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Find Organizations



Attend Events



Track Involvement

WPI

STUDENT ORGANIZATION MANUAL

Produced by the Student Activities Office

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Student Activities Office

What We Do

Here in the Student Activities Office, we enjoy helping students involved in more than 240 clubs and organizations at WPI. We can answer most questions, ranging from, “How can I get involved in a community service project?” to “How do I read my organization’s budget?” We provide services to individual students as well as student organizations. We also work closely with our fraternities and sororities, new student orientation programs, Homecoming, Commencement and other special events, such as Winter Carnival and Quadfest. You name it, we are probably involved!

How Can I Use This Manual?

The Student Organization Manual is a one stop shop for resources and policies to assist your organization and operate at its most efficient level. This manual provides information on everything from planning an event to policies and procedures related to travel, dining, and fundraising. Please contact the Student Activities Office for specific guidelines, policies and expectations for Fraternity and Sorority organizations. You can find all this information on the Student Activities website, and can stop by the Student Activities Office and our staff will be happy to answer any questions that you may have.



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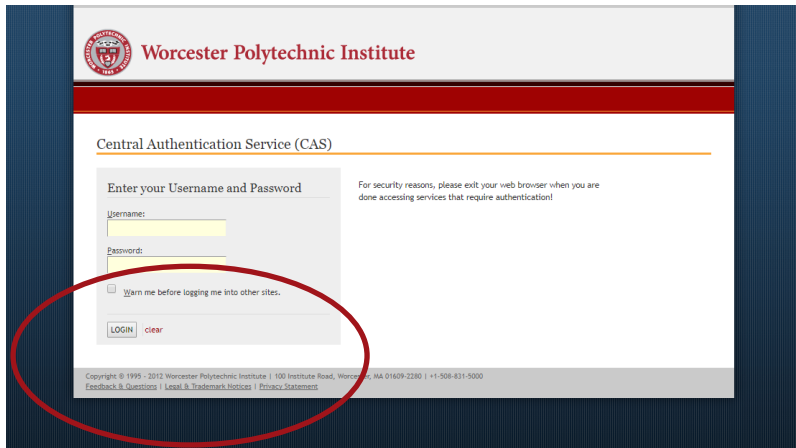
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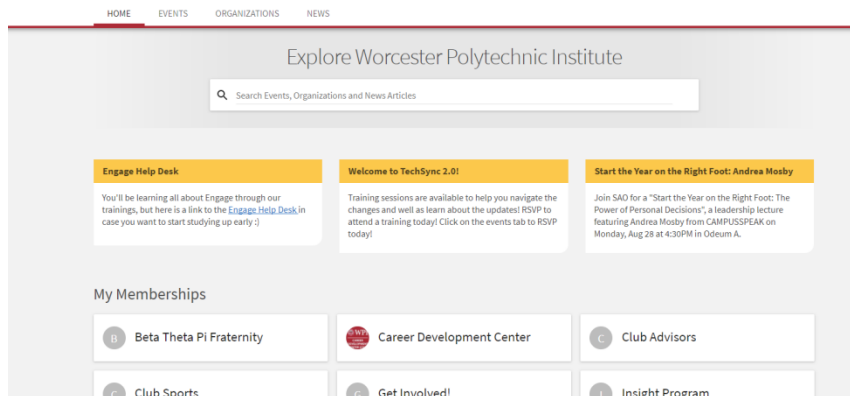
Staff responsibilities, frequently asked questions, and detailed information about the contents of this manual are found on TechSync as well as online on the Student Activities Website: <https://www.wpi.edu/offices/student-activities/meet-the-team>

TechSync Introduction

TechSync is a resource for all students. For clubs, you'll find an online community with access to organization paperwork, communication, budget information, advertising, and recruiting members. To access this portal, visit the Student Activities website (<https://www.wpi.edu/student-experience/getting-involved>) or the shortcut (www.wpi.edu/+TechSync) and login with your WPI username and password:



You will then be asked to build a personal profile if you have not done so already, and become a member of the Worcester Polytechnic Institute community as well as join the organizations of which you are a member. Once you are in the site, you will see a screen that looks similar to the one below:



With TechSync you will have the ability to:

- Manage a club calendar
- Store club files
- Create forms
- Keep a roster of members
- Track attendance
- Send messages to individuals and update statuses

- Build a co-curricular involvement transcript
- Access financial and administrative paperwork from Student Activities as well as SGA
- Link to room reservations, food reservations, Canvas, and Exchange
- Upload pictures
- Card swipe to track attendance
- Send polls or questionnaires to groups
- Filter information that is relevant to you
- Access a campus wide activity calendar
- And so much more!

For more information, instructions, or questions regarding TechSync, contact the Student Activities Office at - gr-sao@wpi.edu.

TechSync Assistance

TechSync is a great resource for any organization. If you need assistance in using TechSync or perhaps feel that you are not using it as effectively as you would like, many of your questions can be answered online at <https://engagesupport.campuslabs.com/hc/en-us>. You can use this resource any day of the week to get immediate responses to your questions, or you can connect with the Student Activities Office staff at gr-sao@wpi.edu

CORQ Phone App

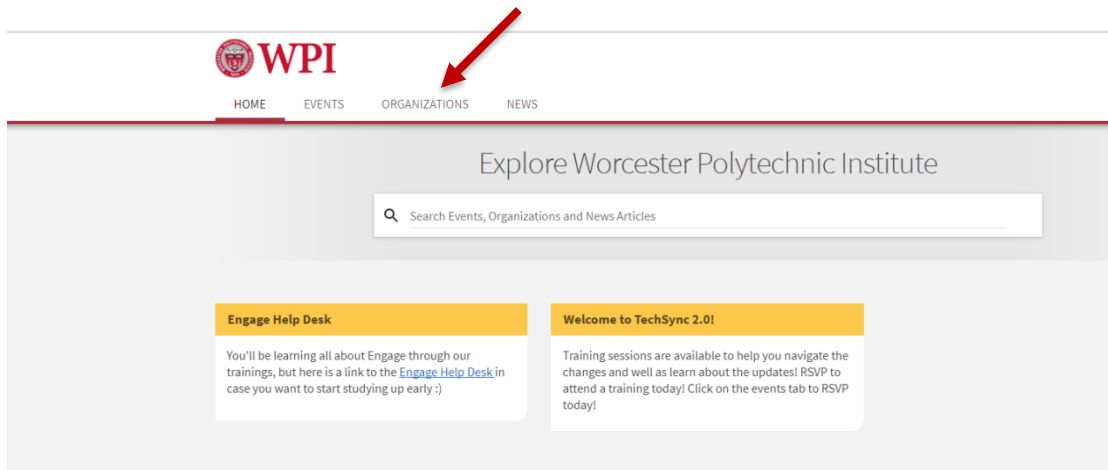
In addition to TechSync, we also offer a phone app called “CORQ”. This app allows you to discover events and groups around campus using a smart device. Download the app in the Apple App Store or for Andriod phone, the Google Play store. Using the app, you can filter events based on your location, perks, or theme of the event. When you click on an event, you can see all event details, add it to your calendar, and RSVP.

Updating Organization Information

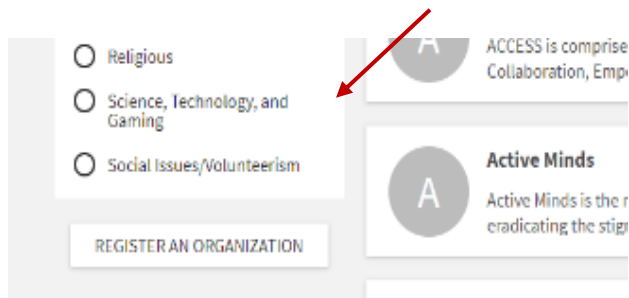
Annual Registration

Annually, the Student Activities Office asks organizations to update their officer and club information to remain recognized on campus at the time of your elections. To do this, all you need to do is go online to TechSync! To successfully update the club information, you will need the names and emails of executive board members (President, Vice, President, Treasurer, Secretary, and additional members if applicable), as well as the advisors name and email. This will renew your portal for the year. **The only time you would need to fill out this form more than once a year would be if the organization treasurer has changed.**

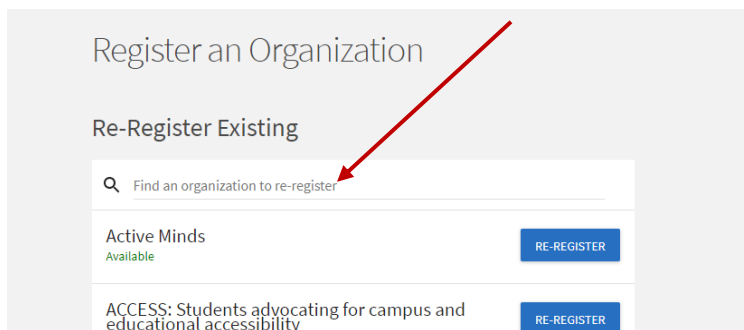
1. To re-register your organization, the portal administrator needs to log into the portal, and click on organizations.



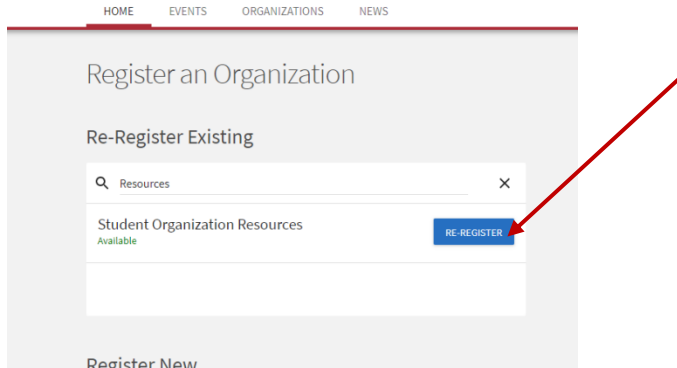
2. Next, click on register an organization.



3. Enter the name of the organization:



4. Click re-register:



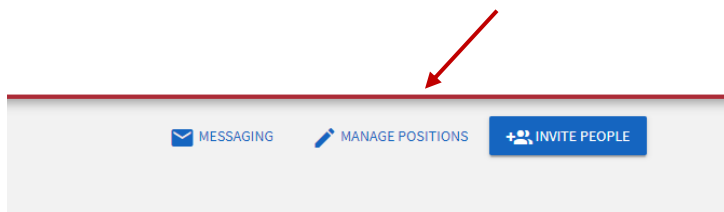
5. Complete the 5 Step Re-Registration Form

*Only administrators for portals can make these changes. If you are not an administrator, please ask the previous organization leader to make these changes. If you have any challenges, contact the Student Activities Office at gr-sao@wpi.edu.

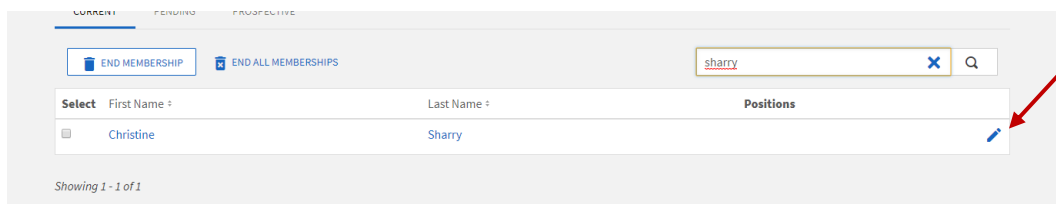
Officer Changes (Except Treasurer)

While you only need to renew your organization once a year at elections, each organization is required to change the roster anytime there is an officer change in the organization. You can do this through the roster feature in TechSync.

Ensure that everytime you update a new officer, that you remove the previous officer. Doing so ensures that only the most up to date information is posted in the portal and that the Student Activities Office communicates with the correct student leaders. You can add positions or manage access by clicking manage positions:



To make a change to the roster, simply click on the edit button (pencil) on the right hand side next to the individual's name:



Ensure you make these changes every time an officer changes for a interim or full year basis. Please note that you will need to fill out the re-registration form if you are looking to update your treasurer as their email is needed to provide access to Work Day.

Annual Renewal of Recognition

All recognized student organizations must have the following on file with the Student Activities Office on TechSync by October 1st:

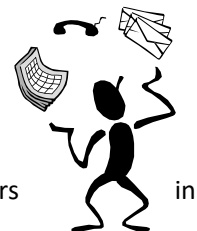
- A current constitution for the organization, or local bylaws in the case of a national organization (If there is a revised copy please submit it for approval to the SAO with revision/review dates included on the cover page or top of document)
- Updated officer and advisor information in TechSync
- A completed Anti-Hazing Policy form
- Any other requirements by the department of Physical Education, Recreation, and Athletics, Greek Life Programs and the regional or international organization

Organizations who do not submit the annual forms will not be considered recognized by the Student Activities Office and therefore will not receive any of the benefits of being a recognized student organization on campus including access to any funds allocated to their budget and the ability to reserve rooms on campus.

Responsibilities of Recognized Student Organizations

Recognized student organizations are expected:

- To submit all necessary paperwork annually to SAO (see above).
- To use an organization account for the administration of all college approved and supplied funds and funds raised on campus.
- To have only matriculated WPI students as its members. Please ensure your rosters TechSync are up to date and remove members who have graduated.
- To have full time matriculated students as officers.
- To adhere to all federal, state, and local laws, and college policies.



- To ensure that its membership will not practice any physical or psychologically abusive behaviors, either intentionally or unintentionally.
- To ensure all students are open and have equitable access to leadership positions.

Student Organization Operations with new COVID-19 Guidelines

All student organization leaders should read the complete [Events Office guidelines](#) related to reserving locations, sponsoring events and meetings on campus. If you have any questions or concerns, please contact the Student Activities Office at gr-sao@wpi.edu.

A key list of reminders are:

- All federal, state and local COVID restrictions will be enforced
- Must follow guidelines regarding event and meeting capacities
- Events Office needs information 10 days in advance
- Set up and break downs will be facilitated by facilities and may incur a fee
- No external guests
- Provide approved han sanitizer for guests (60%+ alcohol content)

Things to consider:

- How will your organization ensure six feet of social
- How will you track attendance and ensure information is available?
- What signage is needed if any?
- What supplies are needed?
- What is the event capacity and how will you manage to ensure policies are being followed?

Resources Available:

- WPI website and Events Office Guide
- Student Organization Manual
- Student Activities Office Staff
- Techsync
- Physical resources at Campus Center Information Desk (not guaranteed, first come first serve)

Student Organization Council (SOC) Process

If you are interested in starting an organization on campus, you can learn about the benefits and process to become recognized online at <https://www.wpi.edu/student-experience/resources/club-resources/new->

organization. Once a completed application is submitted through TechSync, the pending organizational leaders will meet with the Student Organization Council. Organizations that have not submitted forms within three years will have to go through the entire SOC process. Packets to start an organization are available on TechSync at <https://wpi.campuslabs.com/engage/submitter/form/start/134801>.

Check List for Presidents/Treasurers

A TERM

- Participate in the Student Activities Fair
- Update your officers on Tech Sync
- Submit your 25 Live access form no later than two weeks into the term
- Submit an Anti-Hazing signature sheet with all current member signatures no later than October 1st
- Ensure the most up to date constitution (with a date on the cover or first page) is on your portal under “constitution” on TechSync
- Plan your events for B-Term
- Enter events on the TechSync calendar

B TERM

- Begin preparation for officer elections if applicable
 - * Note: the Student Activities Office recommends transitions in C Term to allow for smooth transitions each year.*
- Plan your events for C-Term
- Enter events on the TechSync calendar
- Begin to plan for your budget needs from SGA for the next academic year
- Update your officers on Tech Sync
- Submit your 25 Live access form no later than two weeks into the term

C TERM

- Update Officer and Advisor information on organization profile by February 1st on TechSync if you have had elections since Oct. 1st
- Submit an Anti-Hazing signature sheet to the SAO if you have recruited new members no later than March 1st
- Plan your events for D-Term
- Enter events on the TechSync calendar
- Submit annual budget proposals for the SGA budgeting process
- Update your officers on Tech Sync
- Submit your 25 Live access form no later than two weeks into the term

D TERM

- Submit all reimbursements through Work Day or to the SAO by May 31st to ensure expenditures are taken from the current fiscal year
- Ensure club funds are used by May 31st to ensure use of the entire budget before the new fiscal year and that you are not over your budget
- Plan your events for A-Term
- Enter events on the TechSync calendar
- Plan a way to say thank you to your advisor for Advisor Appreciation Month in April
- Update your officers on Tech Sync
- Submit your 25 Live access form no later than two weeks into the term

Summer Checklist

- Sign up for the Activities Fair during New Student Orientation
- Plan for A Term Events
- Re-register your portal
- Update your Roster

Before Officer Transition

- Make sure you have a succession plan
- Plan an officer transition retreat
- Teach new officers how to use TechSync
- Make new officers administrators on your TechSync portal
- Ensure new Treasurers have signed up for WorkDay training through the Student Activities Office.
- Ensure your TechSync profile has updated officer information
- Provide the copy code (if applicable) and show officers where the locker is (if applicable)
- Review this manual with new officers

University Tickets

In addition to TechSync and the CORQ phone app, the Student Activities Office has also purchased University Tickets software, designed for our office and student organizations to sell tickets online to events and programs with ease and security. If you would like to use University Tickets to sell tickets to your event, please fill out this form(<https://wpi.campuslabs.com/engage/submitter/form/start/221756>) on Techsync at least 1 week in advance to the date you would like your ticket sales to go live. The WPI University Tickets website can be found here: <https://wpitickets.universitytickets.com/w/default.aspx>.

Philanthropy Donations: University Tickets may also be used for philanthropy donations or events. Donations are collected via University Tickets software and will be deposited to your on campus club account. Be sure that you also fill out the Fundraising Request form found here: <https://wpi.campuslabs.com/engage/submitter/form/start/134809>

Please note that you will incur a cost ranging from \$0.25 - \$2.00 depending on the price of the ticket and/or donation.

Conduct Process & Recognized Student Organizations



Complaints regarding the actions of recognized student organizations may be submitted to the Campus Hearing Board. The same conduct process will be used for recognized student organizations as for individual students. Any organization may be held accountable for the actions of any of its members if the violation of this Code of Conduct is in any way related to the organization.

A complaint may be filed against a recognized student organization when a violation of the Student Code of Conduct occurs as a result of an incident by one or more members of an organization during an activity that is sanctioned or supported by the organization. For more information, please visit the Dean of Students Office website at <https://www.wpi.edu/offices/dean-students>

Anti-Hazing Policy

In December 1987, the anti-hazing legislation, Chapter 269, Sections 17 through 19, was amended by the Legislature in Chapter 665 of the Acts of 1987. This amendment increases the criminal penalties for hazing infractions, and alters the manner in which institutions notify individuals of the law. Specifically, WPI is required to inform groups, teams or organizations of the provisions of M.G.L. Chapter 269, Section 17, 18, and 19.

A club officer must read Sections 17, 18, and 19 of this law to each member of the organization and have members sign a copy of the anti-hazing act signature page located on TechSync. **These forms must be submitted to the Student Activities Office on an annual basis for recognition, due no later than October 1,** and also when you have new members, the deadline is March 1.

Hazing is against the law, and a practice which diminishes the integrity of individuals and their organizations. Hazing is clearly defined with the sections of the law, and has no place in our society, particularly at an institution of higher education. WPI is committed to emphasizing that all organization activities are constructive, educational and safe. Hazing in any form is prohibited and its practices in any fashion are condemned. You can find hazing education resources on [TechSync](#) and online at <http://www.wpi.edu/offices/sao/hazing009.html>. If you have any questions or concerns or would like to join [SIGMA](#), WPI's hazing prevention group, please contact the Student Activities Office.

Student Organization Mail Service and Packages



Recognized clubs and organizations are eligible to receive mail and packages to the Student Activities Office. The office receives U.S. Postal Services mail, campus mail, and commercial flyers. Correspondence to your organization should be addressed as follows:

(Organization Name)
c/o Student Activities Office
100 Institute Road
Worcester, MA 01609
Attn: (Club Officer)

Upon receipt of mail or packages addressed to a club, the president will receive an email alerting them to pick up the mail in the Student Activities Office within 1 (one) business day.

Fax Machine

Students wishing to send a fax should go to the mailroom in the Campus Center.

Copier Codes

Copier codes are available for recognized student organizations that have funds for making copies. An organization can request or renew a copier code by requesting or confirming a code on TechSync under the organization profile during club registration. Organization accounts are charged 7 cents per page at the end of B Term and the end of D Term.



Important Forms

The following forms are available online on TechSync:

- [Anti Hazing Form](#)
- [Student Organization Recognition Signature Page](#)
- [Campus Center Room Access Request Form](#)
- [Community Service Activity Report](#)
- [Community Service Van Request Form \(Not currently acceptance submissions due to COVID-19\)](#)
- [External Food Service Provider Application Form](#)
- [Fundraising Registration Form](#)
- [Recognition Application for Student Orgs](#)
- [S.O.A.P. Grant Application](#)
- [S.O.A.P. Program Evaluation Form](#)
- [Student Speakers Fund Application](#)
- [Student Travel Registration Form](#)
- [Ticketing Set-up Request Form](#)
- [Travel Waiver: COVID-19](#)

Food Service



Chartwells is the contracted food service provider for the WPI Community and must be used for all functions where food and beverages are served. All organizations who wish to order food for a campus event must do so through Chartwells and may order online through the Carved and Crafted system at <http://www.wpi.catertrax.com/>.

If your organization requests food Chartwells cannot provide, you may request the use of an outside vendor **three weeks in advance** of your event. The form can be found on TechSync at <https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/596620>.

Publicity Policies

Chalking

Recognized student organizations may advertise events of campus-wide interest with chalk – specifically on outside areas only sidewalks and the Quad brick walkway. Student organizations are asked to include the name of their organization with any chalking advertisements on campus. Campus-wide events include any event open to all students as well as fraternity and sorority events. Each organization is responsible for removing the chalk within one week after the event takes place. All chalk must be washable “sidewalk” chalk, not classroom board chalk.

There are areas on campus that are designated as “No Chalking Areas.” These areas include:

- Vertical surfaces, such as the side of a building and light poles
- Trash cans
- Steps
- The seal on the Quad
- Any sitting area (wood or brick)

Groups will be charged for cleaning if:

- Chalking occurs on any prohibited areas identified above
- Advertising that is for something other than a campus-wide event
- The chalk is not removed within one week after the event

The minimum charge for any cleaning will be \$45 for each separate location.

Informational Flyers and Posters

- If you would like to publicize in academic buildings, you must post on corkboards provided in the buildings. The building custodian will remove all fliers and posters placed on doors or walls.
- If you wish to publicize in a residence hall, copies must be submitted to the Residential Services Office in East Hall and be approved by staff.

- If you would like to post in the Campus Center, you may bring your poster to Kim Wykes in the Rubin Campus Center, 2nd floor.
- Available through the Campus Center Information Desk, sandwich boards or easels may be used to advertise meetings and events on campus.
- If your organization has an original idea to publicize, you must meet with the Assistant Dean of Student Activities (or their designee), for approval.

Posters are not allowed on glasses, doors, painted walls or the exterior of buildings.

Painting or Marking Glass

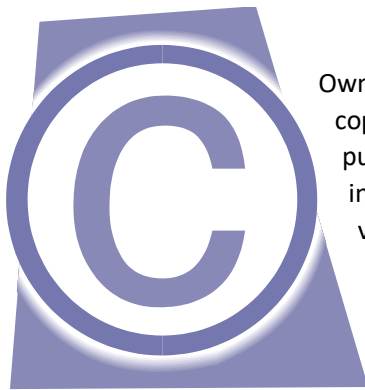
Advertising on campus by painting or coloring glass surfaces is not allowed in any academic, administrative, or residential spaces on campus. **Any group violating this policy will incur a cleanup charge based on an overtime rate of \$45 per hour with a 4 hour minimum charge.** The Campus Center is considered an exception to this policy, and groups need to Kim Wykes at kwykes@wpi.edu for advertising policies related to the Campus Center.

Table Sitting

To reserve tables in the Campus Center or Fountain area, request them online at <https://25live.collegenet.com/wpi/>. Reservations are on a first come, first served basis. Due to classes, amplified music is not allowed in the Fountain area Monday through Friday.

Copyright

WPI recognizes and complies with the Federal Copyright Act which governs how copyrighted materials, such as movies, may be used. Pre-recorded videodiscs are **for home use only. Public performances are not allowed by law.** Even performances in “semipublic” places such as clubs, lodges, factories, summer camps and schools are “public performances” subject to copyright control. (Senate Report No. 94-473, p60; House Report No. 94-1476, p64).



Ownership of a pre-recorded videodisc does not constitute ownership of a copyright. Willful infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. If your organization would like to show a videodisc on campus, you must obtain a Public Performance License for a fee. For information or to purchase a license for a public or semi-public showing, contact Swank Motion Pictures, 800-876-5577 or swank.com; Criterion Pictures, 800-890-9494 or criterionpicusa.com; or the Student Activities Office at gr-sao@wpi.edu or 508-831-5291.

(Adapted from The College of William and Mary Copyright Policy)

<https://www.wm.edu/offices/studentleadershipdevelopment/clubsandorganizations/policies/moviescreening/index.php>.

Identity Policy

WPI has an extensive Identity Policy which details where and when the WPI logo can appear. Please refer to the Identity Policy whenever you plan to use Worcester Polytechnic Institute or WPI on any items. The policy can be found at <http://www.wpi.edu/offices/marketing/visual63.html>. More information can be found in the appendix of this manual.

Social Media Advertisement Policy

Reimbursement for any club or event advertisement or event filter where the advertisement or filter is not visible after or before initial posting or cannot be reviewed in advance will not be permitted. All event advertisements and postings must be confirmed to follow the WPI identity policy as well as follow the mission and values of WPI and the organization.

Website Policy

The Student Activities Office requires that any organization website connected or linked to the Student Activities website (<http://www.wpi.edu/offices/sao/clubsandorganizations.html>) must be updated on a yearly basis. Failure to update an organization website will result in that site being unlinked from the departmental page. The cost of the website is the responsibility of the club if the organization does not want to utilize the campus resources that are available.

If your organization is interested in learning more about creating or linking a website for your organization, contact the Student Activities Office at 508-831-5291 or by email at gr-sao@wpi.edu.

Other Policies

Contract Policy

If your organization is booking an artist, speaker, novelty, etc. to appear on campus, a contract and signature by a professional staff member in the Student Activities Office is required. If a performer does not have a contract, the Student Activities Office can provide one. Please contact the Student Activities Office at gr-sao@wpi.edu for more information or assistance.

Minors on Campus Policy

WPI has a [Minors on Campus Policy](#) which includes athletic and academic campus, recruiting events, and programs sponsored by WPI including student organization programs and events. The policy applies to all members of the WPI community and at all times. Please read the entire policy so that you are familiar with it if your organization interacts with anyone from outside the WPI Community who is under 18 years of age. Please ensure you [register the program](#), at least 60 days in advance ensure contracts are executed, ensure appropriate students have background checks and ensure training is provided and

behavior expectations are shared. IF you have any questions or concerns about this policy or need to report allegations of inappropriate behavior, please contact the Student Activities Office directly.

Please note that at this time due to COVID-19, external guests and visitors are not allowed on campus. For questions or concerns, please contact the Student Activities Office at gr-sao@wpi.edu.

External Speakers Policy

INTRODUCTION

This policy governs requests to bring external speakers or performers to campus. For purposes of this policy, the term “external speaker” means any person (or group and performer) who is not a current WPI student, faculty or staff member. This policy does not apply to external speakers invited for official University or departmental colloquium or speaker series. The University reserves the right to modify this policy at any time. Please find the policy on our [website](#).

A. Requests for an External Speaker to Appear on Campus

1. Members of the WPI community seeking to invite an external speaker should obtain written permission from the WPI Events Office. Requests should be made at least 14 days in advance of a proposed event, although this time may vary depending on the nature of the event, security needs, etc.
2. All requests must be submitted in writing through the Events Management System 25Live and must include the following information:
 - a) The name of the person or organization seeking to invite an external speaker to campus;
 - b) The name of the proposed external speaker, including any organizational affiliation, a description of the speaker’s bio, and a copy of the speaker’s CV, if available;
 - c) The date, time and location of the proposed event and an indication as to whether increased security may be necessary;
 - d) The number of people expected to attend the event, whether there will be a charge for attending the event; and whether the event will be open to the public;
 - e) Copies of any advertisements or communications publicizing the event.
3. All decisions whether to approve or disapprove an event involving an external speaker are within the discretion of the University. WPI reserves the right to approve or disapprove the use of University facilities or services for an external speaker.

B. Costs and Non-transferability of Authorization

1. The University may charge for the use of its facilities or services, including the costs of security. The applicant and the sponsoring group assume responsibility all for costs associated with the use of University facilities or services, and for any damage caused by group members or event participants. The applicant and the sponsoring group may also be subject to disciplinary action and penalties for any failure of group members or event participants to comply with University rules and regulations, including campus health and safety standards. The University reserves the sole right to determine security needs and costs for a proposed event. In addition, depending upon the nature of the proposed event, the applicant and/or sponsoring group may be required to obtain insurance naming the University as an additional insured.
2. Permission for an event is not transferrable. Substituting a different external speaker or transferring control of an event to another organization, group, or individual is prohibited, and may result in the termination of permission to use WPI facilities or services.

C. Policy Concerning the Time, Place, and Manner of Activities and Events

All events on campus, including events involving external speakers, must comply with all WPI policies, rules and regulations. Such events must not interfere with University property or the orderly conduct of University affairs or the University's obligation to protect the right to teach, study, and freely exchange ideas. The core expectations for any individual or group using WPI property include the following:

1. **Respect the safety of WPI community members and visitors by avoiding behavior that harms, endangers or intimidates others.** Prohibited behaviors include threats, harassment, abuse, assault, disorderly conduct, or any conduct that threatens the health or safety of any individual or group.
2. **Engage respectfully and civilly with other members and guests of the WPI community.**
3. **Conduct all affairs with integrity and cooperate with University officials.** Prohibited behaviors include failure to comply with the direction of University or other officials acting while on University property or at 3 University functions; or resisting or obstructing University or other officials in performing or attempting to perform their duties.
4. **Avoid behavior that causes disruption in the WPI or broader community.** Prohibited behaviors include disruption, interference, or obstruction of the core mission of WPI, including teaching, research, or the administration of other University activities.

5. **Respect the property of the University and of others.** Prohibited behaviors include vandalism, damage, or destruction of personal, public, or WPI property.
6. **Respect and abide by property access limitations and restrictions.** Prohibited behaviors include blocking entrances to or otherwise interfering with the free flow of traffic into and out of campus buildings, offices, or roadways, and entering buildings or areas where access is not permitted.

Failure to comply with these expectations may result in the termination of approval and/or the immediate cancellation of an event. The University reserves the right to rescind permission for any event or activity, to reschedule any event to a different time or date, and/or to move an event or activity to a different location. D. Sound Amplification Sound amplification for events or activities must be approved, in advance, by the WPI Events Office.

Please note that due to COVID-19, in-person events are limited to one external speaker per program. All events and programs are encouraged to take place virtually if possible.

Domestic Travel Policy

In A-Term, 2021 (to be reviewed for B-Term 2021), student organization travel will be permitted for day-trips only.

Travel would be reviewed on a case by case basis. To submit a request to travel, please fill out this form [here](#). Travel and Medical Release forms have changed this year. Please be advised that the Travel and Medical Release Forms from years prior are not valid this year. You must use [this form](#) as a waiver.

All students will be tested through WPI's testing protocol 48 hours prior to departure to allow students in a positive pool to re-test the following day to determine eligibility for travel. A kit including additional face coverings would be picked up and carried with all traveling student groups. Kits will be available in the SAO and Club Sports Offices to be picked up the business day prior to departure.

All students traveling must sign a travel release form and will attest to vaccination status and agreement to WPI terms on travel on their travel waiver.

Any students traveling, regardless of vaccination status, must be asymptomatic at the time of departure.

Students who develop symptoms on a WPI club trip off-campus should utilize the following requirements around returning to campus:

1. Separate from others **as much as possible**. If possible to use an alternate vehicle to return to campus to increase separation that is preferable. If not possible, sit as far from others as possible in the group vehicle.
2. Enhance masking for sick student and offer enhanced masking to any student who desires this on the transport back to campus. Options for enhanced masking are as follows and the students can choose which option feels most comfortable.
 - a. Double masking with a surgical mask under a cloth mask or two surgical masks.
 - b. Using a KN95 mask
 - c. Using a N95 mask
3. The ill student will need to complete symptom tracker to notify the health team about symptom onset and will be evaluated by Health Services.

All meetings, trips and activities must be pre-planned, carefully organized by the organization, and be consistent with the mission of the group. All activities must adhere to WPI policies and practices.

All trips that require payment from University funds must be registered through the Student Activities Office. Failure to register will result in the inability to access funds for the event or personal reimbursement.

Any event that includes travel must be registered at least three weeks in advance if the event:

- travels or extends beyond a 120 mile radius of Worcester;
- hired or rented transportation is used;
- a contract is required; or,
- the trip exceeds 20 participants.

An event that involves travel that does not meet these criteria must be registered one week in advance.

An activity is considered sponsored or endorsed by a club, organization or department if:

- University funds are used or intended to be used for reimbursement;
- The event is advertised as a club, organization, or department event;
- Plans for the activity are made by the club, organization, or department;
- Transportation is coordinated by the club, organization, or department;
- Travel is undertaken in university or leased vehicles.

A member of the WPI faculty or staff or administration must attend any activity as an advisor if:

- an activity takes place outside 120 mile radius of Worcester;
- the activity extends overnight;
- if more than 50 individuals attend; and,
- if based on the activities involved, the Director of Student Activities or their designee determines an advisor is required for the trip.

Club/ organization travel is required to adhere to the advisor requirements listed above unless written approval is given by the Assistant Dean of Student Activities, or their designee, in advance of the activity. The organization is also responsible for the payment of advisor expenses connected to attendance.

When a group needing transportation exceeds five persons, WPI recommends that the group consider rental of a seven or eight passenger van. A WPI faculty or staff member or individual designated by the respective departmental administrator is the preferred driver; however, the van must be driven by a person at least 21 years of age. The driver is encouraged to obtain training specific to the use of the van and to purchase adequate insurance to protect against bodily injury, property damage and collision/theft claims. If the group is traveling outside a 120 mile radius of WPI or extends overnight, the group, regardless of size, will be responsible for renting a vehicle unless otherwise approved by the Director of Student Activities or their designee. When a group exceeds twenty persons, the group must charter a bus or other commercial, professionally driven mode of transportation.



All participants taking part in a sponsored event off campus must complete a liability release form online. The student leader and/or advisor for any designated trip is responsible for ensuring all participants have filled out the release form and/or ensuring that everyone signs this form before departure. Any paper versions of the Travel and Medical Release Waiver should be turned into the Student Activities Office within 1 (one) business day of return from travel.

Any organization that does not comply with the WPI Student Code of Conduct, Travel Guidelines, or other WPI policies are subject to disciplinary action as stated in the Student Code of Conduct.

More information regarding personal autos, driving rules, alcohol, travel times, weather and overnight accommodations, please review the full travel policy located on TechSync at <https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/649683>.

Any organization that does not comply with the WPI Student Code of Conduct, Travel Guidelines, or other WPI policies are subject to disciplinary action as stated in the Student Code of Conduct.

International Travel Policy

The following policy outlines university expectations for recognized student organizations considering planning international trips and is subject to change. **Please note that at this time, international travel will not be possible throughout the fall semester. For questions or concerns, contact the Student Activities Office at gr-sao@wpi.edu.**

Traveling to any foreign country has risks, and the health and safety of students is a concern when planning foreign travel. The following guidelines were developed to make participants more aware of safety issues and to encourage pre-trip planning to minimize known risks. Student organization trips to international destinations should be coordinated through the Office of Student Activities, and must follow the guidelines below. This policy applies to any recognized student organization that receives university funds, uses the WPI name, and/or receives support or guidance from a university school or department or individual faculty or staff member.

At the discretion of the University, specific intended destinations for WPI-affiliated or WPI-sponsored international trips may be restricted due to State Department travel warnings, Centers for Disease Control (CDC) warnings or other indicators that might suggest conditions that are unhealthy or particularly dangerous for travel. Student groups planning international trips are advised to consult State Department and CDC resources early in the planning process to avoid the risk of choosing a destination that is subsequently denied by the university. Health and safety situations can change drastically without warning, and organizations are strongly urged to take necessary precautions (such as trip cancellation insurance through a travel agent) in case it becomes necessary to change plans or cancel a trip on short notice. WPI reserves the right to rescind approval of a university-sanctioned trip due to health and safety concerns.

There are several steps that must be taken in order for an intended trip in countries other than the U.S. (the U.S. is defined as the 50 states and does not include territories like the Virgin Islands, Puerto Rico, and Guam) to be considered for approval. Please go here for the full policy and all required forms:
<https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/597903>

Weapons Policy

The Student Activities Office and all clubs and organizations are held to the policies and laws of the Commonwealth of Massachusetts and Worcester Polytechnic Institute. Weapons of any kind are not permitted to be used within clubs and organization both on and off campus, unless with the clear and written consent of Worcester Polytechnic Institute. Should a club or organization wish to use a replica or toy that could be contrived as a weapon, approval must be obtained from the Student Activities Office and Campus Police. Contact the Student Activities Office at 508-831-5291 for more information.



Alcohol Service at Student Functions Policy

Student organizations may request to have alcohol present at an official organization function. The following guidelines must be followed before alcohol may be served:

1. All laws of the Commonwealth of Massachusetts must be observed.
2. All alcoholic beverages are to be obtained and served by Chartwells, Inc. (WPI Dining Services). WPI will only allow beer and wine to be served at student functions. If the event is occurring at the Seaport location in Boston, an approved vendor must be reviewed.
3. During the week, alcoholic beverages may only be served after 4:00pm.
4. No persons under 21 years of age and without proper identification may be in any area where alcoholic beverages are served and or consumed.
5. If a student organization would like to request alcoholic beverages be served at their event, the president of the organization must meet with the Director of Student Activities or their designee in order to discuss the proposed activity and details associated with alcoholic beverage service. All events where alcoholic beverages are consumed must be coordinated by the Events Coordinator of the university with approval, as appropriate, by a member of the President's Cabinet.
6. Non-alcoholic beverages must be available at the same price or less than the price of the alcoholic beverages and must be prominently featured.
7. A reasonable portion of the budget for the event must be designated for the purchase of food items.
8. No event may include any form of drinking contest in its activities or promotion.
9. "All you can drink" events, at which an unlimited amount of alcohol may be consumed for one fee, or special price promotions, are not permitted.
10. WPI Campus Police must be present at all times during the event. The cost of the Campus Police is the sole responsibility of the sponsoring organization. If off-campus at Boston Seaport location, Boston Police Department must be used.
11. Alcohol may not be used at membership recruitment functions by any student organizations, nor may alcohol be used as an inducement to participate in a campus event.
12. Alcohol may not be served, consumed, or otherwise be present at club sports events.
13. Signs in which alcohol is the main focus of the advertising is not permitted in any area of campus.
14. WPI accepts no responsibility through the adoption of these guidelines for the behavior of guests at these functions. This responsibility rests solely with the sponsoring individual/organization. WPI,

through the Events Coordinator and Chartwells, Inc., reserves the right to schedule and manage each function in the best interests of both organizations.

To review the entire policy and learn about the application process go to TechSync or go to our website at <http://www.wpi.edu/offices/sao/policyprogs.html> or <https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/597997>.

For programs at our Seaport location, an approved vendor must be utilized and reviewed by SAO. Boston Police Department must provide the detail when using this location.

Car Smash Policy

Every effort should be made to ensure the safety of those participating in a car smash.

The following steps should be taken by sponsoring organizations:

1. Car Prep
 - Remove: gas tank, windows, fluids (gas from lines, anti-freeze, oil (including transmission oil and fluid), washer fluid, power steering fluid and other potentially messy or explosive matter or part on car.
2. Site Prep
 - Tarpaulin under car (to catch parts)
 - 20 ft. safety radius around car
 - Speedy dry on hand to catch any unforeseen spills
 - Brooms and other clean up tools
3. Protective Wear
 - Smasher: Safety glasses (full surround), thick gloves, NO sandals
 - Clean Up Crew: Gloves
4. Hammer
 - Sledgehammer: Good quality handle, plastic is better, protective guard on handle (even plastic handle)
5. Notify Campus Police



Raffles and Fundraisers Policy

All fundraisers must be registered with the Student Activities Office using the TechSync Fundraising Form that can be found here: <https://wpi.campuslabs.com/engage/submitter/form/start/134809>. This should be done three weeks in advance.



the

organization and other charitable causes. Please use the online form above to register your fundraising activity. Depending on the activity you will be asked to identify the winners', their address, and what they won at the time of the event such as a raffle. Additional paperwork may be needed so ensure you fill out the funding request form so staff can best assist your organization. For more information regarding the Raffle and Fundraising Policy email the Student Activities Office at gr-sao@wpi.edu.

Any event, activity, or program which charges a price for participating and involves a chance to win or awards prizes constitutes a raffle. A raffle is considered to be gambling activity in Massachusetts and therefore falls under the jurisdiction of the Massachusetts State Lottery Commission (MSLC). The WPI Student Activities Office maintains an annual raffle permit which allows student organizations to hold raffles for the benefit of

If you plan to contact outside businesses or corporations, you **MUST** complete this fundraising form prior to making contact. Depending on the fundraising ideas, the Student Activities Office will work with you to identify the next steps in collaboration of the Office of Lifetime Engagement and Advancement.

Casino Nights

Casino night, involving games of chance (i.e., gambling activities), are also regulated by the Massachusetts State Lottery Commission (MSLC). "Casino night" events in which no charge is required of the participants (either to enter the event or to participate in the games) do not require a license. Casino Nights that do involve a fee to participate require as license. Organizations wishing to hold a casino night that requires a state license should contact the Student Activities Office at least 30 days prior to the event taking place to obtain the proper permits and forms. Go to TechSync or the Activities Office website for the complete guidelines at:



Student

<https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/597994>.

Sound Policy

Activities requiring the use of amplified sound or the use of speakers must ensure that sound and noise levels remain at a respectful level, resulting in minimum to no effect on others in the surrounding community or other areas of campus. Amplified sound additionally should not be in effect near academic buildings when classes are in session (remember graduate classes meet in the evenings), and is not allowed Monday through Friday near the Fountain.

Amplified sound taking place on the Quadrangle must not exceed 102dB when measured 30ft on-axis from the speakers, due to sound projection into the Worcester community. Hours for amplified sound are 10am to 10pm on Saturday and Sunday and 10am to 9pm Monday through Friday. For additional information or questions regarding sound, please contact the Student Activities Office at gr-sao@wpi.edu or the Events Office at extension x5613.

Gift Card Policy

Student organizations are allowed to provide gift cards as prizes at events, but must collect information from the winners at that time. This data must be turned in on a separate sheet along with the student expense report to be reimbursed for the purchase of the gift cards. The SAO will need to know the following:

- date of purchase,
- who purchased the prize or gift card,
- the winner's name and
- the winner's student ID number (or address if a non WPI student),
- the amount on the card and the type of card it is (Dunkin Donuts, Barnes and Noble, etc.) or the value of the prize (if over \$75)

Unmanned Aircraft Systems ("Drone") Policy

WPI supports the use of UAS to enhance the business, research and instructional goals of the university. However, WPI must take into consideration the privacy and safety issues associated with UAS use.

The outdoor operation of UAS including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law. WPI will establish procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Any WPI employee or student wishing to operate a UAS as part of their employment or as part of WPI academic or research program must first notify the Office of Public Safety. Additionally, for outdoor operation of UAS:

Recreational UAS use on or over WPI property is not permitted. Please refer to the full policy online at https://www.wpi.edu/sites/default/files/WPI_Unmanned_Aircraft_Systems.pdf.

Eating Contests Policy

The Student Activities Office and all clubs and organizations are committed to creating a safe environment for students and/or guests participating in student club/organization sponsored activities. Due to the safety concerns of competitive eating, no activities involving competitive eating of any kind are permitted. This includes any on or off-campus events sponsored by a recognized student organization.

OASIS Cultural Center (OASIS House) and Collegiate Religious Center (CRC) Reservation Policy

Masks are required to be worn at all times. You must cover your mouth and nose. While inside the building(s), you are encouraged to always remain six (6) feet apart. Each time you enter, you will be required to sign-in using the provided QR Code. Reservations must be made 5-7 business days in advance. Last minute reservations may not be accepted. All events, meetings, and other gatherings will be encouraged to be held virtually. You MUST clean the space using the provided cleaning checklist and complete the cleaning log following your event. If you do not comply with the cleaning protocols, the sponsoring organization may lose the privilege of using the space for future events. For more information, please email multiculturalaffairs@wpi.edu.

Animals on Campus Policy

Worcester Polytechnic Institute (WPI) is committed to creating a welcoming environment through the use of commonly accepted guidelines and procedures that allow animals to be on-campus for specific purposes. These purposes include reasonable accommodations for employees, students, and visitors with disabilities in compliance with applicable state and federal laws, pets that may be brought on campus for casual use of the grounds, special occasion visits by therapy animals, law enforcement animals, and those animals employed in the teaching and research environment. The policy can be found at <https://www.wpi.edu/student-experience/resources/club-resources/policies>.

Definitions

Disability: Defined as a physical or mental condition or impairment that is medically recognizable and diagnosable, and substantially limits one or more of an individual's major life activities. These limitations may include performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. An individual is substantially limited in major life activities if unable to or significantly restricted from performing the activity compared to the average person.

Pet: A pet is an animal kept for ordinary use and companionship. A pet is not considered a service or assistance animal. For pets in any university housing, please refer to the Residential Services webpage on the Community Standards for Living on Campus <http://www.wpi.edu/offices/rso/community-standards.html>.

Service animal: Any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks a service animal has been trained to provide must be directly related to the person's disability, and must accompany the individual with the disability at all times. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.

If you are a...	Go to...
student bringing a service or assistance animal to campus and/or campus housing	Office of Disability Services 508-831-4908
faculty or staff member bringing a service animal to campus	Human Resources 508-831-5470
an employee or student group seeking approval to bring therapy animals to campus for special occasion visits	Student Activities Office 508-831-5291
individual reporting a safety issue with an animal on campus	Campus Police 508-831-5433
individual reporting an issue with an animal in any on-campus housing	Residential Services Office 508-831-5645

General Expectations for All Animals on Campus Grounds

The handler/owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the university or cause difficulties for campus community members. Therefore any and all animals are not permitted to: sniff people, tables in eating areas, food, or the personal belongings of others; initiate contact with someone without the owner's direct permission; display any disruptive behaviors or noises (such as barking, whining, growling, or rubbing against people); or block an aisle or passageway.

Campus Property: Animals may not enter recreational space including the Recreation Center and all outdoor athletic fields, research laboratories, machine shops, residential space unless approved by Residential Services or in accordance with the Pet Ownership Guidelines for Complex Coordinators, residence hall courtyards, or dining areas. These expectations apply unless specifically approved by the appropriate office noted above or the animal serves as a service animal, special occasion visit animal, or law enforcement

animal. When bringing animals into shared spaces, please be considerate of other community members and their working and living environments.

Care and Supervision: Care and supervision of the animal are the responsibility of the handler/owner.

Community members may not transfer responsibility of animal care and supervision to any other individual while on-campus. The handler/owner is solely responsible for: maintaining full control of the animal at all times; the cost of care; responsibilities for the well-being of the animal; ensuring the cleanup of the animal's waste; and when appropriate, toileting the animal in areas designated by WPI and consistent with the person's needs and abilities.

Casual Use of the Campus for Pets: Casual use refers to those members of the community or surrounding neighborhoods who may bring their animal onto campus for a short period of time. Please refer to the guidelines outlined above under General Expectations for All Animals on Campus Grounds.

Health: The animal must have documentation from a licensed veterinarian dated within the past year stating that the animal is in good health and is immunized against diseases common to that type of animal within the State of Massachusetts. Preventative measures must be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of the animal. All service and assistance animals must be housebroken and must be spayed or neutered.

Licensing: All animals must meet the applicable licensing requirements of the City of Worcester and the State of Massachusetts. Dogs are required to wear an owner identification tag, a current rabies tag, and a dog license tag at all times. (For nonresidents, home state tags may be accepted.)

Leash: Animals must be on a leash and monitored at all times while on campus. Exceptions are permitted only if the animal is performing a specific duty that requires it to be unleashed or while in a student's on-campus residence if it is a university department approved assistance or service animal.

Steps to Request a Service or Assistance Animal

Procedure for Use of Service Animals on Campus

Service animals are permitted on WPI's campus, subject to the provisions in this policy applicable to service animals. Where it is not readily apparent what service an animal provides, in accordance with applicable laws WPI may ask (1) if the dog is a service animal required because of a disability, and (2) what work or task the dog has been trained to perform. WPI will not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Verification of Disability Accommodation and Need for an Assistance Animal

All decisions associated with assistance animals will be determined on a case-by-case basis. Where it is not readily apparent that an animal is an assistance animal and the individual has indicated that there is a need, WPI may require sufficient information and documentation in accordance with applicable laws. If requested, documentation must be provided on the letterhead of the appropriate professional(s) qualified to provide such verification (i.e. treating/licensed physician, mental health provider, animal trainer, etc.) and must permit WPI to determine the following:

- that the individual has a disability for which the animal is needed;
- the relationship between the individual's needs and the assistance the animal provides;
- that the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the WPI facilities.

An on-campus resident student wishing to use an assistance animal in university housing must request permission to bring an animal to campus at least 30 days before their intended arrival. If requested, the resident must provide sufficient information through the Office of Disability Services online

Accommodated Housing Request Form (for [first year/transfer students](#) and [upperclass students](#)) and include relevant documentation in accordance with the [Office of Disability Services documentation](#) guidelines. Working in consultation with the Residential Services Office, the Office of Disability Services will determine the need for accommodations and work with the student and other necessary WPI offices to facilitate a reasonable accommodation. A request for an assistance animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters university housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including university property. Students who are seeking university residential housing must complete a request each year for which they will reside on campus.

Responsibilities of People Using Service or Assistance Animals

In addition to the general expectations for animals on campus outlined herein, the expectations noted below are specific to service and/or assistance animals.

Physical Control: The student must be in full control of the animal at all times. The care and supervision of the animal is the sole responsibility of its handler/owner. It is the responsibility of the handler/owner to ensure that others are not disrupted by an unattended animal. Approved animals may not be left overnight in student housing to be cared for by another student. Animals must be taken with the student if they leave campus for a prolonged period, such as an overnight or extended weekend.

Care for Campus Property and Safety: The owner of the animal is financially responsible for the actions of the animal including bodily injury or property damage. The owner is expected to cover any costs for repair or cleaning beyond reasonable wear and tear. The owner could be asked to move out if the damage is deemed excessive and/or the result of negligence. The owner's room may be inspected for fleas, ticks, or other pests as needed. The room will be treated if pests are detected and the owner will be billed for the inspection and pest treatment.

Indoor Campus Locations: Service animals may accompany the handler/owner to all campus locations unless the presence of the animal poses a health or safety issue (please see the Removal of Animals from Campus section below). Individuals are strongly encouraged to speak with Environmental Health &

Safety to discuss the risks to safety of their service animal in the research laboratory or machine shop environment. Assistance animals must remain in a student's residence when not being walked or toileted. Assistance animals are not permitted in food preparation or service areas, classrooms, other campus buildings, or residence hall locations other than the student's room and the pathway to and from the exits in the residence hall. Animals are not permitted in residence hall courtyards except in the case that a service animal is providing a service to its handler/owner.

Other Components and Limitations of This Policy

Possible Impacts on Other Members of the WPI Community

Individuals with medical condition(s) that are affected by animals (such as respiratory diseases, asthma, severe allergies) are asked to contact either the Office of Disability Services, the Student Health Center,

Human Resources, or Residential Services Office if they have a health or safety related concern about exposure to a service or assistance animal. The individual will be asked to provide medical documentation that identifies the condition(s) and the need for an accommodation. Action will be taken to consider the needs of both individuals and to resolve the problem as efficiently and expeditiously as possible.

Limited or Special Occasion Visits

A University employee or recognized student organization may request approval for a therapy animal(s) to visit campus on a limited and structured basis for special occasions, such as mid-term examinations, final examinations, or other specified occasions. A written proposal must be provided to The Office of

Student Activities at least 3 weeks in advance of the event. In order for limited and special occasion visits by therapy animals to be considered, a proposal must meet, at minimum, the following criteria:

- The proposal must specify the reason for the therapy animal(s) to be on campus.
- The proposal must specify the hours the animal(s) will be on campus and the identity of the certified

handler who will be handling the animal(s) at all times.

- The proposal must describe how the University community will be notified of the presence of the therapy animal(s) on campus.
- All therapy animal(s) must have documentation and certification of training as a therapy animal.
- The recognizing agency must be approved by the State of Massachusetts.
- The proposal must specify the on-campus location of the therapy animal(s)' visit. The therapy animal(s) should be made available for visits in an area that is easy for those who do not wish to interact with the animal(s) to avoid such contact. Therapy animals are not permitted in food preparation or service areas.
- The proposal must specify how all event participants will sign a waiver in advance of interacting with the therapy animal(s).
- Any person approved to bring therapy animals onto campus property must provide a commercial general liability certificate of insurance for the handler and therapy animal with coverage of no less than \$100,000 per occurrence with the University named as an additional insured.

Law Enforcement Animals

WPI Campus Police, independently or working in a coordinated effort with any federal, state, or local law enforcement agency, may be accompanied by law enforcement agency animal(s) in conjunction with their respective duties. These officers, handlers, and animals may enter any and all facilities associated with WPI in the performance of their official duties.

Animals Used in Teaching and Research

The proper care, use, and humane treatment of animals used in research, testing, and education requires scientific and professional judgments based on a knowledge of the needs of the animals and the special requirements of the research, testing, and educational programs. The Institutional Animal

Care and Use Committee (IACUC) at WPI is charged with overseeing and evaluating WPI's animal program, procedures, and facilities to insure that it is consistent with all applicable guidelines, recommendations, and regulations. [This website](#) provides information on animal use, policy, and protocols, as well as relevant forms and vendors associated with IACUC.

Removal of Animals from Campus

Consistent with federal and state law, WPI may exclude or remove a service or assistance animal if the animal's behavior or presence poses a direct threat to the health or safety of others or causes a disruption to the health, welfare, success, or access of members of the campus community. The animal may also be excluded from areas where its presence fundamentally alters the nature of a program or activity. If the animal that is excluded or removed is a service or assistance animal, WPI will work with the individual to explore options that do not include having the service or assistance animal on the premises.

Appeal Process for Service/Assistance Animals

If the decision is made to deny a request or remove a service or assistance animal, the owner may request an appeal of the decision in writing to the Office of Disability Services (if a student) or Human

Resources, (if an employee). Appeal requests must provide additional information or documentation that was not available at the time of the original decision, and must state a specific reason for reconsideration.

Appeals will be reviewed by an Appeals Board, a committee of individuals representing Disability Services, the Dean of Students, Human Resources, Residential Services, and the Compliance Office. The Appeals Board will render a final resolution to the specific issue within 5 University business days of the appeal, pending any updated and/or relevant information. It is important to note that the Appeals Board may refuse to accept any appeal that does not provide new and credible information or documentation. During the appeals process, the original decision will remain in force.

Financial Transactions

Most financial transactions are on Workday. Other financial paperwork required for your organization is available at the WPI controllers forms website [here](#). Step by step guides and answered questions can be found at portal.wpi.edu under the training material drop down menu or [here](#).

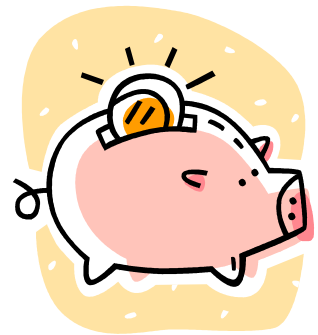
The treasurer of your organization will be given access to Workday, the system used to track on campus accounts.

It is always advisable that a treasurer keep their own record of expenditures using Excel and then recording this against charges on Workday. This will ensure your club does not go over budget due to an unforeseen charge.

WorkTags

Each recognized student organization must have a WPI account for their use and may not have an off-campus bank account unless affiliated with a national organization that provides a fidelity bond. These accounts may be used to pay internal charges, such as Facilities, Chartwells, or Lens and Lights charges. Your WPI account may also be used to pay any bills from external vendors.

Each organization will be given a worktag that is associated with their organization to identify your WPI account. Worktags must be included on all financial paper work.



Types of Finance Forms

Supplier Invoice Request

Supplier invoice requests are used to pay for services and purchases to a vendor who is not associated with WPI.



If it is a new vendor or a vendor not used in the recent past, please print the vendor form found on TechSync. Ask the vendor to fill it out and return it to you by email along with a W9. Once you have received this, go into Workday and submit a supplier request form with the vendor form and W9 attached. Once approved procurement will email the treasurer to notify that the vendor has been added to the system. Now you can do the supplier invoice request to have a check processed to pay the vendor.

Student Expense Report

Student expense reports request reimbursements for students with authorized out of pocket expenses associated with an organization's activities. WPI student employees must complete expense reports on Workday under the expense application. A step by step guide to how to complete an expense report on Workday can be found at this link [here](#).

Treasurers are responsible for non-employee expense reports found [here](#). Non-employee expense reports must be completed electronically, printed, obtain the appropriate signatures, and submitted to the Student Activities Office for final approval and signature. All forms submitted to the Student Activities Office should be bound to the appropriate invoices, original receipts or contracts with a paperclip. Paperwork lacking the required signatures or information will be returned to your organization. Once with the SAO it will then be scanned and emailed to Student Expenses and kept on file. If any officer has any questions, stop by the Student Activities Office.

Interdepartmental Transfer Form

The interdepartmental transfer form (IDT) is used internally at WPI to transfer money between on campus accounts for services rendered or supplies purchased from other departments or organizations. You will need the other parties worktag to do this. Complete the IDT and forward it to the accounting office as directed on the IDT. You can find the IDT form at the WPI controllers forms website under other called **Interdepartmental Transfer/ Journal Entry Form**.

Cash Sale Form

The cash sale form is used to deposit any funds collected in the form of cash or check from member dues, ticket sales, or fundraising into the club account. This form should be completed and then brought along with all checks and cash to the Accounting Office on the second floor of Boynton Hall. You will need to have a separate one for cash and one for checks. For checks, also create a spreadsheet with the name of the bank, the person who wrote the check, the amount of the check, and the number to submit along with the cash form. You can find the cash sale form [here](#).



All deposits should be made within 24 hours from receiving funds and should not be stored in offices, residence hall rooms, lockers or apartments for more than 24 hours. In the event that a fundraiser or program occurs after business hours or on weekends, deposits can be made at the Information Desk in the Rubin Campus Center. Your organization representative will fill out a form with the amount of money deposited to be placed into a safe. **Please note SGA policy requires all organizations to keep no more than \$100 in petty cash. Failure to comply will result in loss of funding.**

Purchase Order

A purchase order (PO) is used to obtain services or goods prior to paying for them. The PO constitutes a contract between the student organization and vendor and does not pay for the goods or services but guarantees payment once an invoice is received. Purchase orders can be processed on Workday starting with Create Requisition. Step by step guides on create a PO on Workday can be found at portal.wpi.edu under the training material drop down menu or [here](#).

Other Financial Transactions

Funds may be collected via cash or University Tickets. **Venmo or other electronic payment methods not approved by the university are not permitted.**

Funding Opportunities

- *Student Speakers Fund* – special funding for programs that are for the WPI community. Generally, it provides awards of up to \$500 for educational programs produced by WPI students, faculty, staff, departments, or organizations. The application for this funding source can be found on TechSync under forms <https://wpi.campuslabs.com/engage/submitter/form/start/134791>.

- *Stand Out and Program (SOAP) Fund* – special money allocated to broaden campus involvement and programming for student organizations with limited or no budgets. The SOAP fund was established to encourage all campus organizations to apply for a mini-grant to compliment campus wide social and educational programming. The application for this funding source can be found in TechSync, under forms.
<https://wpi.campuslabs.com/engage/submitter/form/start/134792>
SOAP Evaluation form is in the Student Activities Portal under forms.
<https://wpi.campuslabs.com/engage/submitter/form/start/139590>
- *Funding Requests (FRs) from SGA* – if an SOC recognized organization finds that during the course of the fiscal year it has insufficient funds to carry out its planned activities and or its constitutional obligations, or if it has need to acquire, repair or replace equipment or materials, then that organization may approach the SGA for supplemental funding. The forms can be found online at <https://wpi.campuslabs.com/engage/submitter/form/start/135956> .
***FRs cannot being requested AFTER an expenditure has been made.*
- *Fundraising* -- Any club is eligible to fundraise provide they adhere to the financial guidelines outlined in this manual.



Reserving a Venue

Event space reservations are managed through the Events Office. Recognized student organizations are permitted to use WPI facilities for official meetings and programs. There is no charge for using the facilities; however, the organization is responsible for costs associated with facilities, police coverage, and or dining services, and for assuring room cleanliness after use. Information on event policies and costs can be found at <http://www.wpi.edu/offices/events/policies.html>. Reserving a venue as an organization should only be done for club use and formal meetings or events. If space is needed for individual or academic purposes, please use the appropriate category in requesting space.

To reserve a room, utilize the room reservation software at <https://25live.collegenet.com/pro/wpi>. A confirmation will be sent to you once the room is reserved. Be sure to know the following information before entering the form:

- Event name
- Type of event
- Sponsoring organization
- Expected head count
- Date of the event
- Proposed location (you can review the online calendar to see what is available)
- Start and end time of the event
- If the event will take place more than once
- Any specific room set up necessary if applicable
- Any AV or Technical needs you may have
- Small description of the event

- Account number should your event require service providers (facilities, food, police, etc.)

Security at Student Organization Events

Safety and security during campus events is something every student organization needs to consider. In consultation with Campus Police, Student Activities, and the Events Office, student organizations hosting events may be required to provide additional safety and security measures up to and including providing personnel from police, fire, medical and/or a third-party security company.

The student organization is responsible for incurring these costs.

Some items to consider if additional measures may be required are listed below. Note: this is not a full list of all considerations, but are common planning logistics that have required additional safety and security measures in the past:

- Number of attendees
- Is alcohol being served
- Location
- Type of event
- Time of day
- Is there merchandise for sale?
- Is there a significant sum of money present
- Is there a VIP (s) scheduled to attend
- Is the event expected to provoke controversy, either by the speaker or the content
- Is the event only for WPI community members or is it open to the public
- Is the event being externally publicized
- Has the event, in the past, raised security concerns either at our University or at another location
- Will the event have a significant impact on vehicular or pedestrian traffic
- What is the projected staffing for University Departments at the time of the event
- Is there a medical concern for either the type of event or the expected attendees
- Has private security been hired that requires Campus PD
- Is the event organization or participant(s) requesting additional security measures
- Have there been any threats received towards the event, topic, speaker(s), attendees

Reserving City Parks

A permit is required for student organization use of a city park (Elm Park, Institute Park, etc). This permit must be requested through the Events Office directly to the city of Worcester. Please connect with the Events Office at least a month in advance of the event to allow for time for the permit request and proper planning. Additional event costs may include police, custodial details, portable restrooms, etc., which the organization will be responsible for covering.

Accessible Programming Checklist

Questions? Contact The Office of Accessibility Services at accessibilityservices@wpi.edu

Marketing

- Advertisements include an access statement “If you require accommodations, please contactName, Phone Number, Email).” The point of contact should be the person organizing and staffing the event.
- Advertisements and program publications are available in an alternate format (i.e. posters or programs available as PDFs)
- Advertisements are created in sans-serif font (Arial, Calibri, Tahoma, Verdana) and have font size larger than 14pt
- Videos and films are closed captioned
- Advertisements have high contrast colors to ensure readability of text

Location

- Event is held in accessible location with directional signage (this includes accessible parking, entrance, elevator, and seating)
- Seating placement has been considered (i.e. person with a sensory disability is seated near the interpreter or in the front, ample seating space and aisle width for individuals in wheelchairs)
- Adequate lighting is provided for those with visual impairments or to easily view sign language interpreters
- If transportation is being used, accessible transportation has been arranged and the destination is considered accessible
- Assistive listening devices are readily available (FM Loop can be rented out at the Campus Center Info Desk, should an attendee request one)

Providing Safe Food and Drink Options

- An option to disclose food allergies and request alternate options for food, if needed
- Food and ingredients are clearly labeled
- Tables are less than 34" high and that items are within reach from a seated position

Inclusive Communication

- Person-first language is used when referring to a person with a disability (i.e. student with mobility impairment, not mobility impaired student) unless the person has specified otherwise
- Presenters should always introduce themselves and face the audience
- Provide a disclaimer if there will be loud noises or flashing lights
- Be mindful that service animals must be permitted to events and programs

- ❑ All considerations on this checklist are used for all programs regardless of location (i.e. oncampus in all spaces, off-campus trips, or conferences etc.)

Adapted from UCONN Accessibility Checklist for University Events (2014)

Student Organization Community Service

Planning Community Service



Ask your members if they have performed community service, and have them share the type of activities they have done in the past. Once you have an idea or a target population that your organization would like to serve, assign a volunteer to contact the Student Activities Office on the third floor of the Campus Center to learn about upcoming opportunities or pick up a list of agencies to contact. Once your organization knows what type of service they would like to perform, attempt to identify possible dates for service and contact the agency to compare availability.

If a service project requires travel, please fill out the Travel Form in advance in accordance with the travel policy. Be sure that you work with the agency to confirm details in advance and notify all organization members about the appropriate attire (some service sites might require long pants or closed toe shoes). All participating members must sign a Travel and Medical Release waiver before departing for a service trip, which is available on the Student Activities Website and TechSync [here](#). **Travel and Medical Release Waivers may be required for on campus service projects at the discretion of the Director of Student Activities or their designee.**

Tracking Service Hours

To assist us in our efforts to record WPI's involvement in the community, please fill out the Service Report Form on TechSync [here](#) for all the projects in which your organization is involved. The report only takes a couple of minutes to fill out, and is very important to WPI. Doing so will also make your organization eligible for various awards! This report form is not the same form needed to report and collect data for Federal Work Study hours.

Planning a Successful Event

Planning programs on campus is vitally important to building campus community. It can be a simple and enjoyable experience if time is spent to plan and organize the program in advance. The following seven steps will explain just how simple programming a successful event on campus can be!

1. **Brainstorm:** As an organization, set time aside to get together and brainstorm potential events. Make sure that members feel included and find different ways to brainstorm to ensure everyone is involved. Remember: No idea is a bad idea!

2. **Pick a Program:** Review the list of potential events and have everyone discuss the feasibility and interest of each idea. As a group, pick a program or set of programs and create a list of tasks that will be completed to ensure a successful program.
3. **Reservations and Requests:** Be sure to reserve a venue at least two weeks in advance. You should do this before you advertise so the correct location is included with the event information. WPI has adopted an online calendar that can be viewed at <https://25live.collegenet.com/pro/wpi>. Review the availability of the rooms on campus and fill out a room reservation form, which will be confirmed via email. Be sure to finalize your budget and submit paperwork to the Student Activities office at least three weeks in advance, and contact vendors such as Chartwells (<http://www.wpi.catertrax.com/>) or Lens and Lights (lnl.wpi.edu) if needed.
4. **Promotion:** Advertising your event is extremely important. Sit down with your organization members and find the best way to advertise your event. Be sure to use more than one method, and advertise by social media and word of mouth.
5. **Review and Confirm:** Contact all of the off campus and on campus stakeholders, and confirm details associated with the event.
6. **During the Event:** Be sure to advertise your next event, ensure people know your organization is sponsoring the program, and that members of your organization are around to support and run the event. Most importantly, have fun!
7. **Evaluate:** Take the time to evaluate the program as a group. Additionally, spend a few minutes signing or writing thank you cards for vendors or artists associated with the program. Be sure to praise publically those who assisted or went above and beyond to make the program successful!



Ideas to Promote Your Event!

- **TechSync** – Use TechSync to showcase events on the calendar, as well as in your news feed! If you're hosting an event where anyone on campus is welcome to attend, make sure to list the event as a public event! This helps more students see your event information. Public events have a chance to be included in the SGA Weekly Events digest, sent to all undergraduate students. Events on the community calendar must be open to the campus community and may not include general meetings.
- **Student Activities Instagram Account** – Tag us on Instagram or send us a Direct Message to our account @wpi_sao. We'll work to share info about your event through Instagram.
- **The Daily Herd**—The Daily Herd is WPI's daily news digest on campus. If you want to get the word to faculty, staff, and students, consider submitting a story idea to dailyherd@wpi.edu.
- **Student Activities on Facebook** – The Student Activities Office has a Facebook Page where events can be listed. Simply send an email with all the necessary information and image if applicable to grsaopr@wpi.edu. We do our best to turn around requests within 1 business day.



• **Tech News**– The school newspaper is another great resource to advertise the events that your club is sponsoring. *The Towers* has a free space dedicated to events or your organization can take out an ad for a small fee. Go online to the towers website for more information at

<http://towers.wpi.edu/>.

• **Chalking** – is a colorful and fun way to advertise events (please see chalking policy on page 11).

• **Table Sitting** – table sitting is a fun and interactive way to share what your organization does or upcoming events. To reserve a table in the Campus Center, go to scheduling.wpi.edu.

• **Visit another organization’s General Body Meeting** – This is a great way to connect with other organizations and advertise your event!

- **Outside The Box** – use your creativity and do things that anyone rarely does. Brainstorm with member’s unique ways that you can publicize your events and catch the eyes of your peers!

Ways to Recognize Success

CORE Awards

The CORE Awards are an opportunity for your organization to reflect upon its successes, as well as recognize the programs, members, and resources that make being a member of the WPI Community so special. The award packets will be reviewed by a selection committee, with the award ceremony taking place in April 2022 to recognize all nominations as well as the award winners. These awards will also be presented at the same time as the Crimson and Gray Awards, the Outstanding Women Awards and Peer Learning Assistant Awards to celebrate the many accomplishments of our community. Packets to nominate will be available in SAO Resources TechSync portal under files in November. so help recognize the great organizations, students, and advisors of WPI by submitting the applications you choose to provide by the end of January. The awards given are:

- Advisor of the Year
- Diversity Program of the Year
- Emerging Leader of the Year
- Organization of the Year
- Program of the Year (Educational/Professional Focus)
- Program of the Year (Social Focus)

Coghlin Awards

The Edwin B. Coghlin '23 Award for Community Service is presented annually by Worcester Polytechnic Institute to recognize an individual or individuals who, through their involvement in community service

activities, has made valuable contributions to WPI and the Worcester community during the college year. Information regarding the Coghlin Award is emailed annually in December.

Crimson and Gray Awards

The Crimson & Gray Awards are given out annually to exceptional student leaders that have made a positive impact on student life at WPI. Undergraduate seniors and graduate students are eligible for this award. Students must be nominated by a WPI faculty or staff member in order to apply for an award.

Appendix A

Find Student Activities on the following social media networks:



WPI Student Activities



@wpi_sao



@ WPI_SAO

Appendix B

WPI Student Organization Identity Guidelines

As a WPI student organization, you may choose from a variety of options regarding the use and placement of various WPI logos, fonts, and spirit marks to use on clothing, merchandise, online, and in print. The primary suggestion is to first do no harm to the WPI logo. It should be treated with dignity and respect. Please use the logo appropriately and as befits your organization and the university.

The goal of these guidelines is to outline the proper usage of the logos to ensure that your club or organization look its best.

General Guidelines:

1. First, do no harm to the WPI logo. The logo should be treated with dignity and respect.
2. When presenting on behalf of WPI to an external audience (conferences), please use the WPI Power Point templates available [here](#).
3. When using WPI's official logo, please use the WPI colors of crimson and grey (details below) when ordering WPI branded give-aways.
4. Please use WPI licensed vendors for all merchandise orders. For more information about licensed vendors visit [here](#).
5. WPI branded materials for club sports must be approved by the Associate Athletic Director.
6. Detailed University Guidelines on WPI University logo usage and placement are available [here](#).
7. WPI branded Word document templates are available [here](#).
8. A WPI branded letterhead template is available [here](#). All club correspondence that is to be sent on WPI branded letterhead must be approved in advance by the Office of Student Activities.
9. If you encounter any difficulties or have questions, please contact the Office of Student Activities.

WPI University Logo Usage

University Logo

WPI student organizations may use one of the WPI University logos available [here](#). Guidelines for the University logo are located [here](#).

Primary—this is the default choice

3/4 inch  Recommended minimum size **3/4 inch** (Never smaller than 1/2 inch) Use in right or left position



Secondary

3/4 inch  Recommended minimum size **3/4 inch** (Never smaller than 1/2 inch) Use in centered position or within a squared area



Official Colors

 Pantone 187c	 Pantone 420c	 Black
CMYK: C7, M100, Y82, K26 sRGB: R172, G43, B55 HTML: #AC2037 MADEIRA: 1151	CMYK: C21, M11, Y9, K23 sRGB: R169, G176, B183 HTML: #A9B0B7 MADEIRA: 1011	CMYK: C0, M0, Y0, K100 sRGB: R0, G0, B0 HTML: #000000 MADEIRA: 1000

Official Fonts*

Myriad Pro Regular Minion Pro Regular
Myriad Pro Italic Minion Pro Italic
Myriad Pro Bold Minion Pro Bold

* Verdana Regular, a standard Microsoft Office compatible font, can be substituted for Myriad Regular on internal documents.

Athletics and Gompei Spirit Marks Guidelines

Athletics Logo

WPI Student organizations may also utilize the Athletic logo. The guidelines for the Athletic logo reflect the guidelines for the University logo. The WPI Athletic logos and detailed placement/usage options for the Athletic logo are available from the Associate Athletic Director.



Gompei Spirit Marks Guidelines

Gompei is an important part of the WPI identity and the spirit mark must maintain its consistency in looks and usage. Again, first do no harm and treat this spirit mark with dignity and respect. Please use approved Gompei images including hands on hips, holding a sign, and one arm raised. You may change the background behind Gompei. Please do not alter the coloring of Gompei. You may use Gompei in crimson and gray, white, or black. Please do not alter Gompei in anyway. Gompei may hold objects such as signs or balloons. Please have any use of Gompei approved by the Office of Student Activities.



