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# UNIVERSITY STUDENT CENTERS BRINGING STUDENTS TOGETHER SINCE 1958



## VISIT THE USC

Learn who we are,  
see what we do,  
and plan your visits  
to Perkins and  
Trabant

## GET INVOLVED

Enrich your UD  
student experience  
with countless  
opportunities

## FIND A FORM

Reserve space in  
our facilities, or  
manage a student  
group

## UNIVERSITY STUDENT CENTERS STUDENT ORGANIZATION POLICIES

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The following policies are specific to the two types of student organizations officially recognized by the University Student Centers (USC): Registered Student Organizations (RSOs) and Chartered Fraternities and Sororities (Fraternities & Sororities). Unless specified, the term “student organization” is used globally to refer to both types of student organizations with which we work. In addition, when policies below are specific to facilities usage then the term “student

organization” refers as well to other recognized student organizations on campus for which the USC does not have direct oversight including Sports Clubs, Residence Hall groups, Graduate organizations, and departmentally recognized student groups.

Failure to comply with student organization policies may result in immediate referral to the Office of Student Conduct, loss of privileges, loss of recognition, or a combination of sanctions.

## **Becoming a Recognized Student Organization by the USC**

Freedom of Association:

Students are free to organize and join associations to promote their common interest. The University believes it is appropriate to share its resources with associated groups in order to fulfill the University’s overall educational function. Therefore, associated groups may apply to become Registered Student Organizations or Chartered Fraternities or Sororities, as applicable, in order to access University resources and privileges as described later in this document.

Becoming a Registered Student Organization (RSO):

- Six full time matriculated undergraduate students that share a common interest may apply to become an RSO
- Apply by following the [New RSO Procedure](#) .
- An advisor from the full-time faculty or exempt staff is required.
- A constitution that includes the University’s non-discrimination and Title IX language must be drafted, approved, and maintained by the RSO

Registered Student Organization Name and Use of UD Logos:

- Student organizations may not use the phrase “University of Delaware” or “UD” in the start of their name such as “University of Delaware ABC Club” or “UD ABC Club.”
- Student organizations may use the word “University” or “Delaware in the start of their name such as “University ABC Club” or “Delaware ABC Club.”
- Student organizations may use the phrases “University of Delaware” or “UD” at the end of their name to refer to location such as “ABC Club at UD.”
- Student organizations may not use any official UD logos or the within their organization’s logos or marks.

Becoming a Chartered Fraternity or Sorority (Fraternities & Sororities):

Associated groups that are colonies/chapters of national social fraternities and sororities register with the University as “Chartered Fraternities and Sororities.” The University’s expansion policy/procedure for national fraternities and sororities is administered by the University Student Centers in conjunction with the student governing body (IFC, NPC or MGC).

- Associated groups of students interested in establishing a colony/chapter of a national fraternal organization should consult with the Assistant Director of the University Student Centers or his or her designee.
- Any National Chapter that wants to colonize/re-colonize on the University of Delaware campus must send a written letter of intent to the Assistant Director of the University Student Centers, 210 Perkins Student Center, Newark, Delaware, 19716.
- In order to assure success in the recognition process, each council may only expand by one new (as opposed to returning) chapter a year if approved by the council.
- All chapters that wish to colonize/re-colonize must be a member of the NIC, NPC, NPHC or NALFO national organization to have recognized status on campus.
- If the National Greek organization seeking to re-colonize does not belong to the NIC, NPC, NPHC or NALFO, the national organization must contact the Assistant Director of the University Student Centers or his or her designee.
- The University does not allow "local" chapters (those that do not have National affiliations) to be recognized.
- An advisor from the full-time faculty or exempt staff is required.
- All colonies and recognized chapters must maintain at least six full-time matriculated undergraduate active members.
- All recognized fraternities and sororities must participate in the Chapter Assessment Program (CAP). Failure to do so will result in a loss of recognition.

#### Fraternity and Sorority Insurance Requirement:

All national fraternities and sororities must have at least \$1 million of general liability insurance (the "Policy") in place at all times. The University of Delaware ("University") must be the certificate holder and an additional insured on the Policy and this coverage must be evidenced by a certificate of insurance and a copy of the endorsement. The Policy of the applicable fraternity/sorority must provide that it is primary for the University of Delaware unless the claim is caused by the adjudicated negligence of the University. In addition, the Additional Insured protection in the Policy must be provided on a primary basis for the University unless the claim is caused by the adjudicated negligence of the University. No additional exclusions are permitted.

A copy of a certificate of insurance and a copy of the endorsement satisfying the above requirements must be forwarded to the Office of Risk Management annually. Failure to provide the certificate of insurance and a copy of the endorsement satisfying this requirement each year may result in suspension of the fraternity/sorority's social privileges and use of any University facilities by the fraternity/sorority. Continued failure to provide a certificate of insurance and endorsement in accordance with this policy may result in suspension of recognition by the University.

#### CAP (Chapter Assessment Program) Policy for Fraternities and Sororities:

All Fraternities and Sororities must participate in the Chapter Assessment Program (CAP) which is processed and evaluated each semester by the Student Involvement Office. Chapters are evaluated on academic standing, community involvement, chapter management, and member development.

Social and recruitment privileges are determined by the achieved level of assessment: Gold, Silver, Bronze, Satisfactory, or Needs Improvement. The University expects that all chapters will maintain at least a "Satisfactory" level and strive for the best.

Chapters that receive a "Needs Improvement" rating are immediately on probation for two (2) semesters and must increase to at least a "Satisfactory" level for the next two (2) evaluation periods. Chapters on probation that fail to improve may be suspended by the University for at least a year.

#### Advisors:

Every student organization must choose an advisor from the University's full-time faculty or exempt staff. Graduate students and University non-exempt staff or part-time staff do not qualify and no exceptions will be made. Advisors counsel organizations on the exercise of responsibility. The selection of an advisor is the prerogative of the student organization. In a limited number of activities (SGA, WVUD, Greek Governing Councils, BSU, CPAB, RSA, HOLA, SCPAB, and Haven) advisors are appointed in accordance with stated University or organization requirements. Registration is not withdrawn solely because of the temporary inability of a student organization to secure an advisor. However, a student organization that is without an advisor for 30 days must meet with the Executive Director of the University Student Centers or his or her designee to discuss how to go about securing an advisor. The termination of the advisor relationship may be made by either the student organization or the advisor. Student organizations may create additional "advisor" positions; however only one advisor will be listed as the recognized advisor with the organization.

#### Denying Recognition:

The University may deny registration to any associated groups or withdraw registration of any student organizations that:

- fail to maintain a minimum membership of six full-time matriculated undergraduate students
- promote unlawful aims and goals;
- pose a substantial threat of material disruption, such as interruption of classes, damage to the property of others, interference with the rights of others, exposure of students or others to an unreasonable risk of harm, or disruption of the regular and essential operation of the University;
- are unwilling to be bound by University policies or the Code of Conduct.

Please note: Associated groups affiliated with Residence Halls or Special Interest Housing should consult their respective Complex Coordinator, Hall Director, or Residence Life and Housing Office. Associated groups that are competitive sports should consult with Recreation and Intramural Programs.

## **Student Organization Rights and Responsibilities:**

Student Participation in Institutional Governance:

As constituents of the University community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The Student Government Association (SGA) serves as the student government body for undergraduate students. Subject to the provisions of Delaware Code Section 5111 of Title 14, students have a major role in the formulation of University policies directly affecting them and, through the Student Government Association, may formulate and recommend to the University Faculty Senate policies pertaining to student social activities and conduct. Such policies will be consistent with federal, state or local laws.

Affiliation with Other Organizations:

Student organizations may have affiliation with other organizations—international, national, regional and/or local—outside of the University. They may also be subject to policies and requirements of the parent organization, provided that this relationship involves no conflict with any University policies or procedures. In other words, University policies outweigh any requirements or policies of a parent or other affiliated outside organization.

Membership, Voting, and Officers:

- RSOs may not discriminate on membership on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation, or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence. and other applicable statutes and University policies.
- Only full-time undergraduate matriculated students may serve as officers and voting members of a student organization, unless specific exceptions are approved by the Executive Director of the University Student Centers or his or her designee.
- Subject to this limitation, policies and actions of a student organization are determined by a vote of only those persons who are members of the student organization, as described in the organization's approved constitution or by-laws.

- Community members, University staff, graduate students, and part-time students may not hold any office in an organization or vote in its official proceedings. Officers of student organizations should maintain at least a 2.2 in order to hold office.
- Presidents, Co-Presidents, Officers, and/or Treasurers of a student organization may not be an employee or intern for an outside organization directly affiliated with their student organization. Students may maintain a volunteer or un-paid/un-credited relationship with an outside affiliated organization.
- Students with a leadership role within an RSO may not be paid in any way for creating, maintaining, or managing the RSO by an outside affiliated organization

#### University Privileges:

- Student organizations may use University facilities and/or services designated by University policy for meetings and other programmed activities when the facilities and/or services are available and the events are properly planned and scheduled.
- For certain types of services and use of certain facilities, the groups may incur charges. In these instances, student organizations receive advance notification about the charges.
- Student organizations using University facilities and/or services will be charged for any damages to facilities and/or services for which they were responsible.
- Provided that a student organization complies with all applicable University policies and procedures, no student organization will be denied privileges granted to another student organization.
- No student organization will be subjected to regulations not binding on another.
- University privileges and/or the registration status of a group may be suspended or revoked for failing to follow established procedures or violating the University's Code of Conduct.

### **Student Organization Alcohol and Social Policies:**

- Student organizations may not hold events on-campus that promote or include the consumption of alcohol.
- During the first two weeks of the semester, student organizations may not hold events either on or off-campus that promote or include the consumption of alcohol.
- RSOs are not allowed to purchase alcohol with any funds.
- RSOs may not sponsor bus trips for date parties, mixers, etc. to off-campus locations unless coordinated as a Semi-Formal or Formal ([see here](#))
- RSOs may not have members use private vehicles to attend off-campus date parties, mixers, etc. and are encouraged to hold end of year events, socials, or banquets on campus or within walking distance.
- RSOs may not hold fundraisers that promote the consumption of alcohol or that benefit from the sale of alcohol. This means that RSOs cannot promote the event with associated drink specials, drinking games, or other similar instances that can be associated with the consumption of alcohol.

- RSOs may hold fundraisers at restaurants that serve alcohol as long as none of the restaurant's alcohol sales are given to the club and the RSO does not promote the event as a drinking event.
- Fraternities & Sororities may not purchase alcohol using any funding collected through on-campus fund-raisers.
  
- Fraternity & Sorority formal recruitment periods and any recruitment events may not include events, programs, open-houses, etc. that promote or include the consumption of alcohol.
- Fraternity & Sorority social (programs with alcohol) privileges are regulated by their Chapter Assessment Program (CAP) standing.
- Fraternity & Sorority Big/Little and Bid Night events involving alcohol are not permitted.
- Fraternities & Sororities should be familiar with and following FIPG Social guidelines as dictated by their respective national offices.

#### RSO Semi-Formal/Formal Policy:

Any RSOs looking to plan Semi-Formal (or Formal Banquets) must adhere to the following.

- The RSO must designate one responsible student leader as the coordinator of the event.
- The coordinator should communicate directly with the President and Treasurer of the RSO to ensure compliance with all RSO Policies.
- The coordinator of the Semi-Formal must submit a [Semi-Formal Registration Form](#) at least 30 days before the day of the actual event. Failure to be timely may result in the cancellation of the event.
- The coordinator that submitted the Semi-Formal Registration form must submit an unsigned contract with the venue to the Student Involvement Office at least 21 days before the day of the actual event. Failure to be timely may result in the cancellation of the event.
- It is the responsibility of the coordinator to follow-up with the Student Involvement Office to ensure all paper work has been received and is being processed.
- The coordinator of the Semi-Formal must provide the name of the RSO's advisor that will chaperon the event.
- The advisor of the RSO is required to attend the entire event and must be present at the bus before it departs to and leaves from the event. The advisor is not required to ride the bus. The advisor is expected to support the president to ensure that members of the RSO treat the venue and its employees appropriately. The advisor is also expected to address any incidences of underage alcohol consumption or alcohol overdoses in the appropriate manner.
- The coordinator is to ensure that the venue will not provide an open bar and can only serve of-age students via a cash bar.
- If the semi-formal is to provide alcoholic drinks for of-age students, the coordinator is responsible for ensuring that an appropriate number of sober leaders are available in case of an emergency. It is expected that the coordinator maintains sobriety.

- If you have any questions about this policy or how to properly plan a Semi-Formal for your organization, please stop by 015G of Perkins Student Center to meet with a professional staff member. Please give yourself and your RSO plenty of time to plan this event to guarantee success.

## **Student Organization Events/Activities Policies:**

Student organizations may only have events from the first day of classes until the last day of classes of each semester. No events are permitted to occur on or after reading day, during finals week, holiday breaks, or summer break.

The following events/activities have specific policies governing how the event/activity is to be carried out.

### 5k Marathons:

- In order for student organizations to host a 5K on campus, the group must first submit a [Outdoor Use Form](#).
- After confirmation of the space, the group will meet with the appropriate RSO or Fraternity & Sorority Assistant Director from the University Student Centers to choose a route and receive guidelines.
- There are three 5k route options to from which to choose. These are the only options.
- UDPD is required for the event.
- All participants must complete an [Agreement to Participate form](#).
- Using an official timing company is optional but not required.

### Auctions:

Student organizations may only hold auctions for tangible items such as movie tickets, clothing, jewelry, artwork, etc. Auctions in which people or people providing services such as cooking, cleaning, etc. are not permitted.

### Balloons:

In accordance with Environmental Health and Safety protocols, the University of Delaware forbids the use of latex balloons within its buildings. Therefore, any student group hosting an event in any University building may not have any latex balloons present. An event held in an outside location may have latex balloons but it is strongly discouraged out of respect for possible participants who may have severe and life threatening latex allergies. Alternatives to latex balloons include Mylar, vinyl, or plastic. Violations or questions on this subject should be referred to Environmental Health and Safety at (302) 831-8475.

### Canning:

- Student Organizations must reserve space on campus for the purpose of canning to collect money.
- Funds collected from canning are subject to the [Sales/Solicitation Policies](#)
- Canning on Main Street sidewalks must be approved by the City of Newark but canners are not to be in the street.
- Canning on major roads, intersections, highways, etc. is governed by the following State and City codes:
  - Delaware Traffic Code: 21 / § 4147 Pedestrians soliciting rides or business: No person shall stand in a highway for the purpose of soliciting any employment, business or contributions from the occupant of any vehicle.
  - Newark Traffic Code: Sec. 20-194. – Soliciting rides or business: No person shall stand in a street for the purpose of soliciting a ride, employment, business or contributions from the occupant of any vehicle.

#### Chalking:

No one is permitted to use chalk on campus walkways, patios, buildings, paths, etc. for promoting events, playing outdoor games, or for any purpose. Clean-up charges as well as additional sanctions will be imposed for any individuals or groups found violating this policy.

Sanctions may range from fines to loss of all University facility usage privileges to suspension of the organization.

The policy for chalking near Residence Halls can be found [here](#)

#### Collection Boxes/Containers for Donations:

Student Organizations may request the use of the “collection containers” within the University Student Centers. Each of the two Student Centers (Trabant and Perkins) has one container that may be reserved. Guidelines for reserving the collection containers are as follows:

- Each container may be reserved for a maximum of 14 days per semester.
- RSO is responsible for monitoring the containers and removing the contents as it becomes filled.
- Only non-perishable food items, toys, clothing and recyclables are permitted to be collected. Illegal substances and/or University banned substances/contraband may not be collected: candles, incense, alcohol, fire arms, etc.
- Containers may not be used for collecting monetary funds, checks, or currency.
- Items not removed at conclusion of reservation will be discarded.
- [Link to Collection Container Reservation Form](#)

#### Drones:

Student Organizations wishing to use unmanned aircraft systems (UAS) – commonly referred to as drones-must adhere to the following:

All UAS operators must complete an application for approval, prior to flying UAS on any University property. The policy requires the operators to follow [Federal Aviation Administration regulations](#), as well as state and local laws regarding UAS.

Hobby or recreational use of UAS is strictly prohibited on or above University property, except as part of a course or University-sanctioned educational program, or for an event organized by a student organization recognized by the University. UAS flights are permitted for research, educational and some other commercial/business ventures, with prior permission from the University.

The UAS policy provides safeguards for the privacy of individuals and prohibits recording where there is a reasonable expectation of privacy. (Examples include, but are not limited to, restrooms, locker rooms, residence halls, medical facilities, etc.) UAS shall not be operated over areas of public assembly, stadiums or athletic venues, and any approved UAS flight must not operate beyond limits proscribed by the FAA.

The policy is posted under University Policies on the [Office of General Counsel website](#), and Campus and Public Safety has a [website](#), where the new policy is posted along with a link to the UAS application and a helpful FAQ document. UAS operators MUST submit an application to Campus and Public Safety at least two weeks in advance of the planned flight. The application will be returned to the applicant with a final approval decision in a timely manner.

#### Film Showings:

Student organizations who want to have an event in which they show a movie can only do so through obtaining public showing rights through an authorized college distributor. Regardless of whether your event has an admission charge or is free; regardless if the event is open or just for invited guests; and regardless of whether or not you own the movie on DVD or VHS, it is a violation of federal copyright law to show a movie on campus without securing the rights.

Many student organizations assume that if someone in the group owns a DVD then they are allowed to play it on campus as an event- this is not the case; nor is renting a film from Red Box and playing it on campus as an event.

There are also misperceptions that calling the showing of a film “an educational event” waives the need to acquire rights. This is not true. Only films shown by a professor in a legitimate UD course (one found in the course catalogue) are free of rights for the specific showing in class. For example, if a professor shows a film in class and then an organization wants to show that same film later in the same classroom as an event, the copyright law still applies to the showing by the organization.

Additionally, the same laws apply to any television show that is on DVD or streamed. For example, if the event was a marathon viewing of the first season of a television show out on DVD then public broadcast rights would need to be secured. However, if you wanted to have an event where people viewed what was on television at the moment then rights do not have to be secured.

Rights range in price from \$200 to \$1200 depending on the age of the film. The Student Involvement Office works with several companies that handle license rentals and can provide contact information.

Additionally, the Allocation Board can fund such license fees for Registered Student Organizations if applied for through an Event Supplemental.

### Food Eating Contests

Student Organizations choosing to hold food eating contests on campus may do so by following these requirements:

The food must be provided by UD Catering Services

Content of the food with regards to allergies (such as peanuts, gluten, etc.) must be displayed and announced prior to consumption

The University of Delaware's Emergency Care Unit must be hired for the entirety of the event and emergency responders must be present in event location; this expense is to be covered by the sponsoring organization

Registered Student Organizations may not hold food eating contests off-campus.

Fraternalities and Sororities are discouraged from holding food eating contests off-campus, but if choosing to do so, it is strongly recommended that local emergency response personnel are hired for the event.

Please note: Any type of forced, coerced, or encouraged consumption of food and/or beverages by student group leader(s) to group member(s) is a violation of the University's Hazing Policy and DE State Law.

### Games of Chance:

(such as 50/50s, Bingo, Texas Hold 'Em, Raffles, Poker, Casino Nights, etc.)

Charitable gambling fundraisers are regulated by the State of Delaware Gaming Control Board. The below policies are based on DE State Law.

- Only Registered Student Organizations (RSOs) are permitted to hold raffles and 50/50's for their organization under the following two conditions:
  - The total prize is valued at less than \$5,000
  - The selling price for a ticket for the 50/50 or Raffle is less than \$5.00 per ticket.
  - RSOs may not hold events in which there is an admission charge or cost to participate in bingo, poker, or other games of chance for which a "winner" or "winners" will win a prize.
  - RSOs may charge admission for a Casino Night, a bingo game, etc. as an event in which to have fun; but in which no REAL PRIZES (whether cash, donations, gifts, etc.) may be distributed as a result of participating.
  - RSOs may sponsor an event with games of chance with prizes if there is no admission charge or fee for playing the game.
  - RSOs money collected through admission is subject to the [Sales/Solicitation Policy](#)

Fraternities and Sororities do not fall under the University's tax identification code and therefore must apply for a gaming license for all charitable gambling events including raffles regardless of the prize value and/or ticket sale price. The University Student Centers do not endorse such activities, and cannot assist with their arrangement. [The State of Delaware Gaming Control Board](#) provides the necessary steps for applying for a gaming license. Please keep in mind that the Gaming Control Board must receive all completed applications and fees by 4:30pm ten (10) days prior to their next scheduled meeting. The Gaming Control Board meeting schedule is provided on the above link. If you hold such an event on University property then all approved paperwork must be submitted to the Executive Director of University Student Centers or his/her designee one week before the event.

Information Tables/Kiosks:

Student Organizations may request a kiosk or information table in the Trabant University Center for up to a two hour block of time, up to 9 times per semester (with no more than 3 in the same week).

Blocks of time are as follows:

- \* 8:30am – 10:30am
- \* 10:30am – 12:30pm
- \* 12:30pm – 2:30pm
- \* 2:30pm – 4:30pm
- \* 4:30pm – 6:30pm

- All reservation requests must be submitted online via the [Event Reservation Request Form](#) Requests must be submitted at least 14 days prior to the date requested.
- Due to the high demand for space, space usage is monitored. Student organizations who arrive late by 15 minutes or more for their scheduled reservation time will be considered a "No Show"

and \*will be charged a “No Show” fee of \$25.00.\*

- Cancellations of scheduled dates/times must be submitted by \*3:30pm\* on the \*last business day\* before your scheduled event. Cancellations that are submitted late will be considered a “No Show” and \*a no show fee of \$25.00 will be charged to your organization. [More info on our cancellation policy.](#)

Late Night Parties:

The first priority for all parties held at the University of Delaware is the safety and security of all persons and property. Recognizing this need, the University of Delaware Police Department (UDPD) in cooperation with the university community will strive to properly assess the safety and security needs of evening/late night parties.

Every party and facility is unique when determining security needs. As such, staffing levels will be determined on a case by case basis taking into account the following: the nature and purpose of the party, amount of advertising, professional staff support, expected attendance, the times of the party, and the facility being used.

The following are common factors that warrant party staffing:

- \* Cash sales at the door
- \* Scheduled to end later than midnight
- \* A disc jockey, live band, or performance is the primary activity
- \* Facility has a capacity of 300 or more
- All parties must be held in the Trabant University Center Multipurpose Room(s).
- Predetermined lighting levels are made for each facility and will remain constant throughout the Party.
- Contraband will not be permitted inside the party. This includes alcoholic beverages, smoking materials, pepper spray, dangerous instruments, or weapons.
- Attendance/Guests
  - Only college students with a valid college ID, and active military personnel with a military ID, will be admitted to late night parties.
  - No in-and-out privileges. If a guest leaves the building, their wristband will be removed by security. The guest must pay [again] to re-enter the event.
- Advisor:
  - An advisor, who is a University of Delaware full-time faculty member or exempt employee, must be present at all late-night parties. If the recognized advisor is unable to attend, the student organization is responsible for finding another faculty member or exempt employee to attend.

- The advisor must be present the entire time of the event. If the advisor does not show up, or leaves early, the event will be cancelled at that point and all bills will be charged.
- Finances:
  - [Sales/Solicitation policies](#) apply to late night parties (LINK to S/S policies again)
  - ALL MONEY COLLECTED AT THE DOOR, MUST BE DEPOSITED ON THE EVENING OF THE EVENT. NO EXCEPTIONS!! (The DJ cannot be paid with money collected at the door.)
  - The organization's treasurer must meet with Student Involvement staff in 015G Perkins to make arrangements for petty cash (if needed) at least five (5) days before the event.
  - Admission prices must be displayed on all advertising and posted at the entrance to the event. Admission prices cannot be changed once set and posted.
- Security:
  - A safety meeting with UDPD and the party sponsor will be held 30 minutes before party.
  - Security staffing levels:
    - Three MPR Rooms: (800 max capacity standing room):
      - 4 full-time officers and 4 staff from an outside security contractor
    - Two MPR Rooms; (450 max capacity standing room)
      - 3 full-time officers and 3 staff from an outside security contractor.
  - UDPD will be on duty a minimum of 5.5 hours from 9 p.m. until 2:30 a.m. If an incident occurs that requires an officer to work after 2:30 a.m. the event sponsor will be charged for the additional time.
  - UDPD reserves the right to adjust staffing levels to meet the security needs of any event.
  - The night of the Party, the Detail Commander will:
    - Conduct pre-party and post party inspection of the MPR. This includes blocking off the loading dock and fire lane circle with cones, and securing the interior doors leading to the loading dock and back hallway.
    - Assign staff (male and female) from an outside contractor for pat downs.
    - Assign officers to the main hallway to check IDs, watch the money and for general crowd control.
    - At the end of the party, UDPD will help patrons leave the building and provide an escort for the late night deposit.
- Sponsor Responsibilities:
  - Collect funds and issue wrist bands to all paying and nonpaying patrons.
  - Monitor the MPR's; the area leading to the BHLP and package center; bathrooms; and the emergency exit door near the BHLP stairs.
  - If the sponsor does not have enough UD students to staff the party, the party will be canceled.
  - Sponsor will assist UDPD in clearing out the facility.
  - Sponsor is responsible for clearing excessive trash inside the facility.
  - Sponsor will ensure that DJ is responsible for making any announcements requested by University staff.

- Party End:
  - The lights must be turned on by 1:40 A.M.
  - The DJ's equipment must be cleared from the building by 2:15 A.M.
  - The DJ may load and unload from the loading dock area but must park the vehicle in a legal parking space during the Party.
  
- Trabant Building Supervisor Responsibilities:
  - Issue wrist bands to the party sponsor
  - Conduct pre-party and post-party inspections of the facility and MPR.
  - Monitor the Party and maintain the predetermined lighting levels.
  - Communicate any problems that occur to UDPD and resolve cooperatively.
  - Secure the interior hallway doors separating the MPR hallway from the main section of the building.
  
- Cancellations:
 

Late Night Events must be canceled at least 48 hours prior to the event. [More information on our Cancellation Policy](#)

#### Major Event Approval:

- Any student organization planning to host a major event must meet with an Assistant Director of the University Student Centers at least 6 months prior to the event.
- A major event is any event that meets the following criteria:
  - Have a budget at or exceeding \$10,000
  - Have planned attendance exceeding 600 people
  - Involves physical participation in an activity
- A student organization planning a major event must:
  - Have attended Programmer's Training
  - Have the approval of Student Involvement from the Senior Associate Director or designee
  - Have a space confirmation from the on campus venue
  - Have sufficient funding in their account (not including potential ticket revenue)

Novelties: (Inflatable games, carnival games, photo booths, etc.)

Student Organizations are prohibited from hiring novelty performances or attractions without meeting the insurance requirements of the University Insurance Office. Current insurance requirements are:

Novelties Not Allowed: The following novelty acts are not allowed at UD campus events:

- Bronco Bull/Bucking Bronco
- Dunking Tanks
- Water slides

- Slip n slides
- Inflatable pools or hot tubs

\$1 Million Insurance Required Novelty Acts: Those that have a student participate solo in a limited physical way with a non-threatening object(s); and those where student asks for a personally designed item and the only interaction is to verbally request what they want. The following novelty acts must have a provider with 1 million dollar liability coverage:

- Photo booth
- Sand art
- Stuff-a-bear
- Spin art
- Caricature/Portrait
- Personalized name tags, buttons, stickers, road signs, hats, t-shirts, etc.
- Balloon art
- Carnival Games
- Bamboo/Plant art
- Trivia games
- Casino games
- Oscillating Misting Fan

\$3 Million Insurance Required Novelty Acts: Those that have a student participate in a limited physical activity but where limited physical contact is made by a vendor or third person with the student; and those that a student has physical (but limited) solo participation in an activity. The following novelty acts must have a provider with 3 million dollar liability coverage:

- Face painting
- Body art
- Henna art
- Temporary Tattoos
- Miniature golf
- Giant chess or checkers
- Money booth
- Inflatable maze\*
- Basketball solo toss
- Tie Dye

\$5 Million Insurance Required Novelty Acts: Those that have a student participate in a serious physical activity; and those that include physical contact with vendor or third person. The following novelty acts must have a provider with 5 million dollar liability coverage:

- Bungee jump\*

- Climbing Wall\*
- Twister (either regular or inflatable)
- Velcro Wall\*
- Joust\*
- Moon Bounce\*
- Laser Tag\*
- Inflatable obstacle course\*
- Foam party
- 1 on 1 or 3 on 3 – Basketball toss
- Zipline
- Black light parties
- Segway course
- Little bike riding course
- Wax Hands

\*INFLATABLES: When a student organization wants to have inflatables at an event, they must first e-mail [Kevin McSweeney](#) UD's Fire Protection Engineer and provide him with:

- Certificate of flame resistance (obtained through rental/novelty company)
- Floor plan for your event with the location of all inflatables and other items.
- Student organizations must work with Student Involvement to complete this process correctly.

Outdoor Events:

Please note that Harrington Beach, the USC Patios and Independence Field are reserved as USC spaces by using [this form](#).

The Old College Lawn, North and South Green are reserved through Auxiliary Services by using [this form](#)

Athletics Spaces are reserved through Recreation Services by using [this form](#)

- Events that are not Permitted: The following are not permitted on University property:
  - Car Smashes
  - Wild Animals
- Event Time Period:
  - No events to begin before 9:00am.
  - All events must End by 8:00pm (Sunday-Thursday) and by 10:00pm (Friday-Saturday)
  - Maximum of 4 hrs for events with amplified sound
  - Maximum of 6 hrs for all other events
- Depending on the nature of your event, the following services may be required:

PLEASE NOTE THAT THERE ARE FINANCIAL CHARGES FOR ALL THE SERVICES LISTED BELOW THAT WILL BE INCURRED BY THE STUDENT ORGANIZATION.

Food: (All [Food Policies](#) apply to Outdoor Events)-

- To give food away to participants, please make arrangements through University Catering (302)831-2891
- To have food available for guests to purchase, contact Dining Services Concessions. Concession items include hot dogs, snacks, sodas, bottled water, etc. There is no charge to the organization for this service, as the individual participants pay for their purchases. Make all arrangements through University Catering (302)831-2891

Power/Generators/Electricity:

- If the outdoor event needs electricity, request a generator or ask for access to a power outlet. Otherwise, there is no guarantee that power needs will be accommodated.
- For access to power outlets on Harrington Beach, USC Patios, or Independence Field, contact Event Services (302)831-2633
- The [Miscellaneous Services Form](#) must be filled out if power is required for DJs, bands, novelties, etc. in any other outdoor space.
- All generators must be provided by UD Electric Shop. No external companies may bring their own generators of any size or style. This includes any generators for sound, lights, inflatable games, etc.
- Request the generator through the [Miscellaneous Services Form](#)

Ask your vendor to provide all details about required power needs before submitting this form.

Staging/Chairs/Tables:

- If tables, chairs, and/or staging are needed for the event at any outdoor location other than the USC Patios, these items must be requested via the [Miscellaneous Services Form](#)
- Events held on Harrington Beach or Independence Field using stages, tables, chairs, or similar items will be required to follow [Artificial Turf Guidelines](#)
- Tables and chairs for events on the USC Patios can be requested on the Space Reservation Request Form

Garbage Cans and Trash Removal:

- For any outdoor event, other than those on the USC Patios, the following must be ordered via the [Miscellaneous Services Form](#) garbage cans, recycling containers, and trash bags sufficient to hold the waste produced by the event.
- At the conclusion of the event, the organization is responsible for picking up any trash left around the event area and placing it into the garbage cans.

- When arranging a pick up time, allow enough time for clean-up to assure that all trash is in the cans when the truck arrives to collect the waste.
- If the outdoor event has food, more than 500 people in attendance, or lasts longer than 3 hours, it is required that UD Campus Grounds is arranged to pick up waste at least once per hour during the event. Indicate this need on the [Miscellaneous Services Form](#).

#### Audio Equipment:

- Sound Systems and equipment for events on Harrington Beach, Independence Field and the USC Patios can be requested on the Space Reservation Request Form.
- Audio Equipment for events at other outdoor locations can be requested using the [Miscellaneous Services Form](#)
- The noise level at your event must not violate the [City of Newark's Noise Ordinances](#).
- If the event is scheduled during class time, the sound level of your event cannot interfere with faculty lectures or classroom participation.
- Residence Life must approve any event with amplified sound in front of a Residence Hall.

#### UDPD:

- If money is collected at the event, a UDPD Cadet must be arranged to work the event. If there are multiple points of collecting money, then there must be enough staff to cover all collection points.
- Events that will attract large crowds, or have other circumstances that may require assistance in maintaining the safety of the participants, will also require UDPD.
- To request UDPD at your event, use the [Request for UDPD Form](#)

#### Tents and Staked Items:

- Tents are not provided by the University and must be provided by a vendor with adequate insurance.
- Tents of a certain size (determined by the City of Newark) are required to have a building permit.
- No staking of objects (including flags) is allowed on University property.
- Tents must be held up using sand bags or other weights that do not damage the ground. This is especially important for Harrington Beach and Independence Field.
- Submit permits and applications for tents or temporary structures of 400 square feet (20' x 20') or greater to the City of Newark to meet city regulations. The application and acquiring a permit is managed by the [City Fire Marshal Office](#)

#### [Cancellations Policy](#):

#### Questions/Clarification:

If unsure whether or not the event needs any of the above, or if you have event needs that are not explained above, please contact Event Services (302)831-2633 for Turf spaces and USC patios and/or Student Involvement (302)831-2428 for all other outdoors spaces.

Politically Oriented Activities:

- Distribution of published materials must be in accordance with the present University [Policy of Distribution of Published Materials on Campus](#).
- Student organizations may not use allocated funding to support Political Lobbying or Electioneering: Lobbying is defined as to try to influence the thinking of legislators or other public officials for or against a specific cause. Electioneering is defined as the act of taking an active part in a political campaign for example by canvassing.
- No fundraising for any political candidates is allowed by any student organization.
- Student organizations may hold a speaker event, meet and greet, or debate, but no money can be raised in support of any political candidate.

Recruitment: (Fraternities & Sororities only)

Fraternities and Sororities are allowed to recruit on campus under the guidelines of formal and informal recruitment as regulated by local and national governing bodies.

- Recruitment of University freshmen is a privilege regulated by chapter standing within the Chapter Assessment Program (CAP)
- A Fraternity or Sorority must be a Gold, Silver or Bronze chapter to recruit first semester freshmen students.
- All full-time undergraduate students wishing to be part of the recruitment process must do so by registering for recruitment online [here](#)
- Students also agree to pay any recruitment fees as set by the local governing councils.
- Entering the recruitment process does not guarantee an acceptance into any Fraternity or Sorority.
- Selection of members (bid process) is at the discretion of individual chapters and is not controlled by the University of Delaware.
- Please be aware that a chapter from which you may receive a bid from may ask you to sign a contract or some sort of membership agreement. Often this agreement will contain language that requires you to live in a chapter house for a certain time period, or requires you to pay additional fees to cover occupancy in vacant rooms of a chapter house. Be advised that the University of Delaware has no authority over such agreements or contracts which are at the sole discretion of the individual chapters, their National offices, and their membership.
- It is up to the recruited individual when registering for recruitment to understand the ramifications of such agreements.
- The new member education (pledging) period of Fraternities and Sororities may not be longer than six weeks from "bid" night.

- A “Bid” is an invitation to a student to become a new member of a fraternal organization.
- “Bid-night” is set by the local governing councils and it is a formal event where the initiation/education process begins.
- In an event where “bid-night” does not occur through formal recruitment (for example, Continuous Open Recruitment [COR] during informal recruitment) the six week new member education period (pledging) is still in effect.
- A chapter that does not initiate its new members within six weeks after “bids” are issued, and reports this event and new members to their national organization will be in violation of University policy and charges may be brought against the organization through the Office of Student Conduct for “Failure to Comply.”

#### Speakers on Campus:

Student organizations are allowed to invite and to hear any person of their own choosing, subject to the University’s reasonable time, place and manner restrictions.

Guest appearances must not interfere with the University’s regular instructional, research, and service programs. Except for ceremonial occasions, invited speakers should be prepared for a reasonable public discussion of their expressed views.

To help students learn to think critically and to maintain a mature academic community, the University encourages the invitation of speakers from outside the University community, even though in some instances these speakers may advocate positions unacceptable to the majority of the people on campus, as long as the following provisions are met by the host campus organization:

Invitations may be extended by one or more bona fide student organizations after approval from the Executive Director of the University Student Centers and Student Engagement or his or her designee based on the following considerations:

- While reasonable time, place and manner restrictions may be imposed by the University, content will not be considered for censorship.
- Certain speakers or events may require special responsibilities for the University or a meeting with the President of the University. In these cases, the group extending the invitation may be asked to coordinate with the Office of the University President.
- Invitations may not be extended to speakers when it is deemed likely they will call for the overthrow of our government by force. Because Section 5103 of Title 14, Delaware Code, forbids the University from showing favoritism or preference among political candidates or political parties or among religious personages, denominations or sects, host organizations should remind the speaker to indicate that he or she is not speaking for the University.
- The costs of all necessary arrangements must be absorbed by the student organization. (The student organization is responsible for ensuring the safety of the speaker as well as those who

listen, and the expense for such arrangements must be borne by the host group.)

- Contracts for paying speakers must be approved by the Executive Director of the University Student Centers and Student Engagement or his or her designee.
- Invitations issued in the name of the University must be made by the Office of the President.
- All other invitations should clearly indicate that the student organization, and not the University, is issuing the invitation.

### **Travel by a Student Organization:**

All policies below apply to RSOs regardless of means of transportation. The policies only apply to Fraternities & Sororities if University Motor Pool vehicles are being utilized for planned travel.

RSOs are allowed to make travel plans and host trips within the Contiguous United States as long as the trips fall within the mission of the organization and during specific allowable times.

- The University encourages student leaders to carefully review travel plans, destinations, hotel information, etc. to ensure the utmost safety of all participants.
- Student leaders need to think about the weather and how it may affect travel, and about accessibility to nearby emergency facilities like a hospital, police, park ranger, in case of emergency.
- The University reserves the right to cancel any trip due to weather alerts and other safety concerns.
- Participants in the trip should bring along a cell phone, and before leaving may want to let their parents and roommate(s) know about their travel plans.
- Travel to anywhere outside the Contiguous United States may only be done if the trip is part of an Academic Service Learning Program or part of a Study Abroad Program.
- Trips may not be scheduled during any period of time when the University is closed such as Thanksgiving break, Holiday Break, etc.
- RSOs may not use University vehicles during the summer.
- RSO Spring break trips must still fall within the mission of the RSO and be within approved distance unless the organization's registered advisor or other University official is chaperoning the trip.
- All RSOs must fill out the [Mandatory Trip Form](#) when planning a trip.
- All RSO travel is approved by the Executive Director of the University Student Centers and Student Engagement or his/her designee with consideration of destination, safety, etc.
- If any time during a trip there is an emergency, accident, etc., a student participant should immediately notify the UDPD by calling (302)831-2222.
- Whenever RSO travel plans change, the trip leader must contact the staff in 015G Perkins Student Center by calling (302)831-2428 immediately with an updated travel itinerary.

### **Student Organization Marketing/Advertising/Promotions/Publicity**

## Published Materials:

Freedom of expression is absolutely essential to the life of the University. To guarantee this freedom to every member of the University community, and in order to provide an atmosphere in which free and open debate will prosper, the following policies have been established governing the distribution of published materials on the campus:

- Student organizations may distribute published materials on campus with the understanding that doing so must be done in compliance with all applicable laws and University Code of Conduct.
- The University requires those who publish materials to identify themselves.
- Any member of the University community with sponsorship by a department or student organization may distribute published materials at any point on campus except in the University Bookstore; the library (unless in the commons area); and dining halls and other areas where such distribution may reasonably be limited.
- In areas restricted to members of the University community, identification may be requested.
- A person who is not a member of the University community may distribute published materials on the campus if the person has obtained the sponsorship of a member of the University community, who has determined that the manner of distribution is in accordance with this policy.
- The name of the sponsoring member of the University community or student organization must appear on all materials distributed.
- Space on campus for live distribution must be [reserved](#) through Events Services.
- If the time, manner or place of distribution of published materials constitutes a violation of this policy or a disruption of normal University activity, a University official will require that distribution be discontinued. If the distributors do not comply, the official shall advise them of possible disciplinary action.
- The University will not limit the distribution of published materials on the basis of content.

## Copyright Law:

Student organizations are subject to international copyright law. Before using any photos, slogans, images, etc. in publications verify that the materials to be used are not protected by copyright. This includes creating any videos, cds, or other sharable materials and whether the distribution is intended to be free or for an exchange of funds. Relevant copyright information can be found [here](#) and [here](#).

## Posting Flyers:

The following policies pertain to the use of University bulletin boards:

- Bulletin boards in University building are intended for notices and other materials related to the mission of the University. Commercial advertisements, promotions, etc., are not to be

displayed on these bulletin boards.

- Student organizations may post materials on bulletin boards with the sponsoring name listed on each piece of material.
- Items are not to be posted on other University property including walls, trees, doors, windows, pedestrian crosswalks, lamp posts, emergency phones, fence posts, steps, pathways, etc. Violations will subject the sponsoring organization to cover the cost of removal, repair costs for damages, etc., resulting from the unauthorized posting.
- No more than one poster (11" by 17") or two standard flyers (8.5" by 11") may be posted on any individual bulletin board concerning a single issue or event.
- Materials promoting an event must be removed no later than 48 hours after the event. Non-date-specific materials will be authorized for posting for thirty days from time of stamping.
- All materials posted on bulletin boards will be removed approximately at the end of each month and/or end of each semester, or when the board becomes overcrowded with materials.
- The University reserves the right to clear materials at any time and is not responsible for materials removed by unauthorized individuals.
- Materials to be posted are to be brought to 103 Trabant University Center or 107 Perkins Student Center for authorization before mass-producing the material. The copy will be returned with an "Authorized Posting" stamp, for reproduction.
- If more than one copy of the material is to be stamped, allow 24 hours for the approval process.
- All materials for the University Student Centers and/or Residence Halls bulletin boards must display the "Authorized Posting" stamp.
- Authorization for posting will not be based on the content of the message.
- Materials may be posted on bulletin boards only after authorization by the office responsible for each bulletin board, as follows:
  - Academic Departments/Academic Buildings: Department or office concerned
  - Library Commons: Director of Libraries or designee
  - Residence Halls/Residence Commons Areas: Executive Director of Residence Life and Housing or designee
  - University Student Centers: Executive Director of the USC and Student Engagement or designee

## **Copyright Policy for Music-Performing Groups**

### Musical Performances

- The University pays an annual license fee to both ASCAP and BMI in order to allow public and private, live and/or originally recorded music at the University.
- If you wish to perform an original piece of music, you may do so without permission or fees.
- If you wish to perform a copyrighted piece of music, as it is written and published, without any changes, you may do so without permission or fees.

- If you wish to perform your own arrangement of a musical piece you may do so without permission or fees, after following the policies below.

#### Musical Arrangements & Recordings

- Any arrangement of copyrighted musical work made without permission from the copyright owner is a copyright infringement.
- You must get permission to arrange music before starting to work on the selected piece of copyrighted music. The copyright owner or publisher is under no obligation to grant permission. If permission is NOT GRANTED, you may not do the arrangement or recording.
- ALL recordings of copyrighted material made and distributed, whether for profit or not, are subject to a compulsory mechanical royalty.
- To get permission to arrange and/or record a work, RSOs are required to use Loudr (loudr.fm).
- When permission is granted, your group may or may not have to pay a fee. Charging a fee and the amount to be charged is at the discretion of the copyright owner or publisher.
- Under the terms of the Compulsory Mechanical License Act, a copyright owner or publisher cannot deny a recording of his/her work if a recording has already been made.

#### Music Sales

- After securing permission to perform, arrange, and record music, RSOs are permitted to sell and distribute copies of these songs as long as they use Loudr (loudr.fm) to do so legally. RSOs must make payments as required by the Loudr service in a timely fashion.
- All royalties and album sales must be deposited in the RSO's Checking Account (managed by the Student Involvement Office). Royalties and album sales are prohibited from going to any outside accounts or individual students.
- Use of any service other than Loudr is prohibited unless approved by the Executive Director of the University Student Centers or designee.

#### StUDent Central/Mass e-mails:

- The University Student Centers will use StUDent Central to communicate with student organizations.
- Student organizations conducting a mass mailing of other student organization presidents must do so through Student Central.
- Student organizations are required to have a Student Central account and are responsible for reading e-mails.
- Presidents are responsible for all content shared on their Student Central pages (including social media content shared through their page: tweets, YouTube videos, Facebook events)

#### Student Media/Freedom of Expression at University of Delaware:

The University Faculty Senate, in consultation with Student Life, is responsible for providing clarification of the role of University student media, standards to be used in their evaluation, and the limitations on external control of their operations. The editorial freedom of student editors and managers involves the corresponding obligation to be governed by the canons of responsible journalism. These entail the responsibility to avoid libel, undocumented allegations, techniques of harassment and innuendo, and so forth. At the same time, the following provisions safeguard editorial freedom:

- Student publications are free from censorship and advance approval of copy.
- Editors and managers are free to develop their own editorial policies and news coverage. In the delegation of editorial responsibility to students, the institution provides sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in a University community.
- The Faculty Senate, through its Committee on Student Life, will ensure that all campus media have written operating documents and will provide faculty representation on boards of advisory committees. For the purpose of this statement, the term “media” is construed to include the campus student newspaper(s) and the campus student radio station.

Outdoor Banners:

Student organizations may use banners as a means of marketing. Content of the banners falls under the same policies of [posting](#) on campus.

Banners on University Student Centers or authorized campus buildings:

[Click here for more information](#)

Banners in a Residential Dining Location:

Requests for hanging banners in a Residential Dining Location (Pencader or Russell) can be made by student organizations. Requests must be made in writing to Robin Moore, Senior Director of Operations at [ramore@udel.edu](mailto:ramore@udel.edu) at least 10 days prior to the requested date of hanging.

- Specific wording from the banner and the length of time it will be displayed must be included in the request.
- Requests will be considered in the order in which they are received.
- Banners must contain the name of the sponsoring organization, and only banners which announce multiple date performances, recruitments, or lengthy celebrations (week/month long, for example) are permitted; one day events will not be permitted to be posted.
- A University of Delaware Peoplesoft (PS) code will need to be submitted, so that charges can be transferred for the cost to hang and remove the banner by UD Facilities Roofers.
- Dimensions for Residential Dining Location banners must be 4'x10'.

## Student Organization Food Policies

Food/Catering at Student Organization Events:

University Catering is required if planning on having food at a meeting/event on campus when the attendance exceeds thirty-five (35) people or more. However, the following exceptions (Number of attendees, location, Ethnic/specialty prepared or donated) have been approved for student organization events when attendance is less than 35. A number of criteria must be met for each type of exception:

Location:

If your event is in one of these Perkins Student Center rooms: Williamson, Read, Collins, Alumni, Kirkwood, Rodney, Gallery, Ewing, Bacchus, McLane, Blue & Gold, 201, 203, 301, 303, 304, 015R.

Or if your event is in one of these Trabant University Center rooms: 205, 206, 207, 209/211, 219, 223, 230, 234 or Multipurpose rooms

Then you may bring your own or non-UD catered food under the following guidelines...

- You may bring your own lunch/dinner/potluck or catered meal if the event/meeting is limited to less than 35 people.
- You may bring in commercially prepared and pre-packaged snack items (such as chips, cookies, veggie trays or pretzels) if the event is open to the University community and/or general public and exceeds 35 people.

Then Non-UD catered food may be used under the following guidelines...

- Lunch/dinner/potluck meal may be brought in from home or catered if the event/meeting is limited to less 35 attendees.
- Commercially prepared and pre-packaged snack items only (such as chips, cookies, or pretzels) may be brought in if the event is open to the University community and/or general public.

Other stipulations:

- Cooking and/or heating the aforementioned food or the use of sterno/hot plates, crock pots, etc. are not permitted.
- Delivery of the aforementioned food is not permitted; the food must be physically brought in by the organization.
- If purchasing beverages for the event in the above scenarios with University funding (\*all RSO money is University funding; Fraternity & Sorority funds are not) then only Pepsi licensed beverages may be purchased.

- Student Organizations may not grill/barbecue on University property. Contact UD Catering at (302)831-2891 to arrange event grilling/barbecuing needs.
  - Student Organizations are responsible for all clean-up of food/beverage waste.
  - Excessive clean-up fees will be charged to organizations for any excessive mess or damage.
  - Food is for event attendees only, not for the general public, and not for re-sale purposes.
- Violation of this policy may result in referral to the Office of Student Conduct, sanctions, excessive cleaning fines, and/or suspension of reservation privileges for not less than one academic semester.

Campus Areas Where Food is Never Allowed (Even if UD catered):

Other than approved designated areas for concessions or catering, food and beverages of any kind are not permitted in:

- Academic Classrooms
- Mitchell Hall
- Pearson Hall
- Carpenter Sports Building
- Bob Carpenter Convocation Center
- Roselle Center for the Arts
- Trabant Theater

Ethnic/Special Prepared:

If the event requires specific unique ethnic food or specially prepared food then recipes may be submitted, at least 3 weeks prior to the event, to Dining Services to prepare the food or request a waiver to have an outside caterer supply the food. Organizations may provide recipes to Dining Services in the event the selected vendor cannot comply with Department of Health standards and insurance requirements. Contact Dining Services/Catering for specific information and regulations at (302) 831-2891.

Donated Food:

Student organizations may be eligible for a food waiver if the food is donated by a licensed and insured commercial food establishment that meets DOH standards and University guidelines. The food cannot be for sale purposes. Please contact the Director of Catering at (302)831-2891 for additional information including all requirements that must be met by the donating establishment.

Registered Student Organizations (RSOs) Use of Allocated Funding for Food:

RSO Executive boards are prohibited from using the standard allocation or group dues to pay for executive meals. Groups may have start and end of the year banquets for leadership but no more than a total of \$200 of the Standard Allocation can be used on banquets. Failure to adhere to this policy will result in the members either not being reimbursed or a poor audit for the following semester. More info [here](#).

RSOs are permitted to use deposited revenue and donations to pay for such banquets. Also, RSOs are permitted to use its' Standard Allocation to pay for food expenses at events open to the entire campus. However, clubs are encouraged to require payment to better offset group expenses.

Registered Student Organizations (RSOs) Use of Food at Activities Nights:

Delaware State Law prohibits RSOs from providing any prepared food at Activities Night. Pre-packaged snacks and candy (e.g., mini-candy bars, mints, and gum) are allowed but members of the RSO must keep these items individually wrapped. Pre-packaged foods cannot be opened and modified in any manner (i.e. opening sealed bread and peanut butter to create sandwiches).

## **General Student Organization Policies**

Injuries/Accidents:

- If an accident or injury occurs at an event on campus contact UDPD at (302)831-2222 or 911 immediately especially if there is a medical emergency.
- If an accident or injury occurs while traveling as an organization or at an event off campus then contact 911 immediately and then once the matter has been resolved then a call should be placed as soon as possible to UDPD back here on campus at (302)831-2222.
- As soon as possible following the emergency, an [emergency report](#) form must be completed.

Requesting UD Services:

Two (2) working weeks notice is required to order any service from any department on campus. However, there is no guarantee that a requested service can be provided as resources and quantities are limited. Service requests are filled on a first-come first-serve basis. Student organizations requesting services must have sufficient funds to cover the expenses.

Student Organization "Salespeople"/Soliciting Door to Door:

- Student organizations may not conduct sales promotions in the residence halls. Details may be found at the [Residence Life Hall Regulations Page](#)
- No student on behalf of an organization may conduct sales with off-campus buyers in University buildings or elsewhere on the campus; sales on a "door-to-door" basis; or a general (as opposed to a voluntary individual request of a buyer) sales campaign on campus.

- Both the student sales representative and the company involved will be held responsible if the procedures listed in this policy are not followed.
- If these procedures are violated, both the student and the company will lose the right to conduct future sales on campus.
- Student sales representatives are liable for clean-up, repair and charges for fliers, etc., that are placed on unauthorized locations (e.g., walls, trees, doors, windows, cars). These charges will be imposed on the student regardless of whether the damage, was done by that student or another individual connected with the sales promotion.

#### Ticket Sales & Box Office:

- An RSO that plans to sell tickets for an event must utilize the UD Box Office for on and off campus ticket sales. RSOs must complete the [Ticketed Event Form](#).
- Fraternities & Sororities are encouraged to use the UD Box Office for events on campus.
- [Sales/Solicitation policies](#) still apply to all student organizations when using the Box Office Link to policy.
- Tickets may not be sold by any outside ticket provider or third party vendor.
- RSOs wishing to sell their own tickets can request an exemption from the policy on the [Ticketed Event Form](#).
- If an exemption is approved: RSOs are required to request the presence of UDPD for ticket sales at any on campus location where tickets are being sold (unless inside one of the University Student Centers during day time hours at a kiosk or table)
- Students organizations may use FLEX to collect funds at their events and avoid collecting cash.
  - Two weeks advance notice is required.
  - Fill out and submit a [Flex Card Reader Request Form](#)
  - There is no charge for use of the card reader
  - [Sales/Solicitation policy](#) still applies

#### Using Personal Vehicle for Organization Purposes:

The use of personal vehicles by students for travel for student organization purposes is strongly discouraged. If a student drives his/her own vehicle for student organization purposes, then the student assumes the risk associated with the vehicle use.

More information on travel by a student organization [here](#)

#### Property Rental by Registered Student Organizations:

RSOs are not permitted to rent apartments, condominiums, beach houses, or any type of like accommodation/property. When traveling, RSOs are only allowed to reserve rooms in hotels, motels, parks, or campgrounds.

#### Storage of Registered Student Organization Property/Equipment:

- All property/equipment owned by an RSO is considered University property and when possible should be maintained on campus. Lockers and other storage spaces are available in the Perkins Student Center.
- Any property/equipment that is valued at \$5000 or more must be stored in a campus facility.
- Any storage area for equipment valued at \$5000 or more that is not a University facility must be approved by the University Student Centers.
- A student's residence hall room does not qualify as an approved campus storage space. (In other words, leaders or members of RSOs may not store organization property in their residence hall rooms for any length of time.)
- Any organization property that is considered a weapon by the University's Code of Conduct must be stored at UDPD, signed out for specific events, and returned to UDPD immediately following the event.
- An Equipment Inventory (listing all equipment owned by the organization and where it is stored) is required annually as part of the Treasurer's books and audit process.
- RSOs that purchase equipment with allocated or raised funds and do not submit an Equipment Inventory form will also receive a poor audit.

#### Verbal Agreements by Registered Student Organizations:

- RSOs are prohibited from making any verbal agreements with outside entities for services, financial support, performances, or other temporary relationships.
- RSOs cannot commit to sponsorship agreements verbally.
- Any contractual obligations with entities outside of the University must include a [contract](#) and must be approved by the appropriate designee from the University Student Centers.
- No contracts may be entered into without approval from the University Student Centers.

### **Recreational Registered Student Organizations Policies:**

RSOs that fall into the category of "Recreational" or those RSOs that may on occasion sponsor recreational type activities (such as Rock Climbing, 5Ks, Ice Skating, etc.) are subject to the following policies:

#### Agreement to Participate:

- Each participant must be a full-time matriculated undergraduate at the University of Delaware.
- Each participant must complete an [Agreement to Participate form](#) and have it on file in the Student Involvement Office before participating in any group activities, including try-outs, practices, or other events in which physical activity occurs.

#### General Guidelines:

- If equipment is used in your activity, it is up to individual participants to completely inspect their personal equipment item for excessive wear and proper functioning capability.
- Proper warm-up should always precede participation in any physical activity. Be aware of any special exercises or stretching techniques necessary for your particular activity.
- If special safety equipment is needed (i.e. protective gear, helmets, gloves, etc.) it is up to the individual participant to provide and maintain their own safety equipment. If supervision is required for the activity (i.e. spotters, medical personnel, qualified instructors, etc.) always ensure that these persons are present at the event (whether it be a practice game, tournament, etc.) before beginning the activity.
- Safety is a cooperative effort. Help other organization members practice good safety procedures.
- NO HORSEPLAY! Most accidents result from improper use of equipment and/or “fooling around” while engaging in activity.

#### Equipment:

- Organization officers are responsible for the inspection of facilities, equipment owned by the organization, and equipment storage that is managed by the organization so as to ensure high standards of safety and preventive care.
- Recreational equipment may be used by organization members only.
- Inventory of owned equipment needs to be completed for each organization’s own record.
- Equipment owned by the individual participant is the responsibility of the owner to maintain and inspect for his/her own personal safety.
- If an officer or responsible member of the organization believes that the condition of a participant’s personally owned equipment is endangering others, then the organization has the right and responsibility to remove that participant from the activity.

### **Registered Student Organizations Financial Policies**

The University, by allowing RSOs to register on campus, permits them to conduct certain activities, one of which is the collection and management of funds for organizational programming. Consequently, any funds allocated to or collected by such RSOs are University funds, subject to University Policies.

#### **Policy on Conflict of Interest and Ethical Conduct:**

Members of the University community are expected to maintain at all times relationships and practices in their University activities that are legal, ethical and morally correct. Further, it is expected that students with responsibility for the administration of University funds, property, or services will conduct University business and their private affairs that might impinge upon the University in a manner that will stand the sharpest scrutiny by those who would seek to find wrong doing.

To ensure propriety and avoid even the semblance of wrong doing, such students must follow the practice of full prior disclosure in writing to the Executive Director of the Student Centers and Student Engagement of any association, relationship, business arrangement, or circumstance that might suggest to disinterested and objective persons that decisions were made contrary to the best interest of the University and for personal gain or the gain of family, close friends, or non-University business associates at the expense of the University.

Interest and actions that might be questionable may be judged to be entirely proper by the Executive Director of the Student Centers and Student Engagement if the rule of full prior disclosure is followed. If, however, interests and actions by University students responsible for the administration of University funds, property, or services are deemed to be a clear conflict of interest, appropriate judicial action will be necessary to preclude any potential problems.

**As indicated above, students who have questions or a concern about how this specific policy might apply to them are urged to contact the Executive Director, Trabant University Center, (302)831-1036.**

### **CAMPUS SALES AND SOLICITATIONS (collecting money on or off campus):**

By definition, sales/solicitations includes solicitation for membership dues, admissions, charges for events, donations, and any funds derived from programs and services rendered or sale of goods.

- All on-campus sales/solicitations by all student organizations must be authorized by the Senior Associate Director (or designee) of the University Student Centers for Event Services, Room 103 Trabant University Center.
- Guidelines for granting or refusing authorization for sales/solicitations are available from the Senior Associate Director (or designee) of the University Student Centers for Event Services.
- A student organization sales/solicitation form must be completed before the authorization process is finalized.
- All funds derived from on-campus sales/solicitation must be deposited within 24 hours to the organization's University internal account or University supervised checking account.
- After expenses are paid from either account, the remainder of funds may be used only to support the on-campus programming activities of the organization. (Exceptions are made in the case of funds received as part of a religious worship service and in the case of solicitations for non-religious, off-campus charitable organizations as defined by the Internal Revenue Service.)
- Student organizations may not conduct sales/solicitations on a "door-to-door" basis in University facilities.
- Student organizations are not permitted to raise funds by reselling licensed products (clothing, mugs, etc.) featuring the UD logo or any licensed UD images. They may, however, resell licensed products that contain their organization's name only.
- Certain fund-raising activities are regulated by the State of Delaware such as [games of chance](#).

- The sale of food that is not commercially prepared and packaged is prohibited by state law. [Food policy information here.](#)
- In all circumstances where an organization is collecting funds at an event on campus at least one UDPD Cadet must be hired for the event. The Cadet is to be stationed at the money collection site and then escort the person who makes the deposit of the collected funds.
- Off-campus individuals or firms are not permitted to conduct Sales and Solicitations on campus except when sponsored by a University department, student organization, or a residence hall government. Specific criteria for the authorization of such sales are available from the Senior Associate Director of the University Student Centers for Event Services.
- Student organizations desiring to use a dining hall as the site for Sales and Solicitations must obtain authorization from both the dining hall manager and the Assistant or Associate Director of Dining Services as well as the Senior Associate Director of the University Student Centers for Event Services and the Assistant Director of Residence Life for Residence Education.
- Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered.
- All student organizations must pay all debts to the University within a reasonable period of time. If their accounts become delinquent, then University privileges and/or recognition may be removed.
- RSOs are not permitted to use Kickstarter, Indie GoGo, PayPal, GoFundMe, or any other intermediary or third party vendor to raise or collect funds.
- RSOs are not permitted to accept gift cards without prior approval from the Executive Director of the University Student Centers or designee.
- Individuals or companies who want to donate funds to an RSO should be referred to Development's [Gift website](#) .
- Any donations to the University specified for a student organization will be deposited into the RSO's internal account.
- For information regarding sales and solicitations in UD Residence Halls, [click here](#) .

#### Treasurer Responsibilities/Record Keeping:

- Every RSO treasurer is required to attend a mandatory training session once per academic year.
- Treasurer's Files: Every student organization is required to keep the following records in their treasurer's file:
  - Ledger sheets
  - Bank deposit slips
  - Bank deposit receipts
- RSO treasurers must complete an Official Student Involvement Membership/[Dues Payment Record](#) if the RSO collects any form of dues (local or national).

- A copy of the form must be kept in the club's treasurer's file. Items to be recorded are as follows: date, name, amount collected, type of payment (cash or check), and dues amount required per member per year or semester and amount due to regional, national, or international chapter.

#### Equipment Inventory:

- Every RSO is required to submit an RSO Equipment Inventory Form regardless of whether the organization has equipment and/or instruments or not.
- This list shall include brand names, model and serial numbers, colors, and any other descriptive material that will serve to clearly describe the items.
- Storage of RSO Equipment

#### Checking Accounts/Reimbursements:

- The appropriate personnel from the Student Involvement Office will make arrangements with a commercial banking firm to establish checking accounts for RSOs at the University.
- All the funds of RSOs must be maintained in a University authorized checking account.
- The University has designated the Senior Associate Director of the Student Centers for Student Involvement as the individual through which bank officials may direct on-going correspondence or communications regarding the accounts.
- Receipts must be brought to the Student Involvement Office for processing.
- The treasurer must attach the receipts to a completed reimbursement form and place it in the bin located in room 015G Perkins.
- The signed, authorized check will be ready for pick up no later than one (1) week from when it was dropped off.
- Checking account balances will be maintained at \$10.00 or higher.
- A completed ledger of expenses and deposits must be maintained in the club's treasury file.

#### Deposits of Revenue (cash or check):

- All monies received, whether cash or checks, must be deposited into the University authorized checking or UD Internal account designated for the organization.
- All deposits must be made within 24 hours after receipt.
- The total amount of the deposit must be entered immediately on the ledger.
- Revenues for different events should be deposited on separate deposit slips for easy reference.
- All checks received for deposit by an organization must be endorsed with the group name "For Deposit Only" with the organization's checking account number within 1 1/2" of the top edge of the check.
- To make a deposit:
  - List all cash on the "cash line" of the deposit slip

- List all checks being deposited (check # and amount)
- Fill in the total amount of the deposit
- Be sure to indicate the organizations' name and account number if not using pre-printed deposit slips.
- If deposits contain a large number of checks for the same amount (i.e. dues) we recommend that the deposit is prepared in either the Event Services Office or Student Involvement Office.
- Deposits must be made at a Deposit Drop in Trabant or Perkins. See below for detailed instructions:
  - To use the Day/Night Depository on the first floor of the Trabant University Center:
    - Have the deposit slip completed.
    - Paper-clip or rubber-band the deposit slip, cash, and checks together. Make sure all denominations are clipped neatly together and are facing the same direction.
    - Obtain a deposit bag (Trabant Center Event Services Office, Room 103)
    - Insert deposit in the bag and seal it.
    - Remove the tear-off strip which bears the deposit bag number and write the date and dollar amount of the deposit on the strip.
    - Retain this strip and bring it to the Student Involvement Office after the deposit has been made.
    - Sign key list to obtain deposit key.
    - Use key to open the Day/Night Depository located in the front lobby of Trabant. Then, drop the deposit bag in.
    - Re-open the Depository to ensure the deposit bag has gone down the chute.
    - The deposit should be posted on the ledger kept in the club's treasurer's file.
    - Return the key to the Event Services Office, Room 103 Trabant.
  - To use the Day/Night Depository on the first floor of the Perkins Student Center
    - Have the deposit slip completed
    - Paper-clip or rubber-band the deposit slip, cash, and checks together. Make sure denominations are clipped neatly together and are facing the same direction.
    - Sign out a deposit bag by filling out the deposit bag list (Perkins Center Events Services Office, Perkins Room 107)
    - Complete information on the bag, insert the deposit, and seal it.
    - Remove the tear-off strip which bears the deposit bag number and write the date and dollar amount of the deposit on the strip. This is to go in your file in the Student Involvement Office after the deposit is made.
    - Drop deposit bag in Day/Night Depository (located near the information desk in Perkins)
    - Re-open the Depository to ensure the deposit bag has gone down the chute.
    - The deposit should be posted on the ledger kept in the club's treasurer's file.

### **Expenditures (making payments, etc.):**

- ALL PAYMENTS FOR EXPENSES WILL BE MADE BY ORGANIZATION CHECK. Under no circumstances may cash or checks payable to the organization be used to pay a bill of the organization.
- Expenses are to be recorded on the checking account ledger. Items to be entered for each transaction are: date, payee, and purpose of the expense. Deduct the amount from the prior balance in the balance column and enter the new balance.
- Treasurers must provide all original bills, receipts, and invoices to the Student Involvement Office for payment. Copies are not
- Treasurers have 30 days from the date of purchase to bring the receipts to the Student Involvement Office.
- A reimbursement form must be completed for all reimbursements.
- Members of an organization may not incur financial obligations which will bind subsequent members to debts during subsequent fiscal years. Exceptions may be made only by the Senior Associate Director for Student Involvement.
- Reimbursements for the current, fiscal year must be completed in time to clear the bank by June 30th.
- Receipts must be provided for all reimbursements.
- One check will be written to reimburse one person for multiple receipts.
- Receipts from restaurants serving alcohol must be itemized. You should inform the server of your requirements prior to ordering. *The charge card receipt will only show meal total and tip.*

## Unauthorized Expenses

Registered Student Organizations may not use any organizational funds for items or events that conflict with policies of the University and/or the Code of Conduct, nor can the Allocation Board provide supplemental funding for such items or events. Items (or events with below items) covered by this policy include but are not limited to:

- Alcohol
- Candles, lighters, or other open flame devices
- Drugs or drug paraphernalia
- Explosives
- Fireworks/Sparklers
- Listening devices or any type of "spyware" that would invade the privacy of others
- Tobacco products or devices for smoking tobacco or other herbal products
- Weapons such as rifles, guns, crossbows, swords (even for display purposes), martial arts items that may inflict harm, etc. as well as ammunition for weapons such as bullets, arrows, pellets, etc.

## Executive Meals

Executive boards are prohibited from using the standard allocation or club dues to pay for executive meals. Executive Boards may hold banquets at the start and end of the school year for

leadership but no more than a total of \$200 of the Standard Allocation can be used on executive banquets. Failure to adhere to this policy will result in the members either not being reimbursed or a poor financial review.

RSO's are permitted to use deposited revenue and donations to pay for such banquets. RSO's are permitted to use its' Standard Allocation to pay for food expenses at events open to the entire campus. However, clubs are encouraged to require payment to better offset club expenses.

### **Receipts for Gas:**

Receipts submitted for reimbursement of travel expenses must include a mandatory trip form, gas receipts, and mileage information. RSOs will not receive 100% reimbursement of gas expenses unless it is proven that the mileage traveled equals the gas used or if the RSO traveled in a vehicle from Motor Pool.

### **Gift Cards:**

If RSOs purchase gift cards as gifts or prizes, the treasurer must provide the name and student ID # of the student receiving the gift card. Gift cards cannot be used in lieu of RSO checks for payment and RSOs cannot purchase gift cards that act as credit cards (American Express, Visa, etc.).

### **Contracts (Agency, Bands, DJs, etc.):**

When a student organization is working with an outside agency that is providing a service; fund-raising activity, entertainment, speaking engagement, etc., it is important that a contractual agreement be made between the organization and the outside agency. The Student Involvement Office provides Contract blank forms which you can use to make a contractual agreement with an outside agency or artist.

- If the fee is under \$1,000, a RSO check can be used.
- If the fee is \$1,000 or more, payment must be processed through the University Procurement Office. We will also need the artist to complete a [UD W-9 tax form](#). A minimum of 4 weeks is required for the check to be processed and ready. Be responsible and plan accordingly in order to have the check ready for the artist in time.
- The final contract must be reviewed and approved by the Senior Associate Director for Student Involvement or designee prior to submitting to the outside agency or artist
- The [Artist Contract Blank](#) should be used when paying for the services of the DJ, Band, Speaker, or other performing artist. This contract may only be signed by University Student Center staff.

CHECK LINK

- The [Vendor Contract Blank](#) should be used when an organization is sponsoring an outside vendor on campus and will be taking a portion of the revenue that is raised by the Vendor. This contract may only be signed by University Student Center staff. CHECK LNK
- The [Co-Sponsorship Blank](#) should be used when the organization is sharing the expenses of an event with another organization or has been promised monetary support from another organization, campus department, or other source. Organization leadership may sign this agreement. CHECK LINK

## UD Internal Accounts

UD Internal account numbers will be maintained for each organization to accommodate billing by University departments. The Student Involvement Office has the internal account numbers assigned to each organization and must authorize use of your internal account.

- UD Service departments ([studentcentral.udel.edu/](http://studentcentral.udel.edu/) or <http://www.udel.edu/usc/forms.html>, Request Services/Equipment for Campus Events) on campus will assess charges for services rendered against this internal account after the service has been provided. The following UD departments will bill in this manner:
  - University Media Services
  - Dining Services
  - Facilities (Movers, Custodians, Electricians, Plumbers, Grounds)
  - Motor Pool & UD Transit
  - UDPD
  - Quick Copy & Graphic Communications
- UD Internal Account Statements are generated monthly and only when services have been performed and billed. The Student Involvement Office receives the statements to review. The Student Involvement staff will notify the treasurer when charges occur.
- Payments for UD services will be made by check payable to the University of Delaware by the staff of the Student Involvement Office. The Notice of Bills Due form will serve as an explanation for expenditures. When the treasurer receives the Notice of Bills Due form in their treasury file, they must update their ledger.
- The Senior Associate Director for Student Involvement or designee may investigate if problems arise in transactions involving a University service department and a Registered Student Organization.
- All student organizations must have enough funds to pay all debts to the University within 30 days. If their accounts become delinquent, then University privileges and/or recognition may be suspended.
- The Student Involvement Office will place notices of bills due in the organization's treasurer's file informing them of the bills received.

- NOTE: Some service departments do not charge for the delivered services immediately. Funds must be maintained to cover future bills.

## Payroll:

RSOs funded totally or partially by the University are discouraged from using any of their funds to reimburse individuals for work done for the organization. If, however, an organization believes it is essential to pay employees, prior approval must be granted by the Senior Associate Director for Student Involvement or designee and they will be paid through the University's Payroll System.

## Travel Reimbursements

Although it is normally the policy of the University not to utilize University funds to cover the cost of student travel there may be occasions that might warrant an exception to this policy. If an RSO believes an exception should be made, the following policies and procedures must be adhered to:

- Money to reimburse student travel must have been budgeted by the organization and approved by The Allocation Board or the Senior Associate Director for Student Involvement.
- The following travel limitations are the maximum amounts that may be reimbursed according to University policy. Each request, however, will be considered on its own individual merits within the funds available.
- Before taking a trip by automobile, approval from the Senior Associate Director of Student Involvement or designee must be obtained. (See [Policy and Procedures for Student Organizations' use of University Vehicles](#))
- If a University vehicle is used, mileage will be charged to the student organization: tolls and parking may be reimbursed to the driver. Receipts must be obtained. Credit cards for gasoline may be obtained at Motor Pool and must be used if gasoline is needed. When signing the receipt for gasoline, the individual should sign his or her own name and indicate the name of the organization he or she is representing.
- Receipts for Gas: Receipts submitted for reimbursement of travel expenses must include a [mandatory trip form](#) and include mileage information. RSOs will not receive 100% reimbursement of gas expenses unless it is proven that the mileage traveled equals the gas used or if the RSO traveled in a vehicle from Motor Pool.
- Hotel accommodations: It is expected that minimum hotel rate accommodations will be requested, taking advantage of any convention or educational discounts.
- Meals: Meal costs must be itemized and receipts must be attached.
- Miscellaneous – Luggage, telephone, and service charges should be itemized on the request for reimbursement, not included as part of the hotel bill. Taxi, bus and subway charges should be itemized. Registration fees must be supported by a receipt

Corporate Sponsorship/Approaching Businesses for Funding:

- RSOs ARE NOT PERMITTED TO APPROACH CORPORATIONS, BUSINESSES, COMPANIES, ETC for the purposes of seeking funding, sponsorship, underwriting, or any type of financial solicitation.
- RSOs may approach Main Street vendors for gift certificates, prizes, or fund-raising activities where a percentage of the vendor's sales on a given day are donated to the RSO.
- If an RSO would like to solicit other types of businesses then the following procedures must be followed:
  - AUTHORIZATION
  - Interested RSOs must submit a written request to the Student Involvement Office detailing the following information:
    - Purpose of solicitation
    - Who will be solicited?
    - Timetables for solicitation
    - Who is responsible for creating and producing the solicitation?
    - How and by whom the solicitation will be made
- If approved by the University Student Centers, the proposal will move forward to the Vice President of University Development and Alumni Relations for final review and authorization.
- [Development and Alumni Relations](#) must authorize all solicitation on behalf of the University and its affiliated programs, including student organizations.
- If the solicitation request is authorized, University Development's senior leadership will determine the appropriate solicitation strategy, including priority, timing, processing and acknowledgement procedures, and any necessary modifications. The Office of University Development will have final approval of all letters, texts, scripts, and other components related to such solicitation.
- Student organizations, and individuals are prohibited from using the University of Delaware's name or trademarks to solicit support without written permission of the Office of University Development.
- For purposes of this policy, solicitation is defined as all requests for support directed to any person or organization, including alumni, students, friends, employees, parents, corporations, foundations or associations for the purpose of generating gifts for the University and its affiliated programs. This includes, but is not necessarily restricted to, any solicitations conducted via mail, phone, newsletters, personal visits, or electronic means.

## Financial Reviews

- The staff from the Student Involvement Office may perform spot reviews from time to time on the financial records of all RSO. The Senior Associate Director for Student Involvement or designee has the authority to call for a financial review of any RSO. The spot reviews may take place at such

time and with such frequency as may be deemed advisable or necessary for the maintenance of proper accounting standards.

- The results of these reviews will be shared with the Executive Director of the University Student Centers and Student Engagement as well as The Allocations Board.
- A financial review that is deemed in the “poor” category will result in a 15% reduction of the following year’s Standard Allocation. If there is an excessive abuse or obvious violation of appropriated funds then a separate hearing will be conducted by the Senior Associate Director for Student Involvement or designee to determine the extent of the penalty. The possible penalties are: suspension of funding privileges, repayment of money, and immediate retraction of currently allocated money.
- Any individual(s) may request a financial review to be performed on the record keeping of an RSO. The request should be submitted to the Senior Associate Director for Student Involvement or designee to determine whether an audit is warranted.
- If the review is performed and irregularities are found in the record keeping or if any of the above policies have been violated, the organization will be contacted. The Senior Associate Director for Student Involvement or designee will decide what course of action is appropriate – a conduct hearing, an administrative hearing, or civil action against the organization or individual members responsible for the violation.
- If legal or disciplinary action becomes necessary, the organization in question, depending upon the disposition of the case, may appeal to the appropriate judicial body, or administrative official, for further consideration of its case.

Requesting Funds from the University’s Comprehensive Fee:

RSOs have the privilege of requesting funds that are collected through undergraduate students via the University’s Comprehensive Fee. The policies and procedures regarding this privilege are under The Allocation Board Policies.

## **The Allocation Board Policies**

The University Of Delaware Board Of Trustees approved the Comprehensive Student Fee in May 1988. This is a mandatory fee charged to all full-time undergraduate students and most recently approved for part-time undergraduate students. The purpose of the fee is to provide financial support for RSOs that are related to the educational purpose of the University of Delaware. The monies collected by the University of Delaware for funding registered student activities are public funds that must be administered in a manner consistent with the educational purpose of the University as well as with state and federal law.

The Allocation Board is composed of the following members: a professional advisor, a USC Business Office assistant and six to eight matriculated students, one of whom serves as the Financial Controller.

The Board is responsible for PROVIDING FUNDING TO APPROX 300 RSOs. There is only a limited amount of funding available on a yearly basis.

RSOs may submit a budget request for funds; however, no funds may be issued to student organizations that conduct any activities prohibited by the Charter of the University of Delaware or the Internal Revenue Code. Delaware Code Title 14, Section 5013 states, "The University shall never be managed or conducted in the interest of any party, sect, or denomination." In describing the activities of organizations eligible for tax-exempt status, the Internal Revenue Code, Section 501 (c)(3) states "...no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not attempt to participate or intervene in (including the publishing and distribution of statements) any political campaign."

The viewpoint of the RSO will not be considered when making funding decisions, and each organization must make it known that its views and positions are its own and shall not be ascribed to the University.

### **Allocation Board Member Attendance at Events:**

Organizations that receive Event Supplemental Funding agree to allow FREE attendance to the supported event by an Allocation Board member and his/her guest. One Allocation Board member may be required to attend any event that the Allocation Board supports. This is to ensure that the event takes place, and that requested expenses are indeed incurred. Allocation Board members will have a UD ID identifying them as a board member.

### Funding That Is Not Used:

Please note that funding allocated to the organization through an Event Supplemental, Series Event Supplemental, Conference Supplemental, Capital or Standard Request that is not used as approved MUST BE RETURNED IN FULL TO THE ALLOCATION BOARD. Organizations are not permitted to re-allocate these funds to other activities even if the activities would normally be supported by the Allocation Board.

### Requirements for Receiving Allocation Board Funds:

The purpose of the Comprehensive fee is to provide funds to improve the co-curricular on-campus environment for Undergraduate Students.

- Must be an official RSO with the University Student Centers Student Involvement Office with current mission statement and constitution on file.
- The organization president or treasurer must review the allocation funding training <http://vimeo.com/16699967> in the beginning of the semester.

- Budget forms are available online at the University Student Centers Forms Page at <http://www.udel.edu/usc/forms.html>
- The Allocation Board will review all Standard Budgets, Event Supplemental, Conference Supplemental, Event Series Supplemental and Capital Supplemental requests.
- If information regarding any request needs clarification, an allocation board representative or staff member will contact the organization representative.
- The Executive Director of the University Student Centers and Student Engagement or designee maintains final authority and approval on all Funding requests.
- RSO treasurers are required to appear at one of the University Student Centers Student Involvement Office Treasurer Training Workshops. Organizations will not be able to receive a Standard Budget or Supplemental Funding without a trained Treasurer.

#### Factors That Determine Level of Event Supplemental Funding:

- The amount of activity and opportunities the organization is providing to the undergraduate population and the campus.
- How the event or activity relates to the organization's mission and purpose.
- The financial audit history of the organization.
- The organization's efforts in doing its own fund- raising; the amount of funds raised; adherence to financial policies and audit history.
- The organization's efforts to work with other organizations' sponsorships.
- The organization cannot be in debt from the prior year
- Events/Activities offering opportunity for wide campus participation are a priority.
- How the Events/Activities relate to the mission of the group is considered.
- Events/Activities that are co-sponsored by other registered student organizations, departments or outside agencies are a priority.
- Events/Activities geared at raising school spirit and participation including programs that are non-alcoholic and/or with a reasonable admission charge are priorities.
- Advertising for appropriate events/activities may be funded.
- Films – License fees through a collegiate film distributor (because Federal laws regarding copyright, the Board cannot fund entertainment video/DVD rental or purchase) will be funded.
- Leadership activities geared for the entire campus are a priority.
- Speakers (guest lecturers, entertainers, etc.) that promote education on a topic are a priority.
- University services (such as UDPD, Custodial, Facilities, etc.) required for an activity will be funded.

#### **Types of Organizational Funding:**

There are five types of funding that a Registered Organization can receive Standard, Event Supplemental, Conference Supplemental, Event Series Supplemental and Capital.

Each type of funding has its own online application form available on the University Student Centers Forms Page <http://www.udel.edu/usc/forms.html> and is described briefly below. Complete information on each funding type is detailed below.

#### Standard Budget:

- Applied for once a year.
- Every organization is entitled to the standard funding of \$800 for the year.
- The Standard Allocated Funds are given to the organization for operational expenses in order to exist on an academic year basis at the University of Delaware.
- Recruiting members, participating in campus activities such as Activities Night or Homecoming, and business supplies and expenses are the types of activities that should be supported with a Standard Budget.
- It is understood that the organization will need to do some of its own fund raising.
- An organization needs to use its Standard Budget wisely. The Standard Budget can only be applied for once during the academic year.
- Though most of the Standard Budget funding is unrestricted, the following guidelines apply.

#### Standard Budget Funds May Not Be Used For:

Registered Student Organizations may not use any organizational funds for items or events that conflict with policies of the University and/or the Code of Conduct, nor can the Allocation Board provide supplemental funding for such items or events. Items (or events with below items) covered by this policy include but are not limited to:

- Alcohol
- Candles, lighters, or other open flame devices
- Drugs or drug paraphernalia
- Explosives
- Fireworks/Sparklers
- Listening devices or any type of "spyware" that would invade the privacy of others
- Tobacco products or devices for smoking tobacco or other herbal products
- Weapons such as rifles, guns, crossbows, swords (even for display purposes), martial arts items that may inflict harm, etc as well as ammunition for weapons such as bullets, arrows, pellets, etc

#### Other items/expenses that may not be paid for using standard budget funds:

- Donations (outright funding to another organization) does not include Co-sponsorship of events.
- Safety Equipment for personal use (mouth guards, shin guards, helmets, etc)
- Political Lobbying, Electioneering: Lobbying is defined as to try to influence the thinking of legislators or other public officials for or against a specific cause. Electioneering is defined as the

act of taking an active part in a political campaign for example by canvassing.

- Worship services: defined as the organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized religion or denomination. Artistic performances with religious content are permitted.
- Dues: Standard Allocated Funding may not be used to pay for individual dues or affiliation fees to National/Regional/Local organizations. They may be used to pay for an overall organizational dues or fees (unless that overall dues or fees is calculated on the number of individual members times a specific amount).
- [Food Purchase Guidelines & Restrictions:](#)

Event Supplemental:

- Applied for funding an EVENT.
- Restrictions apply and applications are considered on a case by case basis. (Available online at <http://www.udel.edu/usc/forms.html>.)
- An organization may apply for this type of funding in order to support an on-campus activity aimed at undergraduate students that falls under the mission or purpose of the applying organization.
- The Allocation Board determines funding based on a set of criteria applicable to all organizations.
- If certain University services are for the event, the University service will be fully funded.
- Event Supplemental forms have a category of "expected income from ticket sales". If you are going to be charging admission to your event, please make sure this area is completed on the form under "income".
- If the request is \$5000 or over it must be submitted at least 30 days before the event date.
- If the request is under \$5000 it must be submitted at least 14 days prior to the event.
- If the Event Supplemental is not submitted by the deadlines listed above then the Allocation Board will review the supplemental, but the amount approved will be subject to a 50% penalty.
- Event Supplemental forms MAY NOT be submitted AFTER the event. There are NO EXCEPTIONS.

Event Requests of \$10,000 Or Over:

If your request for funds is \$10,000 or more then your organization must meet with the board. After the Student Involvement Office receives your request, be prepared to get a call or e-mail to meet with the board. The board meets on Thursdays at 3:30 pm (no exceptions) so someone from your group must be available at that time to speak with the board. The person meeting with the board should be familiar with the group and the request. The meeting should be about five-ten minutes long and the group representative should be prepared to talk about the costs associated with the event.

NOTE: The Board rarely funds more than \$10,000 per event. Such an event should usually have an admission charge to cover costs. Large requests like this should also be made a semester or months in advance to maximize the success of the program.

#### Non-Funded Events:

The following types of group events will not be considered for funding with an Event Supplemental Form. Organizations wishing to do these types of events must use their own funds or Standard Budget monies to do so:

- All banquets (socials, award receptions, induction ceremonies, faculty recognition or parties for group members only)
- All charity events (where funds raised are going to support a charity)
- All conference attendance
- Events/Activities that support a classroom or departmental activity that is also part of an academic program (for example- an honoraria for a lecturer/performer to do a Master Class)
- Events/Activities occurring when the University is not open (holidays, spring break or during summer)
- Career related and networking activities – activities assisting individuals with employment needs
- All events held off-campus
- All events aimed for an audience outside the University community
- All field Trips (these should be break even events)
- Political Lobbying, Electioneering: Lobbying is defined as to try to influence the thinking of legislators or other public officials for or against a specific cause. Electioneering is defined as the act of taking an active part in a political campaign for example by canvassing.
- Worship services: defined as the organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized religion or denomination. Artistic performances with religious content are permitted.

#### Non-Funded Event Items:

The following items may not be purchased with Event Supplemental Funding. If you choose to have these items as part of your event then they need to be listed in the “non-funded” column of the application form.

Registered Student Organizations may not use any organizational funds for items or events that conflict with policies of the University and/or the Code of Conduct, nor can the Allocation Board provide supplemental funding for such items or events. Items (or events with below items) covered by this policy include but are not limited to:

- Alcohol
- Candles, lighters, or other open flame devices
- Drugs or drug paraphernalia
- Explosives
- Fireworks/Sparklers
- Listening devices or any type of “spyware” that would invade the privacy of others
- Tobacco products or devices for smoking tobacco or other herbal products
- Weapons such as rifles, guns, crossbows, swords (even for display purposes), martial arts items that may inflict harm, etc as well as ammunition for weapons such as bullets, arrows, pellets, etc
- Banners
- Costumes (unless pieces are re-usable and can be stored on-campus)
- Decorations
- Individual or Organizational Dues or affiliation fees to National/Regional/Local organizations
- Food (any food expenses must be covered by Standard Budget or admission costs, etc)
- Gifts of any kind (even those to guest speakers)
- Invites to event (this is kind you mail- not flyers or posters)
- Large ads in the Review (the board will fund usually up to a 1/8 or 1/4 page)
- Letterhead stationary
- Lodging for guest speaker, students, etc.
- Newsletters (hard copy paper; on-line newsletters and software to support it is acceptable)
- Photos, scrapbooks
- Prizes, trophies, awards
- Programs
- Safety equipment for personal use (mouth guards, shin guards, helmets, etc)
- Souvenirs
- Travel and hotel for guest speakers, performers, etc; (these costs should be part of the negotiated fee for the contract)

#### Secondary Items for Event Supplementals

The following items must meet the criteria listed with the item in order to be considered for funding. These are not considered priority items and might not be funded.

- Activities geared at an audience other than full-time undergraduates, such as activities for faculty, staff, or alumni
- Requested (as opposed to required) University services such as security, grounds, technical equipment

The following items have the following limits on the amount of funding your organization may receive.

- Advertising (copies and other means) \$50

- Review Ads (the board will only pay for a ¼ or 1/8<sup>th</sup> ad)
- Computers: \$750
- Local bands: \$750
- DJs: \$350

SERIES SUPPLEMENTAL: This is a specialized version of the Events Supplemental form and is used when a series of events is being asked for (i.e. lecture series, film series, band series). All of the information provided under the Event Supplemental applies to this form as well. Additionally, the total series cost for artists fees cannot exceed \$10,000.

CONFERENCE SUPPLEMENTAL: All RSOs are limited to two (2) conference requests per academic year (one per semester). The Standard allocation for each request is \$260.00. Conferences should be within the Mission of the organization. Conference Registration information must be provided with the request. Conference requests will be considered on a case by case basis.

CAPITAL SUPPLEMENTAL: Applied for major expense items that are not needed yearly. Very limited and must have campus approved location where capital equipment is going to be maintained. Capital Expenditures (such as computers, uniforms, and other large ticket items that are needed by the organization on an occasional basis) may be purchased with Standard Budget funding but would most likely deplete that money. Instead, monies for such items may be requested by completing a Supplemental Request Form for Capital Expenditures. Capital Expenditures, by their very nature, are not always funded and the requesting organization must make a strong case for the need of the purchase.

The following guidelines apply to requesting Capital Expenditures:

Registered Student Organizations may not use any organizational funds for items or events that conflict with policies of the University and/or the Code of Conduct, nor can the Allocation Board provide supplemental funding for such items or events. Items (or events with below items) covered by this policy include but are not limited to:

- Alcohol
- Candles, lighters, or other open flame devices
- Drugs or drug paraphernalia
- Explosives
- Fireworks/Sparklers
- Listening devices or any type of "spyware" that would invade the privacy of others
- Tobacco products or devices for smoking tobacco or other herbal products
- Weapons such as rifles, guns, crossbows, swords (even for display purposes), martial arts items that may inflict harm, etc as well as ammunition for weapons such as bullets, arrows, pellets, etc

- Clothing/Uniforms: Only eligible for funding if maintained by the organization and items are re-usable from year to year, not given to members to keep, and are stored on campus.
- Computers: Only eligible for funding if the organization has been active for at least two years; has an office in a University building where equipment will be secured and has a clear need for the computer and supporting equipment.
- [Equipment storage policies](#) apply to funded equipment.

## **Fraternities & Sororities Financial Policies**

The University, by allowing Fraternities & Sororities use of facilities on campus, permits them to conduct certain activities, one of which is the collection and management of funds for programs.

Consequently, any funds collected by such Fraternities or Sororities on University property are considered University funds and are therefore subject to University Policies and procedures. As a Chartered Fraternity or Sorority on campus, officers and responsible members agree to abide by University policies governing use of University facilities, collection of funds for on-campus programs and use of University services. Accordingly, the following policies/procedures have been established to govern all University financial involvements of the Chartered Fraternities and Sororities.

Campus Sales and Solicitations (collecting money on or off campus):

By definition, sales/solicitations includes solicitation membership dues, admissions, charges for events, donations, and any funds derived from programs and services rendered or sale of goods.

[Information on Sales and Solicitation Policies.](#)

Deposits of Revenue:

All funds derived from ANY on-campus sales/solicitations, admissions, charges for events, and any funds derived from programs and services rendered or sale of goods must be deposited in the organization's University Internal account. Deposits of these types of revenue require a Sales & Solicitation form. See the [Sales & Solicitation Policy section](#) of this manual for further information.

Making a Deposit: [Information here](#)

Retrieving Funds Deposited To The Internal Account:

- *If there is any outstanding debt in the internal account, the debt will need to be paid by deposited revenue and only the remaining funds will be available to the organization.*
- Requests to pull out revenue deposited in your Internal Account must be submitted to the Student Involvement Office, 015-G Perkins Student Center University Center.
- The request must be in writing (e-mail is fine) by an officer of the organization.

- Direct deposits are recommended by the University. Direct depositing of funds can take up to 10 working days to process.
- Requests for checks can take up to 15 working days to process.
- Alcohol may not be purchased using University funds in your internal account.

#### University Of Delaware Internal Accounts:

- University internal account numbers will be maintained for each Fraternity & Sorority to accommodate billing by University departments. T
- Student Involvement will have the internal account numbers assigned to each organization and must authorize the use of the organization's internal account.
- Service departments on campus will assess charges for services rendered against this internal account after the service has been provided.
- The following University departments will be billed in this manner:
  - Media Services      Custodial Services      Dining Services
  - Quick Copy      Movers      Motor Pool & UD Transit
  - Graphic Communications      UDPD      Facilities      Events Services
- Internal Account Statements are generated monthly and only when services have been performed and billed. Student Involvement receives the statements to review.
- Student Involvement will put a Notice of Bills Due in the chapter mailbox intended for the Treasurer informing him/her of the bills received with the amount due to the University.
  - Note: Some service departments do not bill for delivered services immediately
- Services will not be authorized if bills are not paid on a timely basis.
- Payment for services must be made by check payable to the University of Delaware and delivered to 015-G Perkins Student Center.
- The Internal Account Statement then serves as receipt documentation for this expense.
- The Senior Associate Director for Student Involvement may investigate if problems arise in transactions involving a University Service Department and a Fraternity or Sorority.

# Tweets from @StUDentEvents

Tweets by @StUDentEvent



**StUDent Events**  
@StUDentEvents

Pop-up garden springs up in Perkins West Lounge through Feb. 6! Come experience the exhibit designed by The Design and Articulture Club at the University of Delaware before its gone. TONIGHT the installation will

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The University Student Centers are part of the [Division of Student Life](#), which contributes and facilitates critical learning and development within healthy, inclusive and supportive communities so that all students may thrive at UD and beyond.



Dare to be first.