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GET IN SYNC: STUDENT ORGANIZATION MANUAL

2017-2018

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 200 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 clubs and organizations. We also work closely with our fraternities and sororities, new student orientation programs, Homecoming, Class Boards, 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 place for resources to assist your organization and operate at its most efficient level. This book provides information on everything from planning an event to policies and procedures related to travel, dining, and fundraising. 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.



Student Activities Staff

Christine Sharry

Director of Student Activities
crsharry@wpi.edu

Caitlin Donlan

Assistant Director of Programming & Greek Life,
Student Activities
cmdonlan@wpi.edu

Sandy Liberatore

Administrative Assistant
Student Activities
sjliberatore@wpi.edu

Christine Kobza

Associate Director of Community Service & Greek
Life, Student Activities
ckobza@wpi.edu

Taylor Garnes

Graduate Assistant,
Student Activities
tvgarnes@wpi.edu

Events Office Staff

Bill Battelle

Director of Events
battelle@wpi.edu

Amy L’Heureux

Events Planner
ajlheureux@wpi.edu

Jennifer Parissi-Forti

Events Planner
japarissiforti@wpi.edu

Emily Bell

House Manager/Events Coord.
akbell@wpi.edu

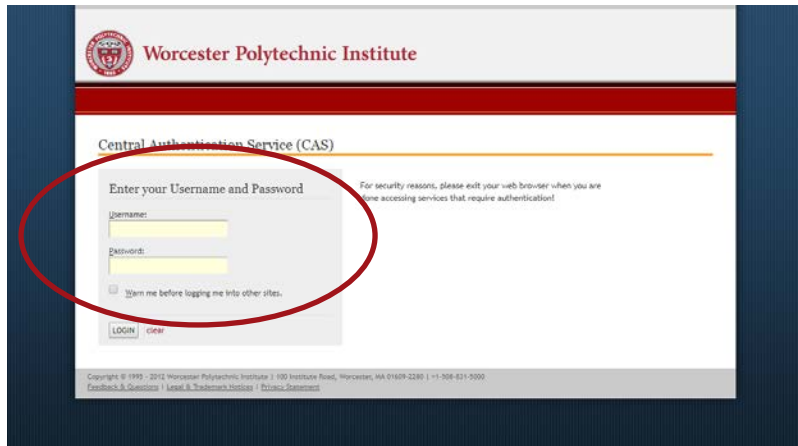
Ali Reed

Events Scheduler
agreed@wpi.edu

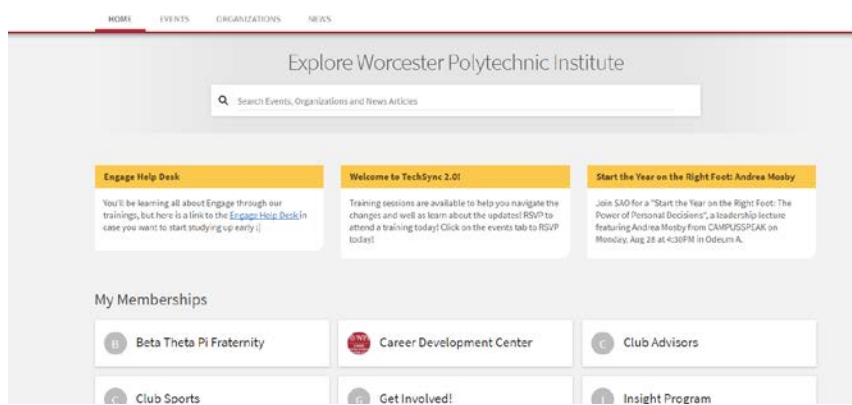
Staff responsibilities, frequently asked questions, and detailed information about the contents of this manual are found on TechSync as well as online on the Campus Center and Student Activities Website: <https://www.wpi.edu/offices/student-activities/meet-the-team>

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 or service hours

- 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 sao@wpi.edu.

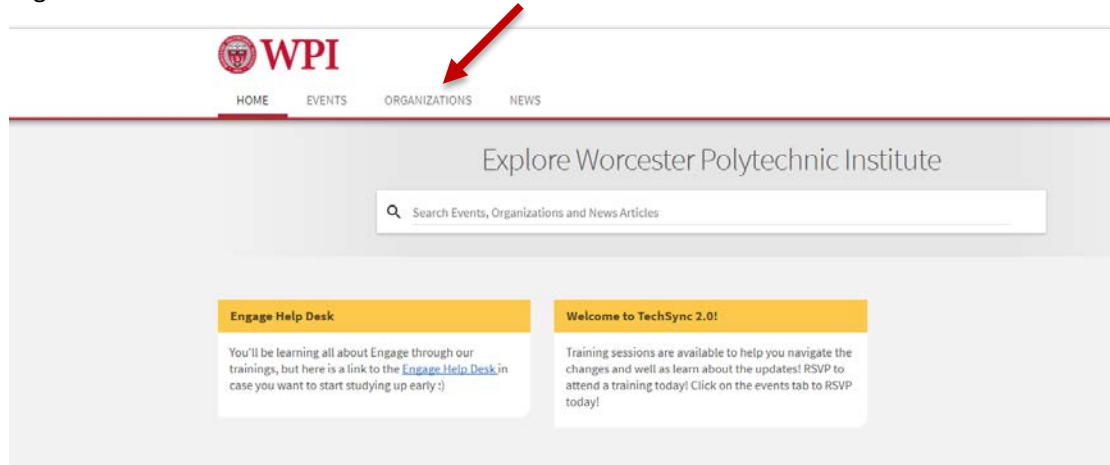
TechSync Assistance

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>. TechSync is powered by CampusLabs, a company that provides 24/7 assistance and support through online resources including videos, tutorials, and contact support. 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 sao@wpi.edu.

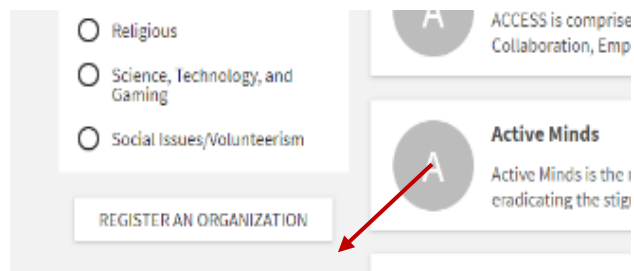
Updating Organization Information

Annually, the Student Activities Office asks organizations to update their officer and club information to remain recognized on campus. To do this, all you need to do is go online to TechSync! To successfully update the club information, you will need the names, emails, and phone numbers of executive board members (President, Vice, President, Treasurer, Secretary, and additional members if applicable), the treasurer student ID number, as well as the advisors name, email, and phone number. This will renew your portal for the year.

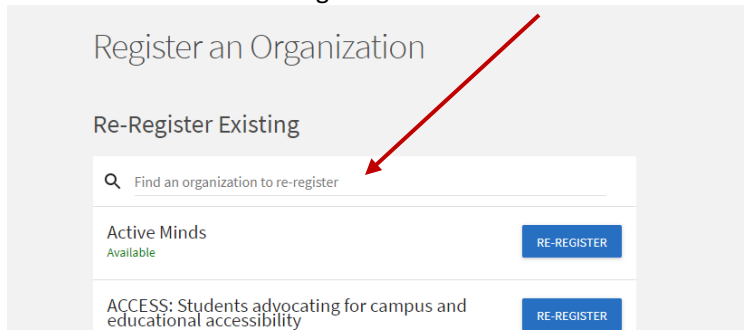
1. To re-register your organization, the portal administrator needs to log into the portal, and click on organizations.



2. Next, click on register an organization.



3. Enter the name of the organization:



Register an Organization

Re-Register Existing

Find an organization to re-register

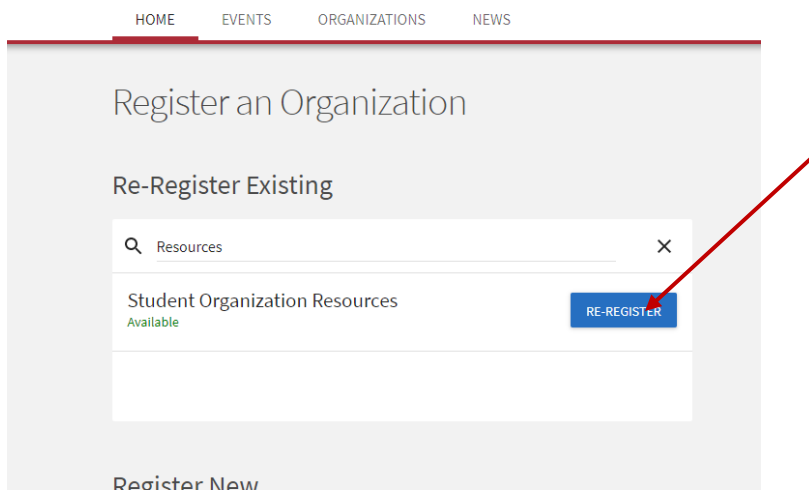
Active Minds
Available

RE-REGISTER

ACCESS: Students advocating for campus and educational accessibility

RE-REGISTER

4. Click re-register:



HOME EVENTS ORGANIZATIONS NEWS

Register an Organization

Re-Register Existing

Resources

Student Organization Resources
Available

RE-REGISTER

Register New

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 sao@wpi.edu.

Annual Renewal of Recognition

All recognized student organizations must have the following on file within 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 (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

Annual forms for renewal can be found and completed through TechSync in the Student Organizations Resources portal under files.

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.

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 as well as online at <https://wpi.campuslabs.com/engage/submitter/form/start/134801>.

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, faculty, and staff as its members. Please ensure your rosters in TechSync are up to date and remove members who have graduated.
- To have full time undergraduate students as officers (unless a graduate organization).
- 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 equal access to leadership positions.



Check List for Presidents/Treasurers

A TERM

- ☐ Participate in the Student Activities Fair
- ☐ Update Officer and Advisor information in organization profile no later than October 1st on TechSync
- ☐ Submit and renew your portal no later than October 1st
- ☐ Submit an Anti-Hazing signature sheet to the Student Activities Office with all current member signatures no later than October 1st
- ☐ Ensure the most up to date constitution (with a date on the cover of the document) is on your portal under "constitution" on TechSync
- ☐ Plan your events for next term
- ☐ Enter events on the TechSync calendar
- ☐ Be sure to check the club mailbox in SAO to ensure all mail is removed weekly
- ☐ Sign up for Treasurers Training on Tech Sync

B TERM

- ☐ Be sure to check the club mailbox in SAO to ensure all mail is removed weekly
- ☐ If requesting a budget larger than 105% of your current budget, request 105% appeal with SGA
- ☐ Submit budget proposals for the OCFC process if submitting a budget request to SGA

- ☐ Plan your events for next term
- ☐ Enter events on the TechSync calendar
- ☐ Sign up for Treasurers Training on Tech Sync

C TERM

- ☐ Update Officer and Advisor information on organization profile by February 1st on TechSync if you have had elections since Oct. 1st
- ☐ Be sure to check the club mailbox in SAO to ensure all mail is removed weekly
- ☐ Submit an Anti-Hazing signature sheet to the SAO if you have recruited new members no later than March 1st
- ☐ Plan your events for next term
- ☐ Enter events on the TechSync calendar
- ☐ Sign up for Treasurers Training on Tech Sync

D TERM

- ☐ Be sure to check the club mailbox in SAO weekly and ensure all mail is removed by May 2nd
- ☐ Submit all reimbursements to the SAO by May 31st
- ☐ Ensure club funds are used by June 15th to ensure use of the entire budget before the new fiscal year and that you are not over your budget
- ☐ Plan your events for next term
- ☐ Enter events on the TechSync calendar
- ☐ Plan a way to say thank you to your advisor for Advisor Appreciation Month in April
- ☐ Sign up for Treasurers Training on Tech Sync
- ☐ Sign up for the Activities Fair during New Student Orientation when you are notified. .

Before Officer Transition

- ☐ Make sure you have a succession plan
- ☐ Plan an officer transition retreat
- ☐ Make sure your budget on Banner looks accurate
- ☐ Teach new officers how to use TechSync
- ☐ Make new officers administrators on your TechSync portal
- ☐ Teach new treasurer how to access the budget on Banner web
- ☐ Teach new treasurer how to fill out financial paperwork , provide them a tour of SAO/introduce them to staff members in the office, and show them where to submit paperwork.
- ☐ Ensure your TechSync profile has updated officer information
- ☐ Give the new officers the club account number
- ☐ Provide the copy code (if applicable) and show officers where the locker is (if applicable) and the club mailbox
- ☐ Review this manual with new officers

Judicial Process & Recognized Student Organizations

Complaints regarding the actions of recognized student organizations may be submitted to the Campus Hearing Board. The same judicial 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 <http://www.wpi.edu/offices/dean-of-students/judicial.html>.

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 returned to the Student Activities Office and submitted on an annual basis for recognition, due no later than October 1,** and also when you have new members.

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.



*This picture is the winning poster of the 2009 Hazing Education and Prevention Week; designed by Kyle Horn

Student Organization Mail Service

All recognized student organizations are eligible to have a mailbox located in the Student Activities Office and are required to empty their mailbox weekly. The box receives U.S. Postal Services mail, campus mail, and commercial flyers. Organization mailboxes do not have box numbers. 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)

Packages

Organizations receiving packages at the organization mailbox address will receive an e-mail.

Organizational Mailings

Organizations planning to send meeting/event notices, newsletters, etc., to their membership through on-campus mail must adhere to the following guidelines:

1. The member's first and last name and WPI box number must appear on the outside of the mail in legible print.
2. Large-mailings (i.e., over five pieces) must be placed in ascending order by box number and secured with a rubber band or paper clip.
3. Notices, newsletters, etc. must measure at least 4" x 5 1/2" and be no larger than 11" x 17".
4. Mailings to faculty, staff, or administration should include the person's full name and department (not the building).
5. Mailings to student organizations should be done directly in the Student Activities Office.
6. No food, candy or perishable food.



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 should a group need to make 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, submitted annually to the Student Activities Office. 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 under forms and/or files in the SAO Resources portal:

- Accounting Forms
- Anti-Hazing Form
- Application for Recognition Form
- Student Organization Recognition Signature Page
- Campus Center Room Access Request Form
- Campus Center Room Removal Request Form
- Collaboration Contract
- Community Service Activity Report
- Community Service Van Request Form
- Conference Contract Form
- 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 Speakers Fund Evaluation
- Student Travel Agreement
- Travel and Medical Release Form

- WPI Student Liability Release Form

Important Dates

Date	Event	Location	Time
August 24	First Day of A-Term		All Day
September 4	Labor Day Holiday (no classes)		All Day
August 26	Work on Worcester	Various Locations	8:30am and 12:30pm
September 4-9	Homecoming Competition Week	Various Locations	All Day
September 9	Homecoming	Various Locations	All Day
September 16	Shrewsbury Street Shuffle	Shrewsbury Street	12:00 – 3:00 PM
September 22-24	Family Weekend	Various Locations	All Day
October 1	Deadline for Organization Registration	Student Activities Office	All Day
October 24	First Day of B-Term		All Day
November 22-26	Thanksgiving Break – No Classes		All Day
Dec 18- January 9	Winter Break		All Day
January 10	First Day of C-Term		All Day
January 15	Martin Luther King Day		All Day
January 29	CORE Award/ Crimson and Gray Award Deadline	Student Activities Office	5pm
February 11-18	Geek Week	Various Locations	All Week
February 23	Presidents Day		All Day
March 12	First Day of D-Term		All Day
April 2	Crimson and Gray /CORE Awards	Odeum, Campus Center	4pm
April 1-7	Greek Week	Various Locations	All Day
April 21	Community Service Day	Odeum	8:30am-1pm
May 1	Last Day of Classes		All Day
May 12	Commencement	Quad	All Day

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 Catertrax 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 on horizontal outside areas only: specifically sidewalks and the Quad brick walkway. 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 (if weather has not removed the chalk). All chalk must be washable “sidewalk” chalk rather than classroom board chalk. Areas that are **not** allowed to be chalked are vertical surfaces such as the side of buildings or light poles, trash cans, steps, the seal on the Quad or any sitting area (wood or brick). Should chalking occur on prohibited areas, advertise for something other than campus-wide events, or is not removed within the necessary time, a minimum charge for any cleaning will be \$45.00 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 the Campus Center Administrative Office located on the second floor next to the Bookstore.
- Available through the Events Office, 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 Director 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 contact the Campus Center Director 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, contact Swank Motion Pictures, 800-876-5577 or swank.com; Criterion Pictures, 800-890-9494 or criterionpicusa.com; or the Student Activities Office at sao@wpi.edu or 508-831-5291.

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

http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/sexual_misconduct_policy/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.

Requesting Web Space

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 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 sao@wpi.edu for more information or assistance.

Domestic Travel Policy

All meetings, trips and activities must be pre-planned, carefully organized by the organization, and be consistent with the mission of the group. Activities that involve inherent risk or have caused injury in the past must be reported to and cleared by the Director of Student Activities or their designee. 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, is an overnight event, 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 and/or the activity extends overnight unless written approval is given by the Director 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. 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 advisor and or student leader 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. These forms or records are to be kept with the trip advisor and on record for at least seven academic years.

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>.

International Travel Policy

The following policy outlines university expectations for recognized student organizations considering planning international trips. 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.
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 Assistant Dean of Student Programs 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.
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>.

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:

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 should 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.



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 the organization and other charitable causes. Please use the online form above to register your fundraising activity. For more information regarding the Raffle and Fundraising Policy email the Student Activities Office at sao@wpi.edu.

If you plan to contact outside businesses or corporations, you **MUST** complete this fundraising form prior to making contact.

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. 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 Student Activities Office website for the complete guidelines at: <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 sao@wpi.edu or the Events Office at extension x5613.

External Speakers Policy

INTRODUCTION

This policy governs requests to bring external speakers to campus. For purposes of this policy, the term “external speaker” means any person (or group) 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.

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.

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 date it was purchased, who purchased it, the winner's name and student ID number of the winner 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.).

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.

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

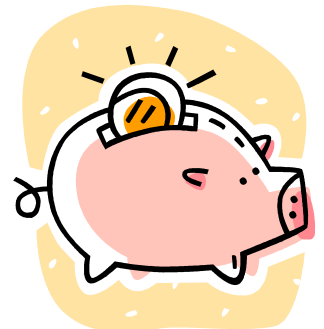
Consistent with federal and state law, WPI may exclude or remove a service or assistance animal if the animal's behavior or presence poses a direct threat to the health or safety of others or causes a disruption to the health, welfare, success, or access of members of the campus community. The animal 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 Paperwork All financial paperwork required by your organization is available on TechSync. The treasurer should complete the correct form electronically, print it, obtain the appropriate signatures, and submit it to the Student Activities Office for final approval and signature. It will then be copied, kept on file in the SAO, and the originals sent to the Bursars Office. If any officer has any questions, stop by the Student Activities Office.

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. Cash Receipt forms should first be brought to the Accounting Office and then a copy of the signed deposit brought to the Student Activities Office.



Organization Finances

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. A typical student organization account looks like this:

Fund: 83500
Organization: 72810

There are only two account codes that should be used: **7649** for all expenditures and **5910** for deposits from fundraising, dues, and gifts. Whenever an account is designated on a check request, expense reimbursement form, purchase order or other financial documents, the treasurer must sign the document.

The treasurer of your organization will have access to Banner, the system used to track on campus accounts, by providing his or her student ID number when updating officer information in the TechSync club portal. For more information regarding Banner access, visit the SGA Treasurer Instructions at <http://www.wpi.edu/offices/acc/sga.html>.

It is always advisable that a treasurer keep his/her own record of expenditures using TechSync or Excel and then recording this against charges in Banner. This will ensure your club does not go over budget due to an unforeseen charge.

Types of Finance Forms

Check Request

Check requests are used to pay for services and purchases to a vendor who is not associated with WPI. You will almost always have an invoice where you will find all of the information for filling out the form. If it is a new vendor or a vendor not used in the recent past, you will be requested to obtain a W9 from the vendor and possibly have them fill out a New Vendor Form. You can find the check request form on TechSync at . If you are looking to pay a student or employee, please email sao@wpi.edu for more information. Finally, check requests should be submitted at least three weeks in advance to ensure payment can be provided on the day of each event.



Student Expense Report

This form requests reimbursements for students with authorized out of pocket expenses associated with an organization's activities. All forms need to include a student ID number, address to send the check or direct deposit, and original receipts. You can find the expense reimbursement form for students on TechSync at <https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/599520>.

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. Complete the IDT and forward it to the organization being billed. If your organization is being billed, make sure the bill is

accurate, complete your account number, sign the IDT, and submit the completed form to the Student Activities Office. You can find the IDT form on TechSync at

<https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/597404> .

Cash Receipt Form

The cash receipt form is used to deposit any funds collected in the form of cash or check from member dues, ticket sales, or fundraising into a University 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. **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. Then bring a copy of the signed deposit to the Student Activities Office. You can find the cash receipt form on TechSync at <https://wpi.campuslabs.com/engage/organization/student-activities/documents/view/597403> . **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 and obtained through the Student Activities Office. The invoice must be processed using a check request to ensure payment to the vendor.

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 the SAO Resources portal in TechSync, under forms.
- *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> , or in the SGA Office located on the 3rd floor of the Campus Center. ****FRs cannot be requested AFTER an expenditure has been made.**



Reserving a Venue

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://scheduling.wpi.edu>. 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.)

Reserving City Parks

If a recognized student organization wishes to host an event at a city park (Insittue, Elm, etc.) a permit must be requested from the City of Worcester. All requests for permits must be requested by the Events Office directly. 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.

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 your project requires transportation, be sure to make arrangements or contact the Student Activities Office for information and advice on the best way to proceed. Also, make sure that you work with

the agency to confirm details and notify all organization members about the appropriate attire (some service sites might require long pants or closed toe shoes). Additionally, please ensure that all participating members' sign a waiver before departing, which is available on the Student Activities Website and TechSync at <https://wpi.campuslabs.com/engage/submitter/form/start/134812> .

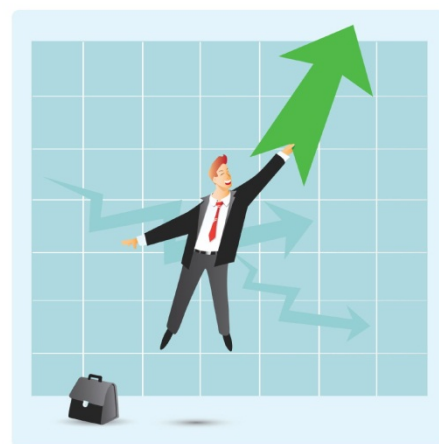
Tracking Service Hours

To assist us in our efforts to record WPI's involvement in the community, please fill out the Service Report Form on TechSync (<https://wpi.campuslabs.com/engage/submitter/form/start/136459>) 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 scheduling.wpi.edu. 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! When you create your event, make sure to select adding it to the community calendar so more members of your organization can see the event. When events are on the community calendar, they also have

the chance to be included in the daily and weekly SGA digest that is sent to all undergraduate students. Events on the community calendar must be open to the campus community and may not include general meetings.

- **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 Fan Page on Facebook** – The Campus Center and Student Activities Office has a Fan Page where events can be listed. Simply send an email with all the necessary information and image if applicable to sao@wpi.edu. You must submit this information one week in advance.



• **The Towers** – 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/>.

• **Twitter and Facebook** – Social networks are great to electronically showcase events and information!

• **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.

- **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 on April 3rd, 2017 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 on November 22nd, so help recognize the great organizations, students, and advisors of WPI by submitting the applications you choose to provide by January 30, 2017. 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. More information regarding the application process will be emailed to the WPI community in November 2016.

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. Junior and senior WPI students are eligible for this award. Students must be nominated by a WPI faculty or staff member in order to apply for an award. Nomination forms will be available beginning on November 22nd.

Appendix A

Find Student Activities on the following social media networks:



WPI Campus Center and 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



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

Secondary



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

Official Colors



Official Fonts*

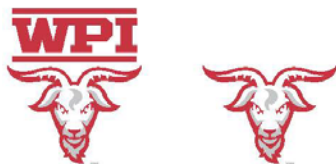
Myriad Pro Regular	Minion Pro Regular
Myriad Pro Italic	Minion Pro Italic
Myriad Pro Bold	Minion Pro Bold

* 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.



Athletics Font

The official Athletics font for student club sports is United Serif:

WPI (in United Serif font)
Worcester Polytechnic Institute (in United Serif font)

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.



Additional Guidelines

Whenever using an official WPI logo, include an area of isolation around the logo based on the guidelines [here](#), to enable the logo to stand out. For example:



X = the height of the W in WPI

Also, it is important to note that both logos should stand alone without sub-branding. You may list your club or organization name somewhere else on the item you are purchasing, but please avoid placing the name under, above, or around the logos.

Fonts

The official University font for student organizations is Myriad Pro:

WPI (in Myriad Pro font)
Worcester Polytechnic Institute (in Myriad Pro font)

You may use this font to create a graphic for your club that includes the letters WPI. For example:

WPI