Office of campus programs and leadership development

Where education and entertainment meet.

Student Leader Manual

Marymount University

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# Marymount University Mission Statement

**M**arymount University is an independent Catholic university that emphasizes academic excellence at the undergraduate and graduate levels. Committed to the liberal arts tradition, the University combines a foundation in the arts and sciences with career preparation and opportunities for personal and professional development. Marymount is a student-centered learning community that values diversity and focuses on the education of the whole person, promoting the intellectual, spiritual, and moral growth of each individual. Scholarship, leadership, service, and ethics are hallmarks of a Marymount education.

# Office of Campus Programs and Leadership Development (CPLD)

#  Mission

**CPLD** promotes campus engagement through intentional, collaborative and dynamic programming and leadership initiatives. The office cultivates an environment of experiential learning focused on holistic student development guided by the ideals of social consciousness, global perspective and servant leadership.The office serves all students: residents and commuters, undergraduate and graduate, full time and part time.

**Registered Student Clubs and Organizations**

**M**arymount University encourages students to take an active role in student organizations, and supports a variety of clubs and organizations to meet the diverse needs and interests of its students. A Marymount University club’s purpose must be consistent with the University’s mission to foster the intellectual, moral, spiritual, social, cultural and physical development of each student. No club/organization may encourage in any activity that is in conflict with the mission of the University or Marymount’s Catholic heritage.

## Co-Curricular Council

**T**he Co-Curricular Council (CCC) is a forum comprised of a representative from all the CCC recognized student clubs and organizations on campus. Each representative shall represent only one club per meeting. The Council’s purpose is to support the mission of the university, promote the interests of students, enrich campus life, build a sense of community and inspire school spirit. All meetings are mandatory for every recognized club of the Council, unless there is a special circumstance that has been approved by CPLD.

The council shall meet to discuss ideas that benefit the student body and shall execute ideas as one representative body. The council plans a wide range of activities to serve the student body and community. Some activities include: Club Fair, Homecoming, Halloween fest, Midnight Madness and Saintsfest. The CCC constitution is available online.

**Privileges and Expectations of Student Clubs/Organizations**

All registered student organizations are granted the following privileges:

* Use of the University name in the title of the organization with approval through the Office of Campus Programs and Leadership Development.
* Inclusion in the official directory of campus organizations as well as other university publications.
* Use of campus facilities for meetings and activities.
* Access to the Student Government Association for budgetary and supplemental funding support.

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## All registered student organizations are expected to:

* Support all University rules and regulations as found in the Student Handbook and this manual.
* Have a constitution and by-laws (if applicable) and any other necessary procedures.
* Adhere to the purpose/mission of the organization as stated in its constitution.
* Meet on a regular basis.
* Contribute to the Marymount community with programs that support the mission of the university.
* Adhere to the election procedures as stated in this manual and the student organization’s constitution.
* Participate in all CPLD required conferences, workshops and seminars.
* Use all SGA allocated funds according to the approved request during the specified year.
* Submit an updated constitution to CPLD whenever it is revised.
* Have all advertisements for all functions approved by CPLD.
* Submit a current membership roster to CPLD annually after new officers are elected or during the academic year whenever a position becomes vacant or an officer is replaced.
* Maintain financial records of all spending and deposits and meet with the Assistant Director of Campus Programs to discuss.
* Provide CPLD with copies of all documents (program proposals, program evaluations, minutes, etc.) for CPLD electronic club files.
* Keep the advisor and the Assistant Director of Campus Programs informed of the student organization’s progress towards its goals.
* Have representation at all CCC meetings.

CPLD may suspend, revoke, or deny any organizations’ registration at any time during the year for any abuse or violation of the outlined privileges and expectations.

**Forming a New Club**

**M**arymount University encourages all students to become engaged in the university community. Students are urged to participate in clubs and organizations with their common interests.

To form a new club, students must complete the New Club Packet (see appendix B) and refer to the following guidelines:

* Meet with the Assistant Director of Campus Programs to discuss the purpose and goals of the organization.
* Formulate a statement of purpose/mission in accordance with the University mission statement and the CCC guidelines
* Complete a Roster Sheet with ten (or more) interested students.
* Create a constitution with guidelines, rules and regulations, including election procedures.
* Elect officers and define the roles/responsibilities of each officer (descriptions to be included in the constitution).
* Identify a faculty/staff member of Marymount University to serve as an advisor for the new organization (complete the Advisor Form).
* Submit the required materials to the CCC membership consideration.

**Graduate students interested in starting a club/organization should contact CPLD.**

# Gaining Co-Curricular Council Membership

A new student club or organization seeking to gain CCC membership must submit a completed New Club Packet and any supplemental information to the Assistant Director of Campus Programs by the 15th of each month. After review of the documents by the Assistant Director of Campus Programs and the CCC executive officers, the representatives of the new club are invited to a CCC meeting in October or February to address the Council.

During that meeting, the Council will vote to determine whether to accept or deny the new club CCC membership. Once CCC membership is granted, the club must abide by the CCC constitution.

All new clubs gain the added benefits of co-sponsorship of activities with other clubs and the ability to apply for funding through the Student Government Association after one semester of active CCC membership. Additionally, if they meet the requirements, club presidents are eligible to receive student leader scholarships after the club has successfully completed one semester of activity.

Membership to the CCC may be denied or revoked if there is a shortage of interested student members, absence of a faculty advisor, improper registration, or an improper constitution.

**Club Election Procedures**

**C**lub election procedures must be clearly defined in all student club and organization constitutions. A copy of all constitutions should be on file in CPLD. Any changes to the election procedures should be submitted to the Assistant Director of Campus Programs immediately for review. No changes to the election procedure can be implemented within one month of the election.

Elections for currently registered clubs and organizations are typically held annually in April. All clubs are required to notify CPLD of election dates and must submit an election plan at least three weeks prior to the election date. All clubs are required to publicize election dates at least two weeks prior to the election.

Only students who intend to hold office for the full academic year (August to May) are eligible for nomination to a club office. All officer nominees must be made aware of their responsibilities as officers, their obligations to attend the Student Leader Conference, and any other information regarding holding an office.

**Officer Nomination Procedure**

Undergraduate students seeking club officer positions must be full time (12+ credits) degree-seeking Marymount students in good standing and have successfully completed one full academic semester.

Candidate must complete an *Officer Nomination* *Form* (see appendix) and submit it to the Assistant Director of Campus Programs within one month of the club’s election date. These forms are available in CPLD.

The names of all potential candidates are submitted to The Office of Student Development for academic and disciplinary approval.

The Office of Student Development must approve all candidates before their names appear on a ballot.

**Election Procedure**

Within the club constitution, the election procedures must include the following:

* Method of voting to be used (secret ballot, online, regular ballot)
* Method used to count votes and determine the winner (simple majority, two-thirds majority, online count)
* Tie-breaker policy
* Voter eligibility
* Identity of persons responsible for recording the number of eligible voters present.

**Election Results**

The outgoing club president should submit the election results to CPLD on a *Club Registration Form*. Election results for newly formed clubs should be submitted to CPLD by the club advisor. The Form must be filed with CPLD within 24 hours of the election.

**Contesting Results**

If an election is contested, candidates will have 72 hours from the closing of the election process to contest. Candidates must submit to the Assistant Director of Campus Programs, a written statement fully explaining the allegation and rules violated.

Upon receipt of the written statement, the Assistant Director of Campus Programs along with the Club Advisor and Chair of CCC shall review the statement. A simple majority vote of this group will declare the election valid or invalid. If the election is declared invalid, a re-election must be held within 5 class days after the ruling.

If there is not an adequate time remaining in the semester, or if the re-elections should fall within finals week, then the re-election must be held within the first 15 days of the Fall semester. This re-election will be in accordance with the established and written election policies. If there is not contest of an election within 72 hours of the published results, then the election results will be declared final.

**Student Leader Scholarship**

**S**tudent leader scholarships are awarded in recognition of the responsibility a student assumes and the commitment the student makes to the University and fellow students by accepting a leadership role. The amount of the scholarship is not intended to directly reflect the amount of work the position may require.

A scholarship is awarded by semester based on fulfillment of the requirements for the position. Student leaders who receive a scholarship must be full-time (12+ credits), undergraduate degree-seeking Marymount students in good standing. However, in special circumstances, considerations may be made regarding full-time status.

Student leader scholarships are awarded to Club Presidents, Executive Members of the Co-Curricular Council, Executive Officers in the SGA, Executive Class Officers, APB Executive Officers and Chair(s) of the RHA.

Student leaders who hold leadership positions and receive a scholarship may hold an additional student leader position in another student club or organization as long as no scholarship value is attached to the additional position. No student shall receive more than one student leader scholarship. Presidents of new clubs/organizations will not be eligible for a scholarship until the club/organization has successfully completed one semester of eligibility.

## Student Leader Scholarship Terms and Conditions

* Any student receiving a Student Leader Scholarship ***must*** participate in all scheduled student leader workshops, leadership conferences, and Co-Curricular council meetings throughout the academic year.
* Any student receiving a Student Leader Scholarship who cannot attend the Conference will have their scholarship for the corresponding semester reduced by ½ of its original amount.
* All sessions are required for ***all*** student leaders attending the Student Leader Conference.
* The Co-Curricular Council will recommend appropriate sanctions to the Director and Assistant Director of Campus Programs for any student club/organization lacking representation at the Student Leader Conference.
* There will ***not*** be any special student leader orientation sessions held for those students not in attendance at the Conference.
* A student may request an exception to this attendance policy due to extenuating circumstances. CPLD will review all requests on a case-by-case basis.
* CPLD reserves the right to remove any club or organization officer from his or her position or rescind his/her Student Leader Scholarship if it is determined that the individual is not meeting the basic duties of the position.

### Vacant Student Leader Positions and Student Leader Scholarship

With the exception of the freshman class officers, students who receive student leader scholarships are required to attend the fall Student Leader Conference. Any student who seeks a vacant position at the beginning of the fall semester who did not attend the Student Leader Conference will receive a prorated amount for the fall semester. The amount of the scholarship award will be prorated at the discretion of CPLD and/or the Dean for Student Development. The amount of the award will be based on the circumstances under which a person assumes a vacant position.

**Student Leader Honors**

All graduating Bachelor’s degree students are eligible to be nominated for senior leadership honors, and are invited to attend the Recognition Day Ceremony in May. Two of the most prestigious honors awarded during Recognition Day are the Bishop Ireton Award and Senior Leadership Award.

The Bishop Ireton Award is awarded to a graduating student who has had the greatest influence for good on his/her companions.

The Senior Leadership Award is awarded to undergraduate students who have made contributions to their community and are deserving of recognition upon graduation.

Students may be nominated by any faculty, staff or fellow student.  Students must earn a minimum of 2.75 cumulative GPA, be in good judicial standing as determined by the Office of Student Development, and successfully complete their coursework in expected graduation year. Nominees must also have demonstrated that they uphold the values set forth in the mission and values of the University, and that they have made positive contributions to the Marymount and/or local community.

### Termination Policy

All Marymount University Club and organization officers must adhere to all University policies and procedures as outlined in the Student Handbook, and the Student Activities manual. Student leaders found in violation of these polices are subject to disciplinary action and termination of leader status.

**Academic**

Failure to meet the required GPA is subject to removal from office and forfeiture of scholarship. All undergraduate club and organization officers are required to maintain a minimum of a 2.0 cumulative G.P.A. to remain in office. All undergraduate Student Leader Scholarship recipients are required to maintain a minimum 2.5 cumulative G.P.A. to maintain their Student Leader Scholarship.

**Disciplinary**

Any club or organization officer placed on disciplinary probation due to violation of the disciplinary code of conduct at Marymount University will be immediately removed from office. If the club or organization officer is receiving a Student Leader Scholarship, the amount of the scholarship will be revoked from the student account. The remaining balance will be returned to the University.

**Incompetence**

To impeach an officer, a minimum of three active club/organization members may file a written complaint against a club/organization officer to propose impeachment. This complaint should be filed with an officer of the club, preferably the Secretary. At the next regular club meeting, the written complaint will be read to the membership. After appropriate debate, this complaint must be filed with CPLD. Based on the debate of the complaint, an impeachment vote by secret ballot or hand count will be taken at the next regular club meeting. A 2/3 affirmative majority is needed to impeach. The advisor must be present.

**The Advisor**

**W**ith ever changing student leadership, the advisor is a constant and provides support for continuity over time. This continuity contributes to the increased life span and well-being of the organization. Additionally, the advisor is a resource to navigate through University protocol.

Student clubs and organizations are required to have a full-time faculty or staff member as an advisor to assist with planning, organizing, and sponsoring of events and programs. An advisor should act as a mentor and guide and should help facilitate club conversations and programming. Clubs and organizations are required to keep their advisor informed of any and all events that the club is anticipating.

**Advisor Qualifications:**

* An advisor must be a full-time Marymount University administrator, faculty or staff member.
* Advisors must submit an Advisor Form (see appendix) to CPLD.
* If for any reason an advisor is unable to fulfill his/her responsibilities or must leave the university, CPLD must be informed of the advisor’s absence. The Director or Assistant Director of Campus Programs will serve as temporary advisor to an organization until a permanent advisor can be found.
* The advisor should serve as an integral part of the organizational structure and function

**Role of the Advisor**

* To serve as an integral part of the organizational structure and function of the club/organization.
* To promote, support and encourage the club/organizations’ activity and retention along with the intention of increased campus wide participation.
* To serve as a consultant to help student leaders grow and develop as leaders as well as assist with living out the purpose/mission of the club.
* To act as liaisons between the club and the University, often providing assistance in navigating campus culture.
* To keep students aware of University regulations and policies, while prompting awareness and adherence to various regulations.

**Funding Policies and Procedures**

All registered student club and organization expense accounts are established and maintained by CPLD and the university Financial Affairs Office. Student organizations are not permitted to open independent off campus checking accounts.

**Authorized Funding Uses**

Organizations may use funds in whole or in part for the following:

* Food and refreshments for meetings and events (a maximum yearly spending amount is set by SGA for regular organization meetings)
* Travel and entertainment expenses
* Postage and mailing expenses
* Publicity and advertising
* Community service projects
* Awards for member achievements
* Other expenses as approved by CPLD and SGA.

**Funding Restrictions**

Organizations may **no**t use funds in whole or in part for the following:

* Reimbursements. The university will not grant reimbursements under any circumstances for purchased goods or services without prior approval by the University Business Office.
* To finance in whole or in part the purchase of drugs, alcohol, or any other substance or activity contrary to local, state, or federal laws or Marymount University policy.
* To support or sponsor in whole or in part political candidates or high risk activities such as skydiving, white water rafting, skiing, contact sports, bungee jumping, etc.

**Accessing Funds to Pay Vendors**

* **Purchase Order** This is an electronic form that will allow for the purchase of supplies or service from a vendor, performer, speaker or retailer who will then send an invoice to the organization for the amount due. All invoices must be promptly submitted to CPLD in order for the vendor to be paid. Campus accounting procedures require an invoice from vendors, a completed W-9 form and two weeks’ notice for payment of services.
* **Petty Cash** A cash advance of $50 can be issued in emergency situations or under special circumstances. A greater amount may be issued on a case-by-case basis. A weeks’ notice is preferred. Receipts and any unused funds must be submitted to CPLD promptly.
* **Check request** A check request form must be completed in order to issue a University check to pay performers, speakers, bands, restaurants, etc. Check requests may be obtained from CPLD. All check requests should be submitted to CPLD upon completion. Vendors must complete and submit a W-9 form along with an invoice two weeks prior to the payment due date. Checks are issued on Tuesdays and Thursdays. Allow a minimum of 5 business days to process a check.
* **Interdepartmental Transfers** Funds can be transferred from one department or organization account to another through an e-mail. Co-sponsorships usually require a transfer of funds.
* **Purchasing cards** CPLD has access to University credit cards for A.C. Moore, Harris Teeter, Shoppers Food Warehouse, Target, and Home Depot. These cards are issued by the store to the University and work the same way as a store issued credit card. The cards must be reserved at least 48 hours in advance, though 5 business days in advance is suggested. Purchasing cards are available from CPLD on a first-come, first-served basis. Only officers may sign out a card and must present a tax exempt form and in some instances a purchase order at the time of purchase. CPLD will provide the officers with the university tax exempt form and if necessary, a purchase order. The card and receipt(s) for goods purchased must be returned to CPLD before the end of the day of use.

**New Vendor Information**

Clubs and organizations interested in utilizing the services of a new vendor (performer, restaurant, agency, store, etc.) must request a completed W-9 form from the vendor and submit it to CPLD. Upon receipt, the W-9 will be submitted to the Purchasing Office in order to set up a vendor identification number. All vendors must have a vendor identification number in order to process payment. It takes approximately one week to set up a vendor identification number. Check with CPLD to find out if a vendor is currently in the Marymount purchasing system.

**Funding Resources**

**SGA Funding**

E-mail SGA@marymount.edu for SGA funding information.

**Dues**

Student organizations, except academic classes, at Marymount University may charge dues of their members. However, many groups choose not to do this as it may result in limited membership and involvement. The amount charged for dues, admission to events and other fund raising strategies must have prior approval from CPLD.

**Co-sponsorship**

Organizations are encouraged to pool their ideas and resources to plan joint programs. The advantages of co-sponsorship include: less financial output from each participating organization; more human resources available in planning, implementing, and evaluating programs; and greater diversity in attendance.

**Admission Fees**

Student organizations may charge a reasonable admission fee to a program to raise funds for the group as long as the venue has a controlled entrance that can be monitored. The demand for and the popularity of a program should be considered when deciding whether or not to charge admission. All proceeds must be deposited into the organization’s account and should not be used to pay for out of pocket expenses or for any services rendered for the event. Any violation of this policy will result in a fine of $50 and 50% of the event proceeds levied against the organization. Ticket sales must take place in CPLD. Ticket sales outside of CPLD must be approved by the Director of CPLD.

**Vending**

Vending (i.e., bake sales, etc.) by recognized student organizations during the regular semester may occur in the Lee Center or the landing leading to the Dining Hall. Tables must be reserved in CPLD. Special arrangements must be made through CPLD for vending at the Ballston Center. Vending is prohibited in the Residence Halls. However, requests for exceptions can be directed to the Director of the Office of Campus and Residential Services (OCRS). All requests for vending must be made in writing at least five business days in advance to CPLD. Proceeds from vendor sales are deposited into the student club or organization accounts unless a charitable contribution agreement has been made in advance.

Student organizations may invite an outside vendor to campus and accept a percentage of the gross sales. Approval and scheduling for vendor sales as well as all on and off campus advertising relating to on-campus vending must be approved by CPLD. This includes the posting of flyers, posters, newspapers and handbills.

**Fundraising**

A written proposal for a fundraising event must be submitted to CPLD for approval at least three weeks prior to the program. All funds raised or collected by an organization must be submitted to CPLD daily for deposit. Collected funds will become available after deposits are made.

Proceeds from a co-sponsored fundraiserwill be divided between the two co-sponsoring student organizations as stated in a pre-determined agreement. Each organization’s treasurer is responsible for recording and managing the accounting records of all deposits and withdrawals.

After receiving CPLD approval for a fundraiser, a log sheet documenting the donations must be developed and should include the following: the names of all donors, their addresses, phone numbers, student identification numbers and the amount of the donation.

The fundraising event should include signage and information about the organization(s) that will receive the donations.

**Restricted Accounts**

A restricted account is established for funds raised or received for a specific purpose by donors, through fund raising or gifts. No University funds are deposited into this account. Contact CPLD for more information regarding restricted accounts.

Programming

**A**ny student club or organization planning a program must complete a program proposal. The proposal is a Google form and is available on CPLD Website, CCC Blackboard, and upon request via e-mail. Clubs and organizations should not proceed with planning a program until the Director or Assistant Director of Campus Programs has granted official approval.

All club and organization programming must be completed by the last day of classes each semester. No programming may take place during final exams (including, but not limited to: end of the year parties, dinners, etc. Such programs should occur the week prior to the last day of classes).

**Program Proposal Process**

Program proposals should be submitted to the Assistant Director of Campus Programs by **Monday at noon** and **two weeks in advance of the program**. The Assistant Director of Campus Programs will review program proposals and make prompt decisions regarding the status.

Clubs/organizations will receive a response e-mail from the Assistant Director of Campus Programs. This e-mail will provide information regarding the status of the proposal. An approval e-mail will provide further information on policies and procedures regarding the event.

**Space and Facilities Reservations**

All student clubs and organizations must request the use of space and facilities on the program proposal form. CPLD will make the reservation and send a follow up e-mail regarding the status of the request.

The following is a list of spaces that can be reserved and the areas responsible for scheduling:

The Lee Center and Field - The Lee Center Office.

The Library Auditorium, Barry Gallery, Ballston Auditorium, Dining Hall and lawns - The Conference Center.

Ostapenko Hall - The Office of Campus and Residential Services (OCRS).

Classrooms and Caruthers Hall -Astra.

The Lodge Lounge and kitchen- The Office of Student Development.

The Lodge Lounge, kitchen and meditation room, are open 24 hours a day. Doors to lounge are to remain open and unlocked.

All activities held in the residence halls must comply with OCRS policies including quiet hours.

## Speakers/Performers/Vendors and Contracts

All speakers, entertainers, bands, and DJ’s (hereafter referred to as speakers/performers) or vendors sponsored by student clubs and organizations must be approved by CPLD . This includes informal inquiry by email or phone. Once approval is granted, the club will draft a formal letter inviting the speaker/performer or vendor to Marymount. This letter may be co-signed by the Director or Assistant Director of Campus Programs.

The administration reserves the right to determine whether invitations should be extended to speakers, performers, organizations or vendors whose views may be contrary to the mission of the University. It also reserves the right to cancel any engagement of speakers/performers.

**Student organizations are not permitted to enter into contracts with outside speakers/performers or their agents or vendors. Students should not make any written or verbal agreements with speakers/performers, agents or vendors. Such contracts must always have the signature of an authorized Marymount staff member. Purchases or contracted services arranged by a student without written approval from CPLD may result in the student being held personally responsible for the payment of such purchases or services.**

**Films/Movies for Public Audience**

Clubs and organizations may choose to show films to the overall student body and/or their club. If a club/organization plans to show a film in a public area (i.e. Bernie’s, Library Auditorium, Rowley Lecture hall or residence hall lounge) rights to show the film must be acquired through a movie distributor and licensing agent. Swank Motion Pictures and Criterion Pictures are two movie distributors and public performance licensing agents in non-theatrical markets where feature entertainment movies are shown. These agents should be contacted for a list of their films (www.swank.com or www.criterionpic.com).

All films must be appropriate for a Catholic university. Refer to the United States Conference of Catholic Bishops’ website for movie reviews and ratings.  Films with an “O” rating (morally offensive) are not considered appropriate for a Catholic university.

The movie distributor should be instructed to send the film and invoice to CPLD. Films should be returned to CPLD soon after the showing.

## Transportation

 **Bus Rental**

Student clubs or organizations may rent a bus for day trips. Bus transportation may be contracted for day trips with the assistance and approval of the Director of CPLD. Arrangements should be made at least (6) weeks in advance.

### Bus Cancellations and Refunds

A trip may be cancelled as long as the bus company is notified within the time frame as stated in the contract. Student clubs or organizations should cancel a trip if 50% of the seats are not sold prior to the cancellation deadline. Students may receive a refund before the cancellation deadline. No student will receive a refund after the cancellation deadline and the student club or organization will be financially obligated to pay the bus company the entire amount stated in the contract.

**Marymount Shuttle Service**

Marymount shuttle service has limited availability for transporting students to off campus events. Shuttle requests can be made through CPLD. The request should include departure time from Marymount, return time from off campus location, number of passengers and the address of the destination.

**Marymount University Driver Safety Training**

In order to become eligible to drive a University vehicle, a student must complete a motor vehicle record release (MVR) form and submit it to Human Resources.

In addition, a two hour driver training class must be completed. The class is offered twice a year in a classroom setting on campus.

Campus Ministry, Athletics and Admissions have university vehicles. Arrangements to reserve one of those vehicles should be made in advance through the department.

**Use of Private Vehicles**

Students who voluntarily drive themselves and/or others to club or organization activities off campus must be legally licensed drivers and must have adequate automobile insurance. Club or organization members who use their own vehicles for club or organization activities must be covered by their own auto insurance policies in the event of accident or injury. Marymount University accepts no responsibility for accidents or injuries to club or organization members’ arising from use of private vehicles.

**Publicity**

**A**ll forms of publicity and advertising used by student clubs and organizations must be approved by CPLD and be in accordance with the Advertising Policy. In addition, all forms of publicity must be stamped by CPLD prior to being publicized throughout campus.

### Advertising Policy

Posters, flyers and table tents can be copied on campus in the Copy Center. All advertising materials to be copied must be submitted to the Copy Center along with a Copy Center Request Form, available in CPLD.

When submitting fliers, the Copy Center form must indicate the quantity, size, (8 1/2 x 11, or 11x17, color vs. black/white, and paper vs. cardstock.) Please note: Bright Orange paper is prohibited from use, as it is reserved for emergency information postings.A maximum of 15 posters or 30 flyers, with the approval of CPLD, may be posted per event. Copies will be charged to the organization.

Advertising materials that are reproduced in the Copy Center are delivered to the club mailboxes on the second floor of the Lodge once the job is complete.

### Table Tents

Notices may be placed on tables in the Dining Hall, the Lee Center and Ballston Dining Room. They should be no larger than one-half a sheet of 8 1/2” x 11” paper, be two sided, with the same or different information on each side. ALL Table Tents must be approved and STAMPED by CPLD.

### Lee Center Poster Machine

Simple black and white documents created in programs such as Microsoft Word can be printed out onto 24” x 30” paper. Email the document you wish to be printed to leecenter@marymount.edu. It is best to design your poster with a white background. You can print a maximum of 4 of these oversized posters per event. Please indicate in your email how many you would like printed and the color paper you would like them printed on: blue, white, canary yellow, gold, or red. Please allow at least 2 full days for printing requests to be processed (ex. requests submitted on Monday will be ready by Thursday).

Posters, flyers, etc. are permitted on bulletin boards in the following areas:

* Lee Center
* Dining Hall stairwell
* Residence Hall floors
* St. Josephs Hall - next to the computer center
* Mail Room
* Rowley Lobby - across from the elevators
* Classroom bulletin boards
* Lodge
* Gerard Hall - next to elevator on ground floor
* Caruthers Hall

**Advertising should NOT appear in any of the following areas:**

* The exterior of buildings
* Any painted surfaces
* The inside or outside walls of the Lee Center
* Inside any elevator
* On any windows
* On any door window that obstructs the view of traffic
* On car windshields
* On the wooden pillar inside the gazebo outside Gerard

Masking tape or thumbtacks should be used for posting. The use of paste, sticky back substances, scotch tape, staples or spikes is prohibited. Advertising hung with these items will be removed and surface cleaning will be charged to the student club or organization in violation of this policy.

All advertising for an event must be removed the day after the event.

Anyone who willfully defaces notices will be subject to disciplinary action.

**Advertising materials without a CPLD stamp of approval and/or found in unauthorized locations will be removed. Disregard for the advertising policy will result in loss of advertising privileges.**

### Advertising and Alcohol

In advertising an event, no reference may be made to alcoholic beverages being served. Alcoholic beverages may not be served in cups, glasses, or any other type of container bearing the name of Marymount University. Also, the creation of special alcoholic drinks using any variation of the words Marymount University is not permitted. Alcoholic beverages must be sold at events that are approved by CPLD. Free alcohol may never be distributed. Student clubs and organizations should be aware of the Marymount University Alcohol and Drug Policy.

### The Bark

The Bark is a weekly email digest delivered to all students coordinated by Student Development. The Bark serves as a substitute to mass emails. The submission page for The Bark is available on the Student Life section of Marymount’s website at: http://www.marymount.edu/studentLife/studentDev/ .

**Digital Signage**

Marymount University Digital Signage is available for announcements. Contact CPLD for more information regarding the format and submission requirements.

Other options to reach the campus electronically include such networking tools as Facebook, Twitter and Instagram. Invitations through the internet are an alternative to publicizing events or meetings without incurring costs. However, these tools are not monitored or associated with Marymount University in any way and should be used with caution and at one’s own risk.

### Other Advertising Ideas

Other forms of advertising include: door hangers, balloons with messages printed or attached, wire hangers with flyers trailing, flyers on restroom stall doors, sheet banners, singing telegrams, announcements in classrooms or dining halls, written messages on chalk boards, human billboards, the list is endless and limited only by your imagination.

### Publicizing at Other Colleges and Universities and in the Community

Any student club or organization that wishes to inform students from other area colleges and universities and/or the community about Marymount events or accomplishments may do so in a number of ways:

* Contact the Student Activities Office of other colleges and universities to obtain information on advertising policies before posting flyers. Also, student clubs and organizations should obtain approval from CPLD at Marymount before distribution.
* Contact the Student Activities Office of the local colleges and universities to identify student clubs with similar interests in order to facilitate an exchange of ideas and information about programs.
* Contact newspapers and radio stations at other schools. Radio spots could be free. Newspapers may offer a discounted rate to student groups.
* Invite the local community to participate in some events, such as fundraisers, guest lecturers, comedians or other entertainment.
* Contact local merchants and businesses about displaying flyers or posters for Marymount events. All off –campus advertising must be approved by CPLD.

**Non Standard Marketing through Sidewalk Chalk and Window Paint/Marker**

Chalk or window art/writing publicity must be approved through the office of the Dean for Student Development.

**Chalking Guidelines:**

* Chalking may be done up to 6 days prior to an event. (i.e. if the event is on Wednesday chalking can begin the Thursday before).
* Chalking may be done on concrete and asphalt walkways and road areas in such a manner that does not inhibit traffic patterns or traffic rules. *Chalking cannot be done on the Plaza between Caruthers and Ostapenko Hall or on any campus surface that has pavers, brick or slate.*
* Chalking should be in good taste with appropriate spelling and grammar.
* Chalking should be legible.
* Chalking should be in locations that *will be* affected by weather and will naturally dissipate and vanish.
* Chalking may not be done on vertical surfaces or any surfaces that are under cover.
* Chalking should be removed (by nature or human) no later than 3 days after the event being advertised. This may require a brush and bucket of environment safe soap to remove dated information. If students need these materials for cleaning they can contact the Student Development Office for assistance.

**Window Art and Writing:**

Windows which can be accessorized with art or writing about events include the follow:

* Lee Center lower level main entrance
* Berg Lobby
* Glass in the Dining Hall Landing

Window graphics must be done with water based removable ink/paint which is intended for such use.

**Approval Process:**

Student clubs and organizations should submit their chalking and/or window art requests to the Assistant Director of Campus Programs. The request s will be forwarded to the Office of the Dean of Students and Engagement for a decision.

In order to gain approvals please send the following information to the Assistant Director of Campus Programs:

* Name of student organization
* Title, date and time of event being advertised
* Name and phone number of contact person in charge of and responsible for chalking.

**Media Policy and Procedures**

Marymount University encourages student organization initiatives that might result in favorable press or television attention of University sponsored events. Publicity must follow University policy regarding media coverage. This policy helps ensure accuracy and consistency of information.

Such information regarding press-worthy events should be forwarded to CPLD at least one month in advance of the activity. One month lead time is desirable to meet public service announcement and calendar deadlines, write and edit releases, take photos and get administrative approvals.

CPLD encourages student organizations to consult with them and when possible to write news releases themselves. All releases pertaining to student/organization involvement in community activities should have the MU news release headline and style.

Additional Policies

Student Leader Offices

The SGA, ACE, and CCC officers are issued keys to their respective offices during Student Leader week. Keys are issued to the individual student leaders and should be returned by the same student leaders in May of the following academic semester or when the student leader leaves office. Student leaders are responsible for lost or stolen keys that have been issued to them and are responsible for immediately contacting both Campus Security and CPLD to report the loss. Student leaders may be held financially responsible for lost keys and the replacement of locks.