

Student Life and Learning

Student Organization Handbook 2011-2012



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Introduction

Student Life and Learning at Indiana University Bloomington recognizes the benefits associated with participating in student organizations. Co-curricular activities supplement students' traditional education, helping to prepare students for life after graduation. To this end, Student Life and Learning exists to support the out-of-classroom education students receive at Indiana University.

Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have hundreds. Regardless of their size or purpose, Student Life and Learning is here to help student organizations achieve their goals.

This handbook is designed to be an introduction to the policies of the University and services offered by the Dean of Students through Student Life and Learning. We hope it is useful in providing information on how to navigate campus.

Location

Indiana Memorial Union
Room 371
900 East Seventh Street
Bloomington, Indiana 47405-3212

Student Life and Learning is located in the Student Activities Tower on the west side of the Indiana Memorial Union. From the Mezzanine floor, take the elevator/stairs by the Commons Lit Desk up to the 3rd floor. From the 1st floor, take the elevator/stairs across from Starbucks up to the 3rd floor. Student Life and Learning is to the right and down the hall when you get off the elevator.

Website

Visit <http://sao.indiana.edu>.

All student organizations register and re-register on myINvolvement: <https://myinvolvement.indiana.edu>.

Contact Us

Office hours: Monday-Friday, 9am-5:30pm.
Phone: 812-855-4311
Fax: 812-855-3584
Email: jusll@indiana.edu
Facebook: www.facebook.com/IMU371
Twitter: http://twitter.com/#!/SAO_IU or @SAO_IU

Staff

Steve Veldkamp, Assistant Dean of Students and Director
Darrell Ann Stone, Associate Director
Leslie Fasone, Assistant Director
Colleen Rose, Assistant Director
R.J. Woodring, Assistant Director
Judy Downey, Greek Alumni Coordinator
Katrina Ladwig, Office Manager
Fred McCall III, Greek Life (NPHC) Advisor and Assessment and Research Coordinator
Chris Medrano, Greek Life (MCGC) and Leadership (LEAD IU) Advisor
Tracy Teel, Student Organizations and Leadership (LEAD IU) Advisor
Jared Eakins, Student Organizations and Leadership (LEAD IU) Advisor
Michael Goodman, Student Organization Ethics Board Advisor
Jessica Knerr, Fraternity and Sorority Education Graduate Assistant

Student Organization Registration

Benefits of Being Registered as a Student Organization

Student Life and Learning facilitates the registration of student organizations in order to provide them with University support and resources. Student groups are not required to be registered with Student Life and Learning; however, many benefits do accompany being registered.

Benefits of registration:

- Reserve space on campus for free
- Request a network ID and e-mail address for your organization
- Apply for a financial account through the Office of Student Organization Accounts (SOA)
- Apply for office space in the IMU
- Apply for funds from the IUSA Funding Board
- Reserve a table for the Student Involvement Fair
- Recognition at the annual Student Organization Celebration
- Utilize myINvolvement for recruitment and networking

Student Life and Learning also provides support to students and student organization leaders through:

- Student Organization Advisors (drop-in times and by appointment)
- Leadership development courses, retreats, and programs offered through LEAD IU
- News You Can Use, a weekly e-newsletter with campus and community events
- Ongoing Student Organization Orientation sessions

myINvolvement.indiana.edu

myINvolvement is the comprehensive student involvement database for the Indiana University Bloomington campus. On it you will find a listing of registered student organizations, campus departments and programs, and events on campus and in the community.


All student organizations are asked to utilize myINvolvement to register, re-register, post events, manage your roster, and manage your organization's public profile. Both incoming and returning IUB students use the site to find ways to become involved, so it is important that you keep your organization's information as current as possible.

Registering Your Organization for the First Time

 For organizations registering for the FIRST time on myINvolvement, you must:

- Fill out the Student Organization Registration form online at <https://myinvolvement.indiana.edu>.
 - (Login→click on the "Organizations" tab at the top→click "Create a New Organization").
- Include a constitution with all required elements (*see "Constitutions" section below.)
- Include at least 5 IU Bloomington student members' names and emails (**Student Life and Learning encourages new organizations to designate at least one member as President and/or Primary Contact on the initial registration form. Designating all 5 members with an officer position creates the foundation for an even stronger organization. Only designated officers will have administrative privileges on myINvolvement*).
 - Officers for your organization should be limited to IU Bloomington students
 - Faculty, staff and community members are welcome to participate in student groups. (At this time, however, members must have a CAS username and password to login to myINvolvement.)
- After you submit, you will receive an email within 5 business days confirming your registration or asking for additional changes.

Note to new organizations: Please be advised that there are 750+ student organizations at IU. Check <https://myinvolvement.indiana.edu> for a comprehensive list of all groups to make sure a duplicate organization does not already exist.

 **Individuals may not register “dummy” student organizations for the purpose of for-profit ventures. Individuals who do so will be in violation of the IU Student Code of Ethics and may be subject to sanctioning through the Student Organization Ethics Board.**

The Use of “Indiana University” in the Student Organization Name

Per IU Legal Counsel, “Indiana University Bloomington recognizes and supports the development of all student organizations. Student organizations are not departments or administrative units of Indiana University, and therefore we require all student groups who choose to use the Indiana University or IU name to clearly indicate in their organizational title, constitution, and paraphernalia that they are ‘at Indiana University’.”

“The purpose of this distinction is to ensure that outside organizations that do interact with student organizations are aware that their dealings are with the club or group and not with the University itself. Student organizations may use Indiana University *before* the title or name of their group only if the organization receives money from the Committee for Fee Review, has been approved for listing on the Bursar’s registration checklist, or upon approval by the Dean of Students.”

Student Organization Categories

During registration, organizations are asked to self-select one category that best describes their organization. These categories help us communicate with organizations and relay information that would be of specific interest to each group. They also help students find organizations on myINvolvement that match their interests. The categories are:

Academic & Professional	Honorary
Advocacy & Political	International & Multi-Cultural
Arts & Entertainment	Religious & Spiritual
Environmental	Social
Fraternity & Sorority	Sports & Recreation
Governance	Service & Philanthropy
Graduate	

Re-registering Your Organization

Student organizations must re-register after a period of time in order to continue receiving benefits. Student Life and Learning will notify organization officers about re-registering, which is typically in April. In order to re-register, you will need to:

- Make sure you are assigned an officer position on myINvolvement. Only designated officers have access to the Student Organization Re-Registration Form.
- Fill out the Student Organization Re-Registration Form online at <https://myinvolvement.indiana.edu>.
 - (Login→go to your organization profile page→click “Registration Forms” at the bottom of the column on the right side of the page. If you do not see a Re-registration form after clicking on this link, you do not need to re-register).
- Update your roster (remember, at least 5 currently enrolled IU Bloomington students) and organization profile.
- Upload your organization’s most recent constitution.
- After you submit, you will receive an email within 5 business days confirming your organization’s renewal.

Groups with Specific Registration Procedures

Students Organizations with Inherent Risk

Some student organizations engage in activities that involve inherent risk. Organizations with inherent risk that are seeking registration for the first time may be asked to pursue additional registration requirements as recommended by the Student Organization Registration Committee. More information can be found below in the “Creating a Culture of Care and Concern in Your Student Organization” section.

Fraternities and Sororities (first time only)

Fraternities and sororities, traditionally known as Greek-letter organizations, focus on the development of character through community involvement and the pursuit of learning through the context of brotherhood and sisterhood. There are 66 organizations that comprise the fraternity and sorority community, including Interfraternity Council fraternities (IFC), Multicultural Greek Council organizations (MCGC), National Pan-Hellenic Council organizations (NPHC) , and Panhellenic Association sororities (PHA). If you are interested in learning more about joining a chapter, you can search for the councils or individual organizations on MyINvolvement. If you are interested in starting a new chapter on campus, contact iusll@indiana.edu.

Kelley School of Business Student Organizations

Student groups that wish to be classified as a part of the Kelley School of Business (KSOB) should contact Jim Johnson, Assistant Director of the Undergraduate Program at the Kelley School of Business, at jafjohns@indiana.edu. KSOB groups will be asked to register both with the Kelley School and Student Life and Learning.

Club Sports Federation (first time and renewal)

A sub-category of the Sports & Recreation category is the Club Sports Federation. Club Sports organizations have regular practice space in a Campus Recreational Sports facility and/or compete against other universities or groups. If your organization is interested in pursuing Club Sports status please email clubsprt@indiana.edu or visit their website at http://www.iurecsports.org/join_or_start_a_club.

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Constitutions

All student organizations must create and maintain a constitution. A constitution contains the fundamental principles which govern an organization's operation. The development of a constitution will serve to clarify your purpose and delineate your basic operating structure. It will also allow members and potential members to have a better understanding of what the organization is all about.

*See Appendix A: Sample Constitution.

 These clauses MUST appear exactly as written in EVERY student organization constitution.

- **Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
- **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- **Personal Gain Clause:** This organization shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Student organizations are strongly encouraged to include the Statement of Non-Discrimination* in their constitution.

- **Statement of Non-Discrimination:** Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

* Note: Organizations may alter the statement of non-discrimination based on the purpose of the organization.

Compliance with University Policy

All student organizations are expected to comply with all Indiana University policies and regulations*.

Violations may result in loss of full or partial student organization benefits and may subject the student organization to the Student Organization Ethics Board process. A complete copy of the Code is available online at <http://www.dsa.indiana.edu/Code>. For more information about the Student Organization Ethics Board, visit http://sao.indiana.edu/ethics_board.html.

The Indiana University Code of Student Rights, Responsibility and Conduct defines hazing as, "any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent" (III.B.17). As such, all student organizations are prohibited from such behavior.

Unauthorized possession or use of alcoholic beverages is also prohibited by student organizations.

*NOTE: This handbook is not an exhaustive listing of all University policies. Instead, it is meant to be a guide for student organizations. Each organization is responsible for knowing and abiding by all University policies and procedures as well as federal, state, and local laws.

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Advisors

Advising philosophy

While Student Life and Learning does not require every student organization to have an advisor, we strongly encourage you to have an IU faculty or staff member serve as your advisor. Advisors are typically required in order to have a financial account, web/email account, and access to other University resources. Advisors help organizations maintain consistency from year to year and can offer advice on organizational decisions.

Advisors typically take on a combination of these roles:

- **Advisor**— as an advisor, the faculty/staff member works to maintain the organization and delegate tasks with the executive board members.
- **Coach**— as a coach, the faculty/staff member can work to improve the effectiveness of an organization and assist them in reaching organizational goals. In this role he or she will spend more time sharing a vision for the organization rather than maintaining the organization.
- **Educator**— as an educator, the faculty/staff member will spend time as a sounding board with students. This role serves to provide students with an educational experience that will complement or supplement their education. Our hope is that advisors will not give students too many answers, but will ask them questions that will teach them how to think through situations, therefore supporting them in their creation of the bigger picture for the organization.

Adapted from Bloland, P.A. (1967). Student group advising in higher education (Student Personnel Series No. 8). Washington, DC: American Personnel and Guidance Association.

Suggestions for choosing an advisor include:

- Look to an academic department with an interest in the group's purpose. For example, an English professor might serve as an advisor to a literary organization.
- Think about professors or administrators with whom you have formed a positive relationship. Consider asking any of these people to serve as your group's advisor.
- The advisor/organization relationship can be as complex or simple as you want. Be sure to maintain a high level of communication with your advisor; he or she should know what you expect from the advisor role. The advisor should outline what they expect of the organization.

Drop-in advising

Student Life and Learning offers organizational advising on a drop-in basis. You can meet one-on-one to discuss organizational issues and to receive advice on maximizing your organization's potential. Student Organization Advisors with Student Life and Learning do not replace your group's faculty/staff advisor and cannot sign off on your Student Organization Account expenses. Email iusll@indiana.edu if you have a question or visit Student Life and Learning (IMU Room 371), M-F, 9a-5:30pm for drop-in advising.

Financial advising

Groups applying for a Student Organization Account are required to have an advisor to approve financial decisions. The advisor must be a faculty or staff member at the Indiana University Bloomington campus. For more information, see the SOA application form or contact the Office of Student Organization Accounts at IUSOA@indiana.edu or at 855-8517.

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Important Student Organization Events and Resources

Student Life and Learning fosters student learning and development through involvement in student organizations, campus programs, and the community. Involvement enhances student civility, character, and citizenship while building a sense of community, responsibility, and a respect for diversity. For more information about Student Life and Learning programs, visit <http://sao.indiana.edu> or e-mail iusll@indiana.edu.

Student Involvement Fair: 9/7/11, 11a-3p, IMU Parking Lot

Founded by the Commission on Multi-cultural Understanding (COMU), the mission of the Student Involvement Fair is to provide students with the opportunity to make contact with a wide variety of student organizations, university programs and support services, and community organizations in order to encourage active involvement and enhance their IU experience. Thousands of new and returning students attend each year. Student organizations interested in hosting a table should visit <http://sao.indiana.edu> for information.

Student Organization Orientation: 9/13/11, 6p-8p, Whittenberger Auditorium

Student Organization Orientation Make-Up Sessions: Ongoing

The Student Organization Orientation is an introduction to resources available to registered student organizations. The Orientation will feature sessions on topics relevant to student organizations, including Student Life and Learning support and advising, leadership and civic engagement, how to raise funds for your events and more. This event is ideal for the executive members of student organizations. At least TWO members of your organization should plan on attending*.

Miss the Student Organization Orientation? Not to worry! Student Organization Advisors in Student Life and Learning host make-up sessions on a regular basis for groups who were unable to make the first one or for groups who have recently registered. The information and length of the make-up session is comparable to the one in September. At least TWO members of your organization should plan on attending*.

*Student organizations that want to apply for funding from the IUSA Funding Board must attend a Student Organization Orientation. Make-up sessions are posted on <http://sao.indiana.edu> and in our weekly e-newsletter, News You Can Use. Please contact a Student Organizations Advisor at iusll@indiana.edu for more information.

Student Organization Celebration: April 2012

The Student Organization Celebration is the culminating event of the year for the IU student organization community. Student organizations and individuals are encouraged to apply for a variety of awards. Information about awards will be distributed in the Spring semester. Please contact a Student Organizations Advisor at iusll@indiana.edu for more information.

News You Can Use: Weekly, Fall and Spring Semesters

Subscribe to the Student Life and Learning weekly e-newsletter News You Can Use and learn about events across campus and in the community. Student organizations are welcome to submit their events to be included. Email iusll@indiana.edu to subscribe and to see the deadline for submission.

Student Life and Learning: On the Web

There are several ways to keep up-to-date with Student Life and Learning and to find the information you need when you need it. For Student Life and Learning news, upcoming events, and student organization resources, visit <http://sao.indiana.edu>. You can also follow us on Twitter (@SAO_IMU) or "Like" us on Facebook at www.facebook.com/IMU371.

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Leadership, Civic Engagement, Collaboration & Inclusion

This section of the Handbook provides information regarding programs and opportunities to enhance your leadership. Below you will find resources offered through Student Life and Learning as well as other departments and programs across campus.

LEAD IU

LEAD IU, Indiana University's premier student leadership development program, offers a variety of experiences both inside and outside the classroom that provides participants with a well-rounded view on organizational leadership and community involvement. The LEAD IU program is coordinated and facilitated by Student Life and Learning professional staff. In addition, LEAD IU is sponsored and supported by staff from the Division of Student Affairs, School of Education, Residential Programs and Services, and the Indiana Memorial Union.

Leadership Courses

LEAD IU courses count as elective credit towards any degree program on the Bloomington campus and are offered through the School of Education (EDUC-U). LEAD IU courses are designed for all students, regardless of class standing and count towards a Leadership Minor in the School of Health, Physical Education, and Recreation.

Students may choose to progress through the program sequentially, or participate in select courses or retreats.

First Year Leadership Opportunities	
Curricular <ul style="list-style-type: none"> • <i>U206: Orientation to College Life</i> • <i>U210: Survival Skills at IU</i> 	Co-Curricular <ul style="list-style-type: none"> • <i>Emerging Leaders Program</i> • <i>LEAD IU AmeriCorps</i>

Second Year Leadership Opportunities	
Curricular <ul style="list-style-type: none"> • <i>U207: Leadership Training</i> • <i>U208: Training for Paraprofessionals in Student Affairs</i> • <i>U495: Emotionally Intelligent Leadership</i> • <i>U495: Alternative Breaks Trip</i> 	Co-Curricular <ul style="list-style-type: none"> • <i>Catalyst Student Leader Program</i> • <i>LEAD IU Americorps</i>

Third Year Leadership Opportunities	
Curricular <ul style="list-style-type: none"> • <i>U207: Leadership Training</i> • <i>U495: Advanced Organizational Leadership</i> • <i>U495: Emotionally Intelligent Leadership</i> 	Co-Curricular <ul style="list-style-type: none"> • <i>LeaderShape</i> • <i>LEAD IU Americorps</i>

Fourth Year Leadership Opportunities	
Curricular <ul style="list-style-type: none"> • <i>Senior Capstone</i> 	Co-Curricular <ul style="list-style-type: none"> • <i>LEAD IU Americorps</i>

LEAD IU Leadership Retreats and Resources

Leadership Consulting Services

The LEAD IU leadership library is housed in Student Life and Learning (IMU Room 371). Students may access books on leadership, diversity, organizational theory, meeting planning, icebreakers, and civic engagement. LEAD IU staff are available if you need advice on a certain topic, are looking for an engaging workshop, or want to improve your own leadership abilities.

Emerging Leaders Program: Year-round

Designed for first-year students, you will be able to explore the meaning of leadership, develop valuable skills, meet new friends, and network with IU staff and faculty. For more information or to register, please contact elpiu@indiana.edu.

AmeriCorps Program

Hosted by the Student Life and Learning (SAO) and funded by Indiana Campus Compact and AmeriCorps, this national service program provides support to IUB undergraduates to complete 300 hours of service in the community in exchange for a \$1,132 Educational Award. Contact acorps@indiana.edu or visit http://sao.indiana.edu/CE_leadership.html.

Catalyst Student Leader Retreat: October 22, 2011, Henke Hall of Champions

LEAD IU will be hosting the Catalyst® Student Leader Retreat on Saturday, October 22. This day long retreat combines discussion and reflection to help students identify leadership skills and create an action plan for their organization. Students should email leadiu@indiana.edu for more information.

Additional Leadership ResourcesBradford Woods

For over 50 years Bradford Woods has been providing recreational, educational, and leadership development opportunities. Visit <http://www.bradwoods.org> for more information.

Career Development Center

The Career Development Center (CDC) offers a variety of career programs and services to student groups. A list of upcoming programs can be found at www.indiana.edu/~career or at www.IUCareers.com. For additional information, please call 855-5234.

Center for Student Leadership Development (CSLD)

CSLD administers the R100 Leadership Series Courses and oversees the Council for Advancing Student Leadership (CASL) student organization. For more information, visit www.iub.edu/~casl or email casl@indiana.edu.

The Community and Leadership Development Center (CLDC) at Read Center

The CLDC provides direction and support for programs and services related to community and leadership development in the residence halls. Our staff can also facilitate workshops related to various topics. You can contact the office at 856-1746 or cldc@indiana.edu.

IU Outdoor Adventures (IUOA)

Services include Adventure Trips, equipment rental and retail, R-1 Instructional Skill Courses for academic credit through the School of HPER, an Outdoor Resource Center, and Custom Experiences. For more information about IUOA, visit <http://outdoors.indiana.edu> or email iuoa@indiana.edu.

Student Alumni Association

The Student Alumni Association (SAA) helps students connect with the IU family and develop leadership skills while they plan and coordinate some of IU's favorite traditions, such as Homecoming. Students interested in joining the SAA should attend an event, visit us online at www.indiana.edu/~saa, or call (800) 824-3044.

Indiana Memorial Union Board

Union Board serves as both the governing body of the Indiana Memorial Union and as the largest student programming organization on campus. Union Board organizes a diverse range of events and activities around which students may come together, explore multiple world views, historic and current events, and learn from one another. We plan concerts, lectures, debates, live music, musicals, the campus arts magazine, and more. Email ubpres@indiana.edu for more information.

Indiana University Student Association

The IU Bloomington student government offers students opportunities to engage in the governance of the institution. All students are eligible for participation. Email iusa@indiana.edu for committee and department information.

Fall Semester Leadership Events

Community Plunge: Friday, August 19th— Tuesday night August 23 2011

This five day pre-Welcome Week event is co-sponsored by Office of First Year Experience and Student Life and Learning. It provides first-year students with an interactive daily community service experience as well as an overview of local not-for-profit agencies. With a busy agenda of service, reflection, workshops, speakers and fun, incoming freshman students will have the time of their life while developing lasting friendships with other first-year students. For more information: <http://www.indiana.edu/~orient/iubeginnings/community>

New Student Service Day: August 27, 2011

New Student Service Day is a volunteer event during Welcome Week through the Indiana University Office of First Year Experience. It is intended to provide an opportunity for incoming students to enjoy the rewards of service in their new community.

Student Leader Retreat: October 22, 2011, Henke Hall of Champions

*see above, p. 12

Men and Women of Color Conference: Nov. 4-5, 2011

This conference provides a platform that will enable students of color the opportunity to assemble and discuss topics that impact their communities. Visit the conference website for more information <http://www.indiana.edu/~dema/mwoclc2011.shtml>

Indiana Greek Emerging Leaders Retreat: Oct. 14-16, 2011

A weekend-long retreat for up and coming leaders in the IUB Greek Community. Representatives from each chapter of the four governing Greek councils (IFC, MCGC, NPHC, and PHA) engage in a values based retreat to discuss and reflect on current issues facing the Greek community. Email R.J. Woodring at rwoodrin@indiana.edu for more information.

Spring Semester Events

Dr. Martin Luther King, Jr. Day: January 16, 2012

Each year in January on Dr. King's birthday, the IU and Bloomington communities work together to serve in remembrance of Dr. King's life and legacy. If your group is interested in more information, or in joining the planning committee for this event, please contact iusll@indiana.edu.

Indiana Latino Leadership Conference (ILLC)

The Indiana Latina/o Leadership Conference was established to provide a venue that celebrates the uniqueness of Latina/o students in a forum by and for students. The event is open to everyone. For more information contact iulec@indiana.edu.

Homeward Bound, Indiana's 5k Walk To Provide Housing and Fight Homelessness: April 15, 2012

Homeward Bound Indiana (www.homewardboundindiana.org), a project of the Indiana Coalition on Housing and Homeless Issues (ICHHI, www.ichhi.org), is a series of annual walks that take place in communities throughout the state of Indiana.

LeaderShape®: May 2012

The LeaderShape® Institute is an interactive, energizing, and unique experience that builds leadership skills no other program can match. LeaderShape exists to inspire, develop and support more people committed to lead with integrity. For more information on the Institute visit www.leadershape.org. Visit www.sao.indiana.edu to apply or contact Student Life and Learning at iusll@indiana.edu.

Civic Engagement

Are you looking for ways to make a difference on campus and in the community? Student Life and Learning can help guide individuals and organizations toward opportunities for meaningful service and engagement. You can contact iusll@indiana.edu or call 855-4311 to set up an appointment with an Assistant Director to discuss your specific service questions and needs.

Student Life and Learning Website: Civic Engagement Resources

For a comprehensive listing of civic engagement-related resources on campus, visit www.sao.indiana.edu. You will find service trips and events, leadership programs, academic programs, grants and many other community and national resources to help you make a difference in the world.

LEAD IU AmeriCorps Program

Hosted by Student Life and Learning and funded by Indiana Campus Compact and AmeriCorps, this national service program provides support to IUB undergraduates to complete 300 hours of service in the community in exchange for a \$1,132 Educational Award. Contact acorps@indiana.edu or visit http://sao.indiana.edu/CE_leadership.html.

Service-Learning Program in the Center for Innovative Teaching and Learning (CITL)

Did you know you can receive course credit for doing service in the community? For a list of current service-learning course offerings visit <http://citl.indiana.edu/programs/serviceLearning/>.

The City of Bloomington Volunteer Network (CBVN)

CBVN mobilizes volunteers to address community issues and build on community assets. They provide a comprehensive listing of volunteer opportunities available in the Bloomington community each week. Visit www.bloomington.in.gov/volunteer/ to access the current listing of volunteer opportunities or subscribe to their weekly update.

Collaboration & Inclusion

The IU Mission Statement reinforces the value of diversity in all aspects of the university. Student Life and Learning believes it is an integral part of the student organization community. There are resources available to the student organization community including funding, speakers, and programming. They range across all types of diversity: race, ethnicity, national origin, gender, sexual orientation, socioeconomic status, religion, age, and ability.

Diversity Resources

Funding

- Office of Diversity Education Grant: elove@indiana.edu
- The P. J. & Hilda W. Hill Award: spolice1@indiana.edu
- Commission on Multicultural Understanding (COMU) co-sponsorship funding: COMU@indiana.edu
- Won-Joon Yoon Memorial Scholarship (for individual student leaders), Office of the Vice President for International Affairs (OVPIA): egcallah@indiana.edu
- Cultural Centers
 - La Casa: lacasa@indiana.edu
 - Asian Culture Center: acc@indiana.edu
 - Neal Marshall Black Culture Center: nmbcc@indiana.edu
 - Gay, Lesbian, Bi-sexual, Transgendered (GLBT) Student Support Services: glbtserv@indiana.edu
 - First Nations Education & Cultural Center: fnecc@indiana.edu
 - Helene G. Simon Hillel Center: hillel@indiana.edu

Speakers

- Commission on Multicultural Understanding: COMU@indiana.edu:
- Bias Motivated Incident Teams: trust@indiana.edu
- CommUNITY Educators: bmagee@indiana.edu
- Attention, Reflection, Connection: Campus-Wide Diversity Series (ARC): arc2010@indiana.edu

Programming

- Dr. Martin Luther King Jr. Day: mlkjr@indiana.edu
- City of Bloomington *Dr. Martin Luther King, Jr. Day of Service* project grants: brennerc@bloomington.in.gov
- Homeward Bound, Indiana's 5K walk to fight hunger and homelessness: <http://bloomington.in.gov/homewardbound>
- Bloomington Multicultural Expo: <http://bloomington.in.gov/bme>

Collaboration Resources

Collaborating with other student organizations can help the organization you work with plan and fund programming. It is an easy way to learn about other student organizations, receive funding for your program, access new resources, and work together toward a common goal. Some groups you may want to collaborate with are listed below.

Student Organizations

- The 750+ organizations: <https://myinvolvement.indiana.edu>
- Residence Hall Association: rha@indiana.edu
- Union Board: ubpres@indiana.edu
- IUSA Funding Board: iusaaid@indiana.edu
- Indiana University Student Foundation and the Metz Grant: iusf@indiana.edu

Campus

- Academic departments: <http://iub.edu/academic/majors/by-school.shtml>
- Cultural Centers-
 - La Casa Latino/a Cultural Center: lacasa@indiana.edu
 - Neal Marshall Black Culture Center: nmbcc@indiana.edu
 - Asian Culture Center: acc@indiana.edu
 - First Nations Culture Center: fnecc@indiana.edu
 - Gay, Lesbian, Bisexual and Transgender (GLBT) Student Support Services: glbtserve@indiana.edu
 - Helene G. Simon Hillel Center: hillel@indiana.edu
- Office of Diversity Education: elove@indiana.edu

Bloomington/Indiana

- Indiana Campus Compact—promotes citizenship and service in higher education: <http://www.indianacampuscompact.org>
- Community organizations and non-profits: www.bloomington.in.gov/volunteer.

Sustainability

Indiana University is committed to sustainable practices. In 2008 the IUB Office of Sustainability was created to meet the growing demands of evolving into a more sustainable campus. Student organizations can play an integral role in promoting sustainability and practicing it through their events and programming.

In addition to recycling events, internships and other sustainability-focused programming, the Office of Sustainability provides support to student organizations through the [Student Sustainability Council](#). More info about ways you can be involved with sustainability on campus can be found at the Office of Sustainability: <https://www.indiana.edu/~sustain/>.

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Creating a Culture of Care and Concern in Your Student Organization

Student Life and Learning: Risk Management Statement

Indiana University Bloomington supports a culture of care and safety in the student organization community. Depending on the type of activities contemplated by a particular student organization, the Student Organization Registration Committee may determine that the student organization should consider and be prepared to address foreseeable risks. The committee may require a student organization, as a condition of finalizing its initial registration and re-registration, to complete additional safety education in order to minimize such risks. Student organizations that are required by the committee to complete additional safety education will be responsible for filing appropriate training and education certificates through the Student Life and Learning annual registration process.

Student Organization Registration Committee

Student Life and Learning shall facilitate a committee to review the registration of student organizations petitioning recognition by Indiana University. This committee shall meet no less than once monthly to determine requirements for the student organization to mitigate risk before being registered with Student Life and Learning.

The committee shall include:

- Director of Student Life and Learning
- Assistant Director of Student Life and Learning
- Undergraduate member of the Indiana University Student Association (IUSA) Funding Board
- Staff member from Recreation Sports
- Staff member from IU Outdoor Adventures
- Undergraduate member from IUSA's Department of Campus Safety.

The committee shall meet with executive officers of the petitioning organization to learn about the activities of the organization and to determine the physical, emotional, financial, facility, and reputational risk that may be involved. The committee may recommend specific training or educational requirements, as well as other precautionary measures to mitigate foreseeable risk relating to the organization's activities. The organization may seek financial assistance from the IUSA Funding Board to help fund trainings and initiatives.

Student organizations that are required by the committee to complete additional safety education will be responsible for filing appropriate training and education certificates with Student Life and Learning before they can be registered with the University. Additionally, the organization must provide proof of the completion of recommended safety measures before they can renew their organization's registration in subsequent years.

Questions Used to Explore Risk

1. What is the mission of your organization?
2. What are typical activities of your organization?
3. What are the foreseeable risks that you pose to the university environment?
4. Would you consider any of your organization's activities to be risky? Why or why not?
5. Do you travel? If so, how far? At what time of day? How many people?
6. Have you had any incidences or issues involving reputational, emotional, physical, financial or facility risks at past organizational events or activities?
7. If you were training a new president for your organization, what would you want him or her to know?
8. Is there any specific support you would like for your group?
9. Do you have any risk-related policies written into your group's constitution?
10. Do you know of training initiatives that are available for your activity?

11. Do you have an advisor? Is he or she knowledgeable about your area of interest?
12. What steps will members or officers take to understand and mitigate potential harm to members and/or to the university environment?

Possible Requirements of Student Organizations With Identified Risk

1. First aid training
2. Wilderness first aid training
3. CPR training
4. Written safety protocol in constitution
5. Safety training for organization officers (specific to interest area, if available)
6. An advisor with relevant experience to activity
7. Educational waiver
8. Liability waiver

Resources at IU for Supporting Risk Management in Your Student Organization

Dean of Students Office

<http://studentaffairs.iub.edu/office-of-the-dean-of-students/>

Phone: (812) 855-8187

Email: iubdos@indiana.edu

Mission: As an integral partner in fulfilling the mission of Indiana University, the Division of Student Affairs prepares students to succeed as productive citizens and leaders in a global society.

Alcohol/Drug Info Center

<http://studentaffairs.iub.edu/adic/>

Email: adic@indiana.edu

Mission: The Alcohol-Drug Information Center's goal is to prevent and respond to misuse and abuse of alcohol and other drugs through education, information, referral, and policy.

Club Sports Federation

http://www.iurecsports.org/officer_info/

Contact information for individual sports: http://www.iurecsports.org/club_listings

Club Sports organizations have regular practice space in a Campus Recreational Sports facility and/or compete against other universities or groups. Groups agree to extensive training and safety measures while engaging in their activity.

Counseling and Psychological Services (CAPS)

<http://healthcenter.indiana.edu/departments/caps.html>

Phone: (812) 855-5711

Mission: Provide the highest quality health care to our diverse student population, enabling them to maintain the physical and mental well-being necessary to pursue their academic goals.

IUSA Funding Board

<http://www.indiana.edu/~iusaaid/>

Email: iusaaid@indiana.edu

The IUSA Funding Board provides support to student groups at Indiana University Bloomington by helping them obtain necessary funding in order to enhance their organization. Although not all groups will qualify for funding, the funding board provides guidance to pursue other avenues. Meetings are held on Wednesday evenings, and applications must be turned in by 5 p.m. on the Monday before each meeting.

IU Outdoor Adventures

<http://imu.indiana.edu/iuoa/index.shtml>

Email: oadesk@indiana.edu

Phone: 812-855-2231

Mission: Indiana University Outdoor Adventures is an outdoor recreation program that serves the Bloomington campus and surrounding community. They offer trainings and trips to students and community members.

IU Police Department

<http://www.indiana.edu/~iupd/index.html>

Email: iupd@indiana.edu

Phone: (812) 855-4111

Mission: The Indiana University Police Department provides programs or will facilitate outside speakers on any subject relating to crime reporting, prevention and public safety. Each semester Indiana University police officers provide information to the university community on crime prevention and other related topics. Topics include personal safety, rape prevention, building security and security awareness.

Motor Pool

http://www.motorpool.indiana.edu/motor_pool/index.html

Email: mhardest@indiana.edu

Phone: (812) 855-3300

Mission: To provide safe, reliable, cost effective and convenient transportation to the University community. These services will be provided to regulate and insure efficient utilization of vehicles to all campuses wishing to participate in the program.

Office of Alternative Screening and Intervention Services

Email: danieljm@indiana.edu

Phone: (812) 856-3898

Mission: Developing and coaching successful students through intervention and multidisciplinary training

Office of Environmental Health and Safety Management

<http://protect.iu.edu/ehs>

Email: iehs@indiana.edu

Phone: [iehs@indiana.edu](tel:8128554111)

Mission: Through leadership, technical assistance, and training, the University Office of Environmental, Health, and Safety Management will provide quality service in the development, implementation, and operation of comprehensive environmental, health, and safety programs for the protection of the university community and the natural environment.

Temporary Food Service Application

http://protect.iu.edu/system/files/Temporary_Food_Service_Application.pdf

Requirements for Food Service at Events

https://protect.iu.edu/system/files/Requirements_for_Temporary_Events_Food_Service.pdf

Guidelines for Safe Food Service at Events

https://protect.iu.edu/system/files/Food_Safety_Brochure_Temporary_Events.pdf

Temporary Food Service Provider List

http://protect.iu.edu/system/files/COMPLIANT_FOODSERVICE_LIST.pdf

Office of Overseas Studies

<http://www.indiana.edu/~overseas/>

Email: overseas@indiana.edu

Phone: (812) 855-9304

Mission: The mission of the Office of Overseas Study is to promote study abroad by Indiana University students through participation in quality programs in a wide range of disciplines. The purpose is to enhance international awareness and understanding and enrich curricula on every campus of the university, as well as to expand educational opportunities abroad for students from diverse backgrounds.

Office of Risk Management

<http://rmweb.indiana.edu/orm/SiteMap2.cfm>

Email: stephenL@indiana.edu

Phone: (812) 855-9758

Mission: The Office of Risk Management is responsible for purchasing Indiana University's insurance (with the exception of life and health insurance), loss prevention and loss control and related safety and adjusting all related claims. This includes property claims, liability claims, auto claims, athletic injuries, and others.

Guidelines for Trips

<http://rmweb.indiana.edu/orm/SiteMap2.cfm?todo=trips>

Driver's License Checks <http://www.indiana.edu/~riskmgmt/DLSubmission.pdf>

Sexual Assault Crisis Services

<http://www.indiana.edu/~health/departments/sacsmain.html>

Phone: (812) 855-5711

Our vision is to continue to be the best student and staff health provider, an integral part of the University's mission, and recognized as a leader in collegiate health care.

Student Ethics and Anti-Harassment Programs

<http://studentaffairs.iub.edu/ethics/>

Email: allgood@indiana.edu

Phone: (812) 855-5419

Mission: To foster an accepting, safe, and civil environment which supports the academic process and student affairs goals through:

1. An educational campus judicial system
2. A network of supportive resources for victims of bias-motivated incidents and other types of abuse, and
3. Leadership and resources to enhance multicultural understanding. While our mission is focused on the IU student, we know that initiatives implemented within the unit are felt in the community at large, thereby extending our impact.

Student Legal Services

<https://www.indiana.edu/~sls/index.html>

Phone: (812) 855-7867

Mission: Student Legal Services (SLS) is the on-campus law firm serving only IU students. Paid for with a sliver of each student's Activity Fee, we employ four full-time attorneys and numerous part-time law student interns to assist you with most legal issues. With a few exceptions, we can offer IU students confidential advice on a variety of legal issues, explain your options when facing legal troubles, and, if we can't help, steer you to someone who can. Accessible face-to-face and on-line, an appointment is just a short walk or a mouse-click away.

Student Organization Accounts

<http://soa.indiana.edu/>

Email: iuoa@indiana.edu

Phone: (812) 855-8517

Mission: Student Organization Accounts (SOA) provides fiscal oversight and banking/bookkeeping services to student organizations as recognized through Student Life and Learning. Additionally, the department works to provide customer service assistance to the organizations, various administrative offices and local merchants.


Policies <http://soa.indiana.edu/policies.php>

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Space Reservations on Campus

A benefit to being a registered student organization is the ability to reserve indoor and outdoor space on campus. The following sections provide procedures for reserving space:

Indoor Campus Events

 Only student organizations registered with Student Life and Learning may be approved to reserve indoor space on campus. For most spaces, student organizations must:

1. Fill out an Indoor Campus Event Registration Form or an Event Registration and Responsibility form (for residence hall space) for space reservations.
2. A copy of the Indoor Campus Event Registration Form can be obtained from Student Life and Learning (check <http://sao.indiana.edu> for forms and processes).
3. If using space at a residence hall, a copy of the Event Registration and Responsibility must be picked up at each residence center desk.
4. After submission of the appropriate form, the student will be directed to the proper location for final approval of the space reservation.

Multiple dates may be requested on the same space application form providing each event is similar (all group meetings, etc.). Multiple rooms, however, must each have their own space application form.

Indiana Memorial Union Space

Rooms in the IMU can be reserved by student organizations free-of-charge if the attendees are IU faculty, staff, and students. For events open to the public, including dances or events needing use of tables, chairs, or other equipment, a charge may be applied. The IMU also provides selected audio-visual equipment for rent. *See the IMU Meeting Rooms and Reservations office, located on the Mezzanine Level across from the Frangipani Room, for more information on rooms, cost, and availability.*

Commons Literature Desk Policy

- This area is a large table located in a high traffic area in the Union. Student groups use this space to promote events, showcase organizations and fundraise. Be sure to bring along plenty of flyers and friendly people that don't mind approaching strangers! The use of facilities in the IMU for soliciting, recruiting and selling is restricted by Student Organizations, with prior approval from Student Life and Learning. Organizations may reserve space at the Commons Literature Desk (Mezzanine level, near the Commons) in advance.
- Student Organizations are allowed one Commons Literature space reservation per day, per organization, with a maximum of two reservations per week, subject to availability.
- Failure to claim the reserved space within one (1) hour of the scheduled starting time may cause the space to be released to other qualified groups on a first come, first serve basis.
- All areas must be staffed by students from the sponsoring group at all times. Persons working the area MUST stay behind the counter at all times. Individuals MAY NOT work in the public spaces or hallways. Any outside vendor soliciting or selling must have a member from the Sponsoring Student Organization behind the counter with them at all times.
- You must use only the space that has been assigned to you. This is a shared space and there may be as many as three different organizations occupying the space at one time. Your space should only be occupied for the assigned time and no organization or department may transfer control of its space to any other organization or department.
- Any student organization or university department who enters into a contract with an outside vendor or for profit organization will be charged the current rate for the space reserved. The charge will be levied to the organization or department reserving the space. Current Rate is \$125.00 plus tax per day, per distribution area. Payment must be made prior to the usage of the space. Failure to pre-pay for the Commons Literature Desk will result in the cancellation of the reservation.

- Posters, banners, or signs may be attached to the bulletin board behind the counter. NO STAPLES PLEASE. The size of your poster or signs should not extend beyond the area you are assigned. If there is material on the bulletin board behind you, you may cover the already posted material for the time you occupy the space. Please remove your poster or signs when you leave the area. Displays are not to be in the public corridor.
- If you have any questions or comments you may contact Meeting Rooms and Reservations at 855-1808.

Business Lobby Table Space (per the Kelley School of Business)

Table space in the lobby of the Business school will be allocated on a first come, first serve basis through Business Room #141. Standing reservation requests for no more than two days every week per semester will be permitted (except pizza sales; they are permitted one day per week). Reservations are made through Student Activities and are subject to the following guidelines and for reasons of Fire & Safety and student noise complaints in classrooms BU 109 and BU 111, the following policies apply for groups using the School of Business lobby. To have use of the lobby area you will need to contact Student Activities, Indiana Memorial Union, Suite 371, for University Approval. To check the availability of tables contact Business Support Services, BU 141, at 855-4149.

The following is a list of rules and regulations for use of the School of Business lobby:

- Only 3 groups will be approved to have use of the lobby each day. NO TABLES ARE TO BE SHARED! One table per group, only tables provided may be used.
- Location is limited to the West side of the 1st floor lobby. (Between the doors to Classroom 109 & 111)
- Electrical cords cannot be used if they crossover in front of classroom entries. (ALL ELECTRICAL DEVICES ARE SUBJECT TO INSPECTION). UNSAFE ITEMS WILL NOT BE ALLOWED.
- All classroom entries should be kept clear of any group equipment such as chairs and carts.
- Groups are responsible for any noise complaints from the classrooms.
- After approval from Student Activities, the final approval can only be obtained in School of Business, Rm. 141 between 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m.
- Purpose of function needs to be specific, especially regarding food items to avoid duplicate functions. **HOMEMADE FOODS MAY NOT BE SOLD** due to Environmental Health & Safety policies.
- NOTE: NO CORPORATE SOLICITATION ALLOWED! ONLY students may use this space.

Residence Halls

Residence halls have some rooms available to student organizations. To reserve space in a particular residence hall, call each residence hall or go to that residence hall center desk to pick up a form. Meeting in a residence hall requires your organization to follow the rules set by that hall. When scheduling a meeting or event, pay attention to the following:

- Quiet Hours: Sun -Thurs, 10p.m. - 9a.m. and Fri-Sat, 2a.m. - 10p.m.
- Academic Communities start quiet hours at 7p.m. Sun- Thurs.
- Center Desks provide information and services within each hall. If there is an issue with your space, they should be your –go toll person.
- Food regulations must be followed depending on the size and function of the event. Please see the Food Policies and Guidelines section on page 23 for details.
- Door-to-Door sales or solicitation is not permitted but residents and student organizations may obtain permission to do so in the public areas of the residence hall.
- If you have more questions feel free to browse the RPS website at <http://www.rps.indiana.edu> or call Graham Shepfer at 855-8530, or e-mail gshepfer@Indiana.edu.

Classrooms

To reserve a classroom, fill out an Indoor Campus Event Registration Form. Upon confirmation of student organization status, students will be sent to Franklin Hall room 235 to finalize a reservation. Visit Franklin Hall 235 for more information on room availability and capacity.

Health, Physical Education, and Recreation Building (HPER)/Student Recreational Sports Center (SRSC)

Space in the HPER and SRSC is reserved through those departments. Contact them for a list of spaces available to reserve. A copy of the Facility Use Application can be located at Student Activities or can be picked up at the Membership Service Suite, located in Room 115 of the SRSC or on the ground floor next to the basketball courts at the HPER. Applications for room reservations are reviewed each Tuesday.

Athletic Space

To reserve athletic space (apart from the HPER and SRSC), you must fill out an Outdoor Campus Space Reservation Form (<http://sao.indiana.edu>) and submit it to Student Life and Learning. Once filled out and submitted, you will be notified by Student Activities as to whether your request was approved.

"The Department of Athletics based upon review and comment from University Counsel's Office does not permit any organizations, either student or public, to solicit on University property managed by Athletics, the expressed purpose for the property being to host intercollegiate athletic events and related supporting events such as parking and pre-game and post-game entertainment. This includes not permitting solicitation of people in vehicles coming to or leaving events hosted in Department of Athletics facilities based upon review and comment from area police agencies who do not want to have traffic unnecessarily stopped or to have safety issues with pedestrians in multiple driving lanes."

Virgil T. DeVault Alumni Center

Student organizations may reserve space behind the DeVault Alumni Center, 1000 E. 17th St., for events. To do so, you must fill out an Outdoor Campus Event Registration Form and return it to Student Activities. You will be notified if your request is approved.

**Student organizations may also reserve space inside the DeVault Alumni Center for special events. To do so, you must fill out the Virgil T. DeVault Reservation Agreement. To obtain a copy, contact Student Activities, 855-4311, or the Alumni Center, 855-7415.

Neal-Marshall Black Culture Center

The Neal-Marshall Black Cultural Center has several rooms available to student organizations. To reserve space in the Neal-Marshall Black Culture Center, please visit the NMBCC website at <http://www.indiana.edu/~nmbcc> and click on "Room Reservations." For more information please contact the Neal-Marshall Black Culture Center at nmbcc@indiana.edu, or 855-9271.

Ballantine Lobby

The Ballantine Hall Lobby may also be reserved. Upon submission of an Indoor Campus Event Registration Form and confirmation of student organization status, students will be sent to Ballantine Hall room 002 to finalize the reservation.

Main Library

The Main Library has a few rooms available to student organizations. To reserve one of these spaces, fill out an Indoor Campus Event Registration Form and return it to Student Activities. You will then be directed to the Main Library, room #C2 - Administrative Offices, to finalize your reservation.

InfoShare Days at the Wells Library

As a popular destination and dependable source for trustworthy information, the Herman B Wells Library attracts thousands of students and other visitors daily. Groups affiliated with IU who wish to benefit from this high-visibility location may participate in InfoShare, a monthly information exchange

for members of the academic community. Groups may, for example, promote an event, survey IU students, or recruit members.


InfoShare will be held in the Wells Library lobby the first Tuesday of each month during the academic year (January excluded).

- Groups must be affiliated with Indiana University.
- Student groups must be registered with Student Activities. Student groups are expected to adhere to the guidelines and policies described in the [Student Organization Handbook](#).
- Academic or administrative units of IU may partner with commercial enterprises, but the academic or administrative unit must be the primary sponsor.
- A [request form](#) should be submitted via e-mail before 5 p.m. on the Friday before the desired date and no more than one month in advance. Requests will be approved in order of receipt. Requests should not be considered approved until the contact receives e-mail confirmation.
- Groups may use the space any time during the 24-hour period of the day requested.
- The IU Libraries reserve the right to limit participation based on space constraints and/or demand.
- A table and two chairs will be provided for groups who request them. Tables will not be assigned. Groups may also bring their own tables.
- The Indiana State Department of Health prohibits service of home-prepared food at public events. (No bake sales.) Any food distributed at a public event must be prepackaged as individual servings.
- Groups should avoid playing music or creating loud noise. Disruptions that compromise the working environments of the East and West Towers of the Wells Library are unacceptable.
- See also: [Wells Library Lobby Policies](#)

Leo R. Dowling International Center

The International Center has a few rooms available for rental for receptions or informal gatherings. The room rental rate is \$8/hour per room for groups less than 50 people, and \$16/hour per room for groups over 50 people. All reservations must be submitted two weeks in advance. For more information please contact intlcent@indiana.edu.

Outdoor Campus Events

 Any outdoor event sponsored by a student organization on University property must be registered with and approved by Student Life and Learning. Note: Student Organizations and Departments are allowed two locations each week depending on availability. *For a map and list of amenities of outdoor space that can be reserved, please visit <http://sao.indiana.edu>, click on "Resources and Forms," and then "Space Reservations."*

- An Outdoor Campus Event Registration Form, available at Student Activities, must be submitted to Student Activities a minimum of ten business days prior to the event.
- Some outdoor events may require security, paid for at the expense of the sponsoring organization. The Indiana University Police Department (IUPD), in consultation with Student Life and Learning and the host facility staff, will determine whether such security considerations are required. See the section on Security (below) for more information.
- Any outdoor event that is providing/selling perishable foods must also submit a Temporary Food Service Request, to be submitted at least 7 business days prior to the event.
- Any person or organization hosting an event in Dunn Meadow is not able to park vehicles on Dunn Meadow, any of the sidewalks surrounding Dunn Meadow, or on the concrete stage on the west end. For vehicular access, please submit a request to Student Life and Learning along with the Outdoor Reservation request.

Sound

In order to prevent disruption to businesses, offices, and classes, programs on campus involving amplified music will begin no earlier than 6 p.m. on weekdays and 12 p.m. on weekends. All events must conclude by

sunset or 9 p.m. (whichever is earlier) on weekdays and by sunset or 10 p.m. (whichever is earlier) on weekends.

Production Services Unit (PSU), a department of IU Auditorium, is Bloomington's leading provider of stage, sound and lighting for concerts and special events. PSU, staffed with veteran technicians and engineers, provides expert service for many on- and off-campus events each year including Dance Marathon, IU Ceremonies, Union Board concerts, Spirit of Sport, and Picnic with the Pops. With an extensive inventory, PSU can provide services for events of any size, from a free concert in Dunn Meadow, to a full-scale production for a national artist. For more information or an estimate for services, contact PSU by calling 812-856-3007, or emailing sound@indiana.edu.

If you're having an outdoor event, and involving amplified sound (bands, DJs, music artists, spoken word artists, etc.), you MUST hire Local 618 for sound and lighting (per IU Board of Trustees agreement). Contact Mark Sarris at (812) 331-7472 to make arrangements for your event.

All events involving the use of amplified music must add a standard clause on all contracts, which will give the sponsoring organization the right to request the music provider to reduce the volume output, so as to be in compliance with campus and/or University policies.

Liability

By reserving any space, indoor or outdoor, for an event, the student reserving the space and the affiliated organization accept responsibility for any problems that may arise regarding the event. You also agree to cooperate with the University and/or officials acting in their capacity. For a sample of a liability waiver contact Student Activities at 855-4311.

Security

All events sponsored by student organizations that are open to the public or that have high attendance may be subject to the requirements of having security.

- All decisions regarding security requirements or security waivers for events will be at the discretion of IUPD in consultation with Student Life and Learning and the host facility staff, NOT the student organization.
- Security requests and waivers must be submitted a minimum of 10 business days prior to the event. **FOR EVENTS RELATED TO LITTLE 500 OR ARE CLASSIFIED AS "MAJOR EVENTS" ALL PAPERWORK MUST BE SUBMITTED TO STUDENT ACTIVITIES 40 DAYS IN ADVANCE FOR CONCERTS AND 60 DAYS IN ADVANCE FOR DANCES.** Copies of both forms can be obtained in Student Life and Learning.
- IUPD's 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 problems or potentially confrontational situations. IUPD officer(s) will assist when needed.
- In certain situations, student organizations may request a security waiver for their event. See the Major Events Checklist for the policies regarding security at events and conditions necessary for obtaining a security waiver.

Working with Outside Vendors, For-Profit Entities, and Credit Card Companies

Reserving space

An outside vendor or for-profit entity may use campus space only if they are sponsored by a registered student organization or IU department. Additionally, the registered student organization must have an advisor approve, in writing, the sponsorship. Requests to reserve campus space can only be made by a member of the sponsoring student organization and will be reviewed by Student Life and Learning.

Students acting on behalf of a student organization AND a for-profit company may not reserve campus space. An executive officer of the student organization who is not affiliated with the vendor must reserve the space with advisor approval.

Individuals may not register “dummy” student organizations for the purpose of for-profit ventures. Individuals who do so will be in violation of the IU Student Code of Ethics and may be subject to sanctioning through the Student Organization Ethics Board.

While the outside vendor is set up on campus, a member of the sponsoring organization **MUST** be present with the outside vendor in order to facilitate adherence to University Policies. If a student organization sponsor is not present with the outside vendor, the outside vendor will be asked to leave campus space/property. The student organization may also be subject to sanctioning through the Student Organization Ethics Board.

Compensation

Student organizations should be compensated by the outside vendor or for-profit entity. Ten percent of the anticipated revenue from the event is the minimum suggested compensation. Additionally, according to the Personal Gain Clause to which all registered student organizations agree, **individual members may not receive compensation directly from for-profit companies as a representative of a student organization.** Profits from partnerships must be distributed to the organization itself. Student organizations are advised to create a contract with outside vendors and for-profit entities in order to outline expectations for compensation (e.g. how much and by when). Student Legal Services is a resource for help with creating a contract (<https://www.indiana.edu/~sls/index.html>).

Credit Card Companies and Solicitation

Credit card companies are prohibited from soliciting on campus and may not partner with student organizations to utilize University resources.

Office Space in the Indiana Memorial Union (IMU) Activities Tower

All registered student organizations are eligible to apply for an office in the IMU. The application process typically starts in March and consists of a paper application and a brief interview with Union Board representatives (the landlord). Leases run from September to September of each year and cost \$1 per square foot. Contact the Union Board president at ubpres@indiana.edu or 855-4682 for more information and an application.

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Food Policies and Guidelines

Temporary Food Service by Student Organizations

All student organization events having food distribution are subject to approval by Student Life and Learning and the Department of Environmental Health and Safety (EHS).

- All food distributed at any event must be prepared in an FDA approved facility, not in the kitchen of a residential home.
- Food must be kept at appropriate temperatures for distribution: 45 degree F or below for cold food, 140 degree F or above for hot food. These temperatures include transportation of the food to the distribution center and while being served.
- Provisions must be made so that only healthy individuals are serving the food.
- All food items must be served from a clean, sterile container and an adequate supply of clean water for cleansing and cleaning must be maintained near the food distribution.
- If you are going to serve food at your event, complete the Temporary Food Service Request Form (in Student Life and Learning, IMU Room 371 or online at http://sao.indiana.edu/space_reservations.html) **at least 10 days before the event** and return it to Student Life and Learning for initial approval. The form will then be forwarded to EHS for final approval. Events at which alcohol will be served must adhere to the liquor policy, as specified by the Office of Risk Management.

RPS Dining Services Policy for Special Events Involving Food

RPS Dining Services supports student groups sponsoring events in the residence halls. Dining services will provide facilities, equipment, food and beverages for these events when this can be done without serious disruption of regular service to the residents. Ambrosia Catering and the Special Events Coordinator offer a wide variety of menu items for almost any event. Chef presentation meals may also be available.

Events of less than 50 people, which are not open to the general public, and which are not advertised are not affected by this policy and do not require approval. This includes events such as a floor ordering pizza or a student group ordering a cake. Groups which are not sure whether approval is required for their event should contact the RPS Special Services Manager Graham Shepfer at 855-8530 or gshepfer@indiana.edu. For further information about food for group events please visit: <http://www.rps.indiana.edu/groupevents.html>

**See Appendix C: Temporary Food Service Application Guidelines for more information.*

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Event Planning

Major Events (including Little 500)

Major events, such as concerts and dances, require that the sponsoring organization complete the Major Events Checklist (available in Student Life and Learning, IMU Room 371). The Major Events Checklist covers provisions such as insurance information, security plans, and letters of approval for the event. The determination about whether an event constitutes a major event will be made by Student Life and Learning.

ALL PAPERWORK FOR CONCERTS, DANCES, AND LARGE EVENTS MUST BE SUBMITTED TO STUDENT ACTIVITIES BY THE FOLLOWING TIMES:

- The Security Request forms for ALL concerts, dances, and large events are due 40 business days prior to the event;
- The Dance contract is due 60 business days prior to the event and the Pre-Event Meeting is to be held 20 business days prior to the event.

Sound

In order to prevent disruption to businesses, offices, and classes, programs on campus involving amplified music will begin no earlier than 6 p.m. on weekdays and 12 p.m. on weekends. All events must conclude by sunset or 9 p.m. (whichever is earlier) on weekdays and by sunset or 10 p.m. (whichever is earlier) on weekends.

Production Services Unit (PSU), a department of IU Auditorium, is Bloomington's leading provider of stage, sound and lighting for concerts and special events. PSU, staffed with veteran technicians and engineers, provides expert service for many on- and off-campus events each year including Dance Marathon, IU Ceremonies, Union Board concerts, Spirit of Sport, and Picnic with the Pops. With an extensive inventory, PSU can provide services for events of any size, from a free concert in Dunn Meadow, to a full-scale production for a national artist. For more information or an estimate for services, contact PSU by calling 812-856-3007, or emailing sound@indiana.edu.

If you're having an outdoor event, and involving amplified sound (bands, DJs, music artists, spoken word artists, etc.), you **MUST** hire Local 618 for sound and lighting (per IU Board of Trustees agreement). Contact Mark Sarris at (812) 331-7472 to make arrangements for your event.


All events involving the use of amplified music must add a standard clause on all contracts, which will give the sponsoring organization the right to request the music provider to reduce the volume output, so as to be in compliance with campus and/or University policies.

Liability

By reserving any space, indoor or outdoor, for an event, the student reserving the space and the affiliated organization accept responsibility for any problems that may arise regarding the event. You also agree to cooperate with the University and/or officials acting in their capacity. For a sample of a liability waiver contact Student Life and Learning at 855-4311.

Security

All events sponsored by student organizations that are open to the public or that have high attendance may be subject to the requirements of having security.

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- All decisions regarding security requirements or security waivers for events will be at the discretion of IUPD in consultation with Student Life and Learning and host facility staff, NOT the student organization.
 - Security requests and waivers must be submitted a minimum of 10 business days prior to the event. **FOR EVENTS RELATED TO LITTLE 500 OR ARE CLASSIFIED AS "MAJOR EVENTS" ALL PAPERWORK MUST BE SUBMITTED TO STUDENT ACTIVITIES 40 DAYS IN ADVANCE FOR CONCERTS AND 60 DAYS IN ADVANCE FOR DANCES.** Copies of both forms can be obtained in Student Life and Learning.
 - IUPD's 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 problems or potentially confrontational situations. IUPD officer(s) will assist when needed.
 - In certain situations, student organizations may request a security waiver for their event. See the Major Events Checklist for the policies regarding security at events and conditions necessary for obtaining a security waiver.

**See Appendix B: Event Security Policies for more details.*

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Finances and Funding

Student Organization Accounts

The Office of Student Organization Accounts (SOA) is responsible for providing fiscal oversight, banking, and bookkeeping services to many of the student organizations recognized by Student Activities.

Some of the benefits of having a Student Organization Account include training and budgeting guides provided by the Office of Student Organization Accounts, the ability to reserve space and have it billed to your account, and the ability to use your Student Organization Account card at a variety of local business.

The following criteria are used to determine if a student organization is eligible for the service of the office of Student Organization Accounts:

- All registered student groups may apply for an account. Final determination of whether such an organization will be granted an SOA will be made by the Office of Student Organization Accounts.
- Your organization must be approved on myINvolvement.
- Your organization must be in good standing with the University.
- Your organization cannot have an outside bank account.
- You must deposit a minimum of \$50.00 in order to open an SOA.
- Your treasurer must attend a SOA treasurer [training session](#).

A Request for a Financial Account form can be found [here](#) and should be returned to the Office of Student Organization Accounts (Franklin Hall 002). For more information, please visit www.soa.indiana.edu or contact 812-855-8517 or email iusoa@indiana.edu.


Fund Raising: Policies & Guidelines

Any student organization desiring to reserve University space and approach the student body for the purpose of raising money (excluding membership fees or dues) must obtain approval through Student Life and Learning.

Fund raising is defined to include all events and activities through which funds are collected by an organization. Fund raising, by definition, does not exclude solicitation of donations or events and activities which produce no profits after expenses.

Raffles

University units and registered (recognized) student organizations may conduct drawings or other “games of chance” to encourage attendance at or participation in events or activities if a) the value of any prize offered does not exceed \$300 and b) the total value of all prizes offered at any event does not exceed \$900. In rare circumstances, a request may be made to award prizes with values that exceed the amounts identified above. Such exceptional requests must be submitted as proposals and obtain approval from their unit financial officer, campus financial officer, the Vice President and CFO, the Vice President and General Counsel and the Vice President for Public Affairs and Government Relations.

 Raffles [i.e. the selling of tickets or chances to win a prize awarded through a random drawing. (I.C. 4-32.2-2-26)] are prohibited.

For more information regarding this policy, please visit <http://www.indiana.edu/~vpurapp/policies/documents/DrawingsPrizesPolicy2-12-10.pdf>.

You can also make an appointment to talk with a Student Legal Services representative at <http://www.indiana.edu/~sls/intake.html>.

Following are the related policies and guidelines for fundraising by student organizations:

- An Indoor Campus Event Registration Form must be submitted to Student Life and Learning and approved a minimum of ten business days prior to the event. For fundraising activities of an all-campus nature, approval of applications may require additional time (*see **Major Events (including Little 500)**). No final confirmations for the event or public announcement of the event can be made before fund raising approval is received.
- The University does not make its facilities available for fund raising purposes if the funds raised are designed to enrich an individual or commercial sponsor.
- Fund raising activities are also subject to facility reservation requirements. Approval of the sale of products within the residence halls must be obtained from the Director of Residential Operations. Likewise, the permission of the Center Community Council may be required before the sale. Approval from the Division of Residential Programs and Services should be secured after the review and initial approval of the fund raising event by Student Life and Learning.
- Fund raising events involving the sale of products with the name, insignia, or trademark of Indiana University must be approved by Student Life and Learning PRIOR to printing or production of the product. Such items also require the license authorization of Indiana University and the provision for payment of the royalty fee specified.

IU Student Association (IUSA) Funding

What is the IUSA Student Organization Funding Board?

The IUSA Student Organization Funding Board is located on the 3rd floor of the IMU in the IUSA office (Room 387). The Student Organization Funding Board provides support to student groups by helping them obtain necessary funding in order to enhance their organization. It is comprised of five IUSA Congress members, and five elected-at-large students from the student body. Although not all groups will qualify for funding, the Funding Board provides guidance and advocacy for pursuing other avenues. IUSA funds were created to provide assistance to groups for funding events, daily expenses, technology needs, diversity initiatives, student awareness programs, speakers, and more! Only a maximum of 75% of the total cost of the initiative may be allocated.

Who can apply?

Any student organization that is currently registered with Student Life and Learning on myINvolvement and has attended a Student Organization Orientation may apply. For information about orientation sessions, review the section "Important Student Organization Events and Resources" .

How to apply?

- Download an application from the Funding Board's website: <http://www.indiana.edu/~iusaaid/application.htm>
- *Submit the application through the online drop box any Monday before 5 pm.*
- *The IUSA Student Organization Funding Board meets every Wednesday at 7pm* where requests are presented, reviewed and voted upon by the board.
- The Funding Board will schedule your organization for a brief (5-10 min) presentation discussing your initiative on a Wednesday. Following the presentation, the Funding Board will have a chance to ask questions about your initiative. Your organization will be notified with the decision within 48 hours of your presentation.

Where can student organizations go for more information about IUSA Funding Board?

For more information please contact the Funding Board Co-Directors at iusaaid@indiana.edu or via the website: www.indiana.edu/~iusaaid.

Other Funding Options

There are no limits to the possibilities for fundraising. Below are several examples of the ways student organizations have raised funds:

Auctions	Product sales (T-shirts, mugs, stickers, etc.)
Candy sale	Seek co-sponsorship
Car wash	Sell items for holidays
Charge dues	Talent shows
Dine and donate nights at local restaurants	Sell pizza

Visit these websites for more ideas:

<http://www.fundraising.com/>

<http://www.fundraising-ideas.org/>

<http://www.americasfundraising.com>

<http://www.campusfundraiser.com>

Sales

Student organizations can sell pre-purchased bake goods to raise funds. Student organizations hosting any event in which food will be served must fill out a Temporary Food Service Application Form (Student Life and Learning, IMU Room 371 or online at http://sao.indiana.edu/space_reservations.html).

Dine & Donate

Student organizations can raise money from sales from local restaurants on special “Dine & Donate” nights. Simply call and ask restaurants if they have offer any deals for student organizations.

Grants

Indiana University Metz Grant

- IU Metz Grants are available to IU student organizations registered with Student Life and Learning which demonstrate a need for financial support for a philanthropic cause. There are 5 categories under which each applicant can register: Campus Diversity, Local, State, National, or International. Organizations may apply for amounts up to \$5000.
- <http://iusf.bloomington.com/metz>.

Student Organization IMU Facility Use Grant

- The Indiana Memorial Union (IMU) has a financial support grant opportunity for registered student organizations. This grant is designed specifically for financial assistance when a student organization hosts an event at the IMU.
- <http://imu.indiana.edu/event/index.shtml>

Indiana Campus Compact (ICC)

- Indiana Campus Compact offers numerous grants to students, student organizations, faculty, and staff. ICC supports the integration of service-learning and civic engagement into campus culture by facilitating collaborations, sponsoring programs, sharing best practices and promoting awareness of higher education’s role in graduating well-informed, engaged citizens.
- <http://www.indianacampuscompact.org/>

Co-Sponsorship

Another way to raise money for events is to get other organizations or departments to co-sponsor the event. Several possible co-sponsorship organizations are listed below. Approach one to discuss putting an event on together!

Student Organizations

- The 750+ organizations: <https://myinvolvement.indiana.edu>
- Residence Hall Association: rha@indiana.edu
- Union Board: ubpres@indiana.edu
- IUSA Funding Board: iusaaid@indiana.edu
- Indiana University Student Foundation: iusf@indiana.edu

Campus

- Academic departments: <http://iub.edu/academic/majors/by-school.shtml>
- Cultural Centers-
 - La Casa Latino/a Cultural Center: iacasa@indiana.edu
 - Neal Marshall Black Culture Center: nmbcc@indiana.edu
 - Asian Culture Center: acc@indiana.edu
 - First Nations Culture Center: fnecc@indiana.edu
 - Gay, Lesbian, Bisexual and Transgender (GLBT) Student Support Services: glbtserve@indiana.edu
 - Helene G. Simon Hillel Center: hillel@indiana.edu
- Office of Diversity Education: elove@indiana.edu

Bloomington/Indiana

- Community organizations and non-profits: www.bloomington.in.gov/volunteer.

Partnerships with Outside Vendors or For-Profit Entities

Many outside vendors and for-profit entities are eager to connect and advertise to students on-campus. Student organizations can receive compensation for sponsoring these groups. 10% of the anticipated revenue from the event is the minimum compensation. Student organizations are advised to create a contract with outside vendors and for-profit entities in order to outline expectations for compensation (e.g. how much and by when).

According to the Personal Gain Clause to which all registered student organizations agree, individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization. Profits from partnerships must be distributed to the organization itself.

Credit Card companies are prohibited from partnering with student organizations to solicit on-campus.

*For more information on working with outside vendors or for-profit entities, please refer to the section **“Working with Outside Vendors, For-Profit Entities, and Credit Card Companies”***

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Email and Website Accounts

Student organizations may possess a Network ID and accounts through UITs. Such an account will allow student organizations to obtain an email address and server space to house a website.



To apply for an email or web account:

- Your student organization must be registered on myINvolvement
- Please submit the web/email account request form (in Student Life and Learning [IMU room 371] or online at http://sao.indiana.edu/web_forms.html). This form **MUST** be signed by your advisor.

Technology equipment available to borrow

- Students can check out laptop computers, video cameras, and digital cameras from Undergraduate Library Services at the Herman B. Wells Library.
- Undergraduate Library Services has laptop computers available to borrow. Students may use a laptop for up to four hours. These laptops can connect to the wireless network at various locations in the Wells Library. Laptops cannot be kept overnight. The late return fee is \$10 per hour or any part of an hour.
- Video (VHS) cameras, digital video cameras, digital still picture cameras, and tripods are available to borrow for up to 48 hours. This equipment is available on a first-come first-served basis. You cannot make reservations, but if all cameras are checked out, you may place a hold on an item. The late return fee is \$10 per hour or any part of an hour.
- To contact Undergraduate Library Services, you can call the reference desk on the first floor of the Wells Library West Tower at 812-855-9857.

Advertising

MyInvolvement.indiana.edu

Registered student organizations can use <https://myinvolvement.indiana.edu> to post virtual flyers, events and news articles for view by other students and organizations across campus.

Posting of Fliers and Posters on Campus by Student Organizations

The University provides a number of places for posting advertisements or notices. Commercial advertising and/or posting of personal notices except where designated is prohibited. *Students or student organizations must designate on each poster the sponsoring individual or group posting the notice.* Posters advertising activities must be removed by the sponsoring group within three days of the termination of the event. Student organizations are limited to one poster per event in any single display area.

Residence Hall Posting

All postings submitted to a Residence Center must be approved by that building complex before they can be displayed. Posting policies will vary between each Center, and are determined by each individual center Community Council. All materials should be brought to the Center Desk at the Residence Center. Possible Residence Hall Posting locations:

- Common Bulletin Boards
- Banners
- Floor Bulletin Boards (put postings in Resident Assistant Mailbox Distribution)
- Posters & Fliers

Indiana Memorial Union: Bulletin Board at the Commons Lit Desk (behind Burger King)

- Up to 5 posters
- No bigger than 14 x 22
- Must include name of sponsoring organization
- Tacks or pushpins ONLY- No Staples!
- T-Stands placed throughout the Mezzanine and 1st floors (reserve these in the Meeting Rooms and Reservations office, Mezzanine Level).
- Table Tents in the Food Court seating area reserved through the Associate Directors Office 855-3561.

Student Life and Learning

- At the posting strips located in the office's hallway
- In the flier stand outside of the door.

Wooden Kiosks

Wooden kiosks have been placed in the high traffic areas of the campus to facilitate the posting of notices. Promotional materials, including posters and fliers, placed on the kiosks do not need to be approved by Student Life and Learning. Kiosks are located in the following areas:

- Across from the northeast corner of Ballantine Hall
- The walkway to the north of the Chemistry Building
- The Dunn Meadow area adjacent to the Commons entrance
- The northeast corner of Woodlawn field

Academic & Administrative Buildings

Posters and fliers for bulletin boards MUST be approved by the department or Office Manager in the building's Central Office.

Bridge Painting

The bridges on Jordan between 10th Street and Law Lane have been designated for painting by students and student organizations on campus. Painting on sidewalks adjacent to the bridges is strictly prohibited. Spilled paint on sidewalks should immediately be removed. IU Grounds may charge groups for paint on sidewalks. No other painting of any sort is permitted on any University property. Guidelines for painting the bridges:

- Painting the bridges is on a first come, first use basis. All students and student organizations have equal access to the bridges.
- Respectfully, students and student organizations are expected not to cover or “guard” the bridges after painting them and thus may not prevent other students and student organizations from painting over their work.

PROHIBITED POSTING AREAS

Exteriors walls and doors of campus buildings	Waste receptacles
Trees	Elevators
Telephone poles	Library book drops
Light poles	Bridges
The ground/sidewalk (do not tape anything to the ground!)	The Sample Gates

Chalking by Student Organizations on campus

Your organization is encouraged to use chalking in appropriate areas as a cost-efficient and effective way of advertising for your group. **NO CHALKING IS ALLOWED ON VERTICAL SURFACES (WALLS, BUILDINGS, THE SAMPLE GATES, ETC.). CHALKING IS ONLY ALLOWED ON SIDEWALKS WHERE RAIN CAN WASH THE CHALK AWAY. WATERPROOF AND SPRAY CHALK ARE PROHIBITED.**

Specifically, chalking is prohibited in the following areas:

1. All Indiana University buildings
 - a. On exterior facades of buildings
 - b. On walls, columns, terrace retaining walls, walkways, steps, limestone benches or covered entry walkways into the building
 - c. Steps or stairs attached or leading toward any buildings
 - d. Underneath any covering (areas which will not be washed away by rainfall)
 - e. Within 10 feet of any door or building entrance
2. Indiana Memorial Union:
 - a. Sidewalks in the wooded area west of the IMU

Other On-Campus Advertising Resources

News You Can Use (NYCU)

Student Life and Learning creates a weekly e-mail about organization, university, and community events to send to all student leaders and student organizations. Student groups that are registered with Student Life and Learning may advertise their events through this distribution list for free. Check with the Student Organizations Advisor (iusll@indiana.edu) about the deadline for weekly submissions. Please submit the event with a subject line of “NYCU” to iusll@indiana.edu.

IU Events Calendar

Student Organizations registered with Student Life and Learning may submit events to the IU Events Calendar to be posted. To do so, student organizations must first receive permission to post from the calendar administrator. See <http://events.iu.edu/iub.shtml> and click on “Help” for more information about how to receive permission to post events.

IDS Ads

All advertising is subject to approval by the IDS because the Editor In Chief, a student, is legally liable for all content. For advertising rates, contact the IDS Advertising Dept. at 855-0763 Monday-Friday 8 am-5 pm. IDS advertising requiring a copy of the ad in advance to proofread must be submitted one full day in advance of regular deadline (see below).

IDS Publication Date Ad Deadline: Monday 5:00 PM, Wednesday Tuesday 5:00 PM, Thursday Wednesday 5:00 PM, Friday Thursday 5:00 PM, Monday Friday 5:00 PM, Tuesday WEEKEND magazine (Thursday) 5:00 PM, Thursday prior. Deadlines for special publications may be earlier. Please call for these deadlines.

Student organizations receive reduced IDS ad rates. You must pay in advance. You may charge your SOA account if sufficient funds are available by filling out the appropriate paperwork which the IDS will provide. To have your event published in the Happenings calendar, a weekly calendar of events posted online, call the IDS at the number listed above, or submit your event online at: www.idsnews.com/happenings.

IU Bus Ads

Post your event ads on the IU Transit buses! The Campus Bus service charges \$60 per month to run one of your ads on all campus buses. Contact 855-8961 for information on the quantity of posters permitted, the proper size for posters, and the current prices.

IU Student Television

Indiana University Student Television (IUSTV) is a completely student-created and student-run television station located here on campus. Created in 2002, IUSTV exists to create high-quality programming for the campus and Bloomington community, while at the same time giving students real-world experience and opportunity in the television industry.

Online Advertising: Student organizations may advertise their event on IUSTV's website free of charge by using the Community Calendar. Go to www.iustv.com, click on "News and Updates", and choose the Community Calendar link from the left hand window. Submission instructions are posted to the right of the calendar.

Television Advertising: IUSTV can work with student organizations to create commercials for paid advertising spots. The commercials air during regularly scheduled programming on IUSTV's campus cable channel 2. Visit <http://www.iustv.com/advertise/> for more information on advertising your event.

i Student News: The IUSTV news team can help promote student organization events by covering those events for the weekly newscast. If your organization would like to have the *i Student News* report on your event, please submit a press release *at least two weeks before* your scheduled event. Fax the press release to 812-856-4116 or send it via e-mail to iustv@indiana.edu. Note: not all submissions will be covered due to time restrictions.

Posting by Student Organizations Off Campus

Bloomington City Council - Posting Ordinance

Under the advertising section of the ordinance, anyone (including student organizations) responsible for leaving posters or handbills on public property for more than 72 hours after the advertised event will be subject to fines, issued by the City of Bloomington, of up to \$100.00 per day. (Passed by the Bloomington City Council - July 5, 1984).

Social Media

Facebook offers a variety of advertising opportunities. You can choose to create an event or group to advertise your event for free. You can also purchase advertising space on the website for a low cost. Visit <http://www.facebook.com> for more information.

Twitter can also be used to spread the word about your organization. Visit www.twitter.com.

The Herald-Times

The local Bloomington newspaper, the Herald-Times has advertising space available. Using the Herald-Times will help promote your event to the community at large.

Restrictions on IU Logos and Wordmarks

The IU Office of Licensing and Trademarks has put together a resource guide for student organizations concerning the use of IU logos and trademarks. There are restrictions on their use. Please refer to the following link: <http://iu.licensing.indiana.edu/licensing/pdf/studentgroups.pdf>

Any organization considering use of the IU logo or word marks for advertising or printing of promotional items should contact the Office of Licensing and Trademarks at iulogo@indiana.edu.

Failure to Comply with Advertising Policies

Student Life and Learning will notify organizations failing to comply with the posting/chalking policies of their violation. In addition, **Student Life and Learning will ensure that posters inappropriately placed are removed and that the responsible organization is assessed any related cost. Failure to comply with the advertising policy may result in a verbal, written or other suspension of benefits by Student Life and Learning and sanctioning through the Student Organization Ethics Board.**

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Transportation

One benefit affiliated with being registered with Student Life and Learning is the use of the vehicles in the Indiana University Motor Pool. Students may use a university vehicle if the student is part of a registered student organization and has obtained approval for travel in the furtherance of educational or group objectives.

To Reserve a Vehicle

A new reservation system utilizes Travel Management Services so you can charge rentals directly to your student organization account (SOA). The procedure for reserving a vehicle through the Travel Management Services website is as follows: Please visit the Travel Management Services website at: <http://www.indiana.edu/~travel/>. Select the "Enterprise Campus Rental" link.

Additional Student Use Requirements

- Apply for and obtain the appropriate approvals for the proposed travel.
- Be accompanied by an Approved University Employee if six or more students in a group.
- A student group requiring more than four vehicles for its trip must arrange for alternative means of transportation OR apply for an exemption of this rule from the Motor Pool and the Office of Risk Management. The Office of Risk Management will make the initial determination if the purpose of the proposed trip is "in furtherance of group/team or educational objectives." This decision may be appealed and there is a process in place to settle disputes.

Travel Overseas

Approval must be obtained from the IU Office of Overseas Study for a student organization to arrange a group trip abroad.

The organizer or organizing body for an activity involving IU students abroad must submit a proposal to the university-wide Overseas Study Advisory Council (OSAC). Activities requiring approval include programs open to all students, as well as opportunities facilitated for individuals, both credit and non-credit, academic and service programs. The Council's approval procedure helps to safeguard the health and safety of all IU participants. The process also serves to introduce best practices to all program organizers, including how to minimize risk.

Proposals are reviewed as they are received. Applicants are advised to do advance planning in order to allow sufficient time to complete all necessary arrangements both at IU and abroad.

Please refer to the Overseas Study Web site to review the Guidelines:
www.indiana.edu/~overseas/policies/proposal.shtml.

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Policy on Free Speech

At any time, an organization or student may exercise his/her right to free speech in Dunn Meadow. No reservation forms are necessary. Dunn Meadow is the only space on campus designated by the IU Board of Trustees as a spontaneous free speech area.

The Indiana University Code of Student Rights, Responsibilities, and Conduct recognize that freedom of inquiry and discussion are important components in the educational development of students. The University acknowledges the rights of students to exchange thoughts and opinions, to speak, write, and publish freely on any subject in accord with Constitutional guarantees and legal requirements. This broad principle, the cornerstone of the educational process in a democratic society, receives full expression in the University's statements about student rights and responsibilities.

The laws of Indiana provide that criminal trespass occurs when a person without a contractual interest in the property knowingly and intentionally: 1) enters real property after having been denied entry by the person responsible for that property or that person's agent, 2) refuses to leave the real property having been asked to leave by the person responsible for the property or that person's agent, or 3) interferes with the possession or use of real property without the consent of the person responsible for the property.

*For more information on the policies on free speech on campus, please see **Appendix D: Free Speech Policies and Guidelines** or contact Student Life and Learning at (812) 855-4311.*

Demonstrations on Campus

As an institution of higher education, Indiana University is committed to the free exchange of ideas. In accordance with its responsibilities under the First Amendment of the U.S. Constitution, Indiana University affords students, faculty, staff and visitors the right to assemble and express their opinions in public areas of the campus. The First Amendment also prohibits Indiana University, as a public institution, from taking any position on or action against a message or a speaker based on the content of the message. While you are here, you may see or hear demonstrators who express ideas that you consider to be distasteful. Please remember that Indiana University does not endorse the message of any particular speaker or group of speakers.

If you are approached by demonstrators and you do not wish to engage in discussion with them, it is advisable to refrain from provoking or ridiculing them.

If you feel that your physical access to the campus and its facilities is being blocked or that your personal safety is being violated or threatened by demonstrators, you may call the IU Police Department at 911 in emergency situations or 855-4111 in non-emergencies.

See **Appendix D: Free Speech Policies and Guidelines for more information.*

Guidelines for Political Campaign Invitations, Events, and Activities

Indiana University encourages students, staff, and faculty members to exercise their constitutional right to vote and to actively participate and express their opinions regarding local, state, and national political candidates, issues, and referendums. However, as a public institution, Indiana University receives tax exempt status under sections 115 and 501(c)(3) of the Internal Revenue Code. In order to maintain this status, the University shall not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political candidate.

Examples of University resources that should not be used to support a political campaign or candidate include but are not limited to:

- The University's name, logo, or other identifying mark;
 - Note: For more information, please refer to <http://iu.licensing.indiana.edu/policies/mainpolicy.shtml>
- The University's funds, facilities, office supplies, photo equipment, letterhead, telephones, fax machines, computers, etc.;
- The University's information technology resources such as email, websites and on-line discussion boards.
 - Note: For more information, please refer to <http://informationpolicy.iu.edu/policies/IT01>

For more information about this policy, including examples of permissible activities by student organizations, see **Appendix E: Guidelines for Political Campaign Invitations, Events and Activities.*

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Appendices

Appendix A: Sample Constitution

Why and When

The purpose of an organizational constitution is to ensure efficiency, fair and equal consideration, clarification and continuity in the regular operations of your group. Each student organization should have standard operating principles and procedural rules, which this document merely states in writing. Each time new officers are elected, the constitution should be reviewed to ensure it is up to date. When a constitution is clear, concise and followed, it will allow an organization to grow and develop because less time is needed to focus on minute details.

What

The constitution should be tailored to your organization's specific needs. In addition, student organization constitutions are drafted to ensure all members and activities are in accordance with University policy, avoiding future conflict. If your constitution is not in accordance with these guidelines, Student Life and Learning will ask you to resubmit a draft that has the proper changes; official registration with IU will be delayed until the proper changes have been made. Please note the sections in **bold type**, taken from the Code of Student Rights, Responsibilities, and Conduct (available online at <http://www.dsa.indiana.edu/Code>). In accordance with the Code, student organization constitutions should contain language indicative of the group's adherence to University Compliance, Anti-Hazing and Personal Gain policies.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all the information must be included. If you require any further assistance in drafting your organization's constitution, please contact Student Life and Learning at (812) 855-4311 or at iusll@indiana.edu.

Title

Constitution should be entitled "Constitution of [Official name of the organization]"

Preamble

Should state the full, official name of the organization as well as the purpose, aims and function of the group.

Article I: Membership

To emphasize the appreciation of full diversity at Indiana University, student organizations are strongly encouraged to include the Statement of Non-Discrimination in their constitution:

"Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [section I.D.3(c).]"

State the limitations of membership, if any (maximum or minimum limits). A group or organization cannot qualify as a student organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3 (b)].

State the different classes of membership and the requirements for and rights of each class, if any.
State the procedure for selection and revocation of membership. For example: How does the organization admit persons to or remove persons from membership?
Is membership contingent on payment of dues?

Article II: University Compliance

This section **MUST** be written exactly as follows: "This organization shall comply with all Indiana University regulations, and local, state and federal laws."

Article III: Executive Officers

State the title of all officers. What are the duties and responsibilities of each?

What are your requirements for executive officers (e.g. GPA, experience)? What other requirements are you looking for in officers?

How long do officers serve? When do they take office? When do they turn over their office? Do past officers have a specific role in the organization?

How are officer vacancies filled? How do officers resign?

Will Executive Officer meetings be held? How often? Who calls these meetings? If the organization has an advisor, is this person considered an Executive Officer? How are decisions made at these meetings?

How are officers elected or selected? How may a vacant office be filled?

What is the procedure for removing a person from office?

*Responsibilities to consider:

- Keeping advisor current on organization activities
- Supervising officers and/or committees
- Calling general and Executive meetings
- Presiding in the absence of the President
- Developing meeting agendas
- Taking & distributing meeting minutes
- Maintaining lists of organization members
- Completing required University paperwork
- Setting organization goals (short and long term)
- Developing and maintaining organization budget
- Maintaining records of organization spending
- Re-registering the organization each year

Article IV: Advisor

(Optional: If the organization has an advisor this article must be included. In order to apply for a Student Organization Account or a Web/Email account, a group **MUST** have a full-time faculty or staff advisor.)

What are the responsibilities and duties of the advisor?

Article V: Meetings

Are there regular membership meetings? If so, how often are regular meetings held? How are they advertised?

Who has the authority to call meetings?

Who sets the agenda for meetings? What rules of order are followed?

How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these emergency/special meetings?

How is attendance recorded for meetings (if necessary)?

Article VI: Elections

When and how frequently are elections held?

How are people nominated to run for an office?

Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?

By what means and how far in advance will membership be notified of an upcoming election?

Article VII: Non-Hazing

This section **MUST** be written exactly as follows: "Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent."

Article VIII: Dues & Budgets

Are dues charged by the organization for membership? If so, how is the amount determined?
 How often are dues collected? What happens to members who haven't paid dues by the deadline?
 Who collects dues?
 Who creates and maintains the group's budget? How often is the budget revised?

Article IX: Finances

Who is in charge of financial affairs?
 Will the organization be applying for or maintaining a Student Organization Account?
 State accordance with the Student Organization Accounts office policies and procedures.
 If the group is not planning on holding a Student Organization Account, what type of financial maintenance will the group utilize?
 What happens to the remaining money if the group dissolves?

Article X: Personal Gain Clause

This section MUST be written exactly as follows: "Personal Gain Clause: This organization shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit ventures or partnerships if acting as a representative of a student organization."

Article XI: Amendments

How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings, email, posting etc.)?
 What vote is required to ratify an amendment (e.g. 2/3 or 3/4 of total or present members)?

Article XII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article must be included.

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Appendix B: Event Security Policies

Student Life and Learning, in consultation with the IUPD and host facility staff, is responsible for coordinating security for Dunn Meadow, the Indiana Memorial Union, Residence Halls dining halls, Showalter Fountain, and other public university properties. Student organizations hosting dances, concerts, and outdoor amplified music events may be required to hire IUPD officers. The factors used to determine the number of officers required include:

- Type of event
- Anticipated attendance
- Time of day
- Length of event
- Location of event
- Closed event for members only, or open to public
- Presence of professional staff and/or advisors
- Alcohol prevention
- History of event/organization experience
- Use of amplified sound
- Consultation with host facilities staff (i.e., Division of Residential Programs and Services Coordinator, IMU facilities staff, etc.)

IUPD officers will be the security used for events on the Indiana University Bloomington campus and will be required 15 minutes prior to the scheduled start time of the event, and 10 minutes following the scheduled end time for the event.

THE SECURITY REQUEST FORMS FOR ALL CONCERTS, DANCES AND LARGE EVENTS ARE DUE 40 BUSINESS DAYS PRIOR TO THE EVENT.

Student Life and Learning and IUPD will make final decisions on security requirements.

Responsibilities of student organizations regarding security:

As the sponsoring organization for an event, you are responsible for any problems that arise. The hiring of security provides additional assistance to you. However, security presence does not relinquish your responsibility as a student organization. Your responsibilities as the sponsoring organization include:

- The organization member noted on the security form as “student responsible” will meet the officer(s) 15 minutes before the scheduled start of the event to discuss security coverage and specific concerns. The sponsoring organization should have several additional members available to assist in monitoring the event.
- The student organization is responsible for knowing the scheduled arrival time of officers and being at the event entrance at the officers’ arrival time.
- The contact person(s) will be in contact with the assigned security officers during the event.
- The student organization will cease admitting guests when the event crowd has reached Fire Safety Code capacity (where applicable).
- IUPD’s 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 problems or potentially confrontational situations. IUPS officers will assist when needed.
- The sponsoring organization, in cooperation with officers, 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.
- The student organization is responsible for adhering to university policies.
- The student organization monitors are responsible for making officers aware of problems (e.g. traffic problems) in the parking lot before, during, and after the event (when applicable).
- The officers will check out with the student responsible at the conclusion of the event.
- The student organization is responsible for meeting the financial obligations incurred from hiring the officers.

Responsibilities of IUPD Officers regarding security (see IUPD policy 91-1):

- Be in continual contact with the student organization monitors during the event.
- Enforce all state statutes and university policies while working the event.
- Be visible, inside and outside the perimeter of the event to deter any problems that might arise.
- Assist the student organization monitors in dispersing the crowd from the building and/or property at the close of the event.
- Report of disturbances at an event will necessitate an incident report being made by the officers working the event and immediate notification to the shift commander on duty.
- Alert (prior to departure) the student organization monitors and shift commander on duty should an emergency arise requiring the officer to leave the pre-assigned event area.
- Officers will verbally ask individuals who are disrupting the event to remove themselves from the confrontational area or the event.
- Officers will periodically station themselves near the entrance and exit of the facility. Officers should, generally, be at separate locations.
- Officers will be responsible for getting regular shift support once the student organization monitors have made them aware of traffic problems in the parking lot area (before, during, and after the event).

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Appendix C: Temporary Food Service Application Guidelines

The following questions are guidelines to prepare students for submitting a Temporary Event Food Service Application Form. This information is for the purpose of aiding persons or groups to plan for the proper preparation and operation of any temporary food program on Indiana University property. Answering the following questions will aid in the completion of the Temporary Food Service Application. All of these items may not be applicable to your proposed operation.

1. What is the complete menu for the particular event?
2. What is the source of food, beverage, ice and water supply?
3. What type of mechanical and/or electrical facilities will be available for maintaining potentially hazardous foods at safe temperatures (41 degree F. or below or 140 degree F. or above) at the temporary food stand location and during transportation of the food to the food stand?
4. Will adequate and proper facilities be available for preparing, storing, chilling, and dispensing soft drinks? (Wet storage of drink containers is not acceptable.)
5. What provisions will be made to protect the food storage and preparation areas from the customers and general public contamination?
6. Will adequate utensils, such as tongs, forks, napkins, etc., be available and in use by food service personnel for proper handling of unwrapped food and ice?
7. Will an adequate supply of single service articles, such as paper or plastic dishes and tableware, be available at all times? (Multi-use tableware is unacceptable for a temporary food service.)
8. Will an adequate supply of relishes, mustard, catsup, and other condiments in portion size packages be available at all times providing the operator plans to serve such items?
9. Will a safe and adequate supply of water be available at the food stand for the washing of food personnel's hands and serving equipment?
10. Will this event be more than 4 hours?
11. Food thermometers for checking food temperatures
12. Will an adequate supply of hats, hairnets, and clean aprons be available for use by food service personnel, and will such items be worn and properly maintained?
13. What provisions will be made to have only healthy persons working in the food stands?
14. What provisions are being made to control insects, animals, and other pests at the food preparation, storage, and serving areas?
15. Will the food preparation, storage, and service areas be located in a clean, well-drained area? What type of protection will be provided to protect food and preparation area from overhead contamination?
16. Any food item not on the approved menu and/or any food found being held in the danger temperature zone (between 45 degree F. and 140 degree F.), must be disposed of immediately.
17. Compliance with all other applicable requirements of the Indiana University Office of Environment, Health and Safety Management is expected (a copy of which can be obtained from the Retail Food Establishment Sanitation Requirements Title 410 IAC 7.20 is). If you have any questions please feel free to call 812-855-3233 or fax 855-7906 or stop by the office, 2735 E 10th Street Room 160, Bloomington, IN 47408-2602.

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Appendix D: Free Speech Policies and Guidelines

Campus Demonstration, Picketing and Assembly Ground Policies

For purposes of this document, the definition of "student" is that contained in section V.A., page 40, of the Code of Student Rights, Responsibilities, and Conduct:

1. Any person who is admitted and enrolled in any credit-bearing course or program in any school or division of Indiana University.
2. A person who is admitted to Indiana University and is present on a campus for the purpose of being enrolled in any credit-bearing course or program in any school or division of Indiana University.
3. A person who has been admitted and enrolled in any credit-bearing course or program in any school or division of Indiana University and continues to be associated with Indiana University because he or she has not completed the course or the program in which the person was enrolled.

Demonstration and Picketing on Campus: Basic Principle

Historically, petitions, assembly, demonstrations and picketing have been used by free people to express their beliefs and to air their grievances. These methods of expressing individual or group opinion are an important part of our American heritage and a legitimate means of showing individual or group opinion, provided they are conducted in an orderly manner with due respect to the rights of others. It is the policy of the University to permit such expression of opinion for lawful purposes and not to permit interference with demonstrations by those who disagree with the opinions expressed.

Specific Guidelines

The Code of Student Rights, Responsibilities, and Conduct of Indiana University provides a complete list of applicable rules and regulations. (The Code can be retrieved on-line at <http://www.iu.edu/~code/index.shtml>.)

*Part I: Student Rights**E. Right to Freedom of Association, Expression, Advocacy, and Publication*

Students are free to form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.

In accordance with the state and federal Constitution and university policy, the university recognizes the rights of all students to engage in discussion, to express thoughts and opinions, and to assemble, speak, write, publish or invite speakers on any subject without university interference or fear of university disciplinary action.

Students may engage in peaceful and orderly protests, demonstrations, and picketing that do not disrupt functions of the university, subject to appropriate regulation concerning time, place, and manner. If a student feels that this right has been violated, the student may file a request with the dean of students for an investigation and appropriate action.

Students who publish student publications under university auspices have the right to be free of university censorship. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the agency responsible for the appointment of such editors and managers.

Indiana University does not require a student organization to register and be approved by the university. Student organizations must comply with all federal, state and local laws, as well as university policies.

A student group or organization may be authorized to use university facilities for extracurricular activities, subject to the procedures established by the dean of students on each campus.

Specifically with regard to demonstration and picketing the Code provides:

I. A.1 - Citizenship Rights.

a. A student (see definition above) has the right to exercise his or her full rights as a citizen.

Indiana University affirms the right of students to exercise their citizenship rights without university interference or fear of university disciplinary action for such activity.

I. E.1 - Indiana University considers freedom of inquiry and discussion essential to a student's educational development. Thus, the university recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of the federal and state constitutions. This broad principle is a cornerstone of education in a democracy.

I. E.4 - Students are free to engage in peaceful and orderly protests, demonstrations, and picketing which do not disrupt functions of the university, subject to appropriate regulations concerning time, place, and manner. Under terms of Section III B. of the Code, the University may discipline a student for the following acts of personal misconduct which occur on university property:

- III. B.5 - Disorderly conduct which interferes with teaching, research, administration or other university-authorized activity.
- III. B.6 - Actions which endanger the student, the university community, or the academic process.
- III. B.7 - Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction.
- III. B.8 - Unauthorized entry, use, or occupancy of university facilities; refusal to vacate a university facility when directed to do so by an authorized official of the university.
- III. B.10 - Damage to or destruction of university property or of property on university premises belonging to others.
- III. B.11 - Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.
- III. B.14 - Acting with violence; and aiding, encouraging, or participating in a riot.
- III. B.18 - Physical abuse of any person, including the following:
- a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.
 - b. Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or
 - c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.
- III.B.20. - Verbal abuse of another person, including the following:
- a. Verbal behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extra-curricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or
 - b. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.
- III.B.23. - Violation of other published university regulations, policies, or rules.
- III.B.24. - A violation of any Indiana or federal criminal law.

In administration of the above statements the following procedures have been established:

1. Students or student organizations planning a protest march or demonstration on campus should contact the Student Life and Learning 24 hours in advance of the proposed march to discuss applicable University policies and to confirm the line of march.
2. Picketing or demonstrations usually are to be confined to the exterior of buildings. Carrying of placards and the use of bullhorns within buildings are likely to be disruptive forms of protest and, therefore, in violation of the Code of Student Rights, Responsibilities, and Conduct.
3. Demonstrators are requested to assist in cleaning up any litter that might result from leafleting activity.
4. Printed materials distributed should bear the name of the sponsoring organization or individuals.
5. A demonstration with a noise level that disrupts other authorized activities occurring on the University campus violates the Code of Student Rights, Responsibilities, and Conduct and makes participants subject to disciplinary sanction.
6. Those participating in counter-demonstrations are expected to respect the rights of other demonstrators and to observe all of the guidelines and policies noted above.

Assembly Ground: Basic Principle

The Trustees of Indiana University have designated the area immediately north of the Indiana Memorial Union (Dunn Meadow) as an assembly ground, establishing this area as a public forum for expression on all subjects. Universities in our civilization are places where dissenting and controversial views can be aired and discussed. This exchange of views is not merely something to be tolerated; it is a source of diversity and strength for our society as a whole. Of course, this right of expression is not a license to violate the law or to interfere with the

rights of others to express themselves. When a demonstration becomes violent or represses the rights of others, it has no place on a university campus. But the mere fact that some find a demonstration distasteful is no more reason to ban it than to ban an idea the listener finds distasteful. Many individuals disagree with the points of view which have been expressed at the Assembly Ground. Many who agree with the substantive views expressed in individual demonstrations have found the form of their expression sometimes distasteful, or worse. Taken as a whole, however, this history of the Assembly Ground shows a lively and vigorous commitment to the exploration of matters of public concern: the vigor of that commitment is one of the measures of greatness in a university.

Specific Guidelines

The following are guidelines for the use of the Assembly Ground.

The Board of Trustees has designated an area on Dunn Meadow immediately north of the Indiana Memorial Union as the Indiana University Assembly Ground. The University community supports that decision and the policy that students, staff and faculty of the University may express any point of view on a subject in the Assembly Ground, with or without advance notice, within the limits of applicable laws and regulations. This decision enhances the rights of free speech and assembly and contributes to the University's richness and diversity. The University community, therefore, expects that all will respect the right of expression in the Assembly Ground and will maintain courtesy and good order during the use of the Assembly Ground.

Effective communication sometimes requires the use of signs, symbols or structures, as well as the spoken or printed word. The use of these signs, symbols or structures is an appropriate exercise of the right of expression in the Assembly Ground and all should respect these forms of expression. The construction of enduring signs, symbols or structures in the Assembly Ground may enhance the effective communication of a particular idea or point of view. However, the erection of permanent structures in the Assembly Ground has at least the potential of limiting the use of the Assembly Ground by others and may also present practical problems entirely unrelated to the point of view or idea being expressed. To enhance the effective use of the Assembly Ground, the following rules have been adopted.

Given that the use of signs, symbols or structures in the Assembly Ground may be an effective form of expression. Any sign, symbol or structure which is either (a) continually carried or (b) removed from the assembly site from 11:00 p.m. until 6:00 a.m., may be used in the Assembly Ground, day or night, to express any point of view on any subject, with or without advance notice, within the limits of applicable laws or regulations.

Leaving an uncarried sign, symbol or structure on the Assembly Ground between 11:00 p.m. and 6:00 a.m., requires advance notice and permission. This permission will be granted without regard to the point of view or the idea being expressed. The Provost¹ of the Bloomington Campus will designate an official who is responsible for receiving notice and giving permission. Permission should routinely be granted provided there are reasonable arrangements for safety, sanitation, and repair of any damage to the Meadow. Permission must never be refused because the demonstration is controversial or might be unpopular. Permission will ordinarily be limited to a period of two weeks; permission will be renewed on request unless there are others requesting permission under this section. Permission ordinarily will be limited to one demonstration at a time.

Overnight camping is not a form of expression and, therefore, permission will not be granted to cook or live in overnight structures.

The Bloomington Provost¹ has created a committee to oversee the implementation of these provisions, to give continuing advice on changes of policy, and to provide, if necessary, more detailed regulations

¹ "Chancellor" was replaced with "Provost" by Student Life and Learning in July 2011 per the dissolution of the Chancellor's Office. All other text is original from the IU Board of Trustees.

than those in the previous paragraph. That committee will also have the power to review denials of permission for uncarried overnight signs, symbols or structures. Because that review should be prompt, the committee will be small, consisting of the President of I.U.S.A., the President pro-tem of the Bloomington Faculty Council, and a member designated by the Provost¹.

In cases of non-compliance, the University should not use physical force to enforce these rules. In such cases, the University should use the legal process to enforce its legal rights. This commitment might involve some cost to the University and would probably entail more serious consequences for violators. These costs are an appropriate way to mark the weight the University community attaches to both the rights and responsibilities it recognized in the Assembly Ground.

Gatherings Elsewhere on Campus

Gatherings on campus elsewhere than on the Assembly Ground will not be permitted to disturb classes or interfere with traffic. Reservations for University facilities are made on a first-come, first served basis and are subject to the facilities use policies specified in Section I.D.3 of the Code of Student Rights, Responsibilities, and Conduct. The use of streets of Bloomington for parades or demonstrations is subject to the ordinances of the city.

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Appendix E: Guidelines for Political Campaign Invitations, Events and Activities

The University, in accordance with the provisions of section II B of these guidelines, may host sponsored events and invite political candidates in either their campaign or individual capacities.

II. Examples of Permitted Activities:

- A. Voter Education: Section 501(c)(3) organizations are permitted to conduct certain voter education activities as long as they are carried out in a non-partisan manner.
 1. Conducting public forums, get-out-the-vote drives, and the publication of voter education guides that covers a wide range of issues are examples that are allowed as long as the activities are NOT conducted in a biased manner that favors or opposes a single candidate or issue.
 2. Circulating unbiased questionnaires to all candidates running for a public office and then reporting the results is acceptable assuming that the questions are fair and neutral, cover a broad array of topics, and each candidate is afforded a reasonable amount of time to respond to the questionnaire. Any "yes or no" questions should include space for a candidate to explain their response.
- B. Candidate Appearances:
 1. University Sponsored Invitations and Events:
 - i. Political candidates can be invited to speak at events in their capacity as a political candidate or in their individual capacity. If a candidate is being invited in a campaign capacity by the University, the University must provide all legally-qualified candidates or their representatives an opportunity to appear either at the same event or at a comparable event within a reasonable time period. If a candidate declines, the University should retain documentation that the invitation was issued and declined. The introduction of a candidate or their representative should be neutral and include a brief statement that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election. Appropriate steps must be taken to avoid the appearance of the University's endorsement of or opposition to any candidate. No fundraising is allowed.
 - ii. When a candidate is invited in an individual (non-candidate) capacity, there is no need to provide a comparable opportunity to the other candidates, the introduction of the candidate should not mention their candidacy, absolutely no fundraising or campaign literature is allowed, and a nonpartisan atmosphere should be maintained.

2. Student Organization Sponsored Invitations and Events:

- i. "Student organization" refers to a student group that is recognized in accordance with any specific campus policies or practices.
- ii. A student organization hosting an event may extend invitations to candidates to come and speak. A student organization is not obligated to invite all legally-qualified candidates if the student organization is using its own funds and resources. However, no campaign fundraising may occur and the student organization must include a brief statement when introducing the candidate that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.
- iii. The nature of the event will determine the facility rental charge that a student organization will be assessed. If it is a campus community event and is not open to the general public, then the normal fees, if any, assessed to a student organization for facility rental and usage fees can be applied. However, if the event is open to the general public, facility rental and usage fees must be charged.
- iv. Appropriate steps should be taken by student organizations to avoid the appearance of the University's endorsement of or opposition to any candidate.

3. External Group Sponsored Invitations and Events:

- i. Candidates, campaign organizations, and other external groups may request space on the campus to host political events which may be either limited audience or general public events.
- ii. Normal charges assessed to outside groups renting space shall apply with no discounts, preferential scheduling or other gratuities (security, sound systems, parking, etc.) extended to the sponsoring individual or organization.
- iii. If facilities are made available to one candidate or political party, the same must be made available to all others on equal terms and conditions, which include any limitations on availability of particular facilities, due to the scheduling of other events, at the time a candidate or party makes a request.
- iv. University or campus officials should not appear on the podium to introduce or in any other way convey the perception of support or endorsement.
- v. Appropriate steps must be taken to avoid the appearance of the University's endorsement of or opposition to any candidate.

III. Examples of Prohibited Activities:

- A. The University shall not expressly or impliedly endorse any candidate for public office.
- B. Hyperlinks to the websites of candidates for public office shall not be placed on the University's website in any manner that favors one candidate over another.
- C. No political fundraising may occur on university property or through the use of the University's technology resources.
- D. Student organizations shall not use the name of the University or any trademark of the University, such as a logo, in connection with political candidates or partisan political activities.
Additional information about the policies and regulations related to logos and licensing can be found at:
- E. <http://iu.licensing.indiana.edu/policies/mainpolicy.shtml>
- F. Student organizations shall not use University funds on behalf of a candidate for public office in a political campaign or to influence the public legislature.
- G. The foregoing is not exhaustive. Maintaining its 501(c)(3) tax status is of the utmost importance to the University and sensible judgment and due diligence should be exercised in arranging any event or activity that involves political activity.

IV. Additional Information:

- A. The Office of the Vice President for Public Affairs and Government Relations and the appropriate campus vice chancellor responsible for external affairs and government relations shall be notified of all requests

for political campaign invitations and events in order to help ensure proper communication within the University.

- B. These guidelines are to be read as a complement to the Academic Guide, Academic Handbook, Non-Tenure-Track Handbook, Tenure & Promotion Handbook, Handbook for Student Academic Appointees, all policy memoranda, and the policies listed at <http://gov.indiana.edu/policies/index.shtml>.
- C. These guidelines do not address contacts with elected officials by faculty, staff and students. For more information regarding elected officials and staff, please see the policies found in the Academic Handbook or <http://www.gov.indiana.edu/policies/contacts.shtml>.
- D. If you have additional questions after reviewing these resources and the additional resources that each campus may have, please contact Judith Palmer in the Office of the Vice President for Public Affairs and Government Relations.

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