

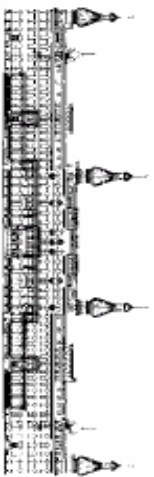
The University of Tampa



Student Activities Office
SAO

Organization Handbook

2006 – 2007



The University Of

T A M P A

The community at The University of Tampa strives to support the development of each student as a productive and responsible citizen who embraces the values of honesty, good citizenship, trust, respect, and responsibility.

SPARTAN CODE

As a member of The University of Tampa Spartan community, I agree and pledge that I will...

- ... promote and practice academic and personal honesty.
- ... commit to actions that benefit the community, as well as engage in activities that better others.
- ... discourage intolerance and acknowledge that diversity in our community shapes our learning and development.
- ... conduct myself in a manner that makes me worthy of the trust of others.
- ... recognize the ideas and contributions of all persons, allowing for an environment of sharing and learning.
- ... accept full responsibility and be held accountable for all of my decisions and actions.

Important Campus Events

FALL 2006 SEMESTER

- Aug. 24 Get the Scoop on UT Groups at Pepin Stadium, 1:30-4:00 p.m.
- Aug. 24 Greek Welcome Dance in the Music Room, 8 pm
- Aug. 26 *Into the Streets in Falk Theater, 8 a.m.*
- Aug. 28 Classes begin
- Aug. 29 *Greek BBQ* on Vaughn Plaza
- Sept. 4 No classes, Labor Day
- Sept. 6-11 IFC Recruitment
- Sept. 7-11 Panhellenic Sorority Recruitment
- Sept. 12 President's Dinner in Crescent Club, 5:30 p.m
- Sept. 19-20 *PEACE Volunteer Days* 11– 3 p.m. Vaughn Lobby and Plaza
- Oct. 29-30 Family Weekend
- Oct. 16-20 Homecoming Week
- Nov. 3-4 Fall Leadership Retreat
- Nov. 22-26 Thanksgiving vacation (after last class on Tuesday)
- Nov. 27 Classes resume
- Dec. 15 Semester ends
- Dec. 12-15 Final exams
- Dec. 16 Residence halls close for students except graduating seniors, 11 a.m.
- Dec. 17 Commencement
- Dec. 18 Residence halls close for seniors, 11 a.m.

Important Campus Events

SPRING 2007 SEMESTER

Jan. 12 International students arrive. Check-in begins at 10 a.m.

Jan. 12 Final registration for continuing students, 10 a.m.-6:00 p.m.

Jan. 13 Orientation begins for new students

Jan. 15 No classes, Dr. Martin Luther King Jr. Day

Jan. 16 Classes begin

Feb. 12-15 McNiff Fitness Center and Random Acts of Kindness Week

March 3-10 PEACE Alternative Spring Break

March 3-11 Spring Break (after last class on Saturday, March 5)

April 9 Greek Awards Night in the Crescent Club

April 17 Leadership Awards Night in the Crescent Club

May 4 Semester ends

May 1-4 Final exams.

May 6 Commencement

Residence halls close for all students except graduating seniors, 11 a.m.

May 5, Sunday Residence halls close for graduating seniors, 11 a.m.



Greetings from Stephanie Russell Holz

Dear Student Leaders,

My name is Stephanie Russell Holz and I am the Assistant Dean of Students and Director of the Vaughn Center. On behalf of the entire student affairs division I would like to congratulate you on your involvement. College is a great time to gain new experiences through meeting new people and trying new things. As you can see the Student Activities Office has a variety of organizations and activities for you to partake in. This organization handbook will give you the information you need to begin your adventure.

As you are glancing through this resource please feel free to stop in the Student Activities Office, Vaughn Center 215 for more information. The Student Activities Office oversees Student Organizations, the Vaughn Center, Intramurals, Fitness, Campus Recreation, Greek Life, Community Service, Peer Education, Leadership, and Student Programming. If any of these areas interest you please stop in so one of our professional staff members can point you in the right direction.

My advice to you as a student leader is to take advantage of every opportunity during your stay at The University of Tampa. If you do, you will leave a better, well-rounded individual to conquer the world. I wish you the best of luck as you begin your adventure.

Smiles,

Stephanie Russell Holz
Assistant Dean of Students and Director of the Vaughn Center

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Student Organizations

What Are They?

A registered Student Organization at The University of Tampa is defined as...

“Clubs and organizations that are formed for the purpose of social, educational, and leadership development and must relate directly to the mission, goals, and objectives of UT.”

In addition...

“Club members should at all times consider how their organization is viewed by the University community.”

Did You Know...

The University of Tampa offers
12
different categories of
organizations on campus??



Categories?

The University of Tampa offers their students a variety of categories to choose from when deciding to join a club or organization. Currently, all of the clubs and organizations that are registered with the Student Activities Office can be placed in one of 12 categories. Each of the categories embraces the basic roles that the clubs and organizations that are placed there fulfill.

Categories of UT registered organizations are:

<p>Academic Promotes a specific academic discipline</p> <p>Diversity Promotes and provides opportunities to learn about cultures of nations or ethnic groups</p> <p>Entertainment/Social Promotes the interests of a particular social issue</p> <p>Governance Provides opportunities to represent organizations of the same category to the Division of Student Affairs</p> <p>Greek Promotes a specific Greek discipline</p> <p>Hall Councils Provides developing, planning, and implementing various activities in a governmental structure inside the residence halls</p>	<p>Performing Arts Provides opportunity to explore talents and creativity</p> <p>Publication/Media Provide "hands-on" opportunities for participation in news-related organizations</p> <p>Religious/Spiritual Promote the interests of a particular church, sect, or denomination</p> <p>Service Provide opportunities to volunteer in the community as well as on campus</p> <p>Special Interest Provide communities for students who share common interests</p> <p>Sports/Recreational * Provide opportunities for participation in recreational and/or competitive sports teams. Please refer to the club sports section on page 11.</p>
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Who Can Join Them?

You can join any club or organization on the University of Tampa Campus as long as you are enrolled an student, however you must be a full time student if you are to be the President or equivalent there of, a Student Government Representative, or proposing an appropriation to Student Government.

The University of Tampa 2006-2007 Catalog defines a full-time student as one who is “taking at least 12 semester hours of undergraduate work during the course of a regular fall or spring semester.” (pg. 61)

Clubs and organizations **MUST** not discriminate on issues relate to race, creed, gender, age, physical ability, national origin, religion, political affiliation, or sexual orientation.

National Greek letter social fraternities and sororities are, through Title IX, exempt with regard to **gender only**.



How Can I Start One?

It is easy to start a club or organization. To gain official recognition by The University of Tampa a club or organization must:

- **Originate** from interest of students or from the University.
- Be open to all full time enrolled students without regard to race, creed, gender, age, physical ability, national origin, religion, political affiliation, or sexual orientation. National Greek letter social fraternities and sororities are, through Title IX, exempt with regard to **gender only**.
- Submit a completed Student Organization Registration Form each fall semester and when your organization changes officers.
- Submit one copy of the organization's constitution which includes a statement of purpose and/or objectives.
- Promote and support the academic and social standards of the University in keeping with its stated educational mission.
- Submit renewal of recognition each academic year. Continued recognition is dependent on timely submission of all appropriate paperwork and fulfillment of all responsibilities as outlined in The Book.

All forms needed to start a club or organization can be found in the Forms, Forms, and More Forms Section starting on page 86.

Official University recognition and those privileges that accompany recognition may be revoked by the Student Activities Office provided some form of due process has been afforded the student organization. (See *Judicial Board System* on page 71 for further explanation.)

Student Organization Requirements

All Student Clubs and Organizations are required to:

- **Provide representation at Student Government General Assembly Meetings if interested in Student Government Funding.**
- Abstain from any coercive or misleading methods to recruit and/or maintain membership.
- Refrain from any activity that could be considered as hazing as defined in the Judicial Handbook, The Book.
- Submit corrections to the Organization Registration Form as they occur.
- Check assigned post office boxes at least once a week.
- Submit a Program Registration form for each organized activity, on or off campus.
- Have an advisor who is a regular, full-time member of either the faculty or the staff of The University of Tampa. Adjunct faculty are allowed.
- Strive to maintain regular contact with your advisor.
- Advisors are required to co-sign the **Student Organization Registration Form** which is filed annually with the Student Activities Office.

Student Activities Office

Did You Know...

All previously approved organizations are required to register with the

each fall to retain official status for the academic year.

STUDENT ORGANIZATIONS

Sport Clubs

A sport club is a group of students (staff, faculty, etc.) that voluntarily organize to further their common interest in an activity through participation and competition.

The purpose of the club sports program is to:

- Offer a sporting and competitive activity for any interested student, who has the desire to participate and develop skills in a specific sport.
- Provide an opportunity for extramural competition.
- Foster the development and growth of individuals through satisfying competitive club sport experiences.
- To secure the use of facilities and to provide the equipment and instruction necessary for the orientation and learning skills development.
- To serve as a guiding force to perpetuate existing clubs.
- To provide a basis for fellowship among students, around common interests.

The key to success of a sport club program and each club is student leadership, interest, involvement, and participation.

STARTING A NEW SPORT CLUB

It is the responsibility of those students interested in initiating a new club sport to meet with the Director of Campus Recreation. Groups that desire recognition or renewal as a Club Sport must complete a *Start-Up Information Form* or a *Renewal Form* (available at the Student Activities Blackboard website) and satisfy several criteria:

- Formation of a written constitution and bylaws in accordance with guidelines.
- Sufficient membership interest in the sport. At least ten members must join to receive group sponsorship by the Department of Campus Recreation. If a competitive team fields more than ten players at a time, then they must have at least that many members.
- Each member must complete a *Membership Form*.
- Elected Club Officers—each club must keep an updated officer listing on file with the Director of Campus Recreation at all times.
- A *Membership Roster* of all club members. This roster must be updated at all times and should contain each member's name, mailing address, email, telephone number, and anticipated graduation date.
- Availability of facilities for practice and/or competition.
- Availability of collegiate and/or extramural competition.
- Sport is not an intercollegiate varsity team or funded independently by Student Government.
- Recommendation and a Faculty/Staff Advisor.
- Submission of a financial budget.

The approval or disapproval of the inclusion into the Club Sports Program is made by the Campus Recreation Department. If a group is denied membership, the group can reapply the next semester. For more information, please contact Charles Yezak at cyezak@ut.edu

Policies And Procedures

Why Have Policies??

One of the main goals of The University of Tampa is to keep students safe while allowing them to grow. On the following pages there are many policies that the University has in effect in order to aid in safe and successful event and program planning.

If at any time you have any concerns or questions regarding the policy or in interpreting it, please feel free to stop by the Student Activities Office and you will find the necessary resources!



Alcohol Policy

The University of Tampa Student Organization Policies & Procedures
Regarding the Use of Alcohol
June 14, 2005

The University is committed to providing an environment that includes policies and educational elements to encourage low risk, healthy, and safe choices for the use or non-use of alcohol for those of legal age, and actively encourages low risk alcohol use for those who choose to consume alcohol. Further, the University believes in the importance of alcohol education programs for all members of the University community. It is upon this and the education-oriented philosophy of the University that the following alcohol policy is based.

The alcohol policy at The University of Tampa is based on compliance with Florida State Statute 562-111, chapter 562, Tampa City Ordinance Chapter 3, City Ordinance 3-40, and the use of alcohol in moderation and under appropriate circumstances. This policy applies to all student organizations and those groups holding events on University property or in association with the University including off campus events. In the case of visitors/guests violating the policy, the host may be held responsible and depending on the violation, the visitor is also subject to arrest



Alcohol Policy

Policies

- All events on campus or during an organization event, in any situation sponsored or endorsed by the University and/or organization, or in any event an observer would associate with the organization, including off-campus events must be in compliance with the stated policies below:
 - All students and student organizations at The University of Tampa must observe Section 562-111, Chapter 562, and City Ordinance 3-4 that prohibits:
 - any person under the age of 21 from possession or consumption of alcoholic beverages,
 - the selling, giving, or serving of alcoholic beverages to persons under the age of 21 by any person or organization,
 - any person from misrepresenting or misstating his/her age,
 - open containers of alcohol.
 - All events must have a Third Party Vendor properly licensed by appropriate local and state authorities with a million dollar liability insurance policy. All sales of alcohol must be on an individual drink by drink basis and staffed only with employees of the Third Party Vendor.
 - All events that have alcohol present must be in a location properly zoned for the distribution and consumption of alcoholic beverages. (The Ratskeller is the only venue on campus that is zoned for alcohol.)
 - No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted. Only licensed third party vendors may have kegs.
 - Student organization funds or money generated from student activity fees or admission fees collected at the event may not be used for the purchase of alcohol (this includes “passing the hat”).
 - No event shall include drinking contests, drink specials, or have alcohol as prizes to any contests.
 - Open parties, meaning those with unrestricted access by non-members of the sponsoring organization without specific invitation are prohibited. All events with alcohol must have a guest list that is generated and finalized 48 hours prior to the event with each guest’s full name, date of birth, and host if not a member of sponsoring organization and turned into the Assistant Dean of Students and Director of the Vaughn Center.
 - Organizations must have designated driver programs in place. This program should specifically include provisions for commuting students who will be returning to their off-campus residences

Alcohol Policy

following the event.

- No organization may co-sponsor an event with alcohol with an alcohol distributor, charitable organization or tavern (business generating more than 50% of annual gross sales from alcohol). No funds, privileges, endorsements, charitable contributions or other special considerations shall be granted to an organization from the host site.
- No organization may hold an event with alcohol during or 48 hours preceding final examination period, at organizational recruitment induction, or initiation events, at any campus recreation event, intramural
 - event, or NCAA event, or during the academic week (Monday-Thursday), unless granted an exception by the Assistant Dean of Students.
 - Exceptions to this policy for religious services must be approved in advance by the Dean of Students or Assistant Dean of Students.
- General Procedures
 - The following must be turned into the Student Activities Office with the Event with Alcohol Form for approval:
 - Proof of monitors (one TIPS trained monitor for every 25 guests) charged with remaining sober, regulating the event and enforcing policy. (See attached list for upcoming training sessions).
 - Proof of a designated driver program or alternate transportation for guests.
 - Proof that the Organizational Officer planning the event has attended a risk management training session and passed the alcohol quiz to be eligible to hold an event with alcohol.
 - Approval by the Assistant Dean of Students or designee is subject to the above guidelines.
 - Any prior publicity (including but not limited to posters, banners, newspaper advertisements, t-shirts, etc.) must not contain phrases emphasizing alcohol being served or manner it will be consumed (i.e. “Drink and Drown” , “All you can Drink”, etc.). Publicity must also mention the availability of non-alcoholic beverages. The following statement must be included all publicity:
 - Participants at the event must be prepared to present two forms of age identification, one containing a photo. Participants must be 21 years of age or older in order to consume alcohol.

Alcohol Policy

- The final guest list must be submitted to the Student Activities Office 48 hours prior to the event.
- Alcohol may only be served at events where bathrooms can be accessed without leaving the facility. Participants cannot leave and gain readmission to the serving area under any circumstances.
- The sponsoring organization will have representatives at the door insuring that all guests are on the guest list and of legal age.
- Guests over the age of 21 must be given a wrist band at the door and must have it on at all times to be served.
- An appropriate amount of non-salty food and non-alcoholic beverages will be made available to all participants. If the non-alcoholic food and beverages run out the alcohol sales will stop.
- A sign must be displayed at all times that states “We Do Not Serve Minors. We reserve the right to refuse service to anyone who appears to be intoxicated, or who appears to be underage and cannot provide acceptable identification.” Students are responsible for staffing the entrance and will be responsible, along with security, for not allowing persons who appear to be intoxicated into the event. A birthday list of all students is to be used at the entrance. Students will be asked to present a picture form of identification. (Invited guests who are not UT students will be required to show two forms of picture identification.)
- The serving of alcoholic beverages is to be discontinued one hour before the end of the event.
- Alcoholic beverages are to be served in clear 12 oz. plastic cups only.
- Length of event to be approved by the Assistant Dean of Students or designee.
- Procedures for On Campus events with Alcohol
 - A Program Registration form must be completed with all appropriate signatures and handed into the Student Activities Office at least fifteen (15) working days prior to the scheduled activity. This form requires the signature of the Assistant Dean of Students and Director of the Vaughn Center. Other signatures will include that of the Director of Safety and Security before final approval is given.
 - An additional Alcohol Request Form to request permission to have alcohol at an on-campus event must be filled out fifteen days prior to the event. The form must be signed by the organizational advisor.
 - All organizations approved to hold an event with alcohol must use Sodexo Dining Services as their vendor unless a waiver is received

Alcohol Policy

- The amount and manner of distribution of alcoholic beverages to be served will be determined prior to the event by the sponsoring organization, in conjunction with the Director of Residence Life or the Assistant Dean of Students and Director of the Vaughn Center, whichever is appropriate.

- The Director of Safety and Security will determine the number of officers to be present to check age identification for those entering the designated drinking area and/or to assist with crowd control. This number of officers will be figured in accordance with the number of persons expected to attend the event, the nature of the event, and past history (if any) of the event. Whenever possible, the Department of Safety and Security will provide off-duty University officers for events. The sponsoring organization is responsible for the cost of the off-duty officers. If it is not possible for University officers to staff the party it shall be the sponsoring organization's responsibility to obtain appropriate alternatives in conjunction with the Director of Safety and Security. If the event is sponsored by a recognized student organization, the cost of providing (TPD) Tampa Police Department to monitor parties will be the responsibility of the organization. The rate for a TPD officer is approximately \$26/hour. All student monitors must be TIPS trained.

- If damage occurs, the proper authorities will make an effort to seek out the responsible individual(s) and refer them to the appropriate, disciplinary process. However, when this is not possible, the sponsoring organization(s) is/are responsible for any damage or extra costs incurred and will be turned over to the Organizational Judicial Board. A thorough damage assessment will be made by the Assistant Dean of Students or designee and Director of the Vaughn Center and a student representative before and after the event at the facility utilized.

- A post event meeting will be held between the leader of the sponsoring organization and the Assistant Dean of Students or designee who gave final approval of the event to assess the event. This meeting shall take place within five (5) working days after the event.

- The organization's faculty/staff advisor must be present throughout the entire event except religious services pre-approved through the Student Activities Office.

V. Procedures Off Campus Events with Alcohol

Registration and approval process

1. An Event with Alcohol Form must be completed and submitted to the Student Activities Office fifteen (15) working days prior to the scheduled event with time, date and location of the event. This form must contain the signature of the groups' advisor.

Illegal Substance Policy

Drugs, referred to here, as those illegal substances as defined by local, state or federal statutes.

Possession, consumption, provision and/or sale of drugs or drug-related paraphernalia, other than those taken under a doctor's prescription and according to his/her direction, are specifically prohibited by the University.

Student organizations are cautioned that the possession of drugs and/or related paraphernalia can be constructive.

“Constructive” possession exists if a student organization has (1) knowledge of the presence of drugs/paraphernalia in rooms, vehicles, or common areas and (2) the student organization has access to the drugs/paraphernalia.

Student Organizations can be constructively possessing drugs/paraphernalia even if the members have not used the drugs themselves.

Use of drugs cannot and will not be considered an excuse for a violation of University policies or local, state, or federal statutes.



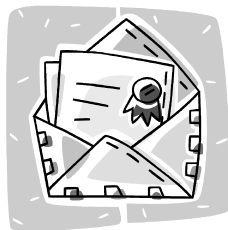
Campus Mail Policy

The University mail service is for University business only. All student organizational material to be placed into University mail boxes must be directly relevant to UT students. Each piece of mail must clearly indicate the addressee's name and campus box number. The mail room staff will not authorize mass mailing requests unless it has been first approved by the Student Activities Office.

Student Organizations are provided a campus mail address. The address is as follows:

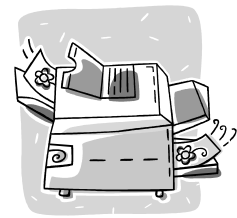
401 W. Kennedy Blvd
Box P
Tampa, Fla. 33606

Organization Mailboxes are not intended for individual members use at any time



Copy Code Policy

for organization use of the
Student Activities Office
copier.



Organizations may purchase a copy code and 1000 copies for \$20.00. If an organization decides to purchase a copy code, they must sign a contract agreeing to the Copy Code policy.

Organizations may purchase an additional 1000 copies for a price of \$20.00. The Student Activities Office will not accept partial payments or proportional payments (ex. 500 copies for \$10.00).

Payments from organizations will be made at the Student Activities Office. If an organization decides to write a check, it must be made out to the University of Tampa.

Running totals of copies by each organization will be turned into the Student Activities Office from the Office of Business Communications. If an organization is over on copies, they must pay difference to the Student Activities Office. Double sided copies are considered two copies.

Organizations whom do not pay overdue costs on copies within one calendar month will have their organization recognition and privileges revoked until paid in full.

The Student Activities Office will provide white paper only. Student Organizations wishing to make color copies, must pay for it on their own.

Catering Policy and Procedure

All University Clubs and Organizations **MUST** use UT Dining Services when planning an event. If your organization would rather cater the event using an outside company, you need to submit a “Catering Release Form” at least 20 business days in advance prior to your event. Forms will be reviewed and available for approval notification eight business days after received. Forms are available in the Student Activities Office.

Effective July 5, 2006 organizations are required to attach a certificate of liability insurance in the amount of two million dollars (\$2,000,000) for any vendor involved with an on campus group.

UT Dining Services reserves the right to approve or deny your request to use an outside company to cater your event.

Reservations

Please contact the catering department (813-251-2932) at least two weeks prior to your event. They will need the general details of the event, to include the date, time, location, number of people, menu selections and type of service. Organizations from off-campus desiring to hold an event on The University of Tampa campus must first contact the Facilities Rental department (813-253-6238) to reserve a room/venue, then contact Sodexo to plan catering them.

We have the following groups confirmed or on file: Please Note you must have a copy on hand, please come by the Student Activities Office for a copy.

- Panera Bread
- Pizza Hut
- Publix Super Markets
- Olive Garden
- Wendy’s (Form not yet on file)
- Sonny’s (Form not yet on file)

Note: Items not published in the UT Dining Services menu must be confirmed a minimum of 3 weeks in advance and are subject to availability. Prices listed are subject to change

Catering Policy and Procedure

CONFIRMATION

Once the details of your event have been finalized, you will receive a confirmation sheet to be signed and returned at least five business days prior to the event. This process helps ensure the successful completion of the event according to your individual specifications.

GUARANTEE

To ensure proper service, we must have the final guarantee of the number of guests to be served no later than three business days prior to the event and by Wednesday noon for all weekend functions. Additional charges may be incurred for increases to the guaranteed number made with less than three business days notice. We are always prepared to serve ten percent over the guaranteed number, and will bill whichever is greater...actual number served or guaranteed number of people.

CANCELLATION

Cancellations of any function should be made 5 business days prior to the event to ensure that no extra charges will be levied. Cancellation after this period will result in a charge of no less than 50% of your total bill. Cancellation within 48 hours of any scheduled function will be billed at 100%.

Catering Policy and Procedure

LINEN

A variety of colored napkins and white tablecloths are included in the cost of your dinner or reception. Skirting for food tables and ONE registration table is included. Please check and confirm early as to color availability. We are pleased to offer an additional selection of colors, styles and fabrics, including chair covers, to further enhance your event.

SERVICE PERSONNEL

To ensure the smooth progression of your function, waiter/waitress service must be provided for all receptions. All charges are subject to 15% service and labor charge. An additional service fee of \$15.00 per hour per server will be charged for any lunch or dinner exceeding 2 hours.

ANCILLARY SERVICES

We will be happy to assist with any arrangements you might need, from music to flowers to photographers. We work with several industry professionals, keeping in mind any budgetary concerns.

MISCELLANEOUS

- All published prices are for events held on the University of Tampa campus. There may be individual charges for other venues.
- Any event under \$100 may be subject to a \$25 service charge.
- There is a minimum charge of \$50 for all events.
- Served meals for fewer than twenty guests, which require an attendant to remain with guests, will incur an additional charge of \$15.00 per hour per server for labor.
- Catered events are provided with disposable service ware. China and glassware are available at an additional charge.
- Tax exempt organizations are required to submit a copy of their tax exemption certificate prior to the event.

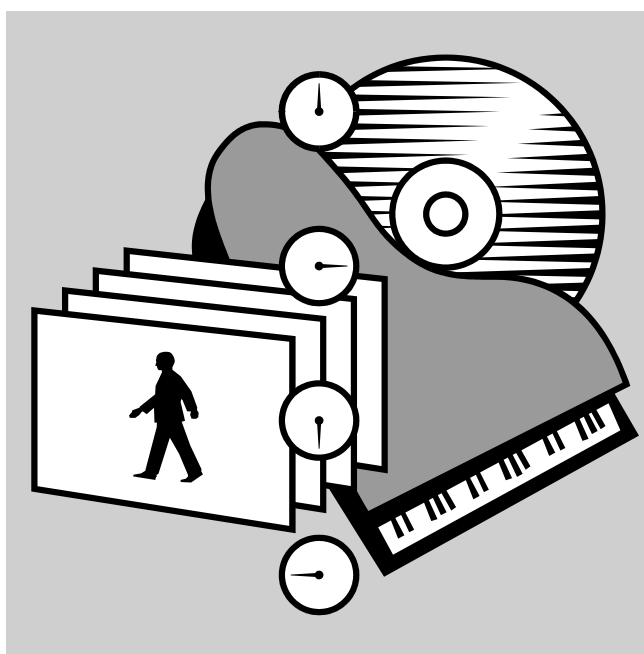
Media Services Policy

If your club or organization is in need of any technical support services (i.e. microphones, music, power point slides, etc.) Media Services is the office to contact for help.

When your room has been approved through the Student Activities Office, the next step is to fill out a Media Service Request form (Please refer to *Forms, Forms, and More Forms* in this handbook on pg.86). Your club or organization can pick up this form at the Student Activities Office or at http://www.ut.edu/library/media_services/ser_requests.html.

Media Services needs the forms at least 14 working days in advance.

****Remember that submitting the form does not mean Media Service can fulfill your request. They will be in touch with you as soon as possible to let you know if they can or can not service your event****



Parking Policy

GENERAL INFORMATION

1. The University of Tampa is private property and is not open to the general public except during authorized special events. The University reserves the right to control parking on campus. The University of Tampa assumes no responsibility for vehicles parked on University property.
2. Driving the wrong way on a one-way street is prohibited and will be strictly enforced.
3. The maximum speed limit on campus is 15 mph.
4. All faculty, staff and students who park their vehicles on campus between 7 am and 10 pm Monday through Friday, must register their vehicles with Campus Security.
5. Parking on campus is allowed only when the vehicle's operator is on University business, attending class or attending a University event. Vehicles may not be left on campus during the summer break. Students participating in Study Abroad Programs must make arrangements with the Campus Security Director prior to leaving vehicles on campus.
6. Faculty, staff and students are to ensure that their guests observe these regulations.
7. Any vehicle left for three consecutive days without being moved will be considered abandoned and will be subject to impoundment at the owner's expense. The operator

of a vehicle that becomes disabled must notify Campus Security immediately to avoid the vehicle being considered abandoned.

8. Vehicle repairs are permitted only if they can be completed safely without risk of damage to other vehicles or property.

PARKING AREAS

All faculty, staff and students must park in their designated parking areas Monday through Friday between 7 am and 10 pm. All visitors must park in the visitor parking areas, unless prior arrangements have been made with Campus Security. If the visitor areas are full, visitors must obtain a temporary parking permit at the Campus Security Office.

RESERVING PARKING AREAS

If you are having an event and wish to reserve parking spaces, fill out a program registration form and submit to the Student Activities Office. The form will then be routed to Security.

If your club or organization would like to have a car wash, you may submit a program registration form requesting either the Edison Parking Lot or the Smiley Parking Lot. These are the **only two** areas where car washes may take place.

Finance Policy

Finances:

Although organizations are a part of the University of Tampa, they are not entitled to the University of Tampa's non profit status to open a bank account. Bank accounts for organizations may be done in three different ways

National groups:

If you affiliated with a national organization, please contact them and find out if you are allowed to use their non-profit status. Most national organizations do allow this. If this is possible, you may go to most banks and open an account, but it is important to inform the bank that you are a non-profit organization and show the bank your national office non-profit status.

Individual:

Some individuals open up bank account under their name for their organization. This is common, but it is important that that individual is responsible and understands that it is under his or her name.

Non Profit:

Organizations may want to talk to the bank to see what they need to do to create their own non-profit status. In years past, the start up costs and paperwork made it difficult, but it may be an option.



Posting Policy

GENERAL CAMPUS

- All non-academic posters, table tents, flyers, banners, signs, etc. must be approved and stamped by the Student Activities Office **before** being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by Residence Life).
- Student Activities has full discretion in approving posters.
- Any such materials posted on campus that are not approved and stamped **will be removed**.
- Banners must not impede the flow of traffic and provide a minimum of 6'6" clearance.
- Only registered UT organizations and students selling individual goods (books, furniture, etc.) can post on campus.
- Due to limited space, posting is not permitted for any organization not affiliated with UT. ****The Minaret, WUTV, and WUTT are available for advertising of this nature.****
- Material presented **may not be of any offensive nature** as determined by the Student Activities Office (sexist, racist, obscene, etc.)
- Materials may **NOT** be placed on painted surfaces or any glass windows/doors (Including wood and/or plaster finishes).
- Flyers and banners may not be posted more than **two weeks before the event**.
- Posters for any event where alcohol is present must comply with the university alcohol policy (Please see pg. 14 of this handbook).
- No duct tape, masking tape, or strapping tape may be used.
- Thumb tacks, scotch tape, and staples are to be used only where appropriate.
- Chalking must be a **minimum** of 10 feet from entrances and may not be done on steps.

If you are looking to post in other areas not specified in this policy, please ask SAO for permission.

Posting is not permitted on trees, benches, trashcans, rocks, telephones, banisters, or campus exteriors.

Posting Policy PLANT HALL

Only **one banner per organization** is allowed to be hung up in Plant Hall Lobby and **five flyers** for the same event may be hung up on the marble columns or bulletin boards.

Banners may not exceed the length of lobby or hallway columns (see Student Activities Office for dimensions).

Organizations may post flyers:

- Around the marble columns in Plant Hall Lobby
- Anywhere in the Post Office
- In the 2nd floor Bulletin Board (at the top of the stairs)
- The Science Wing Bulletin Board
- In the Hazel Ward Lounge (the area between the Post Office and Fletcher Lounge)

Organizations may hang banners:

- Between the columns in Plant Hall Lobby
- Between the columns in Hazel Ward Lounge



Posting Policy VAUGHN CENTER

There is **no posting allowed** on the first floor of the Vaughn Center or the Spartan Club.

Posters/flyers must be turned into the Information Desk for approval **no more than two weeks prior** to the date of the event.

Posting is only allowed in designated area

- Bathroom Lobby
- Hallway by the Moroccan office
- Posters and flyers will be based on a first come, first serve basis and availability of space.

If the flyer involves an event that has multiple dates, the two week time period for advertisements is based on **the first date**.

All posters, flyers, signs, etc. must be approved and stamped by the Student Activities Office.

Material presented **may not be of an offensive nature** as determined by the Student Activities Office and for any event where alcohol is present posters must be in accordance with the University alcohol policy.

Posters may be no larger than twenty-two inches high and seventeen inches wide unless approved by the Student Activities Office.

Only thumbtacks or pushpins are allowed in designated posting areas.

Painting the Vaughn Center windows is not permitted.

All other posting policies under the Student Activities Office are still in effect.

Vaughn Center MESSAGE SCREENS

Vaughn Center Message Screens are available for use to registered organizations.

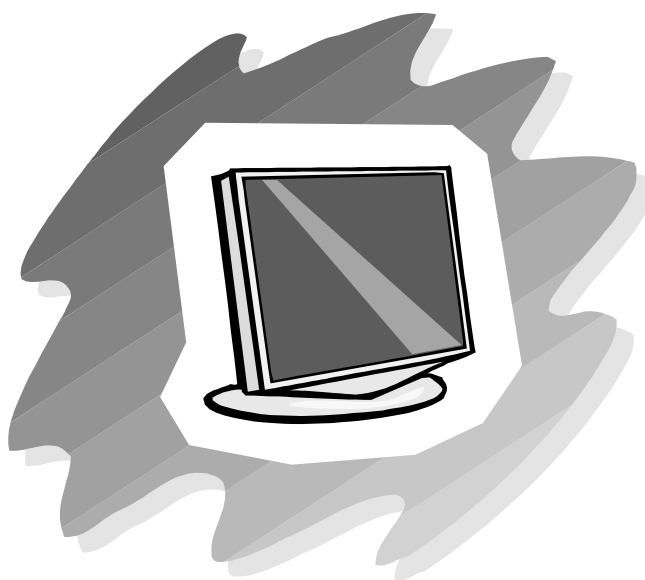
There are two screens; one in the elevator lobby and the second one is outside the Ultimate Dining Cafe.

The messages will remain up for a maximum of three weeks.

The Student Activities Office, in conjunction with the Office of Public Information, administers the use of the Vaughn Center Message Screens.

A Vaughn Center Message Screen Request Form may be picked up in the Student Activities Office.

The Request Forms must be in at least one week prior to the presentation date.



Posting Policy JOHN H. SYKES COLLEGE OF BUSINESS

Flyers may be hung:

- On the first floor Bulletin Board located in the vending machine area.
- On the second and third floor Bulletin Boards located around the faculty offices.
- Nothing may be taped to the walls or doors in the building.
- The College of Business and the Student Activities Office have full authority to take down any flyers that they feel are inappropriate, not hung in the correct manner, have been up for an unreasonable amount of time, or any other reason

Posting Policy OTHER AREAS AROUND CAMPUS

Flyers may be posted in the following areas:

- Macdonald-Kelce Library
 - Bulletin Board inside the front door
- Information Technology
 - Bulletin Board outside of Room 113 in the Computer Center
- Military Science
 - Bulletin Board outside of the ROTC building
- Health and Counseling Center
 - Only one flyer at a time may be hung up on the back of the door at the Health Center
- Speech, Theater, and Dance
 - Bulletin Board located on B Street
- Music Center
 - Bulletin Board in the Furman Music Center in front of room 110
- Communications and Nursing Building
 - Bulletin Board

Posting Policy

IMPORTANT TIPS AND INFORMATION

When UT hosts an Admissions Open House (the Sunday around the 15th of each month), all flyers, banners, and other advertisements will be taken down for these events and disposed of by Facilities.

We recommend you postpone your advertising until after these events, if possible.

Banner paper and markers are available for **registered** student organizations to use. These supplies are provided by Student Government and are available in the Student Activities Office.

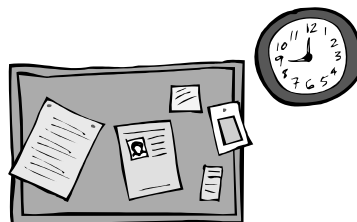
The SAO approval stamp is valid for two weeks. After this time, advertisements will be taken down.

All flyers and banners will be checked for violations throughout the week.

The Student Activities Office, funded by Student Government, now has a professional poster maker available for organizations.

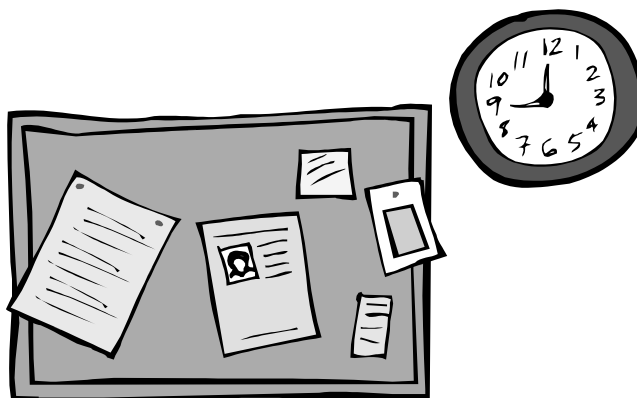
Please note that there is a **CHARGE** for the poster maker. \$2 for a 17” poster, \$3 for a 23” poster.

Organizations who wish to post flyers in Plant Hall and/or the Vaughn Center may drop off the number of copies of their flyer that they wish to post to the Vaughn Information Desk to be hung up.



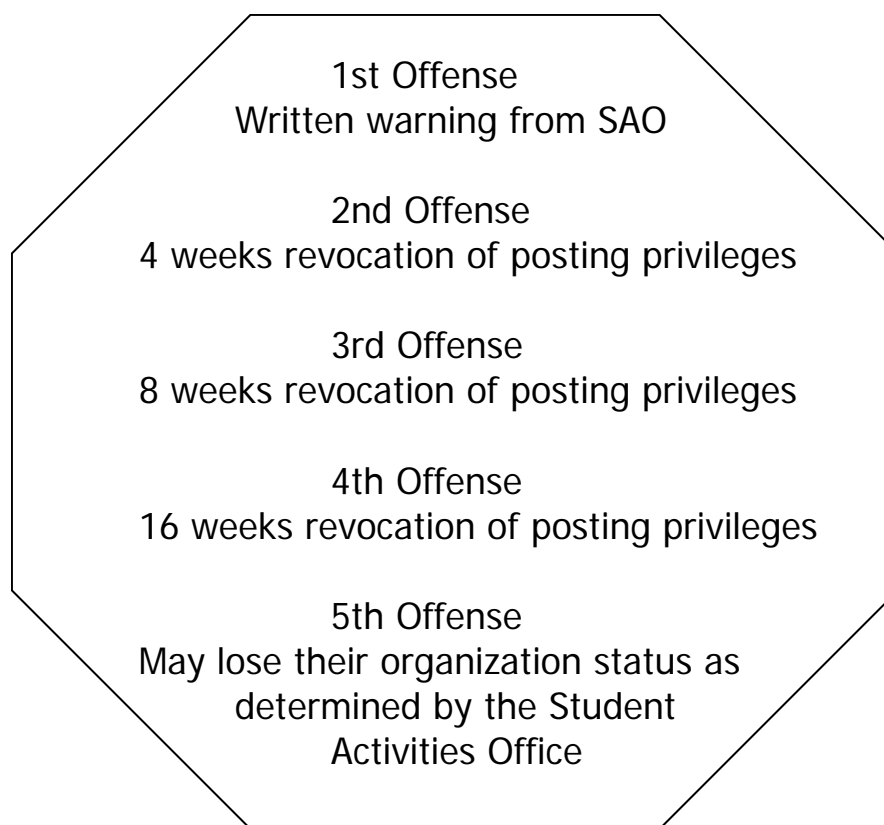
Posting Policy: Banner and Flyer Allowance

Location	Quantity
Plant Hall	5 Flyers, 1 Banner
Hazel Ward Lounge	1 Flyer, 1 Banner
Included in Plant Hall count	
Post Office	1 Flyer
Included in Plant Hall count	
Vaughn Center	4 Flyers
John H. Sykes College of Business	2 Flyers
Macdonald-Kelce Library	1 Flyer
Information Technology	1 Flyer
Military Science	1 Flyer
Health and counseling center	1 Flyer
Speech, Theater, and Dance	1 Flyer
Music Center	1 Flyer
Communications and Nursing	1 Flyer



Posting Policy VIOLATIONS

Did You Know?? Failure to comply with this posting policy will result in the loss of the following posting privileges:



Sanctions carry over from one academic year to the next.

Forgery or intentional misuse of the Student Activities Office stamp will result in an automatic semester long suspension (the organization loses all posting privileges).

All warnings and sanctions will be sent to the organization president. It is his/her responsibility to notify the group about the sanction.

A-Frame/Sandwich Board Policy

- Student Organizations/Departments can check out A-frame boards (commonly known as sandwich boards) from the Vaughn Center Information Desk.
- A-frame boards may be checked out no longer than two weeks.
- A-frame boards will be placed in the VC Plaza only.
- The Vaughn Center information desk will setup the boards at 8:00 am and boards will be taken down at 9:00 pm by the Building Manager.
- The Student Activities Office will not be in charge of making the poster for the board. Banner and markers are available in the Student Activities Office.
- Posters can stay on the board throughout the duration of the reservation. Groups will not have to take the posters on and off the board each night.
- Groups may not put their poster on the night before their reservation, only on the day of their reservation.
- All posters must still be stamped by the Student Activities Office.
- In case of inclement weather, A-frame boards will be put away and not be displayed inside.
- Organizations may only reserve one side of one board/ per event at a time.

Room Reservations Policy

There are several areas around campus that a student group or organization may use for its activities, events, meetings, and programs.

Once you begin planning an event, the forms should be completed as soon as possible as facilities are on a first come-first serve basis. However, the Student Activities Office requires a minimum of five working days to process the paperwork.

To register a program, event, meeting, etc. it is necessary for you to fill out a **Program Registration Form**. These forms can be found in the SAO. Contact SAO and they will help you register the event.

The Program Registration Form not only assures that your event is registered with our office, it is the only way that you can officially reserve the location of your event.

*****Remember, regardless of whether your event is held on campus or not, you are required to submit a Program Registration Form.*****



Student Organizations RESERVATIONS POLICY

University sponsored events will not be charged for use of The University of Tampa rooms. This must be true University sponsorships where the point person in charge is a representative of a University of Tampa student organization.

The Student Organization cannot sponsor an event for a for profit–company with any financial support towards that company. Any meetings and/or events must directly effect the University community and the student organization.

Student Organizations organizing fundraisers for non-profit organizations must be approved by the Assistant Dean of Student and Director of the Vaughn Center and the Vice Development and University Relations.

Any costs occurred from what is defined as a rental will contracted out by Facilities Rental.

Reservation Procedures:

All reservations for student organizations start with the Student Activities Office.

The student organization must fill out a Program Registration Form. The contact name on the program registration form is the individual will contact on event specifics.

Reservations will be handled on a **First Come, First Serve Basis**. Reservations may be made one academic year in advance starting after the annual calendar-setting meeting in April.

*Please note: Departments may have certain polices in place, please read the room list on page 42-43 to check to see if there are any special notes.

Once the Student Activities Office receives the request it will called to department in charge of that room. If the room is not available, the Student Activities Office will contact the second choice and then the third choice. The more options the student organization gives, the better opportunity it is to find a space.

Vaughn Center RESERVATIONS POLICY

- Multiple dates and “second preference dates” are allowed on the program registration form.
- If we have exhausted the preferences, the student organization contact will be contacted. No request for rooms are guaranteed.
- All confirmation will now be sent through e-mail from the controlling department. We will not return the program registration form.
- At the time of the event **YOU MUST HAVE YOUR CONFIRMATION, IF YOU DO NOT AND THE EVENT IS NOT IN THE SYSTEM YOU MAY LOSE YOUR ROOM. THIS IS VERY IMPORTANT.**
- Although Registration forms are accepted within five days of the event, an answer is not guaranteed.

Requests on-line.

It will work, but I have no clue how.

General Notes:

- Any misuse or abuse of rooms may result in loss of privileges for future meeting space at The University of Tampa and payment of damages.
- In the event of a cancellation, please call the Student Activities Office as soon as possible.

Student Organizations RESERVATIONS POLICY

If sound or lighting is requested from the organization, they must fill out a media services request from at least two weeks in advance. Media Service requests are available in the library and Student Activities Office or online at www.ut.edu/library/media_services/ser_requests.html

If this is an outside rental, student organizations must use an outside vendor. The Allen n. Reeves Theater must be a vendor approved by Media Services.

Any event with alcohol must follow The University of Tampa Polices and Procedures Regarding the Use of Alcohol. Please refer to the Alcohol Policy on page 14 in this handbook.

Equipment will be available upon a first come first serve basis for the responsible party, but must be specified on the Program Registration Form.

All groups must start through UT Dining Services for food and/or drinks. Please refer to the Catering Policy on pgs. 23-25 in this handbook.

Reserved spaces will be made available at the time indicated on the “Program Registration Form” as the “scheduled start time” and must be vacated at the “scheduled end time.”

The organization and individual who made the reservation are responsible for leaving the room in the same condition as when the event began.

Please Note: The Program Registration Form is only a request form. Completing and submitting the form within the proper time limit does not guarantee your organization the space.

Policies and Procedures

Location	Dinner/Theater Style	Other	
Plant Hall:			
Grand Salon		150/225	
Music Room		80/100	
Fletcher Lounge		300/300 guests	
Plant Hall Lobby			No Vendors
Plant Park		*	
West Verandah		20	No Food & Drink (NF & D)
PH 208, 248, 343			
PH 240, 245, 312, 313, 348, 354		30	NF & D
PH 209/210/213/217/227/231/237/345/353		35	NF & D
PH 215, 225		40	NF & D
PH 220		50	NF & D
PH 325		25	NF & D
PH 327 (Seminar Room)		20	NF & D
PH Science Wing 233A		26 (Tables)	NF & D
PH Science Wing 208, 211, 233B		30	NF & D
PH Science Wing 303 (Tiered)		40	NF & D
Riverside Center:			
Trustees' Conference Room		24/40	Very Limited Access
Sykes College of Business			
Bob Martinez Sports Center:			
Sword & Shield		* Limited Access	NF&D
Cass Building			
Rooms 100, 125		80/90	Limited Access
Rooms 104, 142, 189		100	
Room 121		10	
Rooms 123, 160, 164, 166, 176, 172, 180, 184, 185, 186, 187, 202, 205		25	
Rooms 167, 168		20	
Room 188		30	
		50	

Policies and Procedures

John H. Sykes

Room 114	10	
Room 134	84	
Room 135	15	
Room 151	20	
Rooms 161, 174	27	
Room 166	22	
Room 169	23	
Room 172	23	
Rooms 175, 333	24	
Rooms 234, 235	26	
Rooms 236, 237	42	
Room 266	46	
Rooms 274, 315, 320, 332		36
Room 283	31	
Rooms 286, 316, 334	30	
Room 319	32	
Lawn	100	
Park	79	
Plant Hall		
Room 209	30	
Room 210	41	
Rooms 213, 313, 325, 345		40
Room 215	42	
Rooms 217, 231, 240	35	
Room 220	48	
Rooms 225, 227	48	
Rooms 246, 327, 353, 354, 425	32	
Room 312	25	
Room 321	36	
Room 340	20	
Room 348	28	
Chisler's Room	31	
E. Verandah, W. Verandah, Lobby	10	

Policies and Procedures

Plant Hall Continue	150
Fletcher Lounge	230
Grand Salon	120
Music Room	136
Park	500
Plant Pak	
Plant Hall Science Wing	
Room 302, 305	12
Room 104, 303	40
Room 105	35
Room 106	12
Rooms 107, 108, 310	20
Room 114	15
Room 117	14
Room 118	10
Room 208	36
Room 211	34
Rooms 215, 225	15
Room 233A	21
Room 233B	32
Pool	100
Courtyard	50
Room 101	25
Room 102	12
Room 107	61
Rooms 109, 111, 113	41
Alum	30
Park	16

Policies and Procedures

Bailey Art Studio	
Rooms 111, 115, 116, 120, 122, 123, 125	20
Room 110	9
Room 117	25
Martinez Sports Center	
Rooms 100, 122, 125	25
Room 104	10
Room 105	20
Room 117	27
Room 118	30
Room 120	41
Mart, Pepr	500
SES	130
Soccer, Track	1000
Residence Halls	
McKay Hall Lounge	40
McKay Volleyball Court	*
Straz Community	
Walker Hall	50
Room 102	20
Room 106, 109	30
Room 110	27
Room 112	35

Approved No earlier than 1 month prior to the event

Policies and Procedures

Movement Lab	*	
Seminar Center & Learning Lab		
Dance Studio	* NF & D	
ResCom Clubhouse	50	
Res. Com Meeting Rooms (each)	10	
Res Com Quiet Room (across from desk)	15	
Smiley Hall Downstairs Lounge	25	
Smiley Upstairs Lounge	20	
Smiley Courtyard	25	
Intramural Fields	*	
Lecture Hall A	73	No Food or Drink
Lecture Hall B	66	No Food or Drink
McNiff Outdoor Recreational Courts	*	
Rathskeller	80	
ROTC 101	40	
ROTC 102	40	
Library: (No Food or Drink)		
Park Lot	14	
AV1	32 (conference tables & chairs may not be moved/rearranged)	
AV2	32 (Theater Seating)	
AV#	25 (Theater Seating)	
Falk Theater	714	
Vaughn Center		
Courtyard	250	
Conference Round Table:	20 (conference table may not be moved/rearranged)	
Breakout Room One:	8 (conference table may not be moved/rearranged)	
Breakout Room Two	8 (conference table may not be moved/rearranged)	
Judicial Hearing Room:	14 (conference table may not be moved/rearranged)	
Commuter Lounge:	50 (room set)	

Table Reservations Policy

Organizations must obtain permission to reserve a table in the Vaughn Center or Plant Hall by filling out a Program Registration Form through the Student Activities Office.

Please allow **at least five business days** for a response to your request.

IMPORTANT: A Program Registration Form is **ONLY A REQUEST** for a table, just because it is filled out does not mean it has been approved.

- Only tables on the first floor of Vaughn Center and in Plant Hall Lobby may be reserved.
- Tables may be reserved from 7:00a.m. to 1:00a.m.
- Organizations may reserve tables for a maximum of five consecutive days.
- Tables cannot be moved from their designated spots in the Vaughn Center or Plant Hall Lobby.
- Organizations must remove their material at the end of each day.
- When organizations set up their table, please sign in at the Vaughn Center information desk.
- Any damage to the tables, chairs, or surrounding areas will result in a charge for repairing damages or replacing tables/chairs and a loss of table privileges.
- If an organization/department leaves any material behind, posting policy sanctions are applied.

Student Organizations Outdoor Sound Policy

VC Plaza

Amplified sound is allowed during the following times

- 12-10 pm from Monday-Thursday
- 12-11 pm on Friday and Saturday
- All musical performers must setup on the south lawn of the Plaza next to Austin Hall. All other artists will be determined by Media Services and the Student Activities Office.
- For social and DJ events the SPL DB (Sound Pressure Level Decibel) is not to exceed 84 db A weight at 20 feet from loud speaker.
- For bands and other larger scale events the SPL DB is not to exceed 94 db A weighted at 20 feet from loud speaker.
- Under no circumstances can sponsored talent go above the stated levels during the entire duration of their set.
- Sound reading will be done by the Media Services Office.

Other outside venues (East and West Verandah, Parking Lots, Front of the John H. Sykes College of Business)

- No amplified sound will be allowed during academic hours in the above mentioned spaces.
- Amplified sound will not be allowed until after 10 pm Monday-Thursday, after 5 pm on Friday, and after 12 pm Saturday and Sunday (Times may vary on Saturday and Sunday depending on testing).

Plant Park and the UT Pool

- Plant Park and the UT Pool may have amplified sound during academic hours, but must be kept at a minimum and responsible level. If any complaints are received, the sponsoring organization will be forced to either lower the sound or turn it off all together.

Vaughn Center NINTH FLOOR RESERVATION POLICY

The Ninth Floor has three rooms that can be reserved. They are the Crescent Club, The Board Room and the President's Conference Room.

Crescent Club:

The Crescent Club is a 5000 sq ft. space that can seat 200 to 290 maximum at 5 foot round tables or 400 theater style seating. It has an in-the-ceiling audiovisual screen, projector and speaker system, and two locations for smart podiums. No stage or dance floor is provided. It has floor to ceiling windows on three sides with partial room darkening screens.

President's Conference Room:

The President's Conference Room is 900 sq ft. and can seat 17-20 at a large conference style table permanently located in the room. The room has two flat screen televisions connected to an audiovisual system.

The Board Room:

The Board Room is 2500 sq ft and seats 60 at conference style seating. The room can seat 160 maximum at 5 ft round tables or 252 maximum in theater style seating. The room has a fully automated audiovisual system.

Requesting the Ninth Floor:

The policy for requesting the Ninth Floor is as follows:

- Organizations must request the Ninth Floor at least six weeks in advance of event.
- Organizations must specify which room they would like to reserve, the Crescent Club, and/or The Board Room. The President's Conference Room is a non available space.

Vaughn Center NINTH FLOOR RESERVATION POLICY

- All requests must come from The University of Tampa officially sponsored campus organizations.
- Any campus organization wishing to request the Ninth Floor must be in good standing with The University of Tampa (Definition of good standing is in The Book) and the Student Government as defined in the Constitution.

All requests for the Ninth Floor must have the following attached:

- A Vaughn Center Ninth Floor request form (Note: A Vaughn Center Ninth Floor request form is only a request for the room, it is not a guarantee).
- A typed timeline of the event including set up, event start and end time, and strike.

Once all of the paperwork is properly filled out, please turn it in to the Student Activities Office. The Assistant Director of the Vaughn Center and Student Event Services will set up a meeting to talk about the program in more depth.

Once all of the information is turned in and the Student Activities Office feels the request merits use of the Ninth Floor, it will be sent to the President's Office (The Board Room and The President's Conference Room) or Facilities Rental (Crescent Club) for final approval.

If The Request Has Been Approved:

- The Assistant Director of the Vaughn Center and Student Event Services or the Student Coordinator of Event Services will do a walk through with the sponsoring organization. This walk through will consist of acknowledgement by both parties of any damage prior to the event.

Vaughn Center NINTH FLOOR RESERVATION POLICY

- When deemed necessary, a Student Activities Office staff member and a building manager will be assigned to support the event.
- After the event, the Assistant Director of the Vaughn Center and Student Event Services or the Student Coordinator of Event Services and the sponsoring organization will do another walk through to assess any damages to the venue.
- If damages have been found, the sponsoring organization will be responsible for the costs. Facilities Management will assess damage costs.
- If the organization does not pay for the damages assessed to them, they will lose their organizational status and all privileges. The organization will continue to lose recognition until the bill is paid in full.
- If individuals are found to have done damage to the Ninth Floor, they are subject to judicial sanctions as defined by The Book.
- It is the responsibility of the organizations to monitor their guest list by having a representative on the first floor checking people in.
- Any individuals who are not affiliated with The University of Tampa are the responsibility of the sponsoring organization.
- No alcohol will be permitted.
- No smoking is allowed inside the Vaughn Center.
- No red punch will be allowed.
- The set-up of the room(s) determines fire code. The Facilities Event Coordinator will determine fire code count.
- No taping, stapling, or use of tacks on the walls, window or doors will be allowed on the Ninth Floor.
- All catering services will be through UT Dining Services.



Vaughn Center REEVES THEATRE POLICY

The Allen Reeves Theater is located on the second floor and can hold up to 180 in tiered theater style seating. It can be used for lectures, theater, movies and meetings and has a full compliment of audiovisual equipment.

Reservation Process:

- Clients may request the Reeves Theater by contacting the Student Activities Office at 813-253-6233 or by going on-line at www.ut.edu
- Please include all preference dates and times including rehearsals, tech requirements, if the event will charge and if it is open to the public.
- The Student Activities Office will contact the client in a timely manner on the availability of the theater.
- A trained staff member of media services must be at the theater, if the sound or lighting system is needed. The client must fill out a media services request from at least two weeks in advance. Media Service requests are available in the library and Student Activities Office or on-line at www.ut.edu.
- Special classroom meetings will be allowed if approved by the Assistant Director of the Vaughn Center and Student Event Services and the Assistant Dean of Students and Director of the Vaughn Center, but regular classroom meetings are not permitted.



REEVES THEATRE POLICY

- This theater is designed for meetings, dance performances, lectures, student recitals, comedy shows, movies, small theater productions, but not full-scale musicals, large bands etc. The Assistant Director of the Vaughn Center and Student Event Services will review special requests for use of the theater.
- The individual and/or organization that reserve the theater will be responsible for light cleaning of the facility immediately after their event. This includes, dressing rooms, side stage and house. If the theater is not properly cleaned up, a cleaning charge and loss of privileges may occur. The Student Activities Office in conjunction with Facilities will determine if costs are necessary.
- Hours of theater usage are from 8:00 am to 12:00 am during the Academic Year, the Reeves Theater is closed during the certain University holidays.
- Summer hours are dependent upon available staffing hours, summer hours will be determined by the Assistant Director of the Vaughn Center and Student Event Services.
- Capacity shall not exceed 180. There is no standing room only.
- Any filming or projection done by the client or audience is allowed, however no one will sit in the row that this is done. The entire row must be blocked off. If a client chooses to use their projector, they will not be allowed to use the drop down projection screen.
- Patrons are not allowed to stand in aisles during performance and may not place anything in the aisles (i.e. The sound booth/projection room is to be occupied and used only by Media Services personal.
- Food and drinks in the theater must be approved by the Assistant Director of the Vaughn Center and Student Event Services and the sponsoring party must help with clean up in the theater after the event. Otherwise food and drinks are not allowed in the theater.
- All groups must go through Sodexho Catering Services for food and/or drinks.
- Any group wishing to serve their own food and/or drinks must obtain a food waiver from Sodexho Catering Services. They may be reached at 258-7257.
- The responsible party/organization will be responsible for paying to tune the piano if needed. The Student Activities Office will provide a contact number for a piano tuner.
- It is the client's obligation to inform all necessary personnel including Sodexho catering services, facilities, security and the Student Activities Office of the event.
- Keys are the responsibility of the Vaughn Center Building Management. They will handle openings and closings of the theater, dressing rooms etc.
- It is the responsibility of the sponsoring group to provide support for the concession stand and box office.
- It is the responsibility of the sponsoring group to clean the dressing rooms, any equipment left after the event will be thrown away unless prior arrangements with Assistant Director of the Vaughn Center and Student Event Services were made.
- Weekly meetings must receive special permission by the Assistant Director of the Vaughn Center and Student Event Services and the Assistant Dean of Students and Director of the Vaughn Center.
- Any outside groups wishing to rent the Allen Reeves Theater shall adhere to The University of Tampa's facilities rental policy agreement. Please contact the Facilities Events Coordinator at 253-6238 for more information.

Vendor Policy

- All vendors must register through the Student Activities Office by letter with the following information:
 - Company's name
 - Contact name and number
 - Merchandise that is being sold
 - Percentage or dollar amount guaranteed to the organization (10% of day's gross profits or \$50.00 is the minimum)
 - Dates available
- Off-campus vendors may only set up in Plant Hall West Verandah.
- Outside vendors are permitted as guests and may not openly solicit interaction, business, etc. (i.e. calling out, blocking areas, etc.)
- Vendors may only come to campus for two consecutive days in one month for a single organization.
- A vendor can return each month.
- An organization may have as many different vendors in one month as they wish to, but cannot sponsor more than one vendor per day.
- Vendors may have many different organizations sponsor them in one month.
- Only the sponsoring organization may reserve a table for the vendors.
- All vendors must have a parking permit from Security. Arrangements will be made by the sponsoring organization. If a vendor parks illegally and is ticketed, The Student Activities Office or sponsoring organization is not responsible for payment of any kind.
- Vendors must honor financial obligations with the sponsoring

organization at the end of each day by either paying the organization directly or paying the SAO office before 5:00 pm.

- If the vendor sells food or drinks, the sponsoring organization must receive approval from Sodexo.

Soliciting Names, Surveying, Distribution of Literature, etc.

- Any soliciting of names for mailing lists, administration of surveys, distribution of literature, or any similar activities must be done by the members of the student organization that is actively sponsoring the outside agency. Representatives from the outside agency may not come onto campus for these purposes. The Student Activities Office also reserves the right to refuse such requests made by phone or mail in order to protect the rights and privacy of the students.
- Any agency wanting to survey students for a research project and/or would be using The University Of Tampa students as a specific population must provide the Assistant Dean of Students and Director of the Vaughn Center with a synopsis of the study. Approval for such a project must go through the Assistant Dean of Students and Director of the Vaughn Center, Dean of Students, and the Institutional Review Committee.

Volunteer Hours P.E.A.C.E. Policy

A club or organization can keep a record of volunteer hours during the academic year. The number of hours a club or organization earns can lead to recognition at the annual “Leadership Awards Night” banquet.

In order for a club or organization to register hours with the P.E.A.C.E. Office, they have to stop by the P.E.A.C.E. Office and fill out a “PEACE Volunteer Record Form”. This form **MUST** be signed by the advisor or facilitator of the volunteer event.

Once the form is filled out completely, drop it off at the P.E.A.C.E. Office located in Vaughn 206.

Students who are involved in multiple clubs or organizations can not register the same hours for multiple clubs or organizations. A student can register his or her individual hours for only one student organization.



Student Government and Funding

Student Government Officers And Their Roles

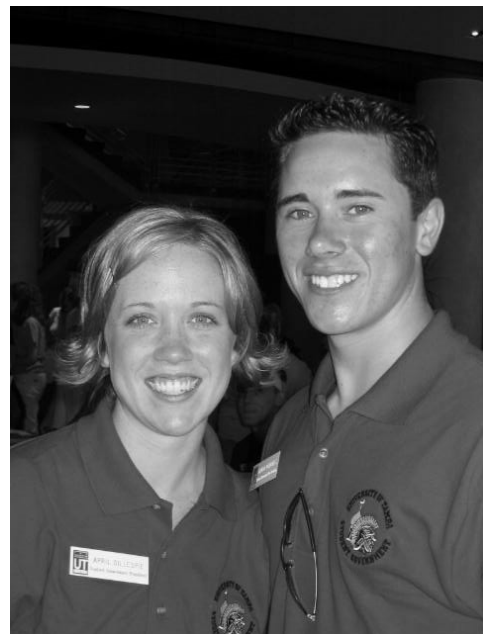
Open to all students, Student Government is a great way to help facilitate positive change within the University community. Student Government enables all members of UT's diverse student community to have their opinions heard regarding campus policies, new ideas, or developing trends. Executive Board and General Assembly meetings are held weekly and are open to all interested students who wish to voice opinions or share creative ideas.

Additionally, Student Government Executive Officers hold office hours to meet with students.

The Student Government Officers are elected in the Spring Semester for the following academic year. There are nine positions that anyone can run for as long as they meet the following criteria both during the election period and during the time of their term if they are elected.

All elected officers and candidates **MUST**:

- Be regularly enrolled at The University of Tampa and be carrying at least 12 semester hours
- Be in good social and academic standing with the University
- Fill out and return to the current SG President the Registrar Verification form and take it to the Registrar's Office for seal and signature
- Sign the Judicial Release form and return it to the Dean of Students



Student Government Officers And Their Roles

The nine positions that students can choose to run for are:

- President (Must be Senior status by the following academic year)
- Vice-President (Must be Junior or Senior status by the following academic year)
- Residence Hall Association President (Must reside on campus and be active in either RHA or a Hall Council)
- Spartan Commuter Organization President (Must be a commuter and be active in SCO)
- Treasurer (Works with the finances and allocation of funds to student organizations)
- Secretary (Responsible for taking attendance and recording the minutes of the General Assembly and Executive Meetings)
- Director of Public Relations (Oversees marketing and advertising for Student Government sponsored events)
- Director of Special Events (Responsible for organizing Spartan Bowl and other University events)
- Director of Student Services (Responsible for organizing and chairing the Facilities, Security, and Student Affairs committees)



Student Government Officers And Past Campus Events

Student Government's mission is to act as the umbrella organization which oversees the multitude of student organizations on campus and as the governing board for the entire student body.

While Student Government fulfills their mission through the policies that they create and enforce, they also fulfill their mission by helping other student organizations succeed.

Their effort in helping organizations and students succeed can be seen through the various events that they have helped to sponsor throughout the years.

Some of the events that Student Government has sponsored include:

Homecoming
Campus Moviefest
Get the Scoop on UT Groups
Finals Week Relaxation Activities
Board of Trustees Luncheons
Senior Class Gifts
Orientation Week Events
ELITE
Laser Team
McNiff
International Festival
Leadership Awards Night

In addition to the events that Student Government has helped to sponsor, each year the Board and General Assembly approve funding to make program ideas and dreams become a reality for the students and their organizations.

Some of the events that Student Government and the General Assembly have approved include:

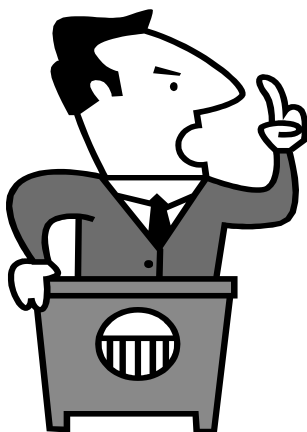
UT Crew Team Competitions
Greek Philanthropy Events
National Conferences

Student Government

How is the meeting ran?

Student Government holds a weekly General Assembly meeting. A representative from every registered club or organization must be present in order to remain in good standings with Student Government. However, a student does not need to be in an organization to attend.

The meetings are ran through Parliamentary Procedure. An example of a meeting ran this way can be found in the *Forms, Forms, and More Forms* section of this handbook located on page 92. In addition, students are given placards at the meetings to help them through this process.



Did You Know??

A club or organization can be placed on probation and even fined from Student Government by missing more than two meetings a semester.

Can I Vote in a Meeting?

As long as you are a full time undergraduate student, everyone who attends a Student Government meeting can vote. If a student club or organization is not in good standing with Student Government, then they are not permitted to take part in the vote.

Did You Know??

When votes are tallied, a club or organization is worth one vote where as an individual student's vote only counts as a 1/4 vote.

Student Government Officers And Funding Guidelines

Any student club or organization can ask Student Government for funding as long as they are in good standing with Student Government and the university. Student organizations need to submit a proposal to the Treasurer. The proposal must include the information that is listed below.

Date

Please fill out the date which you typed out the request for funds. Requests for appropriations will not be considered after the event is held. In order to receive proper consideration for an appropriation, the request must be received at least 14 days in advance.

Requested Money

This is the amount that you want to request from SG. Next to this amount, you should include the total cost for this program or activity.

Contact Person

The name of the person, (phone number and box number, too) who will represent your organization at the B&F Committee is to be listed here. This person also needs to be at the second reading at the Student Government meeting to explain the request for funds and to answer questions from the General Assembly.

How will the money be used?

Please be explicit in this area. List in as many categories as necessary to give the B&F Committee the best idea for which the funds will be used. Please explain what your organization (or members) is willing to pay.

Student Government Officers And Funding Guidelines

How will this benefit The University of Tampa and the students?

Please explain how this project or activity will benefit The University of Tampa and the student body.

List other sources that will support this request

Please list the amounts that will help support this request. If appropriate, list any organizations that will provide funding. Also, list your organization's contribution, and members' individual support (for travel requests).

Special Circumstances

Please list any special circumstances that you would like the B&F Committee to consider in this section.

Helpful Hints and Tips:

- The Budget & Finance Committee (B&F Committee) meets each week. The meeting time will be determined at the beginning of each semester. In order to prepare for that meeting, your request must be received prior to the meeting.
- If you have a contract that has been approved for payment, you may process payment for that contract at any time.
- Checks are available in eight days after the General Assembly has passed your appropriation. The check will be sent to the designated person at their box number.

Student Government Officers And Funding Guidelines

- The activity must be open to the entire campus and not for a select group. Student Government is not willing to subsidize your efforts to support your philanthropy. Student Government is interested in funding activities that would be of interest to better campus life.
- When sending members to a conference, there needs to be some financial support by the organization or the members, either by fundraisers or from the students attending.
- Funds, for conferences which would bring back information to improve some aspect of campus life, will be considered. Also, an article/column in *The Minaret*, campus program about some current



topic learned at the conference, or a presentation to the General Assembly about how the conference has or will assist the organization or the student body, is required. In this section, the organization should explain how they will bring the conference

back to the University. This program must be completed within three weeks after the conference. If the story in *The Minaret* is chosen, a copy of the column/article is to be sent to the SG Treasurer.

Student Government Officers And Funding Guidelines

After the Proposal

1. There are several steps to receive an appropriation, after you submit your written request.
 - a. The B&F Committee meets with you and makes a recommendation to the Executive Board.
 - b. The Treasurer takes that recommendation to the SG Executive Board.
 - c. The Executive Board makes a recommendation to the General Assembly for funding.
 - d. There is a first reading for the appropriation.
 - e. At the next meeting, there is a second reading and the treasurer states that the "Executive Board (and when appropriate, the B&F Committee) recommends that funds be allocated for this organization.
 - f. You will be asked to speak for the appropriation and answer questions. (If you do not have a member present to speak to the General Assembly, the request will be held until the next meeting - or until the organization is present.)
 - g. If you believe that the recommendation by the Executive Board and Finance Committee is not sufficient, you may propose an amendment. You will need to be prepared to defend that amendment.
2. Student Government will not give advances. We are unable to advance or process a check for funds unless you turn in original receipts. Once original receipts are turned in, the check will be processed according to the University schedule.
3. If you request, say \$200 for an activity/event and receive \$100 or 50% for that event/activity, you are required to submit all of the original invoices for that event/activity. If you have over estimated your costs, SG will only pay 50% of the actual costs. However, if you have overspent your request, SG will only fund up to the original appropriation.
4. Please talk with the Student Government Treasurer, if you have any questions. Student Government is located in the Vaughn Center, Room 220.

Benefits and Rewards of Student Organizations

Benefits You Can Touch

As long as a club or organization is considered to be in “good standing” with the University, they are entitled to resources . The benefits that are offered are intended to help the students have a successful club and organization. The Student Activities Office is your primary stop when looking to use these resources.

So...what are the “extras” you get by being involved?? Well, they include:

- Supplies for banner making
- Button maker and button parts
- Organizational mailbox
- Organizational voicemail and e-mail
- Discounts on ordering T-shirts
- Valuable telephone numbers and referrals for bus rentals and retreat sites
- Student Activities Weekly Global Email
- Advertising on the Vaughn Message Screen for FREE!
- Right to reserve rooms FREE!
- Media Services help and equipment for FREE!
- Use of the Student Activities Office photocopier for a minimum fee
- UT Dining Services with special student discounts
- Invited to the yearly awards banquet “Leadership Awards Night”

And most guidance and Student Activities offer you at any



importantly, the resources that the Office staff can time for FREE!

Guide to Planning a Retreat

STEPS IN DEVELOPING A RETREAT

Determining the Purpose(s) of the Retreat

Is it to:

- Examine the organization's goals/mission/direction and set new goals/vision?
- Enhance leadership through team building exercises?
- Offer leadership skills training (goal-setting, communication skills, conflict resolutions, parliamentary procedures, etc.)?
- Discuss roles and relationships with advisors, other officers, campus administrators?

Leadership Development Skills

Now decide what types of leadership development skills you want to develop to address these issues. The group would now list on banner pages what types of skill areas they want to develop further. These could be some skill areas members want to develop:

- | | |
|---------------------------------|------------------------------------|
| • Motivation | • Communication Skills |
| • Conflict Management | • Team Building |
| • Recruitment | • Problem-Solving |
| • Effective Officer Transitions | • Leadership Exercises |
| • Ethics | • Building Successful Fundraisers |
| • Goal Setting | • Effective Promotions/Advertising |

Prioritizing Leadership Skills

Now, organization members prioritize the 5-10 leadership skills they want to develop. These new skills should correlate with the organization's prioritized critical needs.

Setting Dates for Retreat

Set dates for the retreat. Please realize that not everyone's schedule will be conducive to any days set. Look for a date that a majority of the members can attend. Remember to set the date of the retreat a minimum of one (1) month notice so members can get off work and schedule time for the workshop.

Guide to Planning a Retreat

Seminar Schedule

It is usually next best to put a seminar schedule together with the workshops you want to be present. This will help your organization decide how much time will be needed to have a successful retreat.

Length of Each Workshop

Each workshop should last between 1 hour and 1 1/2 hours. People's attention spans will generally last for about 60 minutes.

Allow for Breaks

In setting the agenda for the conference, allow for 10-15 minute breaks between each session. Breaks will give members a rest and these members will be ready to concentrate better on the next session.

Length of Seminar

Once the seminar schedule is put together by the group, the organization can now set the exact length of the conference. It is generally recommended to have a seminar last at least two days with one overnight stay if your organization will cover between 5-10 items. The overnight stay helps create a bonding experience.

Budget

KNOW YOUR BUDGET! Establish how much you will have to spend on the retreat. The primary costs for a retreat are for lodging, food, and transportation. Additional expenditures include T-shirts, refreshments, certificates, workshop materials, and social activities.

Location of Seminar

There are pros and cons of having the leadership retreat both on campus and off campus. It is usually better to have the leadership retreat in a new setting to increase student enthusiasm and energy levels while avoiding the distractions of the campus. The best retreat sites are those that have no nearby entertainment.

Sleeping arrangements that offer large, bunk-style bedrooms have a tendency to increase student interaction.

Guide to Planning a Retreat

The availability of some type of obstacle or ropes course is a strong addition to any retreat. Most facilities that have ropes courses usually have trained staff to help facilitate the workshops. Ropes courses help students increase feelings of competence, and are tried and effective methods in teaching group problem-solving and decision-making. Here is a list of potential places to have a retreat:

- Camp
- Someone's home
- Hotel
- Recreational Center
- YMCA
- Local businesses
- Always remember not to be afraid to ask for help
- Churches/Synagogues
- Park
- Convention Center
- Local school
- University or Junior College

Who, Where, and How to Get Help with Retreat

Who:

- Student Activities Office
- Past Officers
- Faculty
- Administrators

Where:

- Campus Space
- Area Hotels
- Alumni Center
- Dude Ranches
- Boy Scout Camps
- Local Church/Synagogue

How:

- Simply ask an officer, your advisor, staff/faculty at your school
- List resources on campus and contact them
- Look at past retreats or other organizations' retreats - You do not have to reinvent the wheel



Room Set-Up

Room temperature should be set between 68-71 degrees. Otherwise, if below 68 degrees, people will be uncomfortable and above 71 degrees, people will fall asleep. Leave enough room in the front of the room for the speaker to be able to move about. By moving around, the speaker will hold the audience's attention longer.

Guide to Planning a Retreat

Allowing for Free Time

It is important to schedule free time for participants to have to disengage, process, and begin to integrate what has been learned. During free time, some members will play a game, rest and others will begin to discuss with other peers what was learned and changes they want to make.

Preparing Officer Notebooks

An officer/member notebook should be prepared for each person (at least officers and committee chairs). It should be passed down year to year with outdated material being tossed or placed in files before the “changing of the guard”.

Components of a good officer notebook should include the following:

- University Mission Statement
- Constitution and By-Laws
- Names and number of people/places
- Budget information
- Past projects information
- Resource list/guide
- Forms
- Specific goals/Organization goals
- Organization Mission Statement
- Procedures
- Job descriptions
- Year-end report/evaluation
- Pertinent
- Organization Calendar
- University policies/procedures
- Unfinished projects list

Conducting the Retreat

- Facilitator should arrive early to arrange materials and furniture to suit program needs.
- Use time wisely. Develop expectations that participants will be on time, the schedule will stay on time, and all free time in the schedule will be guaranteed.
- Have refreshments for energizers in reserve. Be prepared to use them when you feel energy may be slipping. (The final morning is a particularly difficult time).

Guide to Planning a Retreat

Putting Theory to Practice Once Again

A good wrap-up activity for the evening is setting up a simulated meeting situation where the group gets to apply the skills they learned. Use examples of challenges your members may face in the next 7 days.

Final Evaluations

Evaluation is a key to understand and clarify the impact of the weekend on members. Both written and verbal feedback about virtually every portion of the retreat proves very valuable for next year's planning group.

Closure Activities

It is a good idea to distribute any perks that may have been planned for the conference. Facilitators may present T-shirts, certificates of participation or "leadership degrees", group initiated awards, etc.

Post Retreat

- Sending Thank You's
Send thank you's to the speakers and facilities you used as well as any faculty, staff and members who helped during the development and/or implementation of the retreat.
- Tally Evaluations
Tally the results of evaluations (both written and verbal feedback) and document your findings for future benefit.
- Minutes of Retreat
Send the minutes of the retreat to all members who were in attendance



XYZ of Ordering T-Shirts

1. Decide design, color of shirt, colors of artwork, location of artwork, sizes, type, and number of t-shirts needed.
2. Will you be doing all necessary art or will you be paying for art charges? Art charges are typically quite expensive! If you are doing the art, all Artwork needs to be "Camera Ready", which means perfect. A picture of the design you give the t-shirt vendor will be taken and reproduced on the t-shirt.
3. If possible, produce your art/copy/type using computer graphics and then you will only need to ask the t-shirt vendor to enlarge your design to your specifications. If doing artwork, use a black pen or marker on a white sheet of paper to produce art. Are there any copyright infringements you need to be aware of? (graphics available in Student Activities).
4. You will be charged for each additional color you want printed onto the t-shirt. This is called a "Screen Charge." For example, if you wanted 2 colors on the front and 4 colors on the back, typically you will be charged for 6 screen-charges.
5. All t-shirt orders should be completed using a UT "Purchase-Order/Purchase-Requisition". Three quotes from different t-shirt vendors are needed. The University will only honor the lowest bid. Kathleen Riga, in Purchasing, at x3878, should be contacted to get three different bids for you. It is imperative that you get your information to her at least four weeks before ordering t-shirts.
6. Kathleen Riga in Purchasing will need to know the following: number of t-shirts you will order, color of t-shirt needed, colors you want printed on t-shirt, design of t-shirt, design of t-shirt camera-ready or artist needed, type of t-shirt (50-50 cotton/poly blend or 100% cotton) and location of the design on front, back, etc.
7. Kathleen Riga will then notify you with the lowest bidder and you can then complete a Purchase Requisition Form in Student Activities, obtain proper authorization signatures, and submit to purchasing or ordering. Vendor will ask you for a P.O. #. Most t-shirt vendors will need at least two weeks from order date to fill your order if no special art is needed.
8. Once you have received the t-shirts and are satisfied that the finished product is what you agreed upon in your contract with the vendor, notify Kathleen Riga at x3878 and let her know she can release payment to the vendor.
9. If you would prefer, it is possible for you to call the t-shirt vendors and receive written quotes yourself. Three (3) quotes will then need to be attached to the Purchase Requisition Form and the proper Authorization signatures must be obtained before you can order the t-shirts.

T-Shirt Vendor List

Vendor Name	Contact	Phone #
Florida Shirt Co.	Joanne (Jon Ann)	837-4478
Palladium Graphics	Jack or Keith O'Brien	988-2272
Singleton Signs & Spec.	Diane or Iris	933-6824
T-Shirt Tim's	Martha	247-1098
Image Depot (Your Logo)	John, Brandy, Debbie	979-0215
Greek 101	Jordan	1-888-473-3550ext.102
Unlimited Promotions	Mark	1-877-promote

ABC of Ordering Buses

1. All bus/van orders should be completed using a UT “Purchase-Order/Purchase-Requisition”. Three quotes from different bus/van vendors are needed. The University will only honor the lowest bid. Kathleen Riga, in Purchasing, at x3878, should be contacted to get three different bids for you. It is imperative that you get your information to her at least four weeks before ordering t-shirts.
2. Kathleen Riga in Purchasing will need to know the following: number of students traveling, if any of the students have special needs (e.g. wheelchair bound, etc.), date of event, destination of event, pick-up and return times.
3. Kathleen Riga will then notify you with the lowest bidder and you can then complete a Purchase Requisition Form in Student Activities, obtain proper authorization signatures, and submit to purchasing or ordering. Vendor will ask you for a P.O. #. Most bus/van vendors will need at least two weeks from order date to accommodate your trip.
4. Once you have returned from you trip and decide that the service is what you agreed upon in your contract with the vendor, notify Kathleen Riga at x3878 and let her know she can release payment to the vendor.
5. If you would prefer, it is possible for you to call the bus companies and receive written quotes yourself. Three (3) quotes will then need to be attached to the Purchase Requisition Form and the proper Authorization signatures must be obtained before you can order the t-shirts.
6. If you or other members of your club or organization will be driving the van, they must meet certain guidelines **prior** to the event.
 - All driver’s must be at least **21** years old
 - All driver’s must turn in a copy of their Driver’s License to their advisor.
 - All driver’s must attend a special training session.

****For more information on how to be certified to drive a van please stop by the Student Activities Office for further assistance.****

Bus/Van Vendor List

Vendor Name	Phone #
West Coast Van Rental	1-800-600-8267
First Class Coach	727-526-9086
Great American Coach	222-0100
Assured Transportation	727-823-4118
Event Connections	727-345-0227

Global E-mail/Blackboard

Global E-mail:

If your organization would like to send a global email to all UT students, faculty, and staff all you need to do is send exactly what you want the global email to say to srholz@ut.edu. An email will go out every Wednesday during the academic year. To be included your email must be received by 12noon on Tuesday. Please limit emails to 75 characters and do not include graphics.

Blackboard:

The Student Activities Office is in the process of having many of its documents available on blackboard. This will help ensure our students have online access to the various forms, signups and polices.

How to Access Blackboard

- The website is: <http://ut.blackboard.com/>.
- Your login is the first initial and your last name. Your password is the last four digits of your student ID number.

To print Calendars- **click on calendar on left hand side of the page. Go to view month tab to print. Any date that has a symbol means there are additional items listed. Click on the date to see what they are.**

Other events, forms, manuals, and announcements can also be found on Blackboard. To view these items click on the tab **Courses/Catalog, then on Student Activities. The left hand side gives you all the information.**

Announcement Tab

The SAO Mission Statement is listed here.

Staff Information Tab

Lists the staff of the SAO Office, their title, e-mail and office hours.

Forms and Policies

- Room Reservation Form
 - Room Cancellation Form
 - Student Organization Manual and Policies
- Student Organization and Individual Posting Policy

Global email/Blackboard cont.

1. **Fraternities and Sororities**

- Theme Week Packets
- Panhellenic
- IFC
- Order of Omega
- NPHC
- Forms/Policies Reports

GAMMA

Leadership Documents

- Toolbox Series
- Certificate Program

Move-In Team

- General Information
 - Move-in Team Schedule
- Move-in team Letter of Intent

Student Activities Document

- SAO Staff Evaluation

Student Organizations

- Get the Scoop Registration Form
- Student Organization Handbook
- How to Start a Student Organization
- Student Organization Sample Constitution
- Fall 2006 Student Organization Registration Form
- Student Org. Code of Conduct and Judicial Procedure

Student Government Document

- Student Government Budget Manual

Intramural Forms

Student Tools Tab

- Address Book
- Calendar
- Digital Dropbox
- Glossary
- Homepage

Judicial Procedures and Policies

Organization of the Judicial Board

The University is committed to the development of each student to become a productive and responsible citizen. To this end, the University ensures that students balance “learning by thinking” with “learning by doing.” Students are taught by highly qualified, experienced faculty members who are committed to teaching, academic advising, and continued intellectual growth. Classes are conducted in personalized settings in which learning is enhanced through application. Students participate in learning partnerships with faculty and the community through independent studies, internships, research, and other practical experiences that complement classroom learning. The University’s academic services and co-curricular activities support individual discovery and development and provide leadership opportunities. Involvement and participation inside and

The Student Affairs Division of the University of Tampa strives to fulfill the University’s mission by working to develop each student into productive and responsible citizens. To this end, Student Affairs departments design programs encompassing the values of honesty, citizenship, trust, respect, and responsibility.

In accordance with the missions of the University and the Division of Student Affairs, student organizations (Greek and non-Greek) can be referred to the Student Organization Judicial Board for disciplinary measures. The Student Organization Judicial Board will hear violations of student organization code of conduct, Greek organization policy, and all other university wide policies. Organizations are also expected comply with individual departmental policies of other University offices, individual departments reserve the right to withhold services to organizations.

Judicial Board System

Any member, student organization, or department of the University community may file an incident report form against any student organization for misconduct to the Office of Student Conduct. Charges shall be prepared in writing and directed to the Judicial Coordinator, who is responsible for the administration of the judicial system. Incident report forms must be submitted in a timely manner.

Incident reports are reviewed by the Dean of Students or his/her designee. The Dean of Students or designee may conduct an investigation to determine if the report has merit and/or determine whether the complaint is relevant as an organizational charge and/or an individual charge. In some cases the Dean of Students or designee can summarily suspend an organization pending the outcome of any judicial proceedings.

If the Dean of Students or designee finds that the report holds no merit, the charges are dismissed. If it is determined that the report has merit, official charges are filed and a pre-hearing must be scheduled with the Judicial Coordinator or designee. Any student organization president receiving notice of charges should have a mandatory pre-hearing session with the Judicial Coordinator or designee no later than two school days following the receipt of notification:

- The student organization president and faculty/staff /advisor will be advised of the hearing procedures.
- The student organization president may, if s/he is admitting responsibility of the organization, request the pre-hearing counselor to hear the case; however, the pre- hearing counselor may elect not to do so if she/he deems a board hearing to be more appropriate.
- Organizations may also request to refer the sanctions to a sanctions only hearing by the University Judicial Board.

Judicial Board System

- Sanctions received during pre-hearings may not be appealed.
- If the organization pleads not responsible, a formal judicial hearing is scheduled with the University Judicial Board.
- All charges shall be presented to the accused student organization in written form.
- A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student organization's pre-hearing meeting (with the exception of summarily suspension situations).
- Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Coordinator.
- The pre-hearing counselor will explain fully the regulation and possible sanctions involved in the case.
- The pre-hearing counselor will counsel the student representing the organization about what subsequent steps should be taken.
- The pre-hearing counselor will encourage the student organization president to raise any questions or problems related to the case.
- The pre-hearing counselor will encourage the student organization president to notify the organization's faculty/staff/advisor and (inter)national headquarters/office if applicable of possible disciplinary action, especially if the student organization's recognition at the University may be in jeopardy.
- If a student organization president does not schedule or attend a pre-hearing session, s/he will be automatically found responsible for all charges, sanctioned appropriately, and fined \$25.

Hearings shall be conducted by a judicial body according to the following guidelines:

- Hearings normally shall be conducted in private.
- At the request of the accused student organization, and subject to the discretion of the chairperson, members of the University community may be permitted to attend, but shall not have the privilege of participating in the hearing.
- In hearings involving more than one student organization, the chairperson of the judicial body, at his or her discretion, may permit the hearing concerning each organization to be conducted separately.

Judicial Board System

- The accused student organization and the complainant may be assisted by a member of the University community. The person providing assistance is not permitted to take part in the hearing but may communicate with the accused or the complainant.
- The complainant and the accused shall have the privilege of presenting witnesses, which may be questioned by the judicial body. In addition, accused student organizations who are found responsible for conduct violations may present character witnesses during the sanctioning phase of the hearing.
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson of the judicial body.
- After the presentations of all parties, the judicial body shall determine by majority vote whether the student organization has violated each article of the student organization code of conduct that the student organization is charged with violating.
- The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student organization violated the student organization code of conduct.
- There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the University. This record may be destroyed at the conclusion of all appeal options.
- If the accused organization is not present for the hearing, the board has the right to postpone the hearing or hear the case in the organization's absence. Failure to attend the hearing will result in a \$25 fine.
- A written statement of the judicial body's decision shall be mailed to the accused not less than ten days after the hearing.

Judicial Board System

Appeals

A decision reached by the judicial body may be appealed by the accused student organization to an appellate board within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Coordinator.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for on or more of the following purposes:

- To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the student organization code of conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the sanctions imposed were appropriate for the violation of the student organization code of conduct, which the organization was found to have committed.
- To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the organization appealing at the time of the original hearing.

The appellate board shall be comprised of the Assistant Dean of Students, the Student Government President, a University faculty member, a University staff member and an additional Student Activities staff member. The Judicial Coordinator will be present as an ex officio member. Any member of the appellate board can appoint a designee if he/she is unable to serve in this capacity. If any member on the appellate board has a conflict of interest, they may be replaced by the Judicial Coordinator.

Student Organization Code of Conduct

Preamble

All student organizations are to conduct themselves with integrity and in accordance with the Obligations of Membership in the University Community. Student Organizations as a condition of recognition, agree to abide by all University regulations contained in the student handbook, student organization handbook, Guidelines for Greek Organizations, and other University publications and notices, including the Student Organization Code of Conduct.

Student Organizations are also expected to abide by local, state, and federal laws.

The University of Tampa has established only those regulations that are considered necessary to preserve and maintain an environment conducive to learning, ensure the healthy development of organizations and individuals to protect University property and equipment of the University. Only with the full cooperation of all concerned can the aims, purposes, and goals of the University be fully realized.

The University assumes that all student organizations will conduct themselves responsibly and comply with all regulations. The University therefore reserves the right to remove university recognition from organizations whose behavior on or off campus, is unbecoming of a University of Tampa student organization or reflects discredit on the institution.

Charges may be brought against the organization and/or individuals through Incident Report Forms (IRF's). Organizations and/or individuals will have a pre-hearing to determine if any or all charges should continue to a full hearing. The Office of Student Conduct shall appoint a pre-hearing counselor to determine if the individual(s) and/or organization(s) should be brought to a full judicial board hearing. The outline and process of a pre hearing is located in section B of the organizational judicial policies under charges and hearings for organizations and the student handbook for individuals.

Article I. Integrity

In the spirit of mutual respect for all members of the University community, deliberate misrepresentation of the truth will not be tolerated.

Article II. Academic Integrity

Academic dishonesty at The University of Tampa will not be tolerated. The University of Tampa promotes an ethical standard that does not condone academic misconduct and strives to instill values that uphold academic integrity. Academic misconduct tarnishes the reputation of the University and discredits the accomplishments of students currently attending the University, as well as those who have graduated. Academic misconduct includes any activity that a student organization may participate in that prevents an honest representation of academic performance. This includes, but is not limited to the unauthorized possession of exam/test materials (including other students' tests/exams).

Student Organization Code of Conduct

Article III. Falsification of University Records or Documents

Student organizations are prohibited from falsifying or being a party to the falsification, actively or passively, of any official University record or document.

Article IV. Financial Obligations

Student organizations are to conduct financial transactions lawfully and with integrity and are to meet their financial obligations.

Article V. Compliance with Directives

A directive may be considered any written or verbal mandate. Student organizations are to comply with immediate directives issued by an identified University official. A University official includes, but is not limited to, Campus Safety officers, faculty members, staff members, student residence hall staff and LASER Team members.

Article VI. Personal Abuse

A. Sexual Misconduct

- Any sexual act that occurs without the consent of the victim or that occurs when the victim is unable to give consent.
- Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
- Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities, comments, t-shirts, or advertisements.

B. Abuse

- Physical violence towards another person or group.
- Action(s) that endanger the health, safety, or well being of another person or group.
- Action(s) that serve the purpose of endangering one's own health or safety.

Interference with the freedom of another person to move about in a lawful manner.

C. Harassment

- Conduct (not of a sexual nature), that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person.
- Action(s) or statement(s) that threaten harm or intimidate another. Acts that invade the privacy of another person.

Stalking, defined as following or otherwise contacting another person repeatedly so as to put that person in fear for his/her life or personal safety.

Student Organization Code of Conduct

Article VII. Hazing

It is a violation for any organizational member, including students, faculty, staff or alumni, to engage in any activity that may be construed as hazing. Hazing is defined as the performing of an act or subjecting another to a situation or action that causes undue mental or physical discomfort or danger to the health and welfare of oneself or others; is morally degrading or ethically unsound; causes public humiliation; could cause damage to public or personal property; is contrary to any local, state, or federal laws; interferes with educational activities; or is not in keeping with the stated educational mission of The University of Tampa.

Examples include, but are not limited to, paddling, ingestion of any substance; deprivation of at least six consecutive hours of sleep in a 24-hour period; branding or other permanent markings; physical or psychological shock; tampering with the property of others; acts that could cause discomfort, pain, fright, disgrace, injury, or degradation; or expecting participation in any activity in which full members will or do not participate. This policy also applies to trips off campus that involve hazing as defined above.

Article VIII. Alcoholic Beverages

Please refer to the organization alcohol policy in the policies and procedures section.

Article IX. Drugs

Drugs, referred to here, as those illegal substances as defined by local, state or federal statutes. Possession, consumption, provision and/or sale of drugs or drug-related paraphernalia, other than those taken under a doctor's prescription and according to his/her direction, are specifically prohibited by the University.

Student organizations are cautioned that the possession of drugs and/or related paraphernalia can be constructive. "Constructive" possession exists if a student organization has (1) knowledge of the presence of drugs/paraphernalia in rooms, vehicles, or common areas and (2) the student organization has access to the drugs/paraphernalia. Student Organizations can be constructively possessing drugs/paraphernalia even if the members have not used the drugs themselves.

Use of drugs cannot and will not be considered an excuse for a violation of University policies or local, state, or federal statutes.

Student Organization Code of Conduct

Article X. Fire and Safety

The unauthorized or improper handling of or tampering with any fire/safety/emergency equipment or fixtures is strictly prohibited.

Arson will not be tolerated.

Negligence and carelessness in matters of fire safety are considered to be chargeable offenses.

It is the responsibility of all student organizations to notify the proper officials (1) in case of damaged fire safety equipment, (2) if a fire is occurring or (3) if arson has occurred.

The riding of bicycles or skateboards, the throwing, kicking or bouncing of objects, the use of roller skates/blades and the use of water guns is prohibited in University buildings, including breezeways, hallways, balconies, etc.

Article XI. Fireworks and Weapons

A. No member is allowed to possess, display or use firearms or potentially dangerous weapons of any kind on campus, or any organization event, at any time. Any object that could inflict injury or harm that if used in a threatening, aggressive or careless manner will be considered a weapon. Items prohibited include, but are not limited to, handguns, rifles, stun guns, pellet guns, swords, bows and arrows, balloon slingshots, martial arts weapons, and any knife, with the exclusion of a small kitchen or small pocket knife. Questions regarding weapons or unnamed items should be directed to the Director of Residence Life or the Director of Safety and Security PRIOR to bringing them on campus.

B. Members may not possess, store, manufacture, or use explosives including fireworks, smoke bombs, dangerous chemicals, toxic substances, or incendiary devices.

C. Throwing or placing a bomb or other incendiary device will not be tolerated.

D. Making a false report with intent to deceive, mislead or otherwise misinform any person concerning the placing of any bomb, dynamite or other deadly explosive will not be tolerated.

Student Organizations are cautioned that the possession of weapons can be constructive.

“Constructive” possession may be assumed to exist (1) through the presence of weapons in and about rooms, vehicles, or common areas to which the student organization has access and (2) under such circumstances in which his/her knowledge of the presence of weapons can be fairly presumed.

Article XII. Restricted Areas

Student organizations are prohibited from the roofs of University buildings, fire escapes, ledges, minarets, service elevators, balconies, fountains, and other areas that are designated closed.

Article XIII. Illegal Entry

Breaking into and/or entering an office, residence hall room or other University facility without authorization or permission of the rightful occupant is prohibited.

Tampering with, forcing entry, gaining entry without permission, or damaging mailboxes in the University Post Office or Student Government office is prohibited. This may also be cause for arrest and prosecution by the U.S. Postal Service.

Student Organization Code of Conduct

Article XV. Vandalism

- Student organizations are prohibited from malicious, unwarranted or negligent defacement, damage, or destruction of property belonging to others or to the University.
- Student organizations are responsible for restitution for damages incurred to personal property or to property, facilities or grounds owned by the University.
- Littering is prohibited on University property.

Article XVI. Assemblies

- Recognizing that The University of Tampa is an institution of higher learning that is dedicated to thorough and reasoned search for knowledge, peaceful demonstrations and academic gatherings may not be disturbed or threatened.
- Students may not gather in such a manner as to disturb the peace or interrupt the proper functioning of the institution.

Article XVII. Dress Code

Organizations sponsoring participating in events are required to abide by the dress code:

- All students must wear upper and lower garments and shoes or sandals at all times during an organization-sponsored event in the following places: classrooms, University offices, Plant Hall, MacDonald-Kelce Library, and Falk Theater.
- Bathing suits or swimming attire will be worn only at the University swimming pool or at specified sunbathing areas.
- Appropriate attire is required for formal convocations, formal receptions, and other formal occasions of a ceremonial nature.

Article XVIII. Pets

No organization's pets, live "mascots", or animals are allowed in University buildings or pool area, with the exception of animals used to aid students with disabilities.

Article XIV. Guests

Visitors or guests at the University or at student organization functions are expected to honor the policies and regulations of the University while they are on campus, or at an organization event. Student organizations will be held accountable for their guests.

Student Organization Code of Conduct

Article XX. Campus Posting

All organization posters, table tents, flyers, banners, signs, etc. must be approved and stamped by the Student Activities Office before being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by Residence Life). Any such materials posted on campus that are not approved and stamped will be removed.

Banners must not impede the flow of traffic and provide a minimum of 6'6" clearance.

Only registered UT organizations and students selling individual goods (books, furniture, etc.) can post on campus.

Due to limited space, posting is not permitted for any organization not affiliated with UT.

The Minaret, WUTV, and WUTZ are available for advertising of this nature.

Material presented may not be of any offensive nature as determined by the Student Activities Office (sexist, racist, obscene, etc.).

Student Activities has full discretion in approving posters.

Materials may NOT be placed on painted surfaces or any glass windows/doors (Including wood and/or plaster finishes).

Flyers and banners may not be posted more than two weeks before the event.

Posters for any event where alcohol is present must comply with the university alcohol policy (located in the "Student Organization and Opportunities Handbook in the Student Activities Office).

No duct tape, masking tape, or strapping tape may be used. Thumb tacks, scotch tape, and staples are to be used only where appropriate.

Chalking must be a minimum of 10 feet from entrances and may not be done on steps.

If you are looking to post in other areas not specified in this policy, please ask SAO for permission.

Posting is not permitted on trees, benches, trashcans, rocks, telephones, banisters, or campus exteriors.

Campus posting areas are listed in the Posting Policy located in the Student Activities Office.

Violations

Failure to comply with this posting policy will result in the loss of the following posting privileges:

1st Offense	Written warning from SAO
2nd Offense	4 weeks revocation of posting privileges
3rd Offense	8 weeks revocation of posting privileges
4th Offense	16 weeks revocation of posting privileges
5th Offense	Will be charged under the organization code of conduct.

Sanctions carry over from one academic year to the next.

Forgery or intentional misuse of the Student Activities Office stamp will result in a pending investigation under the organization judicial policies.

If seen warranted, first through fourth time offenses may be sent to the organization judicial board under the organization code of conduct.

Student Organization Code of Conduct

Article XXI. Computer Misuse

Theft or other abuse of computer time will not be tolerated at The University of Tampa. This misuse includes, but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer to a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or University official.
- Use of computing facilities to interfere with normal operations of the University computing system.
- Use of computing facilities to violate Federal, State, or local laws or University policies. (See Computer Usage section of the student handbook for complete policy.)

Article XXII. Community Welfare

On occasion, situations may arise that are not specifically covered by University regulations, but are inimical to the welfare of the University community or are obstructive to the orderly processes of all or part of the University community. In these incidents, interpretation will be made by a representative of the University and appropriate action will be taken. If this article is invoked, complete explanation for its use must be cited in the reporting of the incident.

Article XXIII. Amendments

Review of these regulations shall occur at least every two years. Any proposed amendments to the regulations must be submitted before the first meeting of the Judicial Review Committee, then passed by a two-thirds majority vote of the Student Government Executive Committee, and then approved by the president of the University or his/her designee.

Greek Organization Policies

Preamble

The mission of The University of Tampa calls upon the University's academic services and co-curricular activities to support individual discovery and development and to provide leadership opportunities. Greek organizations, by their very existence at the University, share in this vision. In turn, the University's recognition of Greek letter organizations supports the strong values, ideals and history that such groups possess.

Although Greek letter organizations are expected to follow the Student Organization Code of Conduct, they are additionally bound to their individual policies and standards on a national and local level. Men and women's fraternities differ from other student organizations particularly in membership selection, secret rituals of initiation, the broad scope of organizational activities, and high campus visibility.

For these reasons, The University of Tampa has established the following policies that Greek organizations must follow, in addition to the Student Organization Code of Conduct in order to be officially recognized by the University.

Student Organization Code of Conduct

Greek Organization Policies cont.

I. Recognition

- A. All Greek organizations must be affiliated with a (inter) national organization under the umbrella of NIC, FLA, FEA, NIMC, NPC, NPHC or NALFO.
 - B. All Greek organizations must be recognized as an active chapter by their respective (inter) national organization.
 - C. All Greek organizations must be under an umbrella council at The University of Tampa (Panhellenic Association, Interfraternity Council, National Inter-Music Council or UT-National Pan-Hellenic Council).
 - D. All Greek organizations must be a registered organization with the Student Activities Office.
- Each Greek member must have a grade release and hazing card on file in the Student Activities Office to be recognized as a member.
- Each Greek organization must have an alumni (ae) advisor and a University faculty/staff advisor.
- Each Greek organization must have a constitution on file with the Student Activities Office.

II. Governance

- A. Each chapter must adhere to University of Tampa Student Organization Code of Conduct, Greek Organization Policies, and all other University policies.
- B. Each chapter must adhere to the constitution and bylaws of their respective governing council.

III. Expansion/Extension

The University of Tampa's Student Activities Office, in conjunction with each the Interfraternity Council, Panhellenic Association and the UT-National Pan-Hellenic Council and under the direction of the Greek Advisor, shall determine at the end of each academic year whether or not expansion is an appropriate goal for the upcoming year. Internal need and student interest in Greek Life, as perceived by the appropriate governing council shall be the chief concern for whether or not the goal of expansion should be undertaken. If it is determined that expansion is desirable it may occur in one of the following ways:

1. The Greek Advisor may develop an interest group for affiliation with a national organization. This may be done with a specific national organization in mind or the newly formed group may seek affiliation in accordance with local affiliation procedures outlined below.
2. A national organization may be invited onto campus to form a colony.
3. An organization may be formed by students as an interest group. The following guidelines will apply to this type of group:
 - a. The interest group will not be considered a fraternity or sorority until it affiliates with a national organization.
 - b. An organization cannot exist longer than one (1) academic year without actively seeking national affiliation.
 - c. All policies in the Student Organization Code of Conduct and Greek Organization policies shall apply to interest groups.

Student Organization Code of Conduct

Greek Organization Policies cont.

- d. When seeking national affiliation the group must hear presentations from at least three (3) organizations that are approved by the Greek Advisor, in consultation with the Assistant Dean of Students. The Greek Advisor may waive this if there are not enough groups expressing interest in colonizing at UT or the group is being formed by transfer students who are initiates of a particular organization.
4. All Greek social fraternity and sorority colonies must become chartered by its respective national sponsor within two years after its organization or lose its recognition with the University.
5. All Greek social fraternities and sororities shall be members of their respective governing bodies in order to be recognized as organizations. National Organizations shall not necessarily be granted recognition as a student organization by virtue of having been allowed to participate in Rush/Recruitment. Rather, the newly recruited members must meet the necessary requirements to form their own organization and be recognized by the guidelines set forth by the Student Activities Office.

IV. Housing

The University of Tampa realizes that the true spirit of fraternal living can be exemplified by group housing. The University is also aware of the unique concerns, which arise when groups choose to have their own living quarters. Although many housing facilities are privately owned through alumni(ae) house corporations, or by other private entities, The University of Tampa continues to maintain a relationship with the organization and the house. The University, the chapter, and the house cooperation/house landlord through the application of the following principles formalize this relationship:

1. In order to remain as a recognized organization on the campus of The University of Tampa, groups must adhere to all University policies at their place of group residence (i.e. a facility paid for by organization funds or alumni organization funds or serving a purpose which could justifiably be considered as a “fraternity house”) regardless of location of ownership of said property or facility.
2. Prior to occupancy, the University and the chapter should research the feasibility of live-in advisors for all chapter houses whether such housing be on-campus or off.
3. The group must maintain the residence to a degree that it passes all fire and safety codes of the University, the City of Tampa, and the State of Florida. Documentation to this effect must be submitted to the Greek advisor two weeks prior to the start of the fall semester each year.
4. The grounds of the residence should be maintained in such a manner that brings credit to both the Greek organization and the University.
5. The alumni (ae) house corporation must include or provide the following:
 - a. a mutual understanding of the role of the fraternity as a partner with the University whereas one representative will assume a leadership position with regards to communication and workings with University officials,
 - b. an up-to-date record of the membership of the alumni corporation complete with addresses and phone numbers, submitted at the start of each fall semester to the Greek advisor,
 - c. a copy of the lease agreement/document or proof of ownership for the Greek advisor,
 - d. demonstrated support and supervision of the chapter’s compliance with University regulations,
 - e. support for the efficient operation of the chapter house and assistance to members in living up to the ideals of the fraternity,

Student Organization Code of Conduct

Greek Organization Policies cont.

- g. representation at meetings as scheduled by staff members of the University,
 - h. documentation of routine inspections for the purpose of risk management.
6. The University staff agrees to:
 - a. provide assistance and guidance to chapter members upon request within all matters of house governance and leadership,
 - b. coordinate communication between all parties mentioned herein,
 - c. provides equal rights and responsibilities to the chapter as to any student organization/Greek organization.
 7. The chapter and its members agree to:
 - a. appoint or elect a house manager who will meet with the Greek advisor on a regular basis;
 - b. complete all appropriate paperwork and forms as required by the University with regards to the house as well as those required of any organization, i.e. program registration, building service requisitions, etc.;
 - c. register all house events, whether property is owned by the University or not, as any other event would be registered with the Student Activities Office;
 - d. abide by University regulations as written in The Book as well as in other documents while at the chapter house;
 - e. serve as a liaison between alumni(ae) and the University understanding that their alumni(ae) are representing the chapter;
 - f. maintain communication among the University, the chapter, and the respective governing council.

V. Academic Achievement

Recognizing that the goal of higher education is the pursuit of knowledge through academic achievement, the University and the Greek chapter must facilitate an environment that will contribute to the advancement of scholarship for each individual. Therefore any programs, activities or events that hinder such a learning environment will not be tolerated.

1. Each Greek organization shall require that any member have a minimum 2.5 cumulative g.p.a. (the University's minimal requirements for good academic standing) in order to hold an executive office (President, Vice President, etc.) in the chapter.
2. Each chapter shall maintain at a minimum the all undergraduate men or women's semester g.p.a. Chapters falling below this average shall be placed on probation for one semester, during which time the following measures shall be taken:
 - a. a meeting shall take place between the chapter president, scholarship chair and the Greek advisor to establish an academic agenda.
 - b. Other applicable measures may be taken at the discretion of the Greek Advisor and appropriate governing council.
 - c. If a chapter does not follow any determined course of action, or again falls below the all undergraduate men or women's g.p.a. the following semester, the issue will be referred to the judicial body of the appropriate council for review and recommendations will be made to the Organization Judicial Board.
 - d. Each chapter shall strive to have each individual member maintain at least a 2.0 cumulative g.p.a. Those members who fall below a 2.0 g.p.a. will be reported by the Student Activities Office to their chapter President, (Inter) National office, and alumni (ae)/faculty/staff advisor by the University of Tampa.

Sanctions

The appellate body has the authority to: (a) alter the sanctions delivered by the board of original jurisdiction, (b) hold a new hearing on all issues, (c) refer a case for a rehearing to the board of original jurisdiction or (d) affirm the decision of the original board.

All decisions of appellate boards are final, with the exception of cases that affect a student organizations continuance at the University, which may be appealed to the Dean of Students.

The student organization is to be notified, in writing, of the results of the appeal hearing by mail within five working days after the hearing.

Organization Sanctions

These sanctions are mutually exclusive from individual disciplinary actions and procedures.

Organizational revocation:

Organization revocation is when a recognized organization has been removed from the University of Tampa. All rights and privileges are thus lost. Length of organizational revocation will be held within the judicial board's discretion. The Student Activities Office must approve all reapplications.

Organizational suspension:

Organization suspension is when a recognized organization will lose all privileges but remain as a registered organization. Length of organizational suspension will be held within the judicial board's discretion.

Summarily suspension:

Summarily suspension is an immediate separation of the organization from the institution and a suspension of its privileges. Summarily suspension will be imposed only in exceptional circumstances and may be done so by the Dean of Students or his/her designee. A summarily suspension can happen during a pending/ongoing investigation and/or hearing.

Sanctions

Disciplinary reprimand:

Registered organizations may receive a formal reprimand for their actions, which is recorded in their file. This would take form in a written expression of disapproval to the organization for violation of a specified regulation or regulations. Organization would still have full rights and privileges.

Restitution:

Restitution is a written directive to replace, repair or make specific compensation for property of the University or member of the University community (including: faculty, staff, students and guests) that was damaged, destroyed or issued, or to reimburse an individual for expenses or losses incurred as a result of the actions of the accused during the commission of the violation. The board of the hearing shall set the amount and form of restitution.

Written Apology:

An organization may be directed to forward a written letter of apology by the Judicial Coordinator to such person or persons.

Judicial Fines:

A judicial fine will be between \$10 and \$200, inclusively, depending on the severity and circumstances of the offense. This fine does not include any restitution that may be owed; it is a separate sanction and offense.

An organization will be posed a \$25 fine when it fails to schedule a hearing or attend a scheduled hearing without making any prior effort to contact the judicial coordinator. A \$25 fine for contempt may be imposed by the chief justice or chairperson of the board when, after fair warning, a representative from the student organization continues to be disruptive or abusive during the hearing.

Letter to national office/student government:

An informational copy of disciplinary action resulting in any of the above sanctions will be sent to the student government and if applicable, the national office.

Sanctions

Workshops:

The judicial board may assign educational workshops that the organization may be responsible for hosting. Workshop topics may include alcohol, drugs, ethical behavior and diversity training.

End of Year Cases

Modification of procedures for cases which cannot be adjudicated in a fall/spring semester.

Any incidents that are reported within ten days before the end of classes may be referred to an off-term board. This board will consist of five members of the University community and operate according to the established judicial board format and procedures.

The accused student organization will be asked to submit a statement in writing regarding the incident that may include statements by any witnesses by a prescribed date. The board, in conjunction with the incident report form, will consider this statement.

The accused student organization will be notified of the board's decision in the mail. This board will also handle incidents that occur during summer sessions conducted at the University.

If the accused student organization wishes to appeal the decision of this board, they must do so within five days of the start of the following term.

The Judicial Coordinator has the prerogative to suspend adjudication of any cases to the following term.



Event
Event

Planning
Planning

Getting Started

When deciding to plan a program or event, the hardest part is getting started. The club or organization as a whole, has many decisions to make in the beginning that will be crucial throughout the event. The first decision that needs to be made is what type of program or event does your club or organization want to hold. The club or organization has many different options to choose from. The program or event can be:

- A fundraiser
- An educational program
- An entertainment program
- A volunteer program

Once the type of program is decided upon, next the club or organization needs to decide who will be allowed to come to the event. This can include an event that is open to:

- The entire campus community
- The entire Tampa community
- Just the club or organization
- Selected invited guests
- Selected invited clubs or organizations

From there, the club or organization needs to appoint one or two people who will act as the point person(s) for the event. The person(s) that are chosen will be the contact before, during and after the event. This person(s) needs to know all of the event details in case they are asked any questions by campus administration.



Event Planning

To plan a successful, rewarding, and fun event, the Student Activities Office staff would like to offer you a few suggestions to make your planning experience easy and enjoyable. Here are some tips for various types of events you should consider.

Allow time to plan an event. Planning is the most crucial and time consuming aspect for any type of event. Set goals and objectives for your event. The earlier you start, the more likely you are to secure your preferred venue on a particular date and realize a successful event.

Budget! Have dollar figures in mind on what you are prepared to spend. You should be able to build a budget based on your event plan. Billing information is required when booking an event.

Ordering equipment and determining a room's furniture arrangement will be simplified if you plan in advance how you want the room to look. Include what elements you feel are necessary such as food tables, staging, podiums, sound equipment, dance floor, etc.

Here are the specifics you should include on your program registration form.

- Date of event
- Purpose of Event
- Event Start Time and End Time
- Number of People Attending
- Room Preference
- Event Name
- Sponsoring Group
- Name, Address & Telephone of One Contact Person
- Event Type (meeting, banquet, special event, etc.)
- Event Agenda

Additional factors you will need to consider:

- You must fill out a Media Services Request form at least two weeks in advance to request any audio/visual needs.
- Do not forget your setup, the earlier you have that done, the more successful you will be.
- If the event involves food you must start with Sodexo.
- If you cancel an event it is imperative that you fill out a cancel form.
- If the event involves alcohol and is on-campus, it must be done in the Ratskellar
- Accessibility requirements.
- The more information the better!

Finding Forms

The following locations have the forms you need.

Room Requests:

All room requests can be found in the Student Activities Office (Vaughn Center 215). You must fill out the form in its entirety which includes the point person and his/her contact information, event time, any setup needed and expected attendance.

Room Setups:

Some of your events may need to be setup. For example, Fletcher Lounge may need to be setup in a theater style and you need 175 chairs. For this you will need to fill out a room diagram. This is also located in the Student Activities Office and should be done two weeks in advance.

Media Services Request:

You may pick up a Media Services Request form in the Student Activities Office, or you can request media services support on-line at http://www.ut.edu/library/media_services/ser_requests.html

Sodexo Request or Waiver form:

These are located in the Student Activities Office, but you will need at some point contact the Catering Office. They can be reached at 258-7257 or you can find them in their office which is Vaughn Center 229.

Cancellation Forms:

If you are going to cancel an event, you must fill out a cancellation form. This is very important because it could open a room up for another group and it does not waste other departments resources. This is located in the Student Activities Office.

9th Floor Request Forms:

Organizations wishing to use the 9th floor of the Vaughn Center must fill out a 9th floor request form. This room is for special use only. The form is located in the Student Activities Office.

Forms, Forms, And More Forms

Forms, Forms, and More Forms

Introduction

The last section of this handbook will give you a sample of all of the forms you may need when working with your organization. Below you will find an index to help you locate the form of interest quickly:

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A few notes on the forms that are provided in this handbook:

- The Co-Curricular Transcript is a self-reported document which lists activities that a student has participated in while enrolled at The University of Tampa. It is intended to be used along with student placement credentials, and will provide prospective graduate schools or employers with information on the student's participation and level of involvement in co-curricular activities.
- Interested students may obtain a Co-Curricular Transcript registration form from the Student Activities Office, Student Union or from Career Services, Plant Hall 301. This is the first-time users form that registers the student and creates a Co-Curricular Transcript data file for them.

Student Organization Registration Form

Fall 2006

Date/Semester: _____

Organization Name: _____

Organization website: _____ Organization e-mail: _____

Meeting Day: _____ Meeting Time(s): _____

Meeting Location: _____

Is your organization connected to a local, national or international office/affiliation: Yes

No

If Yes, please provide the following information:

Name if different from your organizations: _____

Address: _____

Website: _____ Phone number: _____

Classification (Check One)

- Arts Academic/Major Specific Academic Honorary Leadership Performance/
 Literary/Media/Publication Athletic/Recreation
 Residence Hall Council Governance Greek Fraternity/Sorority
 Diversity/Multicultural Religious/Spiritual Service
 Special Interest
 Other (please specify) _____

Membership Requirements (Check all that apply)

- Everyone Welcome Members Only Majors Only
 Application Invitation Interview
 GPA min

Officers: Please list your three highest ranking officers and SG representative.
(Please PRINT clearly)

President or equivalent (Main Contact):

Name: _____ Phone: _____
UT Box #: _____ E-mail: _____
Student ID Number: _____

Second Contact:

Name: _____ Phone: _____
UT Box #: _____ E-mail: _____
Student ID Number: _____

Third Contact:

Name: _____ Phone: _____
UT Box #: _____ E-mail: _____
Student ID Number: _____

Fourth Contact:

Name: _____ Phone: _____
UT Box #: _____ E-mail: _____
Student ID Number: _____

Date of Elections: _____

Date constitution last updated? _____ (semester/year)
*New organizations are required to submit a current constitution with this form.

Please state the mission of your organizations (*please attach if more space is needed*)

Your mission statement should reflect your organization's goals and objectives for 2006-2007. This should be used in determining whether criteria has been met for the "Organization of the Year," as well as other awards given at the Annual Leadership Awards Night, hosted in April 2007.

Will your organization be attending the Student Government meetings? __ Yes __ No
**By attending meeting your organization is eligible for funding from Student Government*

Will you allow us to print your e-mail as a contact? __ Yes __ No

Will you allow us to print your phone number as a contact? __ Yes __ No

Anti-Hazing Compliance Agreement

All student organization must file this agreement with the Student Activities Office each year to certify recognition of and compliance with the University's policy against hazing. Any group not filing this agreement will not be given the status as a recognized student organization. The officers of our organization have read and understand the University's policy against hazing, cited on the University website under www.ut.edu.

It is a violation for students, faculty, staff, or alumni to engage in any activity that may be construed as hazing. Hazing is defined as: performing an act or subjecting another to a situation or action that causes undue mental or physical discomfort or danger to one's self or others; is morally degrading or ethically unsound; causes public humiliation; could cause damage to public or personal property; is contrary to any local, state, or federal laws; interferes with educational activities, or is not in keeping with the stated educational mission of The University of Tampa.

Further, we have informed the members and pledges/associate/new members of our organization of the contents of the University's policy against hazing. All activities sponsored and/or required by our organization are (will be) in compliance with this policy.

Campus Advisor: I have read and understood the guidelines and willingly accept to serve as this organization's campus advisor.

Campus Advisor's Name (please print): _____ Title: _____

Campus Advisor's Signature: _____ Box#: _____ Phone#: _____

Some organizations also have a community or chapter advisor, if this applies to your organization, please list the contact information of that advisor:

Chapter/Community Advisor's Name (please print): _____

Ad-

dress: _____

E-mail: _____ Phone#: _____

My signature below confirms my organization's understanding of and agreement to comply with the policies outlined in The Organization Manual and The Book (located at www.ut.edu). I understand that violation(s) of University policy may result in the suspension or termination as a registered University student organization.

Signature of President: _____ Date: _____

SAMPLE CONSTITUTION

- Article I** **PREAMBLE**
- Section 1. PURPOSE: General
The _____ exists for the betterment of The University of Tampa campus as a whole.
- Section 2. PURPOSE: Specific
 (Be as specific as possible regarding the purposes of your club. Use separate sections for each purpose, making complete sentences.)
- Section 3. NONDISCRIMINATION
The _____ shall not be discriminatory in terms of race, color, sex, religion, sexual orientation, national origin, financial or social status.
 (Organizations classified as social fraternities or sororities need not include the word "sex.")
- Section 4. OFF CAMPUS ISSUES
This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of _____ The University of Tampa.
- Article II** **NAME**
The official name of the organization shall be the _____. (The name of the club must be one that will not be confused with another club that already exists on campus; it should be appropriate to the purposes of the club and clearly indicate the club's objectives.)
- Article III** **Membership**
- Section 1. CATEGORIES OF MEMBERSHIP
 (List the categories, defining each in a separate sub section [i.e. Active, Associate, alumni, honorary, etc.]. Indicate the criteria for each type of membership. Care must be taken that this section does not contradict Article I, Section 3 above, and that the student privilege of active membership [voting, holding office, etc.] is not restricted by any of these categories. Members should only include full-time, enrolled students.
- Section 2. ELIGIBILITY REQUIREMENTS
 Include any eligibility requirements your organization may have for active members. Specify eligibility requirements for all other categories of members, outlining in the same order as in Section 1 of this Article. Be sure to include what an eligible person must DO in order to belong and remain in that category of membership (pay dues, attend a specified percentage of meetings, etc.).
- Section 3. SUSPENSION
 (State the provisions for suspension of members: disorderly conduct, gross misdemeanor, or other behaviors unacceptable to your organization.) **A member may be suspended or removed for the above stated reasons following a hearing by the membership of the organization** (or some other satisfactory method of due process).

Article IV OFFICERS

Section 1. CATEGORIES OF OFFICERS

(Enumerate the elected officers such as President, Vice President, Secretary, Treasurer, Reporter, Historian, etc.)

Section 2. DUTIES

(The duties of each officer must be described in detail, listing according to the order of section 1 above. Be sure to specify who has the authority to expend organizational funds, call special meetings, etc. Be certain to use non-discriminatory language such as he/she or they.)

Section 3. ELIGIBILITY

ARTICLE V ELECTIONS

Section 1. NOMINATIONS

(Specify how and when nominations of officers are made, whether from the floor, by petition, by a committee, or by any other means; specify how far in advance of actual elections such nominations take place.)

Section 2. TIME OF ELECTION

(Specify the time when regular elections of officers will take place [the final meeting of Spring term, during the month of April, etc.] It is recommended that such elections take place annually during Spring term and prior to April 30.)

Section 3. PROCEDURE

(Specify how officers are elected: whether by a secret ballot, a show of hands, or some other means; the percentage of votes needed, generally a plurality [whoever receives fifty percent plus one of the votes cast] and, who will be responsible for counting the votes [preferably the advisor or another impartial person.] In cases where a majority vote is required, specify procedures for a runoff election should no candidate receive a majority.

Section 4. ASSUMPTION OF OFFICE

(Specify when a newly elected officer will take office and how long he/she holds that office.)

Section 5. VACANCIES

(Specify the procedures used to fill a vacant office in case an officer resigns or is unable or unwilling to complete his/her term. If the procedure varies according to the office, use a separate sub-section for each procedure. In the event an election is part of that procedure, include the appropriate election provisions in a manner similar to Section 3 above.)

ARTICLE VI MEETINGS

- Section 1. Regular Meetings
(Specify when regular meetings are to be held, whether it is once a week, every month or by arrangement.)
- Section 2. Special Meetings
(Specify the procedures to be employed in calling special meetings, who may call them, the procedures for notifying members, etc. Guard against a small number of members having the power to call a meeting and transact business. [The president, however, is usually given the power to call such a meeting.] Remember: a quorum must be present at all special meetings and only the business for which a special meeting is called may be transacted.)

ARTICLE VII QUORUM

(Specify in detail how many members of the club constitute a quorum for the legal transaction of business. This should be based on the number you feel must be present at a meeting to transact business. In large clubs, the percentage will be smaller than in small clubs; for example, in a club with 150 members, a workable quorum would be 20%, while in a club with only 20 members, 51% would be more appropriate.)

ARTICLE VIII COMMITTEES

- Section 1. Eligibility
At the time of assuming responsibility for a committee and during tenure in office, a committee chairman must meet all the eligibility requirements as stated by the University.
- Section 2.
(Specify standing committees, if any; how they are chosen; and their duties- using a separate section of this article for each committee. If the organization has an Executive Council or an Executive Committee, that should be listed as the first Standing Committee.

ARTICLE IX ADVISOR

- Section 1. Eligibility
The _____ shall have a campus advisor over 21 years of age who shall be a full-time member of the faculty, administration, or staff of The University of Tampa. The advisor may not be on leave of absence at any time during his/her term of appointment.

Section 2. Selection and Appointment

Section 3. Duties

The advisor's responsibilities include attendance at all organizational meetings, participation in as many organizational activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, etc. (Add separate sections for any duties unique to your organization.)

ARTICLE X AMENDMENT

Section 1. Means of Amendment

(State what procedures must be taken to amend constitutional provisions for your organization. Usually this requires a presentation of proposed amendments at one meeting, followed by a vote of the membership at the next meeting. Generally a higher percentage of affirmative votes is required to approve such amendments than is needed to approve most other actions.)

Section 2. Approval

All amendment(s) to this constitution shall be filed with the Student Activities Office, indicating the date and method of adoption.

Section 3. Compliance

This constitution shall not conflict with the policies and regulations of The University of Tampa, the Trustees, or the State of Florida. Any stipulations, applying to all organizations made by Student Government or the University shall be considered to be immediately enforceable, whether contained in constitutional provisions or not.

Parliamentary Procedure

Order of Business

1. Chair: "The meeting will come to order."

A **quorum** (the number of members necessary, according to the constitution and bylaws, to do business) must be present to hold a business meeting.

2. Chair: "The secretary will read the minutes of the last meeting". Minutes are read.

3. Chair: "Are there any corrections to the minutes?"

Corrections are suggested without motion or vote.

4. Chair: "If there are no (further) corrections, the minutes stand approved as read /corrected."

5. Chair: We will have the report of the...

Officers (e.g., financial report by treasure) Standing Committees, Special Committees
Motion is made to adopt audited financial report. If committee report contains a recommendation, reporting member (usually the chair of the committee) moves that recommendation be adopted. Otherwise, report is filed without action.

6. Chair: "Is there any unfinished business?"

Action is completed on any business not settled when last meeting was adjourned.
(See Main Motions.)

7. Chair: Is there any new business?

Each new motion is discussed and settled before another main motion can be proposed. (See Main Motions.)

8. Chair: "Are there any announcements?"

9. Chair: "If there is no further business, this meeting will be adjourned."

10. Chair: "The meeting is adjourned."

If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

The Chair

- Calls the meetings to order.
- Keeps the meeting to its order of business.
- Handles discussion in an orderly way:
- Gives every member who wishes a chance to speak.
- Tactfully keeps all speakers to rules of order and to the question.
- Should give pro and con speakers alternating opportunities to speak.
- Does not enter into discussion.
- States each motion before it is discussed, and before it is voted upon.
- Puts motions to vote and announces the outcome.
- May vote when his/her vote would affect the outcome, or in any case when voting is by ballot
 - Should be familiar enough with parliamentary law to inform assembly on proper procedure.
- May appoint committees when authorized to do so, or if bylaws so provide.
- May assist in working of motions if maker requests assistance.

Use of Gavel

- Rap once to call meeting to order.
- Rap once to maintain order.
- Rap once to declare adjournment.

Etiquette of the Chair

- The chair can remain seated during the meeting except at these times:
- To call the meeting to order.
- To put a question to vote.
- To give a decision on a point of order.
- May stand to recognize speakers.
- In speaking to the assembly, the chair refers to himself/herself as “The Chair.”

The Secretary

- Keeps an accurate record of each meeting, including the following in the minutes:
- Kind of meeting (regular, special or adjourned) and name of assembly,
- Date, hour, and place of meeting,
- Name and title officer presiding and presence of quorum,
- Approval of previous minutes,
- Record of reports,
- Record of each main motion (unless withdrawn) with name of mover,
- Record of points of order and appeals,
- Record of all other motions (unless withdrawn),
- Record of counted votes,
- Time adjournment,
- And signature and title of secretary.
- Keeps an up-to-date roll of members.
- Keeps a copy of constitution and bylaws, with amendments properly entered.
- Keeps a record of all committees.
- Provides list of pending and potential business for the chair before meeting.
- Handles correspondence of organization (unless there is a corresponding secretary).

Minutes

- Recording of Minutes:
- Record what is done, not what is said.
- Keep notes together in a special notebook.
- Organize the notes into clear, concise statements and record in permanent minute book to be read at next meeting. Record each motion in a separate paragraph.
- Notifies members of meetings (e.g., if a special meeting is called).

- Minutes should be read and approved by assembly at the next regular adjourned meeting.
- If the organization is not scheduled to meet for several months, minutes should be read before adjournment of the meeting or a committee may be appointed to approve the minutes when they are in permanent form.

Final Form of the Minutes

- Should be typewritten or legibly written in ink.
- Should not be defaced. (Corrections should be made by bracketing the erroneous portions and stating correctly in the wide margin.)
- Should be kept in book form. If in longhand, a bound book should be used; if typewritten, a loose leaf notebook is used.
- Should be signed or initialed by secretary and one other officer on each page to guard against substitution of pages.
- Should be recorded with a wide left margin for corrections.

Minutes, when approved, should be signed by secretary and, if desired, the chair.



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VAUGHN CENTER



REQUEST FORM FOR THE NINTH FLOOR

NAME OF REQUESTING ORGANIZATION: _____

CONTACT PERSON (Box and Phone #): _____

E-MAIL: _____

ROOM (Crescent Club, Presidents Conference Room and/or The Board Room): _____

DAY AND DATE OF REQUEST: _____

RESERVATION START: _____ EVENT START: _____

RESERVATION END: _____ EVENT END: _____

ESTIMATED ATTENDANCE: _____

Please read the Ninth Floor request policy and answer the following questions on a separate sheet of paper.

Please give a brief description of the event you are proposing.

Who is the event intended for (i.e. students, community leaders, faculty etc.)?

What are your plans for the use of the room? Please include room setup, tables for registration, decorations used, AV equipment needed, if a dance floor needs to be installed, how many trash cans needed, etc? Be as detailed as possible.

Is your event open to the public?

Who will staff the event? What security measures will be taken to make sure only invited guests are allowed in.

What significance does your event have for The University of Tampa community?

Why would you like to use the ninth floor instead of other available facilities?

Is there an admission fee?

What is the attire for the event?

Please Note: This is a **request** for the Ninth Floor, not a guarantee. If the Student Activities Office approves the request, it will be sent to the President's Office for final approval. If you have any questions, please call the Student Activities Office at 253-6233.



Acrobat Document



Volunteer Record Form

The University of Tampa

NAME: _____ **PHONE:** _____ **BOX:** _____

This was service for:

- Campus
 Community
 Service-Learning
 Experiential

I am a (mark all that apply):

- Full-time U.T. Student
 U.T. Faculty Member
 Commuter
 Part-time U.T. Student
 U.T. Staff Member
 Residential

Please print neatly all answers below. Thank you.

Service Hours

Agency or Project Name: _____

Agency Contact Person: _____ Phone: _____

Date (s) of project: _____

Project description: _____

Total number of hours volunteered: _____

Donations

Receiving Agency: _____

Amount of money: _____

Number of food items: _____

Number of clothing items: _____

Other (please describe): _____

FOR ORGANIZATIONS ONLY: (Attach a readable list of participants to this form for credit of hours to both the organization and participants).

Name of Organization: _____

Number of people who volunteered: _____ Number of hours/person: _____

Total number of hours volunteered: _____

VERIFICATION BELOW REQUIRED: We, the undersigned to hereby attest by our signature that all the information listed on this form is true and correct.

Individual Signature

Agency Representative Signature



Service-Learning Record Form

The University of Tampa

NAME: _____ **PHONE:** _____ **BOX:** _____

Professor Name: _____ Class: _____ Course & Sec. No. _____

I am a (mark all that apply):

U.T. Student

U.T. Faculty Member

U.T. Staff Member

Please print neatly all answers below. Thank you.

Service Hours

Agency or Project Name: _____

Agency Contact Person: _____ Phone: _____

Date (s) of project: _____

Project description: _____

Total number of hours volunteered: _____

Donations

Receiving Agency: _____

Amount of money: _____

Number of food items: _____

Number of clothing items: _____

Other (please describe): _____

CLASS PROJECTS: (Attach a readable list of participants to this form for credit of hours to both the class and participants).

Class: _____

Number of people who volunteered: _____ Number of hours/person: _____

Total number of hours volunteered: _____

VERIFICATION BELOW REQUIRED: We, the undersigned to hereby attest by our signature that all the information listed on this form is true and correct.

Individual Signature

Agency Representative Signature

Student Organization Officer Change Form

Date/Semester: _____

Organization Name: _____

Would you like the Organizations point person number printed as contact info? YES NO
 Would you like the Organizations point person e-mail printed as contact info? YES NO
 Would you like the Organizations point person s mailbox # printed as contact info? YES NO

Officers: All members must be The University of Tampa students. Please list any changes.

President or equivalent: _____

ID#: _____ Box: _____ Ph. #: _____

Email: _____

Second Contact: _____

ID#: _____ Box: _____ Ph. #: _____

Email: _____

Third Contact: _____

ID#: _____ Box: _____ Ph. #: _____

Email: _____

Advisor: _____

ID#: _____ Box: _____ Ph. #: _____

Email: _____

 Signature of President or equivalent _____ Date _____

 Faculty/Staff Advisor's Signature _____ Date _____



Copy Code Contract

This signature signifies that I have read and agree to follow the copy code policies and procedures established by the Student Activities Office. With the signing of this contract I agree to be the contact person and responsible party for my organization.

Print Name: _____

Signature: _____

Organization: _____

Vaughn Center Message Screens Request Form

Date Submitted: _____

Name: _____

Organization/Department: _____

Contact Number: _____

Contact E-Mail: _____

Date of Event: _____

Ad display date: _____

Name of Event: _____

Provide Specific wording the message should say including: pictures and any other information that is necessary for your message.

Message Screen Posting Policies:

1. No offensive graphics or language.
2. No pictures or descriptions portraying drugs, alcohol or sex.
3. All requests must be submitted one week before the post date.
4. Messages may be posted up to a MAXIMUM of three weeks.
5. Messages will stay up until the day of the event.
6. All specifically requested graphics (i.e. logos) must be supplied either on a CD or website. PLEASE DO NOT SUPPLY IMAGES ON A 3 1/2 FLOPPY DISK.
7. All graphics files must be in a .bmp, .jpg, or .gif format.
8. All slides are at the discretion of the Director of the Vaughn Center and Student activities and the coordinator of union operations and student organizations.

For more information contact SAO at 253-6233



Acrobat Document

Release Form

Our organization, _____, is having an event to be held on _____, at _____ (location), during the hour of _____ to _____ (AM/PM) and the estimated number of guest we believe will be attending _____.

It is our intent to bring in our own food purchased or donated from a local retail grocer or other such business.

We do not hold Sodexho Dining Services (located at The University of Tampa) and The University of Tampa liable for any foods from outside vendors that could possibly cause illness to any of our event participants. We do not hold Sodexho Dining Services responsible for any of the set up or clean up of our event. We understand that set up, utensils and clean up is the responsibility of our organization.

Effective July 5, 2006 you are required to attach a certificate of liability insurance in the amount of two million dollars (\$2,000,000) for the vendor involved with an on campus group and five million dollars (\$5,000,000) for any vendor involved with an off campus group. This form must be submitted to the Sodexho catering office located in the Vaughn Ctr. in room 223.

Vendor we are asking to be brought in is:

(vendors name and address)
 Type of food that we will be bringing: _____ (raw products will not be released)

_____ Covered Dish	_____ Bar B Q
_____ Pre-Package (like publix)	_____ Pizza
_____ Ethnic	_____ Kosher

Dated this day of _____

Name of UT representative _____

Contact number _____

Forms must be submitted a minimum of 20 days prior to event. Forms will be reviewed and available for approval notification 8 business days after.

This release form must be signed, dated and approved by a Sodexho manager to be valid.

(Sodexho representative and title)

Student Organization Registration Form For Events with Alcohol

Event Name:

Event Date:

Event Location:

Sponsoring Organization:

Number of Members in Organization:

Number of Attendees:

Number of Monitors:

Names of Student Monitors:

<u>Names</u>	<u>Phone Number</u>	<u>Emails</u>	<u>Boxes</u>
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<u>Advisors Name:</u>	<u>Phone:</u>	<u>Email:</u>
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Advisors Signature:

Primary Organizer from the Sponsoring Organization:

Name:	Phone Number:	Email:	Box:
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Date of SAO/Student Conduct Sponsored Risk Management Session attended by Organization President of Risk Management Chair:

(Monitors must take a Risk Management Quiz and return to the Assistant Dean of Students and Director of Vaughn Center one week prior to the event)

Please provide a brief description of why you would like to serve alcohol at your event

Please provide a brief description of your designated driver program:

Who To Know and Where To Go

Issue	Location	Ext.
Absences	Your professor	
Academic-advisor change	Academic Advising Office	x7421
Academic calendar	Registrar's Office	x6251
Academic counseling	Your Faculty Advisor	
	Academic Center for Excellence	x3528
	Academic Advising Office	x7421
	Department Chairperson	
Academic requirements	Academic Advising Office	x7421
Adding courses	Registrar's Office	x6251
Advising Questions	Academic Advising Office	x7421
Address changes	Registrar's Office	x6251
Post Office	PH-Mailroom	x3364
Advertisements	<i>Minaret</i> Office	x3462
Alumni affairs	Development and University Relations	x6209
Application for degree	Registrar's Office	x6251
Athletics	Athletic Department	x6240
Audio-visual aids	Macdonald-Kelce Library	x6231
Bands	Music Department	x6212
Bulletin board posting	Student Activities Office	x6233
Calendar of events	Public Information Office	x6232
	Student Activities Office	x6233
Career information	Office of Career Services	x6218
Choral activities	Music Department	x6212
CLAST and CLEP information	Academic Center for Excellence	x3528
Co-Curricular transcript	Student Activities	x6233
Commencement information	Dean of Students Office	x6204
Community service	PEACE Volunteer Center	x3695
Commuter students	Student Activities Office	x6233
Computer concerns	Computer Center	x6293
Counseling—personal	Student Health and Counseling Center	x6250

Degree requirements	Faculty Advisor	
	Academic Advising Office	x7421
	Registrar's Office	x6251
Diplomats	Student Activities Office	x6233
Disabilities	Office of Student Disability Services	x6204
Distributing printed material	Student Activities Office	x6233
Dropping courses	Registrar's Office	x6251
Drug/alcohol information	Student Activities Office	x6233
	Residence Life Office	x6239
Employment (off campus)	Office of Career Services	x6218
Employment (on campus)	Financial Aid Office	x6219
Family Weekend	Student Activities Office	x6233
Fees	Bursar's Office	x6202
Financial aid	Financial Aid Office	x6219
Financial transactions	Bursar's Office	x6202
	Cashier's Office	x6202
Forwarding addresses	Post Office	x3364
Fund-raising/sales projects	Student Activities Office	x6233
Fraternities	Student Activities Office	x6233
GATEWAYS Program	Baccalaureate Director	x3550
Graduate exams	Academic Center for Excellence	x3528
Graduate school information	Office of Career Services	x6218
Graduation requirements	Registrar's Office	x6251
	Faculty advisor	
	Academic Advising Office	x7421
Greek Life	Student Activities Office VC	x6233
Guests, daytime needs	University Safety ResCom and Security	x3333
Guests, overnight	Your RA	
Health service/insurance	Student Health and Counseling Center	x6250
Homecoming activities	Student Productions	x3104
Honors Program	Honors Program Office	x3686
Housing information	Residence Life Office	x6239

ID cards	Macdonald-Kelce Library LIB	x6231
International programs	International Programs PH300 Office	x7433
International students	International Student PH304 Coordinator	x3659
Intramural/Recreation Coordinator	McNiff Fitness Center	x3615
LASER Team	Student Activities Office VC	x3147
Leadership training	Student Activities Office VC	x6233
Loans, educational	Financial Aid Office PH427	x6219
Lost and found	University Safety ResCom and Security	x3333
Lost ID cards	Macdonald-Kelce Library LIB	x6231
Lost keys	Your RA Residence Life Office VC	x6239
Mail Post Office	PH-Mailroom	x3364
Maintenance requests	Your RA or Area Director	
McNiff Fitness Center	Student Activities Office VC	x3615
Meal plans	Dean of Student's Office PH124	x6204
Media coverage	Public Information Office PH450 <i>The Minaret</i> Minaret Office VC <i>Moroccan Moroccan</i> Office VC	x3180 x3462 x6263
Notary public	Human Resources Office PH201	x3777
Orientation	Dean of Students Office PH124	x6204
Organization forming	Student Activities Office VC	x6233
Parking permits	University Safety ResCom and Security	x3333
Placement testing	English and Writing PH324 Department Math Department PH/ScW206	x6229 x3086
Pre-enrollment information	Registrar's Office PH113	x6251
<i>Quilt</i>	Student Activities Office VC	x3538
Rathskeller Office	RAT	x6276
Reading/study skills	Academic Center PH401 for Excellence	x3528
Refunds, student fees	Bursar's Office PH432 Cashier's Office PH428	x6202 x6202
Refunds, vending machines	Auxiliary Services TB	x6242
Registration information	Registrar's Office PH113	x6251

Registering personal items	University Safety ResCom and Security	x3333
Religious activities	Student Activities Office VC	x6233
Residence Life	Residence Life Office VC	x6239
ROTC	ROTC Office ROTC Building	x3040
Safety and Security	University Safety ResCom and Security	x3333
Scholarship information	Financial Aid Office PH427	x6219
Sexual harassment	Dean of Students Office PH124	x6204
	Human Resources PH201	x6237
Student Government	Vaughn Center VC 220	x3768
Student Productions	Vaughn Center VC 203	x3104
Telephone services	Administrative Services TB	x7411
Textbooks	Campus Store VC	x6230
Tours, Admissions	Admissions Office PH122	x6228
Tours, museum	H.B. Plant Museum Museum	x3400
Trainer, athletic	Athletics Department MSC	x6240
Transfer evaluation	Coordinator PH100	x3004
Transcripts	Registrar's Office PH113	x6251
Transient Student Form	Academic Advising Office PH306	x7421
Tutoring	Your professor Academic Center PH401 for Excellence	x3528
Varsity athletics	Athletics Department MSC	x6240
Vehicle registration	University Safety ResCom and Security	x3333

Volunteer projects	PEACE Volunteer Center VC 206	x6263
Who's Who	Student Activities Office VC	x6233
Withdrawals	Operations and Planning PH106	x6203
Work-study and on-campus employment	Financial Aid Office PH427	x6219
Writing Center	Saunders Writing Center PH323	x6244

Locator Key:

FMC - Ferman Music Center HC - Health Center
 CC - Computer Center LIB - Macdonald-Kelce Library
 MSC - Martinez Sports Center PH - Plant Hall
 RAT - Rathskeller Sc - Science Wing
 VC - Vaughn Center TB - Thompson Building

Who To Know and Where To Go Around Tampa Bay

Stores/Shopping Malls

Kinko's	225-2523
Westshore Plaza Mall	286-0790
International Plaza	342-3790
WalMart Supercenter	855-8451
Target	835-8333

Hospital

Tampa General Hospital	844-7000
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Entertainment/Educational

Color Me Mine (pottery painting)	258-8368
Tampa Museum of Art	274-8130
Tampa Theatre	274-8981

Outdoor Recreation/Theme Parks/Beach

Florida Aquarium	273-4000
Busch Gardens	1-888-800-5447
Adventure Island	987-5000
Lowery Park Zoo	935-8552
Clearwater Beach	www.clearwaterbeach.com
Hillsborough County Park	975-2160
Upper Tampa Bay Park	855-1765
Gadson Park	832-1220
Wilderness Park	987-6208

References Used for the Creation of this Handbook:

Advisor Student Organization Handbook: 2003-2004
University of Miami

Registered Student Organizations at the University of Tampa
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Organization Manual: 2001-2002
University of Tampa

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<http://www.abacon.com/firstyearfocus/scene/orgsay.html>

www.ut.edu