Office of Student and Community Engagement
Student Organization Policy

The Office of Student and Community Engagement
The Office of Student and Community Engagement (SCE) is dedicated to providing opportunities for students to become productive citizens through the creation of a vibrant, synergistic, learning based student life community. Through this community, students strive to create programs, services, community partnerships, and resources that contribute to the students’ intellectual, cultural, social, moral, ethical, and emotional growth and exploration while encouraging self-governance. In doing so, students engage in a wide and diverse range of initiatives within the University and the community that contributes to their foundation for a lifelong learning that will transform their lives and the lives of others. The Office of Student and Community Engagement supports and supplements our institutional mission through programs, resources, services, and a mutual-collegial relationship with campus offices to support students’ formal academic work.

The functional areas within the Office of Student and Community Engagement are Activities Management and Programming (AMP), Community Service, Fraternity and Sorority Life (FSL), Leadership, Major Events such as Homecoming and Family Weekend, Orientation, Student Government (SG), and Student Organizations.

Section I – Student Organization Recognition and Benefits

A. Process for creating a new student organization: students interested in forming a new organization must abide the appropriate steps. These steps have been created to ensure proper growth and success of the organization(s).
  i. Meet with a professional staff member in the Office of Student and Community Engagement to discuss your group and how it will benefit student life;
  ii. complete the Student Organization Registration form. All groups are required to have an advisor that is a full-time Capital University faculty or staff member;
  iii. give the Office of Student and Community Engagement a complete roster based on the roster template available here and e-mailed to sce@capital.edu. To be a recognized group the organization must have at least 10 members;
  iv. turn in a constitution to sce@capital.edu. A sample constitution will be given upon request;
  v. registration paperwork & constitution will be reviewed by the Office of Student and Community Engagement;
  vi. a recognition status letter will be sent to the group president and advisor by a professional staff member of the Office of Student and Community Engagement; and
  vii. once an organization is registered it is the responsibility of the members to re-register every year by the fall semester deadline to maintain your recognition

B. Renewing or re-registering a student organization for recognition: to continue student organization registration, organizations must provide the Office of Student and Community Engagement with;
  i. submission of the Student Organization Registration Form;
  ii. revised constitution or updated constitution;
  iii. a roster of at least ten (10) interested student members;
  iv. a campus advisor; and
  v. the Office of Student and Community Engagement reserves the right to not register any student organization that does uphold the mission and values of Capital University.

C. Capital University believes the strength and validity from diversity of all people. Student Organizations shall not discriminate based upon race, color, religion, age, gender, nationality, ancestry, marital status, disability, and sexual orientation or other identities. Federal and state law provides no clear or consistent
definition of gender, therefore the Office of Student and Community Engagement in an effort to prevent exclusion defines male and female:
  i. Female is defined by any individual who self identifies as a female, regardless of assigned sex at birth, expression, or perceived expression of gender;
  ii. and male shall be defined as any individual who self identifies as a male, regardless of assigned sex at birth, expression, or perceived expression of gender.

D. Any student wishing to hold an executive position in a student organization must have a 2.2 cumulative grade point average (GPA). GPAs can be verified at the Office of Student and Community Engagement.

E. Recognized student organizations are eligible to receive Student Government/student fee funding. There are standard privileges granted to all student organizations that complete the registration process. These privileges include:
  i. use of University facilities through Conference Services in the Harry C. Moores Student Union;
  ii. use of University facilities through the Office of Residential and Commuter Life;
  iii. opportunity to apply for University funds and pouring rights funding in accordance with University rules and regulations;
  iv. use of University services;
  v. use of resources provided by Office of Student and Community Engagement;
  vi. inclusion in University publications, directories and distribution materials;
  vii. participation in University student organization fairs;
  viii. on-campus advertising;
  ix. eligible for on-campus fund-raising activities;
  x. opportunity to obtain student organization office or rooms through the Office of Student and Community Engagement and the Office of Residential and Commuter Life; and
  xi. use of the Capital University Mailroom in the Harry C. Moores Campus Center; an account number is needed in order to process requests.

Section II – Finances and Funding

A. As previously listed, a benefit of being a recognized student organization is Student Government/student activities funding. To receive funding, organizations must complete the following:
  i. be recognized by the Office of Student and Community Engagement; and
  ii. Submission of a yearly budget with the total amount of funding that will be required for the academic year as designated by Student Government which includes, but not limited to proper paperwork and signatures to be submitted;

B. All organizations recognized by Student Government must adhere to the Financial Policies put forth by Student Government in addition to institutional accounting procedures.
  i. All treasurers and secretaries will be required to attend a meeting scheduled and coordinated by the Office of Student and Community Engagement.

C. No student organization shall be in any debt through their institutional account at any point. All student organizations are required to have a $25 minimum balance. If a student organization is in debt it is subject to loss of university recognition, privileges, and Student Government funding.
  i. In order to maintain status, an organization must submit a financial plan within 10 business days of being in debt. Each plan will be evaluated and approved by the SCE staff.
  ii. It is up to the discretion of SCE professional staff after reviewing a plan to assist with finances (Student Government funding, etc.)
Check Request, Reimbursement, Contracts, Deposits, and University Credit Card Usage

D. For check requests the Payment Requisition Form must be completed with all appropriate original invoices, receipts and/or contracts attached. Please note that an original invoice must accompany the check request, a check cannot be issued based on a statement.
   i. If an organization member purchases supplies or materials with their own money, they can be reimbursed by filling out a check request form and attaching the receipt for purchases. You will not be reimbursed for any “tax” paid as the University is tax exempt; and
   ii. The Office of Student and Community Engagement cannot supply a tax identification number.

E. Signatures and documentation is required based on dollar amount of reimbursement or payment:
   i. For purchases under $50.00 the organization president and treasurer must sign the check request. For purchases over $50.01 the organization president, treasurer, and advisor. For purchases over $249.00 the organization president, treasurer, advisor, and member of the Office of Student and Community Engagement must sign the request.

F. To order supplies with an institutional credit card online or a specific location is possible through the Office of Student and Community Engagement.
   i. Student organizations wishing to make purchases via the internet may submit a Payment Requisition Form. The form must contain items being purchased with the price, student organization account number, and signature of president and treasurer. Please not you must have the appropriate signatures as required by a check request; and
   ii. credit card usage at a store or locations must be approved by the Office of Student and Community Engagement. The organization members must be accompanied by a professional staff member of Capital University when making the purchases.

G. Through the Office of Student and Community Engagement, advisors can request access to their organizations’ account through Capital University’s FRX. Accessing the account through Capital University’s FRX system allows advisors to view organizations spending to-date, transactions, and current balances. Please note it the responsibility of the advisor to provide oversight for budgets.

H. Organizations must have a signed contract for each performer, artist, or external vendor no matter the amount or if it is for free. Organizations are not authorized to sign University contracts and therefore, may not enter into any contracts on behalf of the organization or the University. Organizations request contracts through the Office of Student and Community Engagement. All contracts require specific signatures from University staff and must be submitted three weeks before the event.

I. All deposits into a student organization account must be done the Finance Office/Student Accounts.

J. Student organizations wishing to utilize a cash box must indicate so on the Event Planning Form. Cash boxes are available in the Office of Student and Community Engagement. The petty cash must be used from the organization’s university account and can be obtained in the Finance Office/Student Accounts.

K. The Finance Office reserves the right to refuse to process any payment or reimbursement that the organization has submitted if they do not have the correct documentation.

Section III – Event Planning and Advertisement
A. Recognized student organizations may reserve university facilities for their programs and events. Student organizations must properly complete and submit the Student Organization Planning Form located on the Student and Community Engagement.
   i. Requests must be at least five (5) days in advance;
   ii. Conference Services will send the organization a confirmation. There is no charge for space except when special equipment or labor is needed; and
   iii. should an activity be cancelled, the organization must inform Conference Services

B. Student organizations are eligible for catered food at an event
   i. If an organization chooses to provide its own food, the dollar amount supplied may not exceed $100.00; and
   ii. no third-party caterer may be used.

C. Security at events is required in these specific scenarios:
   i. Event is open to the public outside of Capital University;
   ii. If you expect more than 100 participants;
   iii. If alcohol is served at your event;
   iv. If an outside speaker has bodyguards or brings firearms; and/or
   v. as determined by the Director of Conference Services, Student and Community Engagement Staff, and/or other University administration. Exceptions may be granted depending on event and other specific details.

On-Campus Social Activity/Gathering with Alcohol

D. Fill out the online Event Planning Form on the Student and Community Engagement website and indicate that you will be having alcohol at your event. Form must be filled out 30 days in advance for approval of alcohol usage.

E. Public Safety is required for all events with alcohol

F. Submit to the Office of Student and Community Engagement and Public Safety a list of personnel to: set up and assist in monitoring the event. A specific number of personnel to assist will be determined by a professional staff member of the Office of Student and Community Engagement

Student Organization Travel

G. If a student organization travels for a formal event (i.e. meetings, conference, social functions, etc.) outside of a 30 mile radius, one way, of Capital University (One College and Main Street) must complete the Student Organization Travel Form and submit it to the Office of Student and Community Engagement 14 days in advance. The form must be filled out completely for approval.

H. Each trip outside on or outside of 30 miles must have a coordinator who must be participating in the trip and will serve as a person of contact.

I. Any trip inside of the 30 mile radius must also have a coordinator participating in the trip and will serve as a person of contact. The student organization must inform the SCE the coordinator via e-mail (sce@capital.edu) 24 hours in advance of the trip.

J. Student organizations may use University-Owned Vehicles. The student organization must work with Public Safety to reserve a van or other vehicles and must be an approved driver. In order for students to drive, he/she must:
   i. Take and pass the online Alert Driving Course one time (expires after 4 years).
   ii. Complete a Driver History Form one time (expires after 4 years).
   iii. Submit a copy of his/her State driver’s license to the Public Safety Department one time (expires after 4 years).
iv. Submit a Vehicle Use Authorization form each time he/she uses a University vehicle, found online at inside.capital.edu under the Public Safety website.

v. Once approved to drive by the Department of Public Safety, the faculty, staff, or student drivers must submit a Vehicle Usage Authorization form prior to each trip, signed by their department head or advisor.

Publicity

K. Flyers must be approved via e-mail or by coming to SCE office. Flyers must have the approval stamp to be posted. The number of copies are as follows

i. Residence Halls – 53 copies;

ii. Academic Halls – 20 copies;

iii. Throughout all of campus (both academic and residence halls) – 73 copies; and

iv. Amount of flyers are subject to change based on facility availability

L. If an organization wants flyers only placed in specific buildings (i.e. certain residence halls or academic) the organization must ask to do so.

M. SCE staff will place flyers on approved bulletin boards on designated days; organizations may put up flyers if they wish (must be on approved bulletin boards).

i. Due to space, student organization flyers may have flyers up 10 business days before the event. Exemptions may be requested, but are not guaranteed.

ii. Flyers will only stay up a maximum of 10 business days or until the event date (unless exemption is granted).

iii. Maximum size of 11x17 paper.

iv. All organizations will be charged for copies

N. To request for banner or screen space in the Harry C. Moores Campus Center, an organization must e-mail sce@capital.edu with the content of the banner and/or screen graphic and dates to be placed in the Campus Center Lobby or Capital Court (MDR) at least 5 days in advance. All banner space is located in the Capital Court dining facility and screen space is in the Campus Center Lobby.

   i. Banner request is first come, first serve due to space.

   ii. The SCE staff will place the organization’s banner in the Capital Court every Tuesday and Thursday of the work week or other days as designated.

   iii. Banners/screens may be up for 14 days in advance of an event or designated time and extensions can be granted through SCE approval. They will be immediately removed after an event is done or after 14 days.

O. Student organizations may request to use chalk campus sidewalks or use other physical areas on campus for promotion (pending Facilities approval). Student organizations must request for sidewalk chalk or facilities use by e-mailing sce@capital.edu two weeks in advance of use and indicating locations of chalk use, time duration, and content. Chalk must be removed no later than 24 hours after the event.

P. The SCE will promote student organization events as long as they are open to the public in Stall Talks. We will utilize information in the Student Event Planning form submitted by the student organizations. If there are any changes, an organization must inform our office a week in advance.