is defensive, the best way to move past that is to explain what the benefits of having an advisor are and what you can do for the group.
- Show students your own pre-event excitement. Ask how ticket sales are going. Comment on the visibility of the advertising. Let them know of conversations overheard by students who expressed excitement.
- Let go of feelings of responsibility for failures. Attendance does not equal success. Help the organization learn from failures to improve on future events. Learn from what you did or didn't do as well.
- Applaud successes. Congratulate individual students and the whole organization for a job well done. Recognize individuals and groups by nominating them for campus awards, such as the CUL awards.
- Give feedback. Have informal conversations about programs, advertising and the planning process. Give constructive criticism and suggestions of how to improve for the next time around.
- Model good leadership. The same requirements apply to the advisor that apply to students when programming: careful planning, budgeting, and collaboration. Delegate when necessary and accept constructive criticism.
- Give recommendations and suggestions, not orders. Present ideas as options rather than requirements. Organizations will be more willing to accept them if they feel they have a choice in the matter.
- Keep a sense of humor. It is important for advisors to be able to laugh at themselves!
- Don't act surprised by anything and keep records of everything. Written notes and documentation of problems or complications are helpful tools when dealing with similar situations in the future. These notes can also be a good training tool for future advisors.

Losing an Advisor

All RSOs are required to have an advisor. Should your advisor withdraw from your organization, the RSO has from the start of the next full semester to the end of that semester to replace the advisor or the RSO will become de-recognized.

APPENDICES

Appendix I.Salisbury University Fraternity and Sorority Recognition Policy

Rationale for Greek Expansion

In order to appeal to as many students as possible, we recognize the importance of being able to offer a greater quantity and different types of fraternal experiences. We realize that thoughtfully planned growth can bring universal benefits to all chapters, including recruitment momentum, greater visibility, a leadership infusion, and motivation for our existing groups to evolve. It is our preference to target chapters that have been previously chartered at Salisbury University, but only those which have left the campus in good standing and possess a healthy alumni/graduate support network.

Criteria for Greek Expansion

- The fraternity/sorority interest group must affiliate itself with a national fraternity/sorority. No "local" Greek organizations shall be recognized.
- The interest group must be able to obtain at least $1,000,000 in liability insurance coverage through the national fraternity/sorority.
- The national fraternity/sorority must be a member in good standing of one of the following national umbrella organizations:
  - National Asian Pacific Islander American Panhellenic Association (NAPA)
  - National Association of Latino Fraternal Organizations (NALFO)
  - National Multicultural Greek Council (NMGC)
  - National Panhellenic Conference (NPC)
  - National Pan-Hellenic Council (NPHC)
  - North-American Interfraternity Conference (NIC/IFC)
- The national fraternity/sorority must agree to establish a single charter at Salisbury University for the purposes of initiating Salisbury University students only. There shall be no attempt to create a "metro" or "city-wide" charter relationship with chapters at other institutions. Salisbury University students who have already been initiated under an existing charter at another institution are ineligible to participate in the expansion process.
- The interest group must recruit enough founding members to meet the national fraternity/sorority chartering requirements.
- All members must meet the national fraternity/sorority and Salisbury University's academic eligibility standards:
  - Regularly enrolled, full-time Salisbury University student
  - At least 12 earned college credits
  - At least a 2.5 cumulative GPA
- The interest group must secure a Salisbury University faculty/staff advisor.
- NIC or NPC interest group members must have participated in fraternity/sorority recruitment with existing Salisbury University fraternities/sororities.
- NPHC interest group members must have participated in fraternity/sorority recruitment with existing Salisbury University fraternities/sororities and or a Salisbury University approved graduate chapter.
- An NPC interest group must agree to affiliate with the Panhellenic Council. All NPC extensions will be conducted in accordance with the procedures outlined in the NPC Manual of Information.
- The interest group must satisfy all Salisbury University expansion procedures before any members may be initiated and/or the chapter is granted a charter from the national fraternity/sorority.
- Should the interest group attempt to re-colonize a fraternity/sorority that has suffered a revocation of charter, the terms of the original sanctions must have been fulfilled and all initiated members must have graduated. In all cases, the dean of students has the final authority to either re-affirm or mitigate a revocation of charter.

Procedures for Greek Expansion

- Any national fraternity/sorority who has targeted Salisbury University for expansion must first contact the Office of Student Activities, Organizations and Leadership (OSAOL) expressing their intentions in writing and requesting a meeting with the student life coordinator to discuss the expansion process. The Greek Steering Committee will meet to determine if and when the alumni/graduate chapter or national fraternity/sorority will be invited on campus to recruit and to define the scope of that recruitment.
- Salisbury University students wishing to form a fraternity/sorority interest group must first contact the OSAOL expressing their intentions in writing and requesting a meeting with the student life coordinator to discuss the expansion process.
- The interest group must provide the student life coordinator with:
  - A letter from the sponsoring national fraternity/sorority acknowledging support of the interest group
  - Proof of $1,000,000 liability insurance coverage
  - Interest group roster (name, student ID number, phone number, local address, e-mail, position)
  - Contact information for all relevant national fraternity/sorority staff, local alumni/graduate advisors and the SU faculty/staff advisor.
  - Copies of all relevant national fraternity/sorority policies, procedures and programs, including:
    - Constitution and bylaws
    - Expansion/colonization program, including chartering requirements, timeline and the level of support the national fraternity/sorority will provide during this time period
    - Academic achievement/scholarship programs, including academic requirements and resources
    - Rush/recruitment program, including a strategic plan for building and sustaining interest group membership
    - New member education/intake program
    - Financial policies, including all interest group, individual member and chartering obligations

- Membership/leadership development program
- Community service/philanthropy program.
- Public relations program
- Risk management/substance abuse/hazing/sexual assault policies
- Standards/judicial/code of conduct policies

- A record of the national fraternity/sorority expansion history, including:
  - Total number of active undergraduate chapters and locations
  - Location of all new chapters, colonies and interest groups created within the past five years and the contact information for that university's Greek advisor
  - Location of all chapters, colonies and interest groups suspended or closed within the past five years, the reasons for the suspension or closing, and the contact information for that university's Greek advisor
  - The location and contact information of local alumni/graduate chapters

- The Greek Steering Committee will meet to review the documentation packet provided. If the packet is complete, accurate and consistent with the mission and values of Salisbury University, the interest group will be granted "Pre-Active" status.
- The interest group will make two formal presentations to the Salisbury University community, introducing the membership, defining the organization's mission and purpose, and explaining what the organization will contribute to the campus. The first presentation will be closed to the Greek Steering Committee. The second presentation will be open to all Salisbury University students, faculty, staff and alumni. Both presentations should include a comprehensive Q&A segment. The interest group is encouraged to invite national fraternity/sorority staff as well as alumni/graduate advisors to participate.
- All interest group operations and activities – including meetings, recruitment events, publicity, new member education/intake, social activities, etc. – must be pre-approved by the student life coordinator.
- The interest group, national fraternity/sorority staff and local alumni/graduate advisors will meet as requested to periodically update the Greek Steering Committee on the status of the expansion/colonization process.
- The interest group will remain on "Pre-Active" status for a period of four semesters. During this time, the interest group will be expected to comply with all University, Greek Governing Council, national fraternity/sorority policies, as well as local, state and federal laws. The interest group will document completion of the minimum standards and expectations set forth by the Salisbury University Greek Assessment Program (SUGAP). Should a passing SUGAP score be achieved, the interest group will be granted "Active" status, gaining full council membership rights, if applicable, and eligibility for national chartering and initiation. Within two semesters of achieving "Active" status, the interest group must receive their national charter and members must be initiated. Failure to do so will result in the termination of the expansion process. Salisbury University will disband the interest group and issue a Cease and Desist Operations Order.
- Should a failing SUGAP score be achieved, the interest group will remain on "Pre-Active" status for another two semesters to correct any deficiencies. The interest group will then participate in a second SUGAP evaluation. Should a failing SUGAP score be achieved again, the expansion process will be terminated. Salisbury University will disband the interest group and issue a Cease and Desist Operations Order.
- Failure to fulfill any of the stated procedures in the order outlined may result in the suspension or termination of the expansion group as determined by the Greek Steering Committee.

Loss of Recognition

A Salisbury University fraternity/sorority with "Active" status may lose recognition for any one of the following reasons:

Membership Attrition

By definition, an undergraduate chapter must be comprised of enrolled collegiate members to remain active and in good standing. The chapter must re-generate membership on a continual basis in order to sustain itself long-term. When the situation arises where a chapter does not have any remaining undergraduate members, the chapter shall be immediately placed on "Inactive" status.

Even though the national fraternity/sorority may still consider the charter "Active" at this time, Salisbury University will suspend recognition until sufficient undergraduate membership can be recruited to revitalize the chapter. An "Inactive" chapter applying for re-instatement will be granted "Pre-Active" status immediately and allowed to continue with the remainder of the expansion process, if the following stipulations are met:

- The national fraternity/sorority still recognizes the charter as "Active"
- The chapter has not been on "Inactive" status for longer than two years
- The chapter has not been on "Inactive" status at any other time during the past five years
- Qualified undergraduate students have committed as new members

If the "Inactive" chapter is unable to meet all of the above conditions, the expansion process must be started again from the beginning.

Should the "Inactive" chapter's alumni/graduate chapter or national fraternity/sorority have an interest in rebuilding membership, they must first contact the OSAOL expressing their intentions in writing and requesting a meeting with the student life coordinator to discuss the expansion process. The Greek Steering Committee will meet to determine if and when the alumni/graduate chapter or national fraternity/sorority will be invited on campus to recruit, and to define the scope of that recruitment.

SUGAP Failure

If a chapter achieves three SUGAP failures (<70%) within a four-year period, the chapter will suffer a Revocation of Charter. Salisbury University will disband the chapter and issue a Cease and Desist Chapter Operations Order. The chapter is ineligible to apply again for expansion until the terms of the Order have been fulfilled and all initiated members have graduated.

Organizational Sanction
Per the Student Code of Conduct, Policies andProcedures, any student group that violates Salisbury University policy may be subject to the following organizational sanctions:

- Suspension of charter
- Revocation of charter

Should a chapter be sanctioned with a Revocation of Charter through an administrative or community hearing, Salisbury University will disband the chapter and issue a Cease and Desist Chapter Operations Order. The chapter is ineligible to apply again for expansion until the terms of the sanctions and order have been fulfilled, and all initiated members have graduated. In all cases, the dean of students has the final authority to either re-affirm or mitigate a revocation of charter.

Release of All Liability Claims

1. In consideration of the Salisbury University OSAOL providing instruction to me and attempting to further my knowledge, I _____ (print name) hereby covenant not to bring any action legal, equitable, or otherwise or to make any claim of any nature whatsoever against Salisbury University, its officers, employees and agents, the Salisbury University OSAOL and its officers, instructors, representatives and any other persons concerned with my participation in Salisbury University OSAOL activities, either directly or indirectly for any personal injury or injuries including death or property damage which I or others might sustain in engaging in club activities in club activities necessarily or incidentally associated either directly or indirectly with Salisbury University OSAOL activities.
2. I do hereby release and further discharge Salisbury University, its officers, employees and agents, the Salisbury University OSAOL and its officers, instructors, representatives and any other persons concerned with my participation in club activities, either directly or indirectly of any responsibility or liability of any nature to me for personal injuries, death or property damage which may occur either directly or indirectly as a result of my participation in Salisbury University OSAOL club activities.
3. I make these covenants, releases and waivers knowingly and voluntarily with full knowledge of any existing dangers in training and activities; which dangers hereby I further expressly voluntarily assume.
4. I further make these covenants, releases and waivers to bind myself, my executive, heirs and administrators to the fullest extent.
5. I do hereby intend to legally bound hereby for myself, my heirs, administrators, executors and assigns.
6. Additionally, I recognize my participation in this activity is voluntary and will utilize the transportation provided unless otherwise instructed.

Name: _____ ID #: _____

Signature _____

Date _____

Appendix II. Event Planning Checklist for RSOs and Greek Life

Help the RSO/Greek organization come up with an idea

- What do you hope to accomplish?
- What population will your event or activity attract?
- Does the event reflect the vision of your RSO or group?
  - If not, what are some downfalls or benefits to this?
- Would this event benefit only Salisbury University interests?
  - Are other schools encouraged to attend?
- Is this a fundraising event?

Choose a tentative date

- What other events are going on that week? Are there any conflicts?
- Is the date appropriate for the event?
  - i.e., is it feasible to have a Salisbury University cookout during the holy season of Ramadan?
- Does this date give you enough time to plan and/or fundraise?
- Are there any grants available for this date and do you have enough time to apply?
  - i.e., Programs on the weekend

Reserving a room

- Room reservations are made by completing a facilities reservation online at: www.salisbury.edu/reserve
- Can you get a room for the tentative date?
  - Do you have a backup date?
- If it is an outside event, do you have a rain location?

Budgeting

- Is the event cost effective?
- If it is a fundraising event, will it make a desirable profit?
- If costs are too high, is there a possibility of bringing in a group to co-sponsor the event?
- If co-sponsoring, how much is each group willing to give of their budgets toward the event? How much of the profit is each group entitled to?
- If your group is budgeted, make sure you talk to the Appropriations Board to confirm that you have enough money to pay for the event.
- As you continue planning your event, make sure you secure all entertainment contracts and follow up with the coordinator of student life or the graduate assistant of operations.

Contact the GUC coordinator (Brian Lind) for events in the GUC (This usually occurs during your Tuesday Meeting)

- Events in the GUC need to meet with the GUC facilities coordinator as he needs to know the setup of the room.
- Decide what additional needs you have (work-orders/ technical requests, parking, food permits, gaming permits, etc.)

Catering

- If you are having Salisbury University cater your event, make sure you contact them in advance to choose a menu.
- Make sure you request catering services in your facility reservation, including the appropriate account code for billing
- Can you afford to pay for the food you requested?
- If your event is located in the Commons, remember you must make a food order through Dining Services

Requesting a vehicle (if needed)

- How many vehicles are needed to accommodate your members?
- How far is the off-site activity from Salisbury University? Is gas mileage a problem? Will your club be able to afford it?
- Make sure your professional staff driver completes the clearance process through motor pool.
- Make sure your advisor can attend
  - If your advisor cannot attend, make sure you find a Salisbury University staff or faculty member who can attend in their absence.
  - A graduate assistant can NOT attend in the absence of an advisor
- ONLY Salisbury University staff or faculty can drive the vans from motor pool

Publicizing your events

- What methods are you going to use to advertising?
- When are you going to start advertising?
- How much money are you willing to allocate for advertising?
- If you were going to use flyers, where would be a good place to pass them out/ hanging them up?
- All flyers MUST go through Publications, especially if they are going off campus
- SGA MUST stamp all the flyers that are going to be hung up on campus.

Ticket sales

- Make sure to secure a ticket sales contract from the Student Activities office
- Turn the contract in to the Graduate Assistant of Operations or the Coordinator of Student Life at least 2 weeks before the event
- Have tickets to the information desk at least 5 days before the ticket sale begins.

Day-of-event activities

- Review all that is needed for the event.
- Arrive early to set up and meet your audience.
- Make sure the event is properly staffed.
- Make sure all involved departments are aware of who the contact person is for the event
  - i.e., University Police, University Dining Services, OSAOL, etc.
- Make sure all involved departments are aware of who the advisor is for the event
  - i.e., University Police, University Dining Services, OSAOL, etc.

After the event

- Evaluate your event and decide what needs to be improved in the future.
- Reconcile all financial records.
  - Make sure you submit receipts to the appropriate office to receive proper reimbursement.

Date met with OSAOL: _____

Date of Tuesday Meeting: _____

Date ticket sales contract was turned in: _____

Date Facility Reservation was made: _____

***If it is a dance or an event that will have more that 100 people, a Performance Permit must be signed. ***

Appendix III. Application to Operate a Temporary Food Service Facility

Wicomico County Health Dept. • 108 E. Main St. • Salisbury, MD 21801 • Phone 410-546-4446 • Fax 410-219-2882
FEE $75 (Except IRS Non-Profit & Licensed Wicomico Food Facilities).

Notice: Submit application at least two weeks prior to the event. Applications received less than five business days prior to the event may be disapproved. Complete all lines of form.

Applicant / Organization Name _____

Mailing Address _____ City _____ State _____ Zip _____

Contact Person _____ Day Phone _____ Fax _____

Event Name _____ Exact Event Location _____

Date(s) of Event _____ Hours of Operation _____

All Food and Drink Menu Items: _____

1. Where is food prepared (circle): on site at event / licensed facility named
   If licensed facility is not in Wicomico County, submit copy of food license. Food purchased in advance must be stored in a licensed food facility.
2. Date food purchased? _____ Where is food stored prior to event? _____
3. Name(s) of store(s) or supplier(s) where ingredients are purchased? _____
4. Name(s) of store(s) or supplier(s) where ice is purchased? (Must have ample supply) _____
5. Means to hold cold food 41°F or less **in transport** (circle): refrigerated truck / powered refrigerator / freezer / coolers with ice
6. Means to elevate food/food items a minimum of 6 inches off ground (circle): tables / pallets / racks / crates / other
7. Type of overhead protection provided for exposed food/equipment (circle): tent / canopy / trailer / in building / other
8. Means to hold cold food 41°F or below during event (circle): iced coolers / powered refrigerator / powered freezer / refrigerated truck
9. Type of unit provided to hold hot food at 135°F or above (circle): electric warmer / steam table / grill / Sterno / other
10. Equipment used to cook or rapidly reheat foods to 165°F? (Sternos not acceptable)
11. Number of food thermometers provided to check cold holding, hot holding and cooking? (Minimum internal cook temps are as follows: seafood, fish and pork 145°F; ground meat products 155°F; and poultry or reheated foods 165°F)
12. Hand-wash facility to be provided at booth (circle): trailer hand sink / portable hand sink / bottled water jug with spigot that locks in open and closed position / igloo jug with spigot that locks in open and closed position / coffee urn / other
13. Soap and paper towels provided as required? (Hand sanitizer cannot be substituted) (circle) yes / no
14. Utensil cleansing method (circle one): 3 compartments with bleach or quat & proper test strips / spare clean pre-wrapped utensils
15. How is waste water collected and held (circle): bucket / holding tank / other
16. Waste water disposal site (circle): event tank / sanitary sewer / town of _____ public sewer / other
17. Water source (circle all that apply): bottled water / town of _____ public water system / event provided / other
18. Number of trash receptacles provided? (Applicant is required to provide at least one for use in booth) (Circle) 1 / 2 / 3+
19. Type of required toilet facilities provided (circle): permanent toilet fixture / event port-a-potty / none / other
20. If event is a non-profit organization bake sale, are you complying with the requirements below? (circle one) yes / no / not applicable

BAKED GOODS: The only homemade baked goods that may be provided to the public with or without charge are those that are non-potentially hazardous such as breads, cakes and pastries that are cooked with dry heat. Many baked goods are non-potentially hazardous because of low water activity. Fruit pies made from high acid fruits such as apples, cherries, strawberries, peaches, blueberries, blackberries, etc. are acceptable. Potentially hazardous baked goods such as pumpkin, sweet potato pies, cheesecakes and pastries with potentially hazardous fillings or toppings are prohibited. All foods shall be prepared, portioned and packaged in a sanitary environment at the food preparation site prior to transporting to the event location. Food preparers shall not have open wounds or sores on hands or forearms and be in general good health.

I understand that failure to comply with the above requirements (COMAR 10.15.03) will result in the automatic suspension of the operating license, and all food operations must cease IMMEDIATELY.

Applicant Signature _____ Date _____

Health Dept. Signature _____ Date _____

Appendix IV. RSO Shopping Packet and Procedures

1. Fill out RSO Request for Funding Form and get both the signature of either your organization's president or treasurer **AND** your advisor.
2. Fill out attached shopping list THOROUGHLY.
3. If participants are known, fill out participant list immediately; if participants are not known, the attached list or electronic list of participants is due to the OSAOL during normal business hours the day after the event. NO EXCEPTIONS. Failure to submit a participant list may result in loss of shopping privileges.
4. Turn in directly to OSAOL administrative assistant (GUC 125):
   - this signed procedure page
   - attached shopping list
   - RSO request for funding
   - participant list
5. Sign up on the shopping clipboard and you will be contacted by a graduate assistant (GA) to schedule a time to meet for shopping.
6. Someone from your organization will have to be able to provide his or her own transportation for shopping and meet GA at register.

_____

By signing here, you are stating that you understand the outlined procedures; however, this does NOT guarantee approval.

Shopping List

_____ Name of Organization

_____ Name of Shopper

_____ Date of Event

_____ Phone Number of Shopper

Quantity	Description	Approx. Cost	Store

For Office Use Only

GA: _____

Shopping date: _____

Shopping time: _____

Contact made with RSO on: _____

Receipt submitted on: _____

Reciept recieved by: _____

Participant info submitted on: _____

PO submitted to AP on: _____

RSO Request for Funding
(Must be submitted to Appropriations Board AT LEAST 2 weeks prior to event).

RSO: _____ Date: _____

Account Code: _____

President Name: _____ E-mail: _____

Phone Number: _____

Event: _____ Date of Event: _____

Number of Members Attending Event: _____

Description of Event/Funds Requesting: _____

_____

_____

_____

_____

_____

_____

_____

_____

Funds Requesting:

❒ Appropriations Funding ❒ RSO Account ❒ Both

Item	Quantity	Unit Price	Total Price

TOTAL: _____

_____ _____

RSO President or Treasurer RSO Advisor

_____

Appropriations Board Representative

RSO Payment (as a percentage) Requesting (as a percentage) Percentage Approved (OFFICE USE ONLY)

Appendix V. RSO Account Balance Request

Want to know how much is in your account?
Fill out the following information below and The Appropriations Board will get back to you within 48 hours!

Club Name: _____

Account #: _____

Date of Request: _____

Person Making Request: _____

Contact E-mail: _____

****Remember to fill out a deposit slip each time you deposit money into your account!****

Appendix VI. Bake Sale Permit

Wicomico County Health Department
108 East Main Street
Salisbury, Maryland 21801
410-749-1244
FAX: 410-543-6975
TDD: 410-543-6952
LORI BREWSTER, M.S., APRN/BC, LCADC
HEALTH OFFICER

4/21/10

To whom it may concern,

Code of Maryland Regulations (COMAR) 10.15.03 defines a "Bake sale" as:

(a) A place where only non-potentially hazardous bakery goods, including breads and pastries, are sold in conjunction with a fundraising event.

(b) "Bake sale" does not include a place:

(i) Where a person sells baked goods for individual profit;

(ii) From which food is commercially distributed; or

(iii) Where a potentially hazardous baked good is sold or distributed.

COMAR gives Local Health Departments the right to waive the requirement for a license for "bake sales" as described above.

Therefore, if your fundraiser/bake sale meets this definition, a temporary food license application is not required.

If you have any further questions, feel free to contact me at 410-546-4446.

Sincerely,

Stuart White
Wicomico County Food Program Supervisor

DEPARTMENT OF HEALTH AND MENTAL HYGIENE • 1-877-4MD-DHMH
AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.

Appendix VII. Event Production Worksheet

This form needs to be filled out online at: www.salisbury.edu/guc/eventtechnicalservices/event_production_worksheet.html

If you are an off-campus group and have already completed the first two steps, then please read the inventory/pricing sheet (document pending) to know what materials you will need for your event. If your event is at the Holloway Hall Auditorium or Wicomico Room and is a production, **(e.g: dance, concert, play, opera, etc.)** please fill out the Event Production Worksheet so Event Technical Services will be prepared in accommodating your every need for your event to be a success.

Event Information

***Event date:**
***Event begin:** Select time AM PM
***Event end:** Select time AM PM
***Event name:**
***Event location:**

Contact Information

***First name:**
***Last name:**
***Email address:**
***Phone:**
Cell Phone:
***Organization:**
***Type:** Select

Description

***Please give a brief description of your event so Event Technical Services may make all the proper accommodations for your event.**

Lighting

***Do you need any specials, gobos, or patterns?**

No
Yes - If yes, where?

***Do you need follow-spots? If yes, 1 or 2?**

0

***Will this show be programmed or run manually?**

NA

Video

***Video Media Source (DVD, VHS, Laptop, Youtube, etc.)?**

None
DVD
Laptop
VHS
iPod
Other

If "Other" is selected, please enter description:

Screen location/size?

Projector location?

Audio

***Media Format?**

None
CD
DVD
Laptop
VHS
iPod
Other

If "Other" is selected, please enter description:

***Where will media be operated from:**

NA

Microphones (hardwired)? If yes, how many and for what purpose?

*How many: 0

Purpose:

Microphones (wireless)? If yes, how many and for what purpose?

*How many: 0

Purpose:

***Monitor mixes? If yes, where and for what purpose?**

No
Yes - If yes, please indicate where and for what purpose:

***Clear-Com/Telex communication (from backstage)?**

No
Yes

***Remote playback?**

No
Yes

If yes, what format (tape, laptop, CD, Youtube):

***Are you bringing a DJ? If yes, we are unable to provide any services and equipment for the DJ. The DJ must bring his or her own equipment!**

No
Yes

Staging

***Flying Goods (curtains, sash, balloons, mirrors, etc.)?**

No
Yes - If yes, please describe:

(We have a no-fly system so all goods must be manually hung)

***How many backstage hands will be needed:**

0

Please describe what they will be required to do (curtain pull, heavy lifting, etc.)?

submit

Policy for Events, Dances, Parties, and Performances held on the Campus of Salisbury University

Note: It is the reserving group's responsibility to know and abide by Salisbury University Event Policies. By signing the Event Policy form, Registered Student Organizations (RSOs) and Greek Life are agreeing to adhere to University policies written herein. Failure to comply may result in the loss of event privileges and other possible University sanctions.

Step # 1: Request Space from the Facilities Reservations Office.
Space requests remain tentative until reviewed by the Coordinator of Student Life **and** the Facilities Reservations Office. Student groups will receive a confirmation e-mail once the space has been approved.

Step # 2: Obtain Event Policy form.
The Event Policy form may be obtained from the Office of Student Activities, Organizations and Leadership (OSAOL). The Event Policy form must be signed by the President of the student organization, the Event Planner, the Advisor, as well as the Appropriations Board (with the exception of Greek Life), the Coordinator of Student Life, the Director of Student Activities, and University Police before any advertising of the event can occur.

Step # 3: **Schedule a time with the Coordinator of Student Life for the Event Planner or representative to meet with University Police.**
Take the Event Policy form to meet with University Police. The signature of the University Police is required prior to receiving the final confirmation of your event.

Step # 4: Return the signed Event Policy form with *all* required signatures to the OSAOL for final approval.
Reminder: Please note that the signed permit, along with a confirmed space request, must be completed **two weeks prior** to the planned event.

Additional Information:
The University reserves the right to refuse a student organization's request for sponsoring an event, dance, party, concert and/or performance in the event of the following: the event is in conflict with another campus event requiring University Police support, the event cannot be adequately supported by University Police, the event is deemed potentially unsafe, or any other unforeseen reasons that might arise.

All individuals attending the event must present a valid college/university picture I.D. Students who do not present an I.D. will not be admitted. The RSO/Greek Chapter will be responsible for checking the validity of I.D.'s under the direct oversight of the RSO/Greek advisor. Advisors and/or approved designee of the student organization sponsoring the event must be in attendance for the **duration** of the event. All unclear situations should be directed to the University Police officers on duty at the event.

Ticket sales:
Ticket sales must begin **two weeks** prior to the scheduled event and ***must*** be conducted through the Guerrieri University Center Information Desk. **Absolutely no** tickets will be sold at the door. Tickets may be purchased until sold out or by one hour prior to the event on the day of the event. Students and student guest(s) who have **not** obtained a ticket for the event may not loiter around the area of the event.

Updated Fall 2013

Guest guidelines:

- The number of guest attendance allotted will be determined on an individual basis as decided upon by the Coordinator of Student Life, Director of Student Activities, **and** the University Police.
- All guests must have a valid university/college I.D.
- Tickets may not be purchased without a student I.D., therefore, guests must appear at the desk with their valid college/university I.D.s to claim their ticket.

Additional Guidelines:

On the night of the event, tickets will be collected and students will be issued wristbands. Once a student leaves the building, they will not be permitted to re-enter the event. Wrist bands will be clipped and removed.

For dances and other events held in the Wicomico Room of the Guerrieri University Center doors will be locked at **11:30 p.m.**

Please note the room capacities must be established prior to the event based on room size and event set-up requirements. Members of the RSO/Greek Chapter working the event must be included within room capacity figures. Members of a Co-sponsoring group, including executive board or committee members, must be included in the final number of the total allowable guests. A comprehensive list of non-SU co-sponsoring group member's must be provided to the Coordinator of Student Life and the Information Desk with the ticket sale application, including the name of the university/college they are attending. Co-sponsoring members must pick up their ticket for the event at the Information Desk and provide a valid university/college I.D. The advisor of the organization sponsoring the event **MUST** be in attendance, and assist the student organization in monitoring the number of guests, so that room capacities are followed. Fire code guidelines will be strictly enforced by University Police.

Sponsoring organizations are responsible for maintaining the condition of the facility they are using.
The performance and/or music must end by **1:00 a.m.** for all events, and the room lights must be turned on immediately after. Premises must be vacated by 1:30 a.m. by all attendees and 2:00 a.m. by all performers.

____(Initials)

Advertising guidelines and requirements:
Advertising must meet the guidelines detailed on the OSAOL website (http://www.salisbury.edu/saol/rsopolicies.html). Organizations and/or individuals who do not adhere to said guidelines may be subject to judicial sanctions. All advertising must include the event hours (beginning and ending), University I.D. requirements, and "no admission after 11:30 p.m." Sponsoring organizations must post "No Loitering, No Bags, No Bottles, No Purses" signs in the lobby of event locations.

_____(Initials)

Updated Fall 2013

University Police guidelines and requirements:

The University Police reserve the right to restrict event attendance if a question of safety or the welfare of the University is in question. Attendance approval will be treated on a case by case basis through the OSAOL and in conjunction with University Police.

Sponsoring organizations **will still** be responsible for the cost of University Police for events not cancelled prior to 24 hours of the scheduled event.

The University Police Department will electronically scan students and their guest to promote safety at all events. The Salisbury University Police reserve the right to terminate disorderly events in the event that such termination would be in the best interest of the students, guests, staff, and the University.

Individuals attending the event found to be under the influence of alcohol and/or other drugs will be denied entrance, escorted out of the building at University Police's discretion, and/or may be subject to the university judicial sanctions.

_____(Initials)

*Please note that the University reserves the right to update and/or make changes to this policy without prior notice. For the most updated version of this policy, please refer to the University's Web site, www.salisbury.edu.

Updated Fall 2013

Dances, Parties, and Performance Permit

Name of Registered Student Organization/Greek Chapter: _____

Name of Event: _____

Location: _____ Date: _____

Start Time: _____ End Time: _____

Expected Attendance: _____ No. of Guests Requested: _____

Set-Up Requirements: _____

I, the RSO/Chapter President have read and understand the above policy, have reviewed plans for the activity, and that I have met with University Police to review security needs.

_____ _____

RSO/Chapter President Date

I, the RSO/Chapter Event Planner (if different than the RSO/Chapter President) have read and understand the above policy and that I have must initially meet with the Coordinator of Student Life to review event plans, followed by a meeting with the University Police to review security needs.

_____ _____

RSO/Chapter Event Planner Date

I, the RSO/Chapter Advisor have read and understand the above policy; I have reviewed plans for the activity, and further agree and understand that I **must** be in attendance for the **duration** of the event, or I must find a designee in my absence.

_____ _____

RSO/Chapter Advisor Date

_____ _____

Appropriations Board Rep (RSOs Only) Account Number

_____ _____

Coordinator of Student Life (Morgan Feldman) Date

_____ _____

Coordinator of Student Life (Sara Lowery) ***For Greek Events*** Date

_____

Director of Student Activities (Trisha Garvey-Smith) Date

*The section below must be completed, and Lt. Davies's signature or their designee must be ascertained before the event is approved.

_____ _____

University Police (Lt. Joel Davies) Date

Officer(s) Required: ☐ Yes # of Officers _____ ☐ No

Event: ☐ Approved ☐ Denied

Updated Fall 2013

Appendix IX. Ticket Sales Contract

Contract for Registered Student Organization Ticket Sales
Conducted at the Information Desk, GUC

Name of Event: _____ RSO: _____

Date of Event: _____ Start Time: _____ End Time: _____

Location of Event: _____

Date of Sales: Date_____ Time _____ THRU: Date_____ Time_____

Number of Tickets Presented to Info Desk: _____

Start/End Ticket Number From: _____ to _____ (tickets must be numbered by RSO)

Acceptable forms of payment:_____Cash____Check (made payable to Salisbury University)____Gull Card

Is this event only for SU Students? Yes / No

Is this event limited to Salisbury University Gull Card holders (Includes faculty, staff and alumni)? Yes / No

If circled No, who is permitted to attend? Everyone / Other Collegiate only

Please specify below who can receive/buy tickets, how many, when and for what price.

Category	Date Can Distribute/Sell Tickets	Cost	# of /Tickets allowed to purchase
SU Student	_____	_____	_____
Other Gull Card Holder	_____	_____	_____
Other College Student (w/ ID)	_____	_____	_____
Community (All Others)	_____	_____	_____

Dept. Acct. Code: _____ **PeopleSoft #:** _____

Other Specifications:
No Refunds Given. _____

_____

_____

Any questions please call Celeste Reeb at 410-677-3765 (x73765). Thank you.
(See reverse side)

By signing this form, I agree <u>on behalf of my organization</u> that:

1) This ticket sale was approved by the Office of Student Activities and Leadership officially.
2) Tickets will be sold until _____on the day of your event.
3) No changes may be made to the contract once the sale has begun, all other changes must be approved by the Office of Student Activities and Leadership as well as the Information Desk Coordinator.

Advisor's Signature:_____

Event Organizer's Signature: _____

Print Name:_____

Phone Number:_____

Email Address:_____

SAOL Approval:_____

Desk Services Coordinator Approval:_____

Internal Use Only

Tickets Received at Information Desk: _____
Date

By: _____
Initials

Ticket Sale Began on: _____
Date

APPLICATION FOR GAMING LICENSE

TO THE SHERIFF OF WICOMICO COUNTY: **ISSUED LICENSE#**_____

Issue Date_____ ***Date Report Due Back***_____***Bal. Due***_____

I. The undersigned organization hereby makes application for the issuance of a license to conduct games and hereby certifies that the information checked below is correct.

The undersigned organization is (*check all that apply*):

- ☐ a bona fide religious organization that has conducted religious services at a fixed location in the county for at least 5 years before the organization applies for a license;
- ☐ a tax-supported volunteer fire company or an auxiliary unit whose members are directly associated with the fire company; **or**
- ☐ an organization that has been located in the county for at least 5 years before it applies for a license **and** is:
  - ☐ a nationally chartered veterans' organization or an auxiliary unit whose members are directly associated wi the veterans' organization;
  - ☐ a nonprofit organization that is exempt from taxation under § 501(c)(3) or (4) of the Internal Revenue Code;
  - ☐ a nonprofit fraternal organization that is exempt from taxation under § 501(c)(10) of the Internal Revenue Code; **or**
  - ☐ a nonprofit organization that:
    - ☐ intends to use the gaming license to raise money for an exclusively charitable, athletic, or educational purpose[1]; **and**
    - ☐ the charitable, athletic, or educational purpose is _____

ALL APPLICATIONS MUST BE TURNED IN (5) WORKING DAYS PRIOR TO EVENT OR NO LICENSE WILL BE ISSUED.

II. The undersigned organization hereby certifies that the licensed activities will be:

- **Location of Event**_____
- **Start Date**_____ **End Date**_____

RAFFLE:* (Multiple prizes on a ticket require one license. One ticket per raffle item requires a fee for each item.)

☐ No. of Raffles_____ Date(s) to be drawn_____

☐ BINGO:* Total No. of Days to be Held_____

Specials:* Total No. of Days to be Held_____

☐ PULLTABS:* Total No. of Days to be Sold_____

LIST DATES PLAYING FOR THE FOLLOWING:

☐ POKER_____ no. of tables_____

☐ BLACKJACK_____ no. of tables_____

☐ CRAPS_____ no. of tables_____

☐ ROULETTE_____ no. of wheels_____

☐ WHEELS OF FORTUNE_____ no. of wheels_____

☐ OTHER_____ no. of games_____ *(Over)*

[1] Charitable purpose.- For the purposes of subsection Criminal Law § 13-2503(b)(3)(iv), a purpose is considered a charitable, athletic, or educational purpose if the purpose: (1) meets the requirements for a charitable contribution under § 170(c) of the Internal Revenue Code; and (2) does not benefit a: (i) law enforcement unit; (ii) fraternal organization for a law enforcement unit; (iii) political club; (iv) political committee; (v) political party; or (vi) unit of State government or a political subdivision of the State other than: 1. an ambulance company; 2. a fire fighting company; 3. a rescue company; 4. a primary school; 5. a secondary school; or 6. an institution of higher education.

It is recommended that you retain a copy for your records.

III the undersigned organization hereby certifies that the licensed activities will be solely and personally conducted, managed and operated by the regular members of the organization, without the assistance of professionals. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operating or conducting of a game of chance, bingo, raffle or any other gaming device. Reports certifying the following facts are to be filed with the Sheriff as follows: If the original application is for a full fiscal year, a semiannual report must be filed by January 31 of the licensing year and a final report must be filed within 30 days of the last day of operation. If the original application is for less than a fiscal year, a report must be filed within 15 days after the last day of operation.

(1) That the authorized activities were conducted on the date(s) and place stated in the application.
(2) The amount and disposition of the proceeds of the licensed activities.
(3) That no fee for the rental of premises will be paid by the licensee to itself, to its trustees, to a committee of the licensee or to any organization whose members are the same, or substantially the same as the licensee.
(4) That all proceeds obtained under this license shall be used in furtherance of the organization.

Failure to file the report set forth in subsection III or comply with the provisions of Article 13 Section 2503 of the Annotated Code of Maryland, will result in the forfeiture of any rights to the issuance of any license for the period of one year from the date of violation.

_____
Name and Address of Applicant Organization

_____
Name, Address & Title of Principal Officer of Applicant Organization

Telephone No. (H)_____
(W)_____

_____
Signature of Above

_____
Date of Application

July 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Appendix XI. T-Shirt/Apparel Order Form

T-Shirt/Apparel Order Form

Salisbury UNIVERSITY

Please complete this form and return to Publications Office along with work order.
410-548-2500 • Fax: 410-543-6068

Requesting Department: _____

Your Name: _____

Your Phone Number: _____

Event: _____

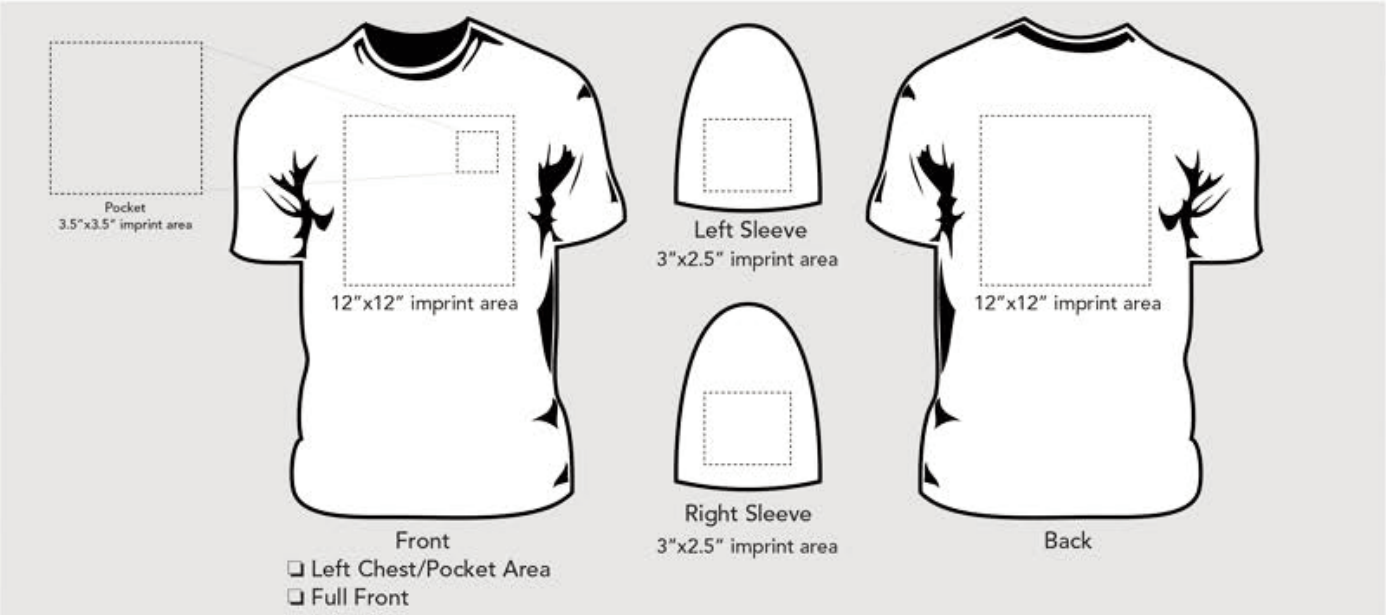
Event Date: _____

Shirt Delivery Date: _____
*most orders will take about 10 business days after final approval to deliver

Budget:

How much do you want to spend per shirt? _____ What is your total budget? _____

For general discussion only, a solid one color shirt with one ink color printed on one side (front) can range in price from _____ depending on quality of shirt and total quantity. General pricing per shirt is available upon request.



Imprint Style:

☐ Screenprint
☐ Embroidery

Shirt Colors:

☐ White ☐ Burgundy
☐ Black ☐ Gold
☐ Other _____

Ink Colors:

☐ 1 Color ☐ 3 colors
☐ 2 Colors ☐ Full Color

Imprint Area:

☐ Front: _____
☐ Back: _____
☐ Sleeve: _____

Shirt/Apparel Type:

☐ Crewneck Shirt ☐ V-neck Shirt ☐ Sweatshirt
☐ Jacket ☐ Polo ☐ Hooded Sweatshirt
☐ Other* _____

Weight:

☐ Light
☐ Medium
☐ Heavy

*If you have found an item you like online, please send the link and print out of the page and attach it to this form.

Shirt Details:

☐ Short Sleeve ☐ Long Sleeve ☐ With Pocket ☐ Other _____

Shirt Sizes:

Please note **how many** of each size you need. An estimate can not be started without determining the exact number of each.

____ X-Small/Youth XL ____ Small ____ Medium ____ Large ____ X-Large ____ XX-Large ____ XXX-Large

Salisbury
UNIVERSITY