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Campus Center and Student Activities Department

What We Do
Here in the Campus Center and 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 many 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’re 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.

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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 Campus Center and Student Activities Website, http://www.wpi.edu/offices/sao/staff.html.
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 (http://www.wpi.edu/+sao/) 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
- Advertise on TechSync, Facebook, and Twitter simultaneously
- 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, MyWPI, and Exchange
- Upload pictures
- Card swipe to track attendance or service hours
- Website space
- Send polls or questionnaires to groups
- Filter information that is relevant to you
- Access a campus wide activity calendar
- Create to-do lists
- 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, a lot of questions can be answered online at http://help.orgsync.com/. TechSync is powered by OrgSync, 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.

1. To update the information, the portal administrator needs to log into the portal, and click on the settings tab on the left hand side. (If you do not see the settings option, you are not the administrator for your portal. To find out the administrator of your portal, click people and choose administrator from the drop down menu).

2. Next, you will see the profile page for your organization. Update any information that you may want associated with your portal, but ensure that you scroll down and click next.

3. Update your officer information and click on next at the bottom of the screen until you come to the final page and click on finish when you are done! It is that easy!

4. Once information is updated, the Student Activities Office will acknowledge and approve the change or contact you with any questions or concerns.

*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)
• 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 inter/national organization

Annual forms for renewal can be found and completed through TechSync in the SAO 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 [http://www.wpi.edu/offices/sao/recognition.html](http://www.wpi.edu/offices/sao/recognition.html). 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://orgsync.com/29444/files/123194](https://orgsync.com/29444/files/123194).

**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.
- 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 by October 1st on TechSync
- □ Submit an Anti-Hazing signature sheet to the Student Activities Office with all current member signatures by October 1st
- □ Ensure the most up to date constitution (with a date on it) is on file with the Student Activities Office by October 1st
- □ Plan your events for next term
- □ Enter events on the TechSync calendar

**B TERM**
- □ 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

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 Student Activities Office if you have recruited new members since Oct. 1st
□ Plan your events for next term
□ Enter events on the TechSync calendar

D TERM
□ Sign up for the Activities Fair during New Student Orientation before you leave for summer break
□ Be sure to check the club mailbox in SAO to ensure all mail is removed by May 5th
□ Ensure club funds are used by June 30th 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

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
□ 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 Student Life 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 a the anti-hazing act signature page located on TechSync and online at https://s3.amazonaws.com/os_uploads/113253_AntiHazing%20Form.pdf or in the Student Activities Office. These forms must be returned to the Student Activities Office and submitted on an annual basis for recognition, due by 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.

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.

Organizations wishing to send packages (up to 50 pounds per package) may bring the wrapped package to the SAO for help in processing. A UPS billing form (available in the SAO) will need to be completed for each package shipped. "Ship to" addresses must include a street address. UPS will not deliver to post office box numbers.
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.

Labels
Student organizations requiring mailing labels for a particular student population may request them through the Registrar’s Office. The request will require the signature of the administrator responsible for your student organization account. Labels for faculty, staff, and administration may be requested through Duplicating Services in Boynton Hall.

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
- myWPI Organization Site Activation Form
- WPIC Video Bulletin Board Message Request 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
- Towers Advertising Insertion Order Form
- Travel and Medical Release Form
- WPI Student Liability Release Form

### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>First Day of A-Term</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>September 1</td>
<td>Labor Day Holiday (no classes)</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>September 4-6</td>
<td>Rosh Hashanah</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>September 5</td>
<td>Work on Worcester</td>
<td>Various Locations</td>
<td>8:30am and 12:30pm</td>
</tr>
<tr>
<td>September 12-14</td>
<td>Parents Weekend</td>
<td>Various Locations</td>
<td>8am &amp; 1pm</td>
</tr>
<tr>
<td>September 13</td>
<td>Shrewsbury Street Shuffle</td>
<td>Shrewsbury Street</td>
<td>12:00 – 3:00 PM</td>
</tr>
<tr>
<td>October 1</td>
<td>Deadline for Organization Registration</td>
<td>Student Activities Office</td>
<td>All Day</td>
</tr>
<tr>
<td>October 11</td>
<td>Homecoming</td>
<td>Various Locations</td>
<td>All Day</td>
</tr>
<tr>
<td>October 6-11</td>
<td>Homecoming Competition Week</td>
<td>Various Locations</td>
<td>All Day</td>
</tr>
<tr>
<td>October 27</td>
<td>First Day of B-Term</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>November 26-28</td>
<td>Thanksgiving Break – No Classes</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>December 8-15</td>
<td>Winter Carnival</td>
<td>Various Locations</td>
<td>All Day</td>
</tr>
<tr>
<td>December 16-Dec. 24</td>
<td>Hanukkah</td>
<td></td>
<td>Sundown</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>December 26 – Jan. 1</td>
<td>Kwanzaa</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>January 16</td>
<td>First Day of C-Term</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King Day</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>January 31</td>
<td>CORE Award/ Crimson and Gray Award Deadline</td>
<td>Student Activities Office</td>
<td>5pm</td>
</tr>
<tr>
<td>February 8-14</td>
<td>Geek Week</td>
<td>Various Locations</td>
<td>All Week</td>
</tr>
<tr>
<td>February 18</td>
<td>Presidents Day</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>March 17</td>
<td>First Day of D-Term</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>April 7</td>
<td>Crimson and Gray /CORE Awards</td>
<td>Odeum, Campus Center</td>
<td>4pm</td>
</tr>
<tr>
<td>April 5-12</td>
<td>Greek Week</td>
<td>Various Locations</td>
<td>All Day</td>
</tr>
<tr>
<td>April 17-22</td>
<td>Passover</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>April 20-27</td>
<td>Quadfest</td>
<td>Various Locations</td>
<td>All Day</td>
</tr>
<tr>
<td></td>
<td>Community Service Day</td>
<td>Odeum</td>
<td>8:30am-1pm</td>
</tr>
<tr>
<td>May 6</td>
<td>Last Day of Classes</td>
<td></td>
<td>All Day</td>
</tr>
<tr>
<td>May 17</td>
<td>Commencement</td>
<td>Quad</td>
<td>All Day</td>
</tr>
</tbody>
</table>
Clubs and Organizations
The current listing of recognized clubs and organizations at Worcester Polytechnic Institute can be found on TechSync by browsing organizations. If you are interested in joining or contacting one of these organizations, click on their profile to obtain contact information or contact the Student Activities Office at 508-831-5291 or by email at sao@wpi.edu.

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://orgsync.com/29444/files/120514/download.

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, Emily Perlow, 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.

Color Posters

Posters may be printed in color through SocComm for about $6.00-$8.00 each. Information should be submitted electronically on TechSync: [https://orgsync.com/39068/forms/60466](https://orgsync.com/39068/forms/60466).

Table Sitting

To reserve tables in the Campus Center or Fountain area, request them online at [scheduling.wpi.edu](http://scheduling.wpi.edu). 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 campus 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](http://www.wpi.edu/offices/marketing/visual63.html). More information can be found in the appendix of this manual.

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](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
One of the many privileges of being a recognized organization is the ability to request web space on the Student Activities website. 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. You additionally have the ability to create a website in TechSync for your organization.

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 his/her 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 his/her 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. The advisor and or student leader for any designated trip is responsible for obtaining enough copies of the release form and ensuring that everyone signs this form before departure. These forms 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 Campus Planner.

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://orgsync.com/29444/files/120507/show.

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://orgsync.com/29444/files/402248

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](http://www.wpi.edu/offices/sao/policyprogs.html).

**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://orgsync.com/29444/forms/33837

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 visit TechSync at https://orgsync.com/29444/files/123214/download.

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://orgsync.com/29444/files/123213/download.

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.

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 Accounting 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.

Checks are run twice a week, and are mailed out on Wednesday and Friday afternoons. If unusual circumstances arise and a check is needed immediately, special processing must be requested through the Student Activities staff.

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
In order to pay an invoice for services provided or items purchased, a check request must be completed. If you are paying for services provided by individuals who are not employees or students at WPI, the check request must include the individual’s Social Security or corporation’s Tax ID Number and a complete mailing address by requesting a W9 form from the vendor. Include this W9 with your check request. You can find the check request form on TechSync at https://orgsync.com/29444/forms

Expense Reimbursement Form
The expense reimbursement form requests reimbursement for individuals 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 on TechSync at https://orgsync.com/29444/forms

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://orgsync.com/29444/forms

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 for more than 24 hours.** Then bring a copy of the signed deposit to the Student Activities Office. You can find the cash receipt form on TechSync at https://orgsync.com/29444/forms.

*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
- **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.
• **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.

• **SFRs/SSFs 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://orgsync.com/36856/chapter](https://orgsync.com/36856/chapter), or in the SGA Office located on the 3rd floor of the Campus Center.

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**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 custodial services, 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](http://www.wpi.edu/offices/events/policies.html).

To reserve a room, utilize the room reservation software at [https://scheduling.wpi.edu](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.)
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 Community Service Center 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 Community Service Center 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://orgsync.com/29444/files/120509/download.

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://orgsync.com/29444/forms/33004) 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!

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.

- **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 saoassociatedirector@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 7).

  - **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 6th, 2015 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 1st, so help recognize the great organizations, students, and advisors of WPI by submitting the applications you choose to provide by January 31, 2015. 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 January 2015.

**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 1st.
Appendix A

Find Student Activities on the following social media networks

- WPI Campus Center and Student Activities
- @ WPI_SAO
- WPI Student Leaders
- Four Square
- Word Press (http://wp.wpi.edu/sao/)
- Flicker
Appendix B

WPI Student Organization Identity Guidelines

General Guidelines:
1. First, do no harm to the WPI logo. The logos 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 template available here.
3. When using WPI official logos, please use the WPI colors of crimson and grey (details below) when ordering WPI branded giveaways.
4. Please use an official vendor 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 experience 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

Secondary

Official Colors

<table>
<thead>
<tr>
<th>Colors</th>
<th>Crimson</th>
<th>Grey</th>
</tr>
</thead>
<tbody>
<tr>
<td>R, G, B</td>
<td>220, 20, 50</td>
<td>128, 128, 128</td>
</tr>
</tbody>
</table>

Official Fonts

- Myriad Pro
- Myriad 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

Athletic 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 usage guidelines are available from the Athletics Department.

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 in all branding, including jerseys, signs, and other materials. You may change the background behind Gompei. Please do not alter the coloring of Gompei. You may use Gompei in crimson and grey, white, or black. Please do not alter Gompei in any way. Gompei may hold objects such as signs or balls. 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 below to ensure that you can see the logo clearly. For example:

Also, it is important to note that both logos should stand alone without branding. You may use your club or organization name (e.g., WPI students) 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 on Myriad Pro
WPI on Myriad Pro Bold
WPI student organizations can use Myriad Pro fonts.

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