

Office of Student Life

Student Organization Handbook

2011-2012



Office of Student Life
Student Center 133
Ball State University
www.bsu.edu/studentlife
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Dear Cardinal:

On behalf of the Office of Student Life we would like to salute and applaud your involvement at Ball State University. This handbook will help answer many of your questions about getting your group organized and running efficiently.

The Office of Student Life is responsible for fostering leadership development and personal organization responsibility. Our mission is to make members of the Ball State community aware of the learning opportunities and activities that we provide and challenge students to become:

- Socially connected
- Civically engaged
- Professionally prepared
- Culturally aware
- Personally accountable

Our hope is that your involvement with any of our 300 officially recognized student organizations will be an enjoyable experience. Involvement in student organizations joins together individuals with similar views and opinions which creates an opportunity for developing new ideas, discovering hidden talent, cultivating interpersonal skills and providing a way to accomplish collectively what could not be done individually.

Our office provides many opportunities for involvement and personal growth. We offer opportunities in leadership development through our Leadership Studies Minor as well as the Excellence in Leadership program. If you are interested in Greek Life, we have several different organizations to choose from. We offer opportunities for students to get involved in the community and make a positive impact on the lives of others through the Student Voluntary Services program. We are also home to several multicultural organizations providing you the chance to grow and explore various cultures and ethnicities.

In closing, we would like to wish you well and encourage you to stop by our office located in 133 Student Center or contact us at (765) 285-2621. Information is also available by visiting our website at www.bsu.edu/studentlife. We hope that this manual provides you with information that will assist you in making the most out of your experience at Ball State University.

In BSU Spirit & Pride,

The Office of Student Life

SERVICES AVAILABLE TO & BASIC RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

Check out these options and see which can benefit your group. You may be surprised at the variety of services BSU has to offer!

Copying Services – Organizations can have copies made at the Cardinal Copy Center located in AJ 247. Payment for copies can be made with cash, debit card, or charged to the organization's university account.

Financial Services – Organizations may hold a university account for financial transactions. For more detailed information, refer to the Financial Accounts and Information Section of this handbook. See pages 8-9.

Mail – Organizations can send large quantities of mail at the bulk rate through Central Mailing, as long as the organization has a university account. For more information, contact Maria Bumbalough in Student Life, 765-285-2621. All organizations are required to have an on-campus mailing address. If your organization is interested in obtaining a student organization mailbox (free of charge) located in the Student Center, email studentlife@bsu.edu and one will be assigned to your group. With a Student Center mailbox, groups are required to empty the mailbox once a week since space is limited.

Organization Email and Web Space – Organizations may obtain a Ball State email account or web space on the Ball State server. Pick up a Username Request Form from the Student Life office.

Publishing Organization: Sponsored Events on the Communications Center – Organizations can submit information on-line at www.bsu.edu/studentlife/appsforms.

Updating Organization Information – To remain in good standing, organizations are required to submit the following information to the Office of Student Life:

- Advisor information – submit every September the contact information for the faculty or professional staff advisor.
- Constitution – submit every 3 years or earlier if changes are made
- List of current officers – submit each September
- Roster of members – submit each September, and again in January if roster changes.

Organization information can be updated by emailing studentlife@bsu.edu and indicating the name of the organization as well as either the name of the advisor or officers, or attach a membership roster (Word or Excel format) or updated constitution (Word or pdf format).

Activity Requirements

Scheduling Conflicts: Every attempt should be made to avoid scheduling two major events of the same nature for the same date.

Professional Shows: All professional productions (those involving anyone other than BSU students, faculty, or staff) sponsored by campus organizations must be scheduled a minimum of ten (10) days apart, regardless of location. The Director of Emens Auditorium must also approve productions held at Emens.

Final Exam Period: Major events and activities, which are significantly time-consuming, may not be scheduled during the final exam period. No field trips involving absence from class on the part of the participants may be scheduled during the final exam period.

Proper Identification: Students must show their Ball State I.D. for admission to dances and other late night events. See pages 17-20.

Signing Contracts: For your group's protection, contracts for speakers, bands or artists should be signed with the name of the group contracting, rather than the name of the individual. The Assistant Vice President for Student Affairs/Director of Student Life, SC 133, should also review contracts at least one (1) month in advance of the performance. Student groups utilizing SGA funds for co-sponsorship must use BSU contracts.

Invited Speaking Guests: Recognized BSU student organizations have the privilege of inviting speakers to campus, subject only by the following provisions:

1. The speaker shall not urge the audience to take actions, which are prohibited by the rules of Ball State University or which are illegal under federal or Indiana law. Advocating or urging the modification of the government of the United States or of the State of Indiana by violence or sabotage is specifically prohibited.
2. The student organization sponsoring the speaker has the following responsibilities:
 - Arranging for reservation of space. See pages 4-7.
 - Assisting in insuring that any meeting held is conducted in an orderly fashion and that any speaker invited to campus as a guest of the University shall be accorded a courteous hearing and shall not be subjected to unseemly action on the part of those attending.

It is the responsibility of the Assistant Vice President for Student Affairs/Director of Student Life to certify that all the provisions listed in the *Organization Responsibilities* and *Campus Policies & Procedures* sections of this manual have been complied with by the sponsoring student organization before the event is officially scheduled. In the event an invited speaker fails to comply with Item 1 above and/or advocates action deemed to be illegal, any action to be taken must be left to regular civilian authorities, which administer federal and state laws. In the event the sponsoring organization violates the provisions listed above, the organization is subject to the procedures and penalties applicable to students and student organizations, which violate other Ball State University rules.

PROGRAM PLANNING & MEETINGS

Reserving Space

Student organizations may reserve space in the Student Center, as well as many other buildings on campus. It is a good idea to reserve space as soon as possible, since some facilities are requested frequently and book quickly. Reserve in advance!

General Information About Reserving Space

1. Any recognized student organization may request space for meetings, banquets, etc.
2. Space for **all** University facilities must be reserved in the Student Center Reservations Office, SC 224. 765-285-1926 www.bsu.edu/studentcenter.
3. Requests must be completed at least two (2) working days in advance for a regular meeting, and up to a month for a large event or program. After this time, set-ups cannot be guaranteed. Changes in your requests must also be made at least two (2) working days in advance. For weekend events: Requests requiring set-up will be accepted until noon on the Thursday before the event. Requests not requiring set-up will be accepted until noon on the Friday before the event. Requests for events held on Mondays will be taken until 3:00 p.m. the proceeding Friday. These guidelines are for the Student Center; other locations may vary from these guidelines.
4. When you come in to reserve space, the following information is required:

Date of event	Number of people expected
Day of week of the event	Set-up desired
Time of the event	Equipment needed (if any)
Room preferred	Admission charge (if any)
Nature of the event (speaker, dance, meeting, etc.)	
5. Space is assigned on a first-come, first-served basis.
6. When admission is charged, some facilities require a usage fee. In addition, organizations with events that require setup or weekend use of facilities may incur further charges. If you are planning to use an athletic facility, Pruis Hall, or Emens Auditorium, check with the Student Center Reservations Office for regulations.

Procedure for Reserving Space in the Student Center

To reserve space in the Student Center for banquet, meeting, speaker, or any other event, the request should be made to the Student Center 224, 765-285-1926 or www.bsu.edu/studentcenter. Office hours are 8:00 a.m. – 4:30 p.m., Monday through Friday. The following are some basic guidelines:

1. Refreshments may be provided by student organizations. Refreshments are limited to drinks, finger foods, and cakes. No preparation may be done on site and no warming/refrigeration units may be used. Other than drinks, everything must be able to be held and served at room temperature. All cups, plates, and utensils must be disposable. Items cannot be for resale. All other arrangements for food must be made through University Banquet and Catering.
2. No food sales or other fundraisers are permitted in the Student Center, Atrium, Arts & Journalism Building, etc.
3. A charge may be made for a room whenever the room is used for a dance or event with an admission charge or donation collection.
4. The Student Center reserves the right to assign space within the Student Center based on needs, rather than preference, or to move groups from previously assigned space, if necessary, to accommodate other requests.
5. Decoration plans must be reviewed at the time of reservation. Because of Indiana State Fire Regulations, candles and any open flames are not to be used as decorations in the Student Center.
6. Reservations of a room for any major activity should be made at least one month in advance.

7. Uniformed security for dances must be arranged through the Office of Public Safety. Payment must be made two weeks before the event, or the event is subject to cancellation. There will be no reinstatement of the reservation.
8. The possession or consumption of alcoholic beverages is expressively forbidden at any event. State and local laws will be observed.
9. Student Center no-show policy: After one (1) no-show, the group will receive a written warning that states failure to cancel reservations at least 48 hours in advance may lead to charges for the rental equal to 50% of the normal rate and/or loss of scheduling privileges. After two (2) no-shows, the group will receive a second written warning. After three (3) no-shows, the group will be notified in writing that they owe a rental fee and/or have lost their scheduling privileges.

Failure to comply with any guidelines outlined in the Policy manual and/or by Student Center staff may result in action by the staff to deny privileges and/or assess appropriate charges.

Reserving Other University Facilities

What facilities?

The University facilities that may be reserved through the Student Center Reservations Office (SC 224) include:

Athletic facilities (including pool, gyms)	LaFollette Field
Classrooms	Picnic Areas
Concourses (Atrium, LaFollette, TC, WB)	Pruis Hall
Emens Auditorium	Scramble Light
Fields/Campus Grounds	Student Center Patio

All of the areas below should be reserved through Student Center Reservations at 765-285-1926 www.bsu.edu/studentcenter.

Athletic Facilities

Student organizations must reserve all athletic facilities through the Student Center Reservations Office (SC 224). The one exception to this policy is the racquetball courts, which must be reserved at the Athletic Facility Office. In certain situations, student organizations will be charged for the use of certain facilities. Check with the Student Center Reservations Office for an outline of facilities and circumstances that apply.

Emens Auditorium

Student organizations and groups may use the John R. Emens College Community Auditorium for presenting large-scale events (including concerts, popular speakers, etc.), calendar permitting.

In order to secure the use of Emens Auditorium, you must work with the Student Center Reservations Office to complete the necessary space reservation procedures. The Student Center staff will consult the Director of Emens Auditorium to verify date, depending upon the availability of the Auditorium. There are fees associated with the use of Emens, depending on the nature of the organization, the purpose of the event, etc. Check with the Student Center Reservations Office for more information. After the Emens staff has verified the date, you will submit a requisition for the use of the Auditorium, and give a non-refundable deposit of twenty-five percent (25%) of the rental charges.

Pruis Hall

Pruis Hall may also be used for speakers, film presentations and smaller popular events. Student organizations requesting the use of Pruis Hall must also work with the Student Center Reservations Office. Fees may be involved to reserve Pruis based on the type of event. Please contact Pruis Hall for pricing information and other regulations.

Official Policy on Noise/Amplified Music

No events may be programmed outdoors for the week of Finals, except for stress buster type events that do not require too much work for the student programmers.

Events may **NOT** be held before 9:00 p.m. during the week that include bands or amplified music in areas that are in close proximity to residence halls or academic spaces.

Welcome Week is an exception in regards to outdoor events. They may be held on the Student Center Lawn, the Quad and other spaces that do not interfere with academic spaces.

The Student Center Lawn and Quad may be utilized during the academic year for events during the daytime hours, pending activity and noise level.

Ball State wants to encourage a lively and vibrant campus atmosphere and will make every effort to accommodate various times and locations of student activities, but will attempt to do this while maintaining focus on the academic integrity of our institution.

Publicity Outlets

Listed below are some ideas of how and where to publicize your event. **All printed materials (advertisements, flyers, banners, posters, etc.) must contain the name of the student organization and contact information (e-mail or phone number).** *(Also refer to specific policies: Expressive Activities Policy, Outdoor Activities Policy and Residence Hall Policy)*

- **Word of mouth:** Many organizations forget that a personal invitation is the most effective way of promoting interest in an event. Talk about the program and build excitement for it. Use every chance you get to invite someone.
- **Paid Advertisements:** Daily News ads.
- **Scramble Light:** The area at the intersection of McKinley and Riverside Avenues; this area must be reserved at the Student Center Reservations Office, SC 224. Student organizations may use this space for a maximum of three days in one week.
- **Leaflets, Handbills, Flyers, etc.:** These and similar materials may be distributed directly by hand to other persons or through campus mail (must be addressed). They are not to be attached in any way to poles, doors, car windshields, walls, window, or any other university property. The Office of Housing and Residence Life has specific posting guidelines which include submitting two flyers or posters per hall – for a total of 70 – to Cathy Bickel in LA N-13 for approval. Approved flyers and posters will be distributed to the residence halls and posted by the hall staff. ****Please note that chalking is not permitted anywhere on campus (i.e. no chalk on sidewalks).****
- **Banners:** Banner Regulations – the size of the banner is to be 40 inches by 10 feet. There must be at least size (6) grommet locations. Material must be canvas, heavy plastic or heavy material. DO NOT use paper. Use acrylic, oil paints, or ink. DO NOT use water-soluble materials.
- **Banner Locations:**
 1. “Fly Swatter” (center of campus – by North Quad): This space may be reserved in the Student Center Reservations Office. It may be used for a three-day period, and is reserved on a first-come, first-served basis. Only one side of the banner space may be used for an organization at a time. You are responsible for obtaining the key to the Fly Swatter at the SC Reservations Office and for putting up or taking down the banner.
 2. Student Center: This space may be reserved through the Student Center Reservations Office for up to three (3) consecutive days, but no longer if there are other requests for the space. Reservations on a first-come, first-served basis.
- **Posters:**
 1. Posters to be displayed within the Student Center must be brought to the Student Center Reservations Office, SC 224, to be registered and stamped. Student Center personnel will then post them.
 2. You must obtain permission of the Residence Hall Director before displaying posters in any residence hall.
 3. Posters are not permitted to be placed on poles, doors, windows, or cars.

- **Loudspeaker units (mobile or stationary):** Such devices can only be used from 6:00 p.m. to 9:00 p.m. on Fridays, from 9:00 a.m. to 9:00 p.m. on Saturdays and from 12:00 noon until 9:00 p.m. on Sundays.
- **Parades, demonstrations, and rallies:** All parades, demonstrations, and rallies must be registered with the Student Center Reservations Office, SC 224, and approved by the Assistant Vice President for Student Affairs/Director of Student Life, SC 133. All of these types of events must be approved at least three weeks in advance.

FINANCIAL ACCOUNTS & INFORMATION

Ball State Financial Account

Student organizations that have been recognized by the Student Activities Committee have the option of opening a financial account at the university, free of charge. If you are interested in opening an account, either stop in the Student Life Office, SC 133, or email studentlife@bsu.edu to request an Account Notification form which must be completed and returned to Student Life. The process of opening an account can take up to two weeks before an account number is assigned to an organization.

Benefits of holding a university account:

- University account services are free of charge.
- An annual audit of your financial records is a free service from the Ball State Office of the Controller. A review of accounting records by auditors protects the organization and ensures the accuracy of the account. Annual audits are strongly encouraged.
- Accounting advice is available by appointment for organization treasurers having difficulty with records. Contact the Controller's Office at 765-285-8444 to make an appointment with an Accountant Financial Analyst or email studentlife@bsu.edu to make an appointment with a Student Life staff member.
- Financial Process – once a university account number is assigned, student organizations can deposit funds or generate payment in the following manner:

Depositing Funds:

- Complete a Cash Receipts Voucher and submit it along with the cash or checks to be deposited to the Bursar's Office in Lucina Hall.
- Checks to be deposited should be written to Ball State University. Endorse the back of the check with 'Ball State University – for deposit only'. If a check is written specifically to the organization or an individual, endorse with the organization name or individual's name and include 'for deposit only'.
- If the amount of funds to be deposited is more than \$1000.00 in cash, bring the Cash Receipts Voucher and cash to the Student Life office. The money will be placed in a locked bag and a police escort will be contacted for the deposit to be made at the Bursar's Office.

Disbursement or Reimbursement of Funds:

- Disbursement and reimbursement of funds are done using a Banner Direct Pay form. The form must be completed and submitted along with the original receipt or invoice to the organization advisor for signature, then submitted to the Office of Student Life for signature. Student Life staff members will send the Direct Pay form and original receipt or invoice over to the Accounting Office.
- Sports Clubs Only – once your advisor signs the Direct Pay form, you will need to submit the form to Recreation Services for signature, then you may take it to the Accounting Office. You do not need to obtain the signature of the Student Life Director.
- Submitting a receipt along with a Direct Pay form – Detailed original receipts must be submitted in order for an individual to receive reimbursements. A detailed receipt includes a list of items purchased. A receipt that indicates a purchase was made using a charge card will not be accepted if individual items are not listed on the receipt.
- Submitting an invoice along with a Direct Pay form – An invoice can be submitted if a vendor is being paid for items to be purchased. For example, if an organization is ordering t-shirts through Cool Cayenne, obtain an invoice from Cool Cayenne and submit it along with the Direct Pay form. A check will be generated directly to Cool Cayenne for the purchase.
- Please allow at least two weeks for processing from the time a Direct Pay form is submitted to the time a check is received.

Taxability of Cash and Non-cash Awards, Prizes, Gifts and Incentives

Cash awards, prizes and incentives are always taxable. These items when given to employees, outside speakers and guests and paid with University funds (including state funds, grant funds, contract funds, gift funds, agency funds, etc.) constitute gross wages subject to federal and state income and FICA taxation.

Gift Cards/Gift Certificates

The purchase or use of gift cards or gift certificates is not allowed by student organizations.

Food Sales

1. In order to host a food sale, you must complete a Temporary Food Permit form. This form is available by contacting Charlie Scofield in Student Center Reservations located on the second floor of the Student Center. 765-285-1926 www.bsu.edu/studentcenter.
2. Only pre-wrapped, store bought items may be sold.
3. All food items are to be wrapped for protection from contamination.
4. An organization cannot conduct food sale events more than twice each semester.
5. Food sales can not occur in spaces that conflict with Ball State Food Service.

CAMPUS POLICIES & PROCEDURES

ALCOHOL POLICY

(Excerpted from the Ball State University Code of Student Rights and Responsibilities, Office of Student Rights and Community Standards)

Alcohol Policy

When students choose to consume alcoholic beverages, Ball State University encourages responsible practices and behavior in accordance with campus policies, the laws of the State of Indiana and the City of Muncie. Violation of University policy and local and state laws related to alcohol on or off campus will result in disciplinary action.

- **General Guidelines**

1. Illegal purchase, service, consumption, or possession of alcoholic beverages at any University-sponsored event on or off campus is prohibited. Upholding applicable local, state, and federal laws in connection with this policy is the joint responsibility of the persons in attendance at the activity, the sponsoring organization, and the management of the establishment in which the activity is held.
2. Illegal purchase, consumption, or possession of alcoholic beverages by any student under 21 years of age is prohibited wherever it may occur.
3. Providing alcoholic beverages at any time to an individual who is under 21 years of age is strictly prohibited.
4. Adverse behavior as a result of alcohol consumption, including disruption, disorderly conduct, and public intoxication shall be a violation of the Student Code.
5. The sale of alcoholic beverages by any person without a license is strictly prohibited.
6. Students found responsible for providing alcohol to minors and selling or distributing alcohol in violation of state law shall be in violation of the Student Code.

Students hosting parties where alcohol is provided to minors, provided in excess to others, or otherwise distributed in violation of the law shall be subject to possible suspension or expulsion from the University.

- **On Campus** – With respect to the service, possession or consumption of alcoholic beverages on the Ball State University campus, state statutes and city ordinances will be enforced in addition to the following regulations:
 1. Residents who are of legal age to possess or consume alcoholic beverages and who reside in University-operated employee or University Apartment units may possess and consume such alcoholic beverages in the privacy of their residences.
 2. Consumption and possession of alcohol may be permitted on some residence hall floors where all residents are of legal age to possess or consume alcoholic beverages. Such use of alcoholic beverages will not be permitted in the public lounges, study lounges, recreation areas, dining rooms, or any area other than the student rooms.

ALL CAMPUS EVENTS GUIDELINES

Sponsorship

No establishment that sells/serves primarily alcohol (i.e. beer distributors, liquor stores or bars/restaurants such as Dill Street Bar & Grill or The Locker Room) can be a sponsor for an all-campus event. This sponsorship includes financial support and/or free services provided. Their name should not appear on any ticket, t-shirt, advertisement, or anything associated with the event or the sponsoring organization.

Advertising

The following guidelines will be enforced regarding advertising of all-campus events:

- There will be no form of advertising for a philanthropic event outside of the Ball State campus. This includes flyers, radio and newspaper advertising.
- All advertisements for the event will indicate that no alcoholic beverages or containers will be allowed at the event.
- There will be no chalking of sidewalks, buildings, trees, etc. permitted anywhere on campus.

Solicitation

Selling tickets door-to-door or any other type of door-to-door solicitation in the residence halls is against university policy.

General Guidelines

All university and (inter)national organization policies regarding event planning will be enforced. This includes prohibiting the use of alcohol and the possible requirement of additional security at the event. Prior to the event, the sponsoring organization must meet with the appropriate University advisor, as well as the facilities planning and staff management (i.e. Emens Auditorium, Ball Gym, Student Center, etc.) to finalize event details and discuss any additional event guidelines for that facility.

ANTI-HAZING POLICY

(Excerpted from the Ball State University Code of Student Rights and Responsibilities, Office of Student Rights and Community Standards)

Hazing Policy

- A. Hazing by students, student organizations, groups or teams of Ball State University is prohibited. Hazing is defined as follows: Any mental or physical requirement, request, or obligation placed upon any person (including but not limited to a pledge, associate member, affiliate, prospective members, guest, initiate or team member) which could be harmful to the health and/or welfare of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws or University policy. Individual acceptance of or acquiescence to any activity covered by the foregoing definition in no way validates or excuses the activity. Student groups may be required to certify in writing that they are in compliance with this policy.
- B. Individual members of organizations, groups or teams who violate this policy are subject to disciplinary action as provided in Section V of the Code of Student Rights and Responsibilities. Any organization which violates this policy is subject to sanctions which may be imposed by the coordinating body of which the organization is a constituent member, the Vice President of the Division of Student Affairs or a designee, and/or the Student Activities Committee.

DISCIPLINARY PROCEDURES FOR VIOLATIONS OF REGULATIONS

(Excerpted from the Ball State University Code of Student Rights and Responsibilities, Office of Student Rights and Community Standards)

6.3 STUDENT ORGANIZATIONS DISCIPLINARY PROCEDURES

A recognized student organization and/or its members collectively or individually (when acting as part of the organization) may be held responsible for violations of the Code of Conduct and, when appropriate, be subjected to disciplinary action. When a student organization is accused of committing a violation of University policy, (including but not limited to any violation of published University policies and procedures) or local, state or federal laws, a complaint may be filed with Office of Student Life. Upon receipt of such a complaint, the Assistant Vice President for Student Affairs/Director of Student Life shall conduct an investigation and determine if a hearing will be held regarding the complaint.

- a. When the accused organization is a fraternity or sorority, the Assistant Vice President for Student Affairs/Director of Student Life may choose to refer the case to the appropriate Greek governing Board (IFC, PHC or NPHC) for investigation and adjudication.
- b. If it is determined that the alleged violations are by individuals but not collectively by the organization, the case will be referred to the Office of Student Rights and Community Standards for adjudication.
- c. It may be determined upon review that the adjudication for the organization can be handled administratively by the Assistant Vice President for Student Affairs/Director of Student Life. In such cases, the Assistant Vice President for Student Affairs/Director of Student Life will conduct a hearing, render a decision and, if necessary, impose sanctions. If the allegation involves club sports, the administrative hearing will be done in consultation with the Director of Recreation Services or his/her designee.
- d. If, in the investigation of an alleged violation, it is determined that the offense may warrant consideration of withdrawal of recognition as a possible sanction, the case will be referred to the Hearing Board for adjudication.

6.3.1 Adjudication Procedures

If a formal hearing is warranted, the following procedures apply for disciplinary cases involving a student organization:

- a. **Selection of Hearing Board.** The Hearing Board will consist of five (5) members, three (3) to be selected from the Judicial Court of the Student Government Association, one (1) member being a current faculty/staff advisor of a recognized student organization and one (1) Student Affairs professional staff member selected in consultation with the Vice President of the Division of Student Affairs. A chairperson will be selected from within the committee. The Assistant Vice President for Student Affairs/Director of Student Life (or his/her designee) will serve as an advisor and ex-officio member to the Board, will take minutes and will answer procedural questions but will not vote.
- b. **Quorum.** Four (4) of the five (5) voting members of the Hearing Board must be present to constitute a quorum.
- c. **Notice of Hearing.** The President or highest-ranking officer of the student organization shall be notified in writing by the Assistant Vice President for Student Affairs/Director of Student Life of the date, time, and place of the hearing at least three (3) business days before the hearing. The notice shall also include a statement of the allegations of policy violations and information regarding the student organization's rights in the hearing.
- d. **Absence of the Accused Organization.** The accused student organization may choose not to attend the hearing and may instead submit a written presentation of its case. The hearing may proceed in the absence of the accused and by such absence; the accused organization forfeits its right to question witnesses.
- e. **Witnesses.** The representative officer of the accused student organization, the complainant and the Assistant Vice President for Student Affairs/Director of Student Life or his/her designee may invite persons who have information relevant to the accusation to present testimony at the hearing; however, the chairperson of the Hearing Board may limit the number of witnesses to avoid repetition and cumulative testimony. The Board may also limit the testimony of character

witnesses to the sanctioning phase of the hearing. The names of witnesses and written disclosure of the main points of their testimony must be provided to the Assistant Vice President for Student Affairs/Director of Student Life a minimum of twenty-four (24) hours before the hearing. Each party shall be responsible for insuring the presence of his/her witnesses at the hearing and shall be prohibited from submitting a written statement in lieu of personal testimony, unless otherwise permitted by the Hearing Board to do so as a result of extenuating circumstances. Witnesses invited by either party shall be present only while they are testifying.

- f. **Student Organization Assistance.** The officer of the student organization may be accompanied and assisted at the hearing by an advisor of the student organization's choice, provided the advisor is an employee or student of the University. For Greek organizations, a chapter advisor and/or chapter representative may also accompany the officer. In the event a student organization faces pending criminal or civil charges based on the incident that has given rise to the University disciplinary proceedings, the organization's attorney may accompany the officer of the student organization. The student organization must provide the name of the advisor to the Assistant Vice President for Student Affairs/Director of Student Life at least twenty-four (24) hours before the hearing. At no time may the advisor or attorney participate directly in the hearing proceedings. He/she may only consult with the student representing the organization.
- g. **Disqualification Challenges.** Any Hearing Board member may disqualify himself/herself if he or she has a conflict of interest with the case, with the accused student organization, with the complainant or when the Board member feels a personal bias makes it impossible to render a fair decision. The accused student organization or the complainant may challenge a Hearing Board member on the grounds of conflict of interest or personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members present. If a challenge is upheld, the chairperson may, at his/her discretion, either appoint another person to fill the vacancy or direct that the vacancy not be filled. In the latter case, a quorum shall thereafter consist of the remaining members of the Hearing Board.
- h. **Conduct of the Hearing.** The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and admissibility of evidence, but with a view toward providing the Hearing Board with a complete understanding of the facts involved. Irrelevant, immaterial, and unduly repetitious evidence may be excluded. The hearing and the deliberations of the Hearing Board shall be private. The Office of the Assistant Vice President for Student Affairs/Director of Student Life shall make a record of the hearing which may be reviewed in that office by a designated representative of the accused student organization upon request. Decisions of the Hearing Board shall be made by majority vote.
- i. **Continuances.** The Hearing Board, by majority vote, may continue the hearing to a later time.
- j. **Additional Rules.** Procedural rules not inconsistent with these procedures may be established by the Hearing Board from time to time to fulfill its functions in an orderly manner.

6.3.2 Sanctions

If the student organization is found to be responsible for the violation of University policy, the Hearing Board may recommend one or more of the following sanctions:

- a. **Official Reprimand** - A letter of notification placed in the organization's file and sent to its national organization (if applicable) warning of more severe sanctions in the event of a repeat of the offending behavior.
- b. **Probation** - A specific period of probation with or without selected restrictions; the Hearing Board shall determine the length and terms of the probationary period.
- c. **Restitution** - An organization, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of or replacement of property or for medical bills related to injuries. Each member of the organization may be held financially responsible through group billing.
- d. **Service Requirement** - Participation in University or community service activities.
- e. **Educational Requirement** - Educational programming hosted and/or attended by a percentage of organization membership.
- f. **Suspension of Recognition** - Suspension of recognition as a student organization and the privileges inherent in that recognition indefinitely or for a specific period of time.
- g. **Withdrawal of Recognition** - Withdrawal of University recognition as a student organization.

6.3.3 Decisions

The decision of the Hearing Board shall be submitted as a recommendation to the Assistant Vice President for Student Affairs/Director of Student Life who may do one of the following:

- a. Accept the recommendation and direct that the sanctions be implemented;
- b. Lessen or otherwise modify the sanctions imposed by the Hearing Board;
- c. Refer the case back to the Hearing Board for further consideration of sanctions.

6.3.4 Appeal Process

- a. *Appellate Review.* The appellate review will be based on the information and materials in the case file; a summary of the evidence submitted; findings and recommendations; the student organization's written request for an appellate review; and the record of the hearing.
NOTE: Where the sanction imposed is withdrawal of recognition for the organization, the decision shall automatically be reviewed by the Dean of the Division of Student Affairs.
- b. A student organization may appeal the result of an administrative hearing decision to the next level administrator.
- c. Decisions by the Hearing Board may be appealed to the Vice President for Student Affairs/Dean of Students.
- d. In both cases, the student organization has five (5) business days from receipt of the original decision in which to submit an appeal in writing.
- e. The organization may appeal based on the following reasons:
 1. A substantial procedural error that unreasonably impaired the student organization or the hearing body.
 1. An unduly harsh sanction against the accused student organization.
 3. New information of a substantive nature not available at the original hearing.
 4. Information of substantial bias on the part of the disciplinary body hearing the case.
- f. An appeal may be resolved in one of the following ways:
 1. The original decision may be upheld.
 2. Modified sanctions, either greater or lesser, may be imposed.
 3. The case may be remanded back for a new hearing.
 4. All allegations may be dismissed.
- g. Appeal decisions shall be based solely upon the written documentation of the incident and a written statement of appeal from the organization.
- h. The appellate decision shall be final and will not be subject to any further appeal.

Expressive Activities Policy (Abbreviated Version)

Distribution, Demonstrations, Fund Raising, Marches, Sales, Solicitation, Structures

Out-of-Doors Activities

A. Distribution.

1. By Anyone. Any person may distribute printed material by hand directly to other persons, at any time,
2. in an out-of-doors area of BSU if such distribution is done without tables, booths, or other similar apparatus. Because of litter concerns, printed material may not be placed on motor vehicles on BSU property. Except as permitted by this Policy, printed material may not be posted or otherwise attached to BSU property.
3. By Non-profit organizations. In addition to distribution permitted in IV (A)(1), non-profit organizations may distribute materials using a table, booth or other apparatus in designated out-of-doors areas of BSU property. Such use must be scheduled with the Office of Facilities Planning and Management (OFPM) in accordance with then-existing BSU policies. A non-profit organization may post printed material on out-of-doors bulletin boards, kiosks or other areas designated for this purpose by the Office of Facilities Planning and Management. Such posting may be limited to a particular place or manner, or to particular types of organizations, in a content-neutral manner.

B. Fund Raising.

1. Non-profit organizations. A non-profit organization may engage in fund raising in an out-of-doors area if the activity is either: (1) for the benefit of the non-profit organization conducting the fund raising and the funds raised will be used for the activities of the organization or (2) the non-profit organization is raising the funds for the benefit of another, clearly identifiable non-profit organization. If the fund raising will use a table, booth or similar apparatus, the organization is required to schedule the activity with the Office of Facilities Planning and Management, and such use is limited to the area designated for such purposes by the Office of Facilities Planning and Management. Such use may be limited to a particular place or manner, or to particular types of organizations, in a content-neutral manner.
2. Recognized student organizations as agents of commercial firms. A recognized student organization may function as an agent or representative of a commercial firm only if: (1) the commercial activity involved is merely incidental to a larger scheduled event of a recognized student organization and is provided under contract with the recognized student organization merely for the convenience of those attending the event, e.g., the Watermelon Bust food sales. AND (2) the sale by the recognized student organization of goods or services of the commercial firm is conducted in the name of the recognized student organization without promotion of the name of the commercial firm or the trade names of the commercial firm's goods or services. Such fund raising shall not be used to evade the restrictions of this Policy which would otherwise be applicable to a commercial firm.

C. Distribution, Solicitation, Fund Raising, Sales or Commercial Activity During Limited Period.

1. Non-profit organizations, commercial firms, and other persons may engage in distribution, solicitation, fund raising, sales or commercial activity, including the use of tables, booths or other apparatus between 7:00 a.m. and 11:00 p.m. in a designated area during the three (3) calendar days preceding the fall semester and first summer session, as well as the first day of the fall semester and first summer session. The space is available on a first-come, first-served, basis, by registering with the OFPM at any time during the eight (8) week period preceding the desired use. The OFPM may impose restrictions on the use of such designated space in a content-neutral manner. Visitors may be subject to a rental fee. No goods or services may be made available for sale if similar goods or services are available for sale on BSU property by BSU or persons under contract with BSU. Amplification devices are prohibited in the designated area.

D. Demonstrations.

1. Demonstrations are permitted out-of-doors on BSU property.
2. Demonstrations may not take place within sixty (60) feet of any window of any classroom or office, or any door of any classroom building, office building, or residence hall.
3. Demonstrators may not block access to or exit from BSU buildings or residence halls.
4. Demonstrators may not disrupt instruction, research, administration or other University activity.
5. Demonstrations which are not expected to involve fifty (50) or more people are not required to be scheduled; however, in the event more than one demonstration is planned for the same area, the demonstration sponsored by students, employees, or recognized student organizations shall have priority. Otherwise, the demonstration that is scheduled first will be held in the approved location. An attempt will be made to identify an alternate location for the second group.
6. If a demonstration is expected to involve fifty (50) or more people:
 - a) The demonstration must be scheduled with the Student Center Reservation Office (SCRO) at least three (3) business days prior to the demonstration, and approved by the Vice President for Student Affairs & Dean of Students or his/her designee. Approval or disapproval of a demonstration shall be based upon consultation with Public Safety and other events scheduled for the area, in a content-neutral manner. Events sponsored by students by students, employees or other events. Otherwise, the demonstration that is scheduled first will be held in the approved location.
 - b) The demonstration must be held in either the Quad area or LaFollette Field. The Quad is the outdoor area of campus bounded on the North by the Arts Terrace, on the South by the Beneficence monument, on the East by the Burkhardt Building, and on the West by

the Ball Gymnasium. LaFollette Field is the field across McKinley Avenue from the LaFollette complex.

E. Marches

1. Students, employees, and recognized student organizations may be permitted to construct temporary structures out-of-doors in a designated area, where the structure is designed to express the students' views or to raise public consciousness and awareness of an issue. Structures must be scheduled with the SCRO and approved by the Vice President for Student Affairs & Dean of Students or his/her designee at least three (3) business days prior to the construction of the structure. Approval or disapproval of a structure shall be based upon consultation with Public Safety and other events already scheduled for the area, in a content-neutral manner.
2. The designated areas for structures are: the Quad and LaFollette field. The Vice President for Student Affairs & Dean of Students or his/her designee shall determine the specific location of the structure within the designated area.
3. Structures are permitted for a period of ten (10) days, which includes all time used to set up and tear down the structure.
4. In addition to other restrictions on BSU property use in this Policy, approval for a structure may be denied or revoked where the weather conditions are such as to pose a substantial threat to the health, safety or welfare of the students residing in or sheltered by the structure or where the conditions of the structure become unsanitary for any reason, and where such unsanitary conditions pose a threat to students residing or sheltered by the structure or to the BSU community.
5. Any structure not in compliance with this Policy shall be subject to immediate removal by BSU and the students or recognized student organizations which sponsored, constructed or participated in the use of the unauthorized structure may be subject to disciplinary action up to and including dismissal from BSU and will be responsible for the costs associated with the structure removal.

Activities Inside BSU Buildings

A. Distribution/Solicitation/Fund Raising/Sales/Commercial Activity

1. Door to Door Distribution/Solicitation/Fund Raising/Sales/Commercial Activity
 - a) This activity is prohibited within BSU offices or residence halls, but is permitted within BSU University Apartments. Activity related to voter registration is not prohibited by this Policy.
 - b) Occupants of offices and/or residence hall rooms may invite an individual or organization to the occupant's office or residence hall room for distribution, solicitation, fund raising, sales or other commercial activity within the privacy of the occupant's office or residence hall room.
2. Other Buildings. Non-profit organizations may engage in distribution in designated areas of BSU buildings, if such use is scheduled with the OSSU in accordance with then existing BSU policies. Such use may be limited to a particular time, place or manner, or to particular types of organizations in a content-neutral manner.
3. Fund raising, sales and other commercial activity is prohibited in residence halls during the three (3) calendar days preceding the Fall semester and the first Summer Session, and during the first day of the Fall Semester and first Summer Session.
4. Residence Hall Lobbies
 - a) Bulletin boards may be used by residents and the hall government only.
 - b) Printed material may be distributed only on specific tables designated for that purpose by BSU.
 - c) Commercial activity in the lobby area is permitted only if it is a (1) demonstration of goods or services sponsored by the hall government that does not involve sales or (2) fund raising activity of the hall government and otherwise complies with this Policy.

B. Demonstrations.

1. Students, employees, and recognized student organizations may be granted permission to hold a demonstration within a specified area of the following buildings: Student Center, Emens Auditorium, or Pruis Hall, subject to availability and any fees uniformly required.

2. Demonstrations inside designated BSU buildings shall be scheduled at least three (3) business days prior to the demonstration, and must be approved by the Vice President for Student Affairs & Dean of Students or his/her designee. Approval or disapproval of a demonstration shall be based upon consultation with Public Safety and other events already scheduled for the area, in a content-neutral manner.

VII. Obscenity.

A. Obscene speech is not protected by the federal or state constitution, and is prohibited by BSU policy. Obscene materials share the following elements:

1. The average person, applying contemporary community standards, finds that the dominant theme of the matter or performance, taken as a whole, appeals to the prurient interest in sex;
2. The matter depicts or describes, in a patently offensive way, sexual conduct; and
3. The matter or performance, taken as a whole, lacks serious literary, artistic, political, or scientific value.

B. Under Indiana law (I.C. 35-49-3-1) a person who knowingly or intentionally exhibits or distributes obscene material commits a Class A misdemeanor. However, the offense is a Class D felony if the matter depicts or describes sexual conduct involving a person who is or appears to be under sixteen years of age.

FOOD SERVICE POLICY

Temporary Food Service

1. All temporary food service establishments operated on university property will comply with the applicable requirements of Rule 410 IAC 7-15-1 except as otherwise provided in this code. The Director of Environmental Health may impose additional requirements to protect against health hazards related to the conduct of temporary food service establishments; may prohibit the sale of some or all potentially hazardous foods; and, when no health hazard will result, may waive or modify specific requirements of Rule 410 IAC 7-15-1.

Registering Your Temporary Food Service

1. You must come to the Student Center Reservations Office to reserve space and to complete a Temporary Food Service Permit.

Policies

1. Only pre-wrapped, store bought items may be sold.
2. All food items are to be wrapped for protection from contamination.
3. An organization cannot conduct food sale events more than twice each semester.
4. Temporary food service permits for food sales must be obtained at least fourteen (14) days prior to the event. Failure to comply could result in loss of privilege.
5. Organizations are strictly prohibited from entering into arrangements with outside vendors (such as Subway, Domino's) for sale of their products on campus.

FOOD SERVICE POLICY – STUDENT CENTER

1. University Banquet and Catering (UBC) is the exclusive catering service of the Student Center. Organizations that sponsor events in the Student Center are encouraged to use UBC.
2. Campus organizations may have through-line service in rooms with the following exceptions: Cardinal Hall, Ballroom, Forum Room, Music Lounge, Terrace Dining, and the Founder's Room. Through-line service is defined as having organization members go through the lines in the food court and take their purchases to the meeting room.
3. Restaurants in the food court will not be able to deliver food and/or drinks in the Student Center.
4. The Student Center has the right to charge a set-up and cleaning fee for an event where food and drink were present. Failure to comply with these rules may result in loss of privileges.

FUND RAISING POLICY *(see also Expressive Activities Policy & Residence Hall Policy)*

1. Any corporate sponsorship should be for a specific organization program or activity. No lump sum donations are permitted.
 2. Student organizations are not permitted to send solicitation letters to faculty and staff for fundraising purposes.
 3. Ball State prohibits the use of lotteries or raffles.
 4. Due to contractual obligations, bake sales are not permitted in the Student Center or the Atrium. Bake sales, however, are permitted elsewhere on campus; provided that only pre-wrapped, store bought items are sold.
 5. Student organizations are not allowed to serve as an agent of commercial firms (refer to the *Expressive Activities Policy, Section IV*). This policy prohibits such things as credit card, phone card, and other sales with commercial firms.
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METAL DETECTOR POLICY

Prior to an event on the Ball State campus, issues of safety and security should be considered in determining whether to use metal detectors:

1. Nature of the event
2. Size of the event
3. Hour of the event
4. Use of Ball State University Police for event security
5. Identifiable concern of risk or threat
6. Past experience with the same or similar event
7. Past practice

The Assistant Vice President for Student Affairs/Director of Student Life, after appropriate consultation with the Director of Public Safety, shall have the final authority in deciding if metal detectors are to be used. There will be no charge for the metal detectors. The event's sponsoring organization may be required to pay for the Ball State officers to monitor the use of the equipment.

OPEN EVENTS PROCEDURES *(policy and forms are available from the Office of Student Life)*

Events are a common outlet for student organizations to socialize and raise funds for projects. These procedures are to be used by student organizations sponsoring open events held in University facilities and reserved by the Office of Reservations in the Student Center. An open event is any event open to the general student body and/or limited to other college/university students and ends after 12:00 a.m. Guests without a valid college ID, a Ball State Alumni card, or a pre-approved guest list are not permitted. Dances or similar events that end before 12:00 a.m. may be subject to security measures depending on the size and/or nature of the event.

Security Requirements:

1. A minimum of two security officers will be required for all events. The total number of officers required will vary depending upon the size and type of event and will be determined by the Department of Public Safety in consultation with the sponsoring organization.
2. Metal Detectors: All open events must use metal detectors, unless otherwise determined by the Department of Public Safety, which will follow its policies on use of the metal detectors.

Requisition Procedures for University Facilities:

- STEP 1: Complete and secure reservation of facility from Student Center Office (SC 224).
STEP 2: Contact Department of Public Safety for security for event, once confirmation has been made by Student Center Reservations Office.

STEP 3: Arrange for security at least fourteen (14) days in advance or event will be subject to cancellation.

- If the organization decides to cancel the event, the organization needs to give immediate notice of cancellation to the Student Center. Failure to do so may result in cancellation of future events. If reserving Recreation Services space, refer to Recreation Services policy handbook for reservation and event procedures.

Event Registration/Event Follow-up:

The following forms must be submitted to Student Life at least 14 days prior to the event. Failure to complete any part of this registration process will result in cancellation of the event. Forms are available in the Student Life office.

- Names and student numbers of organizational monitors and contact person
- Advisor Agreement Form
- Security Request Form from the Department of Public Safety
- Reservation Confirmation
- Organization Guest List (include any alumni members of the organization, plus one additional guest per member)

If an organization wishes to submit a guest list of alumni members from the sponsoring organization, the typed list of names must be submitted to Student Life at least 14 days prior to the event for verification. Alumni from other organizations will not be permitted unless they have a BSU alumni card. Each member of the organization is allowed to bring one guest that does not have a college ID or BSU alumni card. Both a Guest List Form and a Summary Report Form must be submitted to Student Life two working days after the event. Failure to submit these forms may result in cancellation of future events.

Event Management

Publicity Requirements:

ALL promotional material MUST include the following statements or an equivalent and be approved by Student Life prior to distribution or display.

1. No alcohol or illegal substances will be permitted on the premises of the event.
2. Organization or University Police reserve the right to deny admittance to anyone under the influence of alcohol or illegal substances.
3. Current college/university (Ball State, Indiana State, Purdue, etc.) identification will be required for admittance. Attendees on the pre-approved guest list must have a picture ID to prove the guest is at least 18 years old.
4. Metal detectors will be in use for security at this event (purses, back packs, and other packages or parcels are subject to inspection.)

Admission Requirements:

1. All students attending the event MUST be prepared to show current identification from home institution.
2. Students from other college campuses must present a college ID to be signed in as a guest of a Ball State student. A Ball State student may sign in a maximum of three (3) students from other institutions. In the case of a large-scale event with a large number of guests from other institutions, additional arrangements may be made with Student Life and the Department of Public Safety. The names of the guests and the BSU student will appear on the Guest List Form. This student is responsible for the actions of the student signed in.
3. Ball State student IDs will be scanned by a scantron machine to keep accurate attendance records. Students with an invalid ID will not be allowed into the event. The organization and DPS officers will decide before the event who will be responsible for running this machine.

4. Alumni of Ball State must present a valid Alumni Card (available through BSU Alumni Programs Office) to enter an event. One guest per member and alumni of the host organization only may be placed on a guest list for entry into an event. All guests must be on typed guest list, which must be submitted to Student Life at least fourteen (14) working days prior to the event for verification. The organization must submit a separate guest list for each event.
5. A primary DJ and two (2) assistants may be allowed in with no charge. Additional help must be approved in advance, pay full price, and pass through security.

Responsibilities of Student Organizations Regarding Security:

As the sponsoring organization for an event, the organization is responsible for any problems that arise. The hiring of University Police provides additional assistance to the organization. However, University police presence does not relinquish the organization of responsibilities for the event. The organization's responsibilities as the sponsoring organization include:

1. The organization member noted on the Security Request Form as "student responsible" will meet the officer(s) 15 minutes before the scheduled start of the event to discuss event security coverage and specific concerns. The sponsoring organization should have several additional members available to assist in monitoring the event, as identified in security monitor form.
2. The student organization is responsible for knowing the scheduled arrival time of the officers and being at the event entrance at the officer(s) arrival time.
3. The contact person will be in contact with the assigned security officers during the event.
4. The student organization will cease admitting guests when the event crowd has reached Fire Safety Code capacity (where applicable, i.e. Student Center Ballroom's capacity is 500). Enforcing a "no pass-out" policy can assist groups in measuring the number of attendees.
5. University Police presence does not relinquish the student organization's responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problem or potentially confrontational situations. University Police officer(s) will assist when needed. This includes denying entry to students/alumni that are visibly under the influence of drugs or alcohol, that are not on an approved guest list, or that do not have a valid form of identification.
6. The sponsoring organization, in cooperation with University Police officer(s), is responsible for the orderly departure of all guests at the close of the event. For dances, the student organization will end amplified music 30 minutes prior to the time when the building must be cleared.
7. The student organization is responsible for adhering to all applicable University policies.
8. The student organization monitors are responsible for making officers aware of problems (i.e. traffic problems) in the parking lot before, during, and after the event (when applicable).
9. The officer(s) will check out with the student responsible at the conclusion of the event.
10. The student organization is responsible for meeting the financial obligations incurred for hiring the officer(s).
11. The student organization must submit the Guest List Form and the Summary Report Form within two working days to Student Life.
12. It is strongly suggested that a representative of the organization, UPD, and Assistant Director of Student Life meet a week prior to discuss the event.

Responsibilities of University Police Officers Regarding Security:

1. Be in continual contact with the student organization monitors during the event.
2. Enforce all state statutes and University policies while working the event.
3. Be visible, inside and outside the perimeter of the event to deter any problems that might arise.
4. Assist the student organization monitors in dispersing the crowd from the building and/or property at the close of the event.
5. Officer(s) will verbally ask individuals who are disrupting the event to remove themselves from confrontational area or the event.
6. Officers will periodically station themselves near the entrance and exit of the facility. Officers should, generally, be at separate locations.
7. Officers should submit a Summary Report to Student Life.

Responsibilities of Advisor/Faculty/Staff:

All organizations must have a minimum of one advisor present at each event. For large events, the organization may be required to have two or more advisors present. This decision will be made through a consultation with Student Life and University Police. In the event there is no advisor available, the organization may consult with Student Life for a list of Ball State staff that may be willing to serve as an advisor. Responsibilities of the advisor will include:

1. Advisor will meet the officer(s) and the primary student contact 15 minutes before the scheduled start of the event to discuss event security coverage and specific concerns.
2. Must be present throughout the event.
3. Must alert University Police to any potential problems.
4. Be readily available to the check-in table.

Sanctions:

Violation of these procedures or any other University policy will result in disciplinary action for the individuals and/or organizations. At a minimum, individuals may be prohibited from attending and organizations may be prohibited from hosting future events. Ball State students that violate these procedures or that sign in visiting students that violate these procedures may face disciplinary action from the Office of Student Life.

OUTDOOR ACTIVITIES POLICY *(see also Expressive Activities Policy, Section IV)*

Organizations housed in the neighborhood areas may hold outside events provided the activities are reasonably confined to the organization's property and they do not include amplified music. Ball State student organizations shall use outside amplified music only at approved events held on the main campus. All outdoor events with amplified sounds (concerts, outdoor movies, etc.) must also have approval through the City of Muncie. For more information and an application, contact Muncie City Hall or Ball State Department of Public Safety.

Organizations sponsoring outside events, either on campus or off campus, must have advance approval through the Office of Student Life. The following factors must be considered in the establishment of appropriate areas, which may be utilized by student organizations for outdoor events involving bands:

1. Disturbance of classes, residence halls, community residents, and other University activities must be minimized.
2. Campus grounds and facilities must be protected against damage.
3. Safety, comfort, and security of persons in attendance at activities must be insured to the maximum degree possible.
4. Implementation of established University policies and procedures.

Considering these factors, it is recommended that the following approved sites be used for outdoor events involving bands and other music with varying degrees of amplification and public address systems.

- Stadium West Parking Lot/Picnic Area – Most appropriate area for “big sound” bands. Band should be placed in paved parking lot adjacent to the ticket office facing west.
- LaFollette Field – May be used for events utilizing amplified music. Bands should be placed as to direct sounds to the east or north (towards parking lots, away from LaFollette Halls).
- Arts Terrace – May be used for events only after 5:00 p.m. on Fridays and after noon on Saturdays and Sundays. Not recommended for “big sound” bands.
- Other areas may be approved for events, utilizing acoustic music, provided they are not potentially disturbing to residents or interfere with other programs.

For outdoor events, clearance must be obtained through the Office of Student Life at least one (1) week before the event, prior to arranging and/or advertising the event. Outdoor events must be concluded by 11:00 p.m.

RESIDENCE HALL POLICY FOR HALL SOLICITATION/POSTING/LOUNGE USAGE

Solicitation

Door-to-door distribution, solicitation, fund raising, sales, or commercial activity are not permitted within the residence halls. A student may, however, by express invitation invite a distributor, solicitor, fund raiser, or salesman to the students' room for distribution, solicitation, fund-raising, sales to that student and the students' invited guests in the privacy of his or her own room. In addition, a student may engage in distribution, solicitation, fund raising, or sales in the privacy of his or her own room. Deliveries may be made to the lounge area only if:

1. The commercial activity consists of demonstration of goods and services not only involving sales and is sponsored by that hall's council.
2. The commercial activity, including sales, is part of a fund-raising activity of the hall's council and is conducted in accordance with the restrictions of paragraph 4.02 of the Ball State policy concerning distribution, solicitation, fund-raising, sales, and commercial activity on university property (*see Expressive Activities Policy*).

Posting Policy and Guidelines

The Office of Housing and Residence Life restricts access to residence hall facilities to residents and their escorted guests, and individuals conducting official University business. For those recognized Ball State University student organizations and activities, non-profit organizations, and commercial enterprises who wish to advertise in the residence halls the following guidelines have been established to assure our residents a safe and comfortable living environment as well as some degree of privacy.

Ball State University student organizations, non-profit organizations, and commercial enterprises who wish to publicize events, services or products in the form of a poster or flyer should send their materials to Cathy Bickel, Associate Director of Housing and Residence Life or her Secretary, Peggie Love, in LaFollette N-13 for official approval. Approved flyers and posters will be distributed to the residence halls and posted by hall staff. We recommend sending two flyers or posters per hall for a total of 70. If the advertisement is in the form of a coupon or souvenir we request that you provide 50 for each hall for a maximum of 1750. We would appreciate it if the coupons or souvenirs were bundled in packages of 50 for easy distribution.

Organizations may also drop off flyers, posters, coupons or souvenirs at the front desk of each residence hall for approval and posting by a hall staff. Again, we recommend a maximum of two flyers or posters and a maximum of 50 coupons or souvenirs per hall.

Only one posting per event is allowed. All ads or flyers received from commercial enterprises will be placed in a designated space reserved for such organizations. All ads or flyers received by campus affiliated organizations will also have a designated space in which publicity may be posted. All flyers and ads taken from commercial enterprises and campus affiliated organizations will be posted in their designated space within the common areas of the halls only. We will not post any information for non-residence hall affiliated events or activities on residence hall floors.

Posting priority in the common areas will be given to all Student Life affiliated and recognized groups. The Office of Housing and Residence Life reserves the rights to not post ads or flyers that are not in accordance with the mission statement of the Office of Housing and Residence Life or Ball

State University policies. Please note that items cannot be placed in student mailboxes that are not specifically addressed to an individual. Markings or postings on exterior surfaces of residence halls and complexes also are prohibited; this includes but is not limited to writing messages on sidewalks using chalk or tape.

Residence Hall Lobby and Lounge Usage

Residence hall lobbies and lounges are reserved for residence hall students' use only. University organizations may not reserve or meet in any residence hall lobby or lounge, nor may a resident of a residence hall reserve or meet in their hall lobby or lounge for the specific purpose that supports a University organization. All lobby or lounge programs or meetings must be sponsored by Housing and Residence Life staff (Resident Assistants, Multicultural Advisors, Freshmen Connection Assistants) or hall council sponsored activities that are supervised and operated by Housing and Residence Life employees or hall council members. All lobby and lounge reservations must be requested and approved by the residence hall director.

STRUCTURES POLICY

Students and student organizations may be permitted to construct structures on designated portions of campus, where these structures are designed to express the students' views or to raise public consciousness and awareness of an issue. Before a structure may be placed on campus, the student or student organization wishing to construct it, must receive approval from the Assistant Vice President for Student Affairs/Director of Student Life prior to reserving space with the Student Center Reservations Office. Each structure will be subject to reasonable time, place and manner restrictions, as well as restrictions designed to protect the health, safety and welfare of the students involved. The Office of Student Life reserves the rights to deny or revoke a structure permit for any of the following reasons:

- Where the proposed structure would interfere with the free flow of traffic on the campus or in any university building or facility.
- Where the proposed structure would interrupt the orderly conduct of University affairs.
- Where the proposed structure would involve the use of alcohol or drugs or the display of any obscene or defamatory material.
- Where the weather conditions are such as to pose a substantial threat to the health, safety, or welfare of the students residing in or sheltered by the structure to the university community.

The University has designated the Quad as the site to be set aside for the construction of any structures; however, the Assistant Vice President for Student Affairs/Director of Student Life shall determine the specific location of any given structure within the Quad, after consultation with the student or student organization. The Quad is defined as the outdoor area of the campus, which is bounded on the North by the Arts Terrace; bounded on the South by the Beneficence monument; bounded on the east by the Burkhardt Building; and bounded on the West by Ball Gymnasium.

Any structures erected not in compliance with this policy shall be subject to immediate removal by the University and the students or student organizations that sponsored, constructed or participated in the use of the unauthorized structure may be subject to disciplinary action up to and including dismissal from the University.

We hope this handbook has been useful for you and your organization. Contact the Office of Student Life in Student Center 133 if you have any questions regarding student organizations. We can be reached at (765) 285-2621.

APPENDIX

Frequently Called Numbers:

Department	Phone Numbers
Office of Student Life	765-285-2621
Student Center	765-285-1926
Transportation Services	765-285-1022
Health Center	765-285-8431
Counseling Center	765-285-1736
The Learning Center	765-285-1006
Career Center	765-285-1522
Multicultural Center	765-285-1344
Accounts Payable (Office of Accounting)	765-285-1327
Health, Drug and Alcohol Education	765-285-3775
Student Rights and Community Standards	765-285-5036
Disabled Student Development	765-285-5293
Student Legal Services	765-285-1888
Daily News, Advertising Director	765-285-8256
Emens Auditorium	765-285-1539
Printing Services	765-285-8420
Recreation	765-285-1753
University Catering	765-285-3500
Student Center Operations	765-285-1850

L. A. PITTENGER STUDENT CENTER POLICY QUICK REFERENCE

STUDENT CENTER GENERAL POLICIES

- Reservation requests must be submitted at least 24 hours in advance and by 12 noon on Thursday for weekend events. Last minute reservations will not be accepted. Reservations can be made by phone (765-285-1850), through the online request form (<http://bsu.edu/forms/studentcenter/reserveform/>), or on paper in Student Center room 224.
- Major changes will not be accepted without 24 hours notice or by 12 noon Friday for weekend events. Major changes in set-ups may result in additional charges.
- Cancellations must be received at least 48 hours before the event is scheduled to begin and no later than 12 noon Friday for the weekend events.
- Uniform security for dances must be arranged through the Assistant Director. Payment must be made 30 days prior to the event or the event is automatically cancelled. There will be no reinstatement of the reservation.
- Failure to comply with any guidelines outlined in the Policy Manual and/or requests by Student Center staff may result in action by the staff to deny privileges and/or assess appropriate charges.
- Sponsor(s) assumes all financial responsibility for damage to facility resulting from their event; reserved space and public spaces.
- In order to reserve the facility, or any part thereof, a client must fall under one of the following categories and will be bound by all general and specific policies, procedures, etc. for that category. Student Organizations: Must be a recognized student organization, or a campus related organization registered with the Student Life Office, or a student organization awaiting recognition under the regulations of that office.

DECORATIONS POLICY

Organizations are expected to strictly adhere to this policy. Failure to do so may jeopardize privilege to schedule future events and result in cancellation of any confirmed events.

- Decorations/displays must be free standing. Nothing may be affixed in any manner to any surface.
- Expressly prohibited is: nailing, tacking, taping materials to painted surfaces, woodwork; or fastening display materials to draperies, light fixtures, and/or ceiling.
- Keep doorways, halls, and stairs unobstructed by decorations.
- Candles or any open flames are strictly forbidden, no exceptions.
- Absolutely no hanging materials from the fire sprinkler system.
- Any decorations not made of flameproof material must be approved in advance by Facilities Assignment Coordinator (FAC)
- Any painting and/or construction of decorations/displays in the Student Center must be approved in advance and specifically listed in the Decorations Agreement Form. Limited assembly may be permitted if approved in advance on the Decorations Agreement Form.
- Arrangements for lighting effects must be approved in advance with the FAC.
- All light bulbs over 60 watts must be at least 5" away from any surface. Also, special decorative collars are not allowed at the neck of a bulb in any electrical socket, as they present a fire hazard.
- Water fountains or pools are not permitted.
- All decorations/display material must be removed immediately after the function. Failure to do so will result in disposal of all items left behind and a labor charge assessed to the sponsoring organization.
- Whenever there is a question on the use of something not listed above, it is the sponsoring organization's responsibility to review with the FAC.

FOOD POLICY

- University Catering (UC) is the exclusive catering service for the Student Center. Organizations and/or University departments providing any type of refreshment(s), and/or meal, for their event/meeting in the facility are required to utilize UC. Using any other catering service, or bringing in their own food/drink, is prohibited and could result in loss of privileges.
- The food court will not be able to deliver food and/or drinks in the Student Center.
- Campus organizations may have through-line service for meals in rooms with the following exceptions: Cardinal Hall, Ballroom, Forum Room, Music Lounge, Terrace Dining, and the Founders Room. (Through-line service is defined as having an organization's members go through the lines at the food court and taking their purchases to their meeting room.)



BALL STATE UNIVERSITY TEMPORARY EVENT FOOD SERVICE FORM

NAME OF EVENT: _____
ORGANIZATION: _____
DATE SUBMITTED: _____ NUMBER ATTENDING: _____
LOCATION OF EVENT: _____ DATE(S): _____ START TIME: _____ END TIME: _____
NAME OF GROUP (OR VENDOR) SERVING FOOD AT EVENT: _____
NAME OF PERSON-IN-CHARGE OF EVENT: _____ PHONE: _____
ADDRESS: _____ FAX OR EMAIL: _____

MENU (list all food and drinks to be served)	SOURCE OF FOOD (caterer, grocery, restaurant)

Important!

- Groups may not serve any food prepared in their homes – *including baked items*
- The attached temporary food service requirements must be followed
- The “person-in-charge” must be present at all times of food preparation and service

1. What, if any, foods will be cooked at the event? _____
(Potentially hazard foods must be cooked to the required temperatures for service)
2. How will food be cooked at the event? _____
(Reheated foods must be must be rapidly heated to 165° F prior to serving)
3. How will hot foods be kept hot? _____
(Hot foods must be kept at a temperature above 135° F until served)
4. How will food be kept cold? _____
(Cold foods must be kept at a temperature below 41° until served)
5. How will food be transported? _____

HOW WILL FOOD BE PROTECTED FROM CONTAMINATION DURING STORAGE, PREPARATION, AND SERVICE? _____

Signature of Person-in-charge: _____ Date: _____
(the Person-in-Charge is responsible for compliance with all food sanitation and safety requirements for the event and must be knowledgeable of those requirements and practices necessary to prevent food-borne disease transmission)

You must submit this form at least 7 days in advance of the event(s) to:

**Environmental Specialist, Environmental Health and Safety Office
Facilities Planning and Management, Ball State University
3401 North Tillotson Avenue, Muncie, Indiana 47306**

Phone: 765-285-2807

Fax: 765-285-6607

Email: tlrussell@bsu.edu

EHS Approval, Rejection, or Conditions: _____

BSU COMPUTER USERNAME REQUEST FORM
FOR RECOGNIZED STUDENT ORGANIZATIONS

All recognized student organizations may request a BSU computer username for access to Outlook and Web accounts. To obtain a username, read and follow the instructions below, then complete the form, obtain the necessary signatures, and return it to the Office of Student Life. PLEASE PRINT!

- 1) Recognized student organizations are groups that have been *approved* by the Student Activities Committee.
- 2) This form must be completed by either the faculty advisor or one of the organization's current top two officers (i.e. President or Vice President) and submitted to the Office of Student Life, SC 133. The faculty advisor's signature must be included on this form.
- 3) Within a few days of submitting the paperwork, you will receive a password through campus mail that will be sent to the address specified below under General Information. Because of security concerns, passwords will no longer be sent through e-mail. If at some point, the password for the account needs to be changed, the faculty advisor must approve the password change and can do this by sending a memo to this office. ***The password will not be changed for organization members without written approval from the faculty advisor.***
- 4) Instructions for using the assigned username and password to obtain a Webmail account or iweb space for a website can be found on the attached page.

General Information:

Date: _____

Organization name: _____

Name of person completing this form: _____

Office held in organization: _____ E-mail address: _____

Campus address to which the password can be mailed: _____

Organization's faculty advisor name: _____

Organization's faculty advisor signature: _____

Account Information:

Intended use: _____

Desired username: (One character per box)

--	--	--	--	--	--	--	--	--	--	--	--

Use names may contain up to 12 characters (letters, numbers) but may not contain spaces or punctuation. The username you choose will become a part of your web address or outlook address.

Return completed form to:

Student Life
SC 133

Student Life Office Use Only

Date received: _____ Date completed: _____

Organization 4-digit code: _____

Student Organizations requesting usernames:

- Please note that a username is only assigned to student organizations that have been recognized by the Student Activities Committee.
- For recently recognized organizations, usernames are only assigned five times during the year.
- Check with Stacey Myers in SC 133 (#5-2621) to find out when the next assignment time will be.

Once a username has been assigned:

- Web Mail account – go to <https://www.bsu.edu/email>. After entering the organization's username and password, follow the instructions. After completing this process, your Web Mail account name will be your organization's username plus @bsu.edu.
Example: coffeecub@bsu.edu
- Web Space – go to <http://iweb.bsu.edu> then click on 'Support Console' and follow the instructions using the organization's username and password. After completing this process, your Web address will be your organization's username plus .iweb.bsu.edu.
Example: <http://coffeecub.iweb.bsu.edu>
- Using iWeb, each site may contain up to 2GB of information. Any questions regarding Web space should be directed to the HelpDesk by e-mail at helpdesk@bsu.edu or by calling 765-285-1517.

Having problems getting started:

- If you are experiencing problems using your designated username and password you should contact the HelpDesk by e-mail at helpdesk@bsu.edu or by calling 765-285-1517.
- If a group loses their password, a new one can be assigned only if the Office of Student Life receives written approval from the faculty advisor – the faculty advisor can e-mail smyers@bsu.edu and request that a new password be generated and given to a particular student.

Your responsibilities as a student organization account owner:

- Security concerns from Information Technology (IT) have prompted strict regulations regarding the assignment of passwords.
- IT recognizes the president of the organization as the account owner. The account owner is responsible for the integrity, availability and confidentiality of the account.
- If others in the organization are given access to the account (i.e. password) then it is the account owner's responsibility to make sure these individuals keep the account secure.
- If the account becomes compromised, it is the account owner's responsibility.
- If the account becomes compromised more than once, then all who have access to the organization's account will need to meet with a representative from UCS Systems Security to discuss the importance of protecting the organization username and password before the account will be reactivated.
 - Identify who compromised account and how it happened
 - It is the president's responsibility to make the organization aware of the compromise and discuss how to prevent it from happening again.
- If you would like more information or would like for someone to come speak with your organization on the importance of protecting not only your personal username/password, but the organization's as well, contact Deb Howell at dhowell@bsu.edu.

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!

RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") executed this _____ day of _____, 20____, by _____ (the "Participant") in favor of Ball State University, a state-assisted institution of higher education located in Muncie, Indiana, its trustees, directors, officers, employees, and agents (collectively, the "University").

The Participant desires to engage in a variety of indoor and outdoor activities related to being a Participant (the "Activities"). The Participant understands that the Activities may include rigorous physical activities.

The Participant does hereby freely, voluntarily, and without duress execute this Release under the following terms.

Waiver and Release. Participant and/or Guardian do(es) hereby release and forever discharge and hold harmless University and its successors and assigns from any and all liability, claim, and demands of whatever kind or nature, either in law or in equity, which may arise or may hereafter arise from Participant's Activities with University.

Participant and/or Guardian understand(s) and acknowledge(s) that this Release discharges University from any liability or claim that the Participant and/or Guardian may have against University with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Participant's Activities with University, whether caused by negligence of University or its officers, directors, employees, or agents or otherwise. Participant and/or Guardian also understand(s) that University does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Medical Treatment. Participant and/or Guardian do(es) hereby release and forever discharge University from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with Participant's Activities at University or with the decision by any representative or agent of University to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

Assumption of Risk. The Participant and/or Guardian understand(s) that the Activities include rigorous physical activities that involve a certain degree of risk.

Participant and/or Guardian hereby expressly and specifically assume(s) the risk of injury or harm in the Activities and release(s) University from all liability for injury, illness, death, or property damage resulting from the Activities

Insurance. The Participant and/or Guardian understand(s) that, except as otherwise agreed to by University in writing; University does not carry or maintain health, medical, or disability insurance coverage for any Participant. **Each Participant is expected to carry medical or health insurance.**

Photographic Release. Participant and/or Guardian do(es) hereby grant and convey unto University all right, title, and interest in any and all photographic images and video or audio

recordings made by University during the Participant's Activities with University, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. Participant and/or Guardian expressly agree(s) that this Release is intended to be as broad and inclusive as permitted by laws of the state of Indiana, and that this Release shall be governed by and interpreted in accordance with the laws of the state of Indiana. Participant and/or Guardian agree(s) that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

IN WITNESS THEREOF, Participant and/or Guardian has(have) executed this Release as of the date first above written.

Participant:

Please sign your name

Please print your name

Street Address or P. O. Box

City, State and Zip

Phone Numbers

Home

Work

Witness:

Signature

Printed Name

Guardian for person under 18 (if parents are divorced, the custodial parent must sign)

Please sign your name

Please print your name

Street Address or P. O. Box

City, State and Zip

Phone Numbers

Home

Work

**BALL STATE UNIVERSITY
CONTRACT ADDENDUM**

This Addendum shall be interpreted as part of the contract agreement between Ball State University and the Contractor, _____. This Addendum shall supersede any other contract requirement between Ball State University and the Contractor.

- a. **Non-Assignment.** A party may not assign any rights or obligations of the Agreement without the prior written consent of the other party. The Agreement shall be binding upon Company, and its successors and assigns, if any.
- b. **Non-Waiver.** No waiver by any party of any default or nonperformance shall be deemed a waiver of any subsequent default or nonperformance.
- c. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- d. **Amendment.** The Agreement shall be amended only in a writing duly executed by all the parties to this Agreement.
- e. **Severability.** In the event any provision hereof is found invalid or unenforceable pursuant to judicial decree, the remainder of this Agreement shall remain valid and enforceable according to its terms.
- f. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of each of the parties and, except as otherwise provided herein, their respective legal successors and assigns.
- g. **Relationship of Parties.** Nothing contained in this Agreement shall be construed as creating a joint venture, partnership or employment relationship between the parties, nor shall either party have the right, power or authority to create any obligations or duty, express or implied, on behalf of the other party.
- h. **Force Majeure.** In the event that either party is unable to perform any of its obligations under this contract or to enjoy any of its benefits because of (or if failure to perform the services is caused by) natural disaster, actions or decrees of governmental bodies or communication line failure not the fault of the affected party, the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance.
- i. **Indemnification.** Contractor shall indemnify and hold Ball State University, its trustees, officers, employees and agents and the state of Indiana harmless from any and all claims or causes of action, including reasonable attorney's fees, court costs and expenses, arising directly or indirectly from, or relating to Contractor's provision of the services under the Agreement or from actions of his or her agents or employees.
- j. **Taxes.** Ball State University is exempt from state, federal, and local taxes and will not be responsible for any taxes levied on the Contractor as a result of the Agreement.
- k. **Attorney's Fees.** Ball State University will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest, or attorney's fees, except as required by Indiana law. Should action against Contractor be necessary by Ball State University to enforce this Agreement, and Ball State is successful, Contractor shall pay to Ball State any and all reasonable attorney's fees, court costs and expenses incurred.
- l. **Notice.** Any notice given pursuant to the Agreement shall be in writing and delivered and sent by United States mail, postage prepaid, to the parties at their respective addresses below unless notice of a different address is provided as herein described by a party.
- m. **Governing Laws and Jurisdiction.** The terms of the Agreement shall be governed and construed under the laws of the state of Indiana. Jurisdiction and venue regarding any dispute hereunder shall be vested in either the state courts of Delaware County, Indiana, or the United States District Court for the Southern District of Indiana, Indianapolis Division.

By Contractor:

By Ball State University:

Signature

Signature

Printed Name and Title

Printed Name and Title

Date:

Date:

Federal Tax I.D. Number

Student Life Events This Week Email Submission Form

The *Events This Week* email is sent weekly to all Ball State Students and is a program sponsored by the Office of Student Life for recognized student organizations to advertise their events. The emails will be sent every Wednesday afternoon, with the hope of highlighting programs (particularly on the weekend) while at the same time cutting down on the number of mass emails that are sent to students. Here are the basic parameters:

1. Each message can be no longer than 75 words. Ideally, you will have a short message with a link to a website with any additional information. All of the basic information needs to be included, such as purpose of event, location, date, time, contact person, etc. Student Life reserves the right to edit submissions for clarity.
2. This **should not** be used to announce regular meetings. A special recruitment meeting or program may be appropriate, but these should really be events where you would like to see a larger attendance.
3. Events will be set to 'expire' so that they come off the Communications Center the day following the event.
4. Off-campus events will not be promoted.
5. Only events sponsored by Ball State University Student Activities Committee recognized student organizations will be promoted.
6. Series of events, such as a 'week of events' should be submitted as one posting and it is suggested that a link to a Web site with additional information be provided. Specific events within the series, such as a major speaker or performer, may be highlighted as an individual submission.
7. For events to be included in the *Events This Week* digest email sent each Wednesday, submissions must be received by 5:00pm on Tuesday.

*Items with an * indicate a required field.*

Student Organization *

Title of Event *

Date of Event *

Start Time *

End Time

On-Campus Event Location *

Description of Event *

Event Cost

Link to Web site

Contact Name *

Contact Phone

Contact Email *

Student Life reserves the right to edit submissions for clarity or accuracy or to not include a submitted event on the 'Events This Week' email. For more information, contact the Office of Student Life, Student Center 133, 765-285-2621, studentlife@bsu.edu.
