

OBU Student Organization Handbook

Oklahoma Baptist University hosts over forty active student organizations. Organizations cover a wide range of interests and/or areas of study. Involvement in student organizations is one of the best ways to get involved at OBU and meet others who share similar interests.

For more information on an individual organization, please contact the Co-Chair, President, or Faculty/Staff Advisor. That information is made available in GC 101 or on the website at <https://www.okbu.edu/student-life/organizations/index.html>.

Below are the policies, guidelines and procedures for student organizations on OBU's campus. For more information on any of these policies, please contact Melissa Stroud, Asst. Dean of Students: Community and Leadership Engagement (405.585.5260/Melissa.stroud@okbu.edu)

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EVENTS:

EVENT PLANNING

Before planning an event (party, conference, activity etc.), campus organizations must obtain approval for the event through the Student Life Office. This process helps ensure the date, location and activity is ideal for all involved.

An official university event may be defined as any event in which any or all of the following criteria is met:

- The event is paid for with student organization funds
- The event uses the Oklahoma Baptist University name in any marketing or promotion
- The event uses any facility or space on any of the OBU campuses.
- The event is sponsored by a student organization on or off-campus (including fundraising).

Under some circumstances, other organization events that do not meet this criterion may be considered a University-related event.

Approval for an event must be submitted to the Student Life Office no later than **two full weeks** prior to the proposed event and prior to any advertising for the event on campus or via social media (e.g. Facebook, Twitter). Students wishing to request approval must complete the Event/Fundraising Form available in the Student Life Office (GC 101).

I. General Policies regarding Events:

- All campus events must comply with Oklahoma Baptist University mission and core values as outlined in the Oklahoma Baptist University Green Book (Student Handbook).
- No speaker or performer can be obtained for a campus event without prior approval from the Dean of Students. Student organizations wishing to invite a speaker or a performer to campus must first submit a proposal to the Student Life Office.
- No politician/government official should be contacted by an Oklahoma Baptist University student for any reason on behalf of the university without prior approval. (Please also see: Political Activities Sponsored by Students, Faculty or Staff).
- No student organization can sponsor a Shawnee-wide regional or national event or conference without prior approval from the Dean of Students.

- After event approval, all student organization events will be placed on the official university calendar by Cynthia Gates (cynthia.gates@okbu.edu). The event calendar is located at <http://events.okbu.edu>.
- In the case of an emergency occurring at your organizational event, please contact University Police 405-878-6000, the Dean of Students, and the Asst. Dean of Students: Community and Leadership Engagement. Chaperones and other organizational leaders should have these numbers entered into their cell phone.
- Any date, time, or location change (including cancellations) of an approved scheduled event must be submitted to the Student Life Office immediately after the change is made.
- Any injury or accident that occurs at an official Oklahoma Baptist University event (including all student events, meetings, etc.) must be reported to the Student Life Office. In the case of life-threatening emergencies, please contact University Police at 405.878.6000.
- All marketing/letters going to alumni or external groups must be approved by the Student Life Office & the Office of Development.
- Hazing, in any form, is prohibited by Oklahoma Baptist University and Oklahoma State Law. This regulation also governs off-campus initiation activities. For more information on OBU's hazing policy, please see The Green Book.
- If you are a student or group interested in performing on campus, please see our music policy (page 11).
- All flyers, posters, and announcements for the event must be approved by Melissa Stroud in the Student Life Office. (Please see Event Marketing/Flyers/Announcements/Digital Signage)

II. Financial Policies/Contracts

No student (including student leaders) should ever represent themselves as an agent of the University on any contractual agreement, purchase, or obligation. Contractual agreements, purchases, and obligations made on behalf of the University should only be executed by the Asst. Dean of Students or the Dean of Students.

III. Catering Policy

Food purchased by Oklahoma Baptist University organizations/offices for an event held in the Geiger Center must be purchased through Oklahoma Baptist University Dining Services/Chartwells unless prior approval is granted through the Director of Chartwells. Events held at other locations and off campus may use alternative vendors. Students or organizations

wishing to begin the process of requesting approval must do so by first contacting the Student Life Office.

IV. Event Travel Documentation/Ounce of Prevention

The University expects common sense safety when traveling on an official student organization/university trip off campus. All students are expected to abide by the following guidelines:

- All students, faculty, and staff must sign a release form prior to leaving campus.
- Health Insurance is recommended and may be required by the University. Please contact Health Services (405.585.5260) for more information.
- If an accident should occur, the law and the courts decide who will be financially responsible. Again, the best protection is prevention. Try to avoid accidents and injuries:
 - Remember to speak up if a situation seems unsafe. Be the voice of wisdom. Speak up to your organization president, advisor, or contact the Student Life Office.
 - You can't sign your rights away, but you should be aware of the natural risks associated with the activity in which you are participating.
 - Use common sense, including following the speed limit, wearing seat belts and not texting or talking on the phone while driving.
 - Remember, an ounce of prevention can help minimize the risks for the entire group.

EVENT MARKETING/FLYERS/ANNOUNCEMENTS/DIGITAL SIGNAGE

- Flyers, notices, announcements, and advertisements to be placed in the GC must be stamped by Sonia Jones in the GC 205 (405.585.5254)
- All marketing for an event via social media (e.g. Facebook, Twitter) must also be approved through the Asst. Dean of Students.
- In an effort to keep the campus clean, streamline information, and save trees, please adhere to the following poster guidelines.
 - GC Guidelines
 - You may submit 3 posters/flyers/advertisements to the Sonia's office
 - These will be placed on bulletin boards and in the cafeteria.
 - All other campus buildings:

- Submit all posters to the building administrators in each building for approval
 - Posters should be removed **2** days after the event.
 - Please limit poster copies to **20**.
- To reserve a table in the Geiger Center, submit a request to Sonia.Jones@okbu.edu or Cynthia.Gates@okbu.edu. You may request a table in person by going to GC 205.
- Off-campus distribution of advertising posters by students representing campus organizations must be approved in the Student Life Office.
- Student organizations wishing to post announcements in Chapel Announcements or show a slide in Chapel should contact the Spiritual Life office through Kelley.Chlouber@okbu.edu
- Campus-wide emails should be submitted to Melissa.stroud@okbu.edu for approval and distribution. In most cases the advertisement will be included in the weekly Student Life newsletter and/or video. In some cases a campus-wide email will be allowed. All announcements must be submitted by Tuesday at noon to be delivered on Wednesday afternoon.

CAMPUS RESERVATIONS

All student organization events must be placed on the official university calendar by filling out a Campus Event form (available in GC 101). Questions about event space, catering, or like questions should be directed to Cynthia Gates in GC 205 or cynthia.gates@okbu.edu. **Any event that is planned on campus or off-campus and is an official university related event MUST be on the university calendar.**

Once an organization event is approved and scheduled, campus meeting space should be scheduled with Mrs. Cynthia Gates (cynthia.gates@okbu.edu or 405.585.5254) by creating a contract. Keep in mind the number of people who will attend the event along with the type of space that will be needed. All space on campus may be used free of charge.

CHAPERONE POLICY

University Representatives are to be present at all on-campus and off-campus social events. They are responsible for any crisis or emergency that may arise. They are also to see that all students abide by University regulations as stated in the Green Book, and that the event ends on time and everything is left in good order. Because all student groups, whether on-campus or off-campus, represent Oklahoma Baptist University, they should model themselves in a manner consistent with the mission and purpose of The University. University Representatives simply serve as persons of accountability to remind students of their obligation to the University. Failure to abide

by the policies governing social events could result in cancellation of the event and even more serious social restrictions. The entire sponsoring organization will be held responsible for following the approval process.

The number of University Reps required will be determined by the Student Life Office and will depend on the nature of the event. The person in charge of the social event or trip is responsible for making arrangements for the proper number of University representatives. This person should check with the Student Life Office. Organizations should secure their University Reps at least one week prior to the event.

TRAVEL/EVENT FORMS

An official OBU release form must be signed by OBU students, faculty and staff each time they are involved in any of the following:

- A trip over 100 miles with an organization
- An activity considered high risk (e.g. slip n slide events)
- Campus & Community service projects
- Athletic events (e.g. Greek Olympics)
- Other events as determined by the Student Life Office

STARTING A NEW STUDENT ORGANIZATION:

FORMING A NEW STUDENT ORGANIZATION

- Students wishing to form a new organization should:
 - Read over the Guidelines for New Campus Organizations (available in GC 101)
 - Complete a Proposed Student Organization Application (available in GC 101)
 - For additional help on setting up the framework for your group, please look over the Example Constitution (available in GC 101)
- Completed applications should be submitted to Melissa Stroud
- Applications submitted after April 1 will not be reviewed until the following fall semester.
- Once your new student organization is approved, a representative from your committee will be notified by the SGA President through a formal letter.

FUNDING FOR STUDENT ORGANIZATIONS

To receive SGA funds, chartered student organizations must submit appropriation bills that explain how funds are to be used. These bills must be approved by the Student Senate. Organizations must partner with active Senators before they may request funds.

I. Fundraising Guidelines

All solicitations should be approved by the Student Life Office and the Office of Development before any solicitation takes place. Only official student organizations, academic departments or groups registered for an upcoming GO Trip will be approved to raise money. (For additional information on fundraising for an official GO Trip, please see the The Global Outreach Center GC 101). The University does not approve individual fundraisers. The Student Life Office and the Office of Development reserve the right to approve both who can be solicited as well as the type of solicitation.

The Office of Student Life and the Office of Development desires that every donor and potential donor be treated with the utmost of care and professionalism. Positive relationship management, based on OBU's core values, is the necessary foundation for fruitful gift solicitations.

II. Solicitation/Relationship Management

Because fundraising is an important (and sometimes essential) responsibility for some student organizations, it is important that organizations participating in fundraising be energetic, creative and enthusiastic in their endeavors. Below are a few tips in carrying out successful fundraising campaigns.

- Remember that local businesses are asked almost weekly to either buy an ad, host a fundraiser or contribute free goods. Because we want to be sensitive to how many times an OBU organization approaches a local business, it is OBU's policy that you clear all solicitations for any goods or services of any kind – this is done on the Campus Event Form.
- Most businesses do not mind you asking as long as you are courteous, professional and friendly. Please be sure to call ahead, look people in the eye, shake hands, and prepare beforehand what you would like to communicate.
- Avoid approaching the business to discuss potential fundraisers during their busiest times (meal times/rush times). This is extremely important and further reiterates the suggestion of calling ahead.
- Follow up with the manager with an e-mail. This makes it easier for the manager to keep a record of what they give to and support. E-mail them after you speak with them to

clarify your time/date/location, and then follow up with both e-mail and handwritten note to thank them for their support.

III. Financial Integrity

- All organizations raising money must have an official Oklahoma Baptist University account in which funds raised should be deposited. If your organization does not have a University account, please contact Steve Floyd (steven.floyd@okbu.edu) to have one set up. This is to ensure financial integrity in the fundraising process and that all donated funds go to the appropriate philanthropy.
- Any Oklahoma Baptist University campus organization that uses off-campus banking must be set-up to require two signatures on the account: the organization's treasurer & advisor. An organization may choose to maintain an on-campus and off-campus account but must fill out the paperwork with Steve Floyd. To maintain compliance with state fundraising and occasional sales tax laws, all monies generated through fundraising efforts must be deposited and maintained in an on-campus account. Organizations may deposit non-fundraised monies (e.g. dues) in an off-campus bank account, if desired.
- Each University organization is responsible for its financial obligations and is expected to fulfill all financial commitments. The University is in no way responsible for the financial obligations of the organizations.

IV. Fundraising Suggestions

- In order to consider the best interest of potential donors, the following policies will be practiced:
 1. Limits will be placed on the number of times certain businesses can be approached during the course of a semester. While this threshold will be determined with the help of the business, the general threshold will be six solicitations per semester.
 2. Please allow plenty of time for planning a fundraiser and give businesses at least a 30 day notification of your fundraiser.
 3. After your organization's fundraiser is complete, please follow up with thank you notes to the business within 48 hours, keeping in mind the stated wishes of the donor regarding anonymity and other levels of public disclosure.
- Organizations who participate in fundraising must keep thorough records of all transactions, as well as retain all receipts for purchases and expenditures. Copies can be kept in the Student Life Office, if needed to assist in organizational memory as leadership transitions.

- Every effort will be made to ensure that all monies designated for restricted purposes are expended under the guidelines and within the timeframe requested by the donors, if applicable.
- All donor records are confidential!
- Consider partnering with other student organizations to "piggy-back" events. (For example, offer to sell refreshments at the events of other organizations.)
- Consider making successful fundraisers a yearly event and keeping a list of regular supporters.
- When any donation amount will be helpful, refrain from asking for a fixed-price contribution. You will often receive donations of a higher amount.
- Don't assume that all pledges made to your organization will be fulfilled. You may have to send several reminders.

The following fundraising ideas are just suggestions for possible opportunities for your organization. Your organization is also encouraged to develop other ideas for fundraising.

- **Restaurant Night**
Your organization can partner with a local restaurant to receive a portion of the proceeds from the sales during the allotted time of the promotion. (Ex. Sonic night) Remember to get pre-approval through the Campus Event Form before contacting the restaurant.
- **Community Car Wash**
Gather members of your organization to clean cars and gain dollars. Contact local businesses for washing location (location can determine degree of success).
- **Bake Sales**
Have members of your organization bake goodies to be sold in the GC on any given day or in cooperation with a special event.
- **Candy Grams**
Students provide special holiday greetings for their classmates by purchasing a special "gram" complete with a small message and candy, which your organization can deliver to dorm rooms.
- **T-shirt Sales**
Design t-shirts to sell to the student body. The Student Life office can provide names of t-shirt printers for your use (Note: all designs must be pre-approved by the Student Life Office).

- **Silent Auction**

Members of your organization will donate or purchase special items to be auctioned off. Students will silently bid on an item; at the end of the day/week, the person with the highest bid wins the item.

- **Free-throw Shooting Contest**

Partner with an upcoming basketball game and allow students to pay a fee to sign up for a free-throw shooting contest. Contact local businesses to donate prizes for winners. Students with the most completed shots win. Remember to get pre-approval from the Student Life Office before contacting the athletic department.

V. Compliance

These policies and procedures have been created to help assist you in making your fundraiser a success. Failure to comply with these could result in:

- Meeting with the Office of Development
- Delaying your fundraiser until the next semester
- Deactivation of your organization

CAMPUS TRADITIONS

OBU is a very busy place! Student organizations should be aware of current campus events and traditions when planning events. We also encourage student organizations to consider making an existing event better by their involvement, leadership and participation rather than creating new events. Review the Student Development Calendar before planning any event. For the full campus calendar, review <http://events.okbu.edu> and contact Cynthia Gates to be sure your event is on the OBU events calendar.

HAZING

Hazing in any form is prohibited by Oklahoma Baptist University and Oklahoma Law. This regulation also governs off-campus initiation activities. Hazing is to be interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation or ridicule, or degrades the individual—whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person. Hazing is also any act that injures, degrades, harasses, or disgraces any person. It is understood as any forced or required intentional or negligent action, situation, or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All New Member Education activities are subject to the approval of the Dean of Students. Violators will also be subject to state fines and/or

imprisonment. For more information concerning hazing and alternatives to hazing please see the Hazing Brochure.

MEDIA:

MEDIA RESERVATIONS

Only organizations classified as "active" by the Student Government Association will be eligible to access Media Services. If your organization would like to use AV equipment from the Geiger Center, please submit a contract through the Geiger Center office, GC 205 with Sonia Jones (405.585.5254).

MOVIE POLICY (FEDERAL GUIDELINES FOR SHOWING FILMS)

- This policy is currently being update Fall 2018 – the hope is to obtain a campus wide lisencing that will cover all films. Please follow up with Melissa Stroud to confirm.

MUSIC POLICY

- All music used at an official OBU event should be free of all levels of expletives, references to sex, drugs or violence. If your event is needing to play background music and would like to have a playlist, the list of song titles and links to the lyrics must be submitted to the Student Life Office at least 2 days prior to the event. Please think crtically about the type of music used as it relates to the purpose of the event. Identify at least individuals from your organization who will be responsible for the music approval. Your organization should thoroughly review the list before it is submitted. If you'd like to request help in creating a playlist you can contact the Student Life Office.

ORGANIZATION TWITTER & FACEBOOK ACCOUNTS

OBU faculty, staff, or student leaders who have administrative control of Facebook, Twitter or other social media accounts related to an Oklahoma Baptist University Department, Program, or Organization (e.g. SGA, CAB, University Concert Series, etc.) must share administrative control or passwords with another faculty or staff within that department. Postings related to an OBU Department, Program, or Organization must always reflect The University's mission and core values.

PROGRAMMING:

STUDENT ORGANIZATION PRESIDENTS & ADVISORS

As organization presidents, co-chairs and advisors, individuals have an added layer of responsibility within the organization. Each president and advisor will be required to read and

sign the organization policies and procedures annually or with any change in leadership. Each President/Co-Chair and Advisor must attend one Student Organization Information Meeting each semester to be considered active and be given all of the rights and privileges of a student organization. It is our goal to make sure all organizations have the resources needed to be successful.

STUDENT ORGANIZATION ROSTERS

Each organization must submit an accurate and up-to-date organization roster to the Student Life Office at the beginning of each semester. If a student quits or drops an organization anytime during the semester, the organization president or secretary should notify the Student Life Office within one week.

POLITICAL ACTIVITIES SPONSORED BY FACULTY, STAFF OR STUDENT ORGANIZATIONS

(Events initiated by a politician or an external political organization taking place on the OBU campus must go through Cynthia Gates, cynthia.gates@okbu.edu and/or Sonia Jones, Sonia.jones@okbu.edu. Political events must go through a separate approval process)

I. Introduction and Guiding Philosophy

- Oklahoma Baptist University supports the healthy discussion of issues regarding the political climate across the country. In addition, OBU encourages students to be involved in the political process and to engage in political discourse and public square issues.
- Although the University supports this process, OBU is a private institution and therefore is not required by law to allow political candidates on campus. However, the administration chooses to offer this privilege for information sharing and educational purposes only if the proper steps are followed and approval is granted.

II. Approval Process

- OBU faculty, staff or active student organizations must receive permission by the Dean of Student's office and the Geiger Center office. If approved, the Dean of Student's office will discuss any facility fees, if applicable.
- These events must be scheduled through the Student Life Office and must take into account already planned events on OBU's campus. The Student Life Office and the Geiger Center office will work in conjunction with the University Police office for details as needed. The Dean of Student and/or the Geiger Center office reserves the right to work with the faculty, staff and/or student organization in the event planning process.

- The Geiger Center Office will automatically include the President, the Provost for Student Services, the Executive Vice President for Business Services, the Associate Vice President for University Communications, the Chief of Police, and the Student Organization's Faculty advisor. Other members will be appropriately designated.

III. Audience

- This event must be open to the entire campus community and the public at large.
- Politicians or Political organizations eligible for approved politicians must be in office or an official candidate for the office they are seeking in order to be invited to the University. Political organizations must be an official non-profit 501(c) 3 organizations

IV. Fees

- No transfer of funds may take place between the hosting organization/Oklahoma Baptist University and the politician or political organization. This includes compensation for time, travel, personal security, or any other associated cost.
- No admission fee will be charged nor may political contributions be asked for or given on campus by the candidate or hosting organization.
- As a guest of OBU, the rental of the University facilities may be waived. Politicians or political organizations wishing to use University space for a function must pay standard rental fees and abide by separate guidelines for politicians using our Oklahoma Baptist University space.

VI. Publicity

- The hosting organization or department may publicize the given event on campus. Access to these resources and guidelines for usage may be obtained through the Dean of Student Office. The Oklahoma Baptist University seal or other branding logos are not permitted to be used on any campaign flyers. (Student mailing lists are not distributed by the University nor do we allow Post Office stuffing from political organizations).
- All on-campus advertisements must be non-partisan and approved through the Dean of Students' office.

VII. Media

- No external press will be permitted on campus for one party's events. If the hosting organization would like press to be invited to events where there are two or more politicians or political organizations, they must be pre-approved through the Dean of Students office.

- A member of the campus community or a neutral party must moderate the event. If multiple candidates are at the event, all candidates will be given equal time for an opening statement, and candidates must field questions from the audience. The organization advisor must be present if a student organization is hosting the event.

VIII. Safety & Security

- The University reserves the right to limit the number of attendees to adhere to code.
- The sponsoring OBU student organization must pay for any additional University Security as needed.
- For security purposes, the candidate or candidates must obey all campus policies and are required to be in contact with the University Police office (via the Office of the Dean of Students).

IX. Politician or Political Organization behavioral guidelines while a Guest of Oklahoma Baptist University

- Oklahoma Baptist University will not tolerate inappropriate behavior by either the Candidate or members of the audience.
- Politicians and/or political organizations are given limited access to the campus as designated by the Geiger Center and Dean of Students' office. Candidates are never allowed in the residential areas of the campus.
- Political literature may be distributed at the event location, but it is not allowed to be placed elsewhere on campus. (This includes flyers and in ground signs and the posting of campaign signs anywhere on the OBU campus.)
- Candidates are asked to act sensitively and respectfully toward the University Core Values when formulating their answers.

X. Politicians or Political Organizations as classroom guests

- These policies do not apply to classroom instruction in which a professor might have a candidate come and speak to his/her individual class. Each instructor will be responsible for what occurs in the classroom.

OTHER POLICIES:

MAILROOM POSTING POLICY

1. All requests to put advertisements in mail boxes must first be approved by the Assistant Vice President for Finance and Administrative Services, Lauri Fluke, Thurmond Hall First Floor. 405-585-5130, lauri.fluke@okbu.edu.
2. Materials being stuffed into boxes must be approved by the Dean of Students and be related to Oklahoma Baptist University or the student organization. (Stated differently, the organization or department cannot sign up to stuff materials related to an outside vendor or business.)
3. Approved student organizations and OBU departments must sign up in the post office for a specific time to stuff mailboxes, listing their information and what will be distributed. This helps prevent congestion in the post office.
4. Off-campus organizations/businesses requesting a post office stuffing must receive approval from the Dean of Students. Approvals will be based on the organization's support of OBU's core values, whether the flyer contains a special discount offered to the OBU community, and the number of recent solicitations.
5. The Dean of Students may request alternate methods of communication rather than posting (e.g. flyers placed on select bulletin boards.) Furthermore, if businesses are approved for stuffing, they are required to pay a \$30 fee for the Post Office staff to stuff their approved material.

T-SHIRT POLICY

Student organizations must have all t-shirts designed for their members approved by the Student Life Office, including t-shirts that do not reference Oklahoma Baptist University. If the shirt has any OBU logo, it must be approved through the Communications office (Paula Gower). In addition, we recommend that organizations purchase from vendors who can assure free trade or "Made in the USA" shirts. Often the cost is the same, or if slightly higher, the organization can be assured of the integrity of the product. Please see the Student Life Office for additional information.

UNIVERSITY LOGO USAGE GUIDELINES

When designing T-shirts or other promotional materials that utilize the University crest or logo, please guidelines detailed on the OBU website here: <http://www.okbu.edu/advancement/pr/brandingguide.html>. All designs must be submitted to the

Student Life Office for approval prior to production. All designs will be submitted to the University Communications Department for approval.

PRINTING

Material can be copied and printed in the copy center located in the UPS store across the street at the corner of MacArthur and Kickapoo. If your organization has an official account with the university, you may charge your copies. If not, please be prepared to pay cash. Submit materials via e-mail to copy.center@okbu.edu

If your organization would like to print material from a printer located on campus, we encourage the campus organization to identify someone who will do the most printing (posters, flyers, etc.)

Travel/Event forms may be picked up in Student Life office. In order to save paper, all members of the organization may sign the back of the release form, print their name, id number and date. Release forms must be returned to the Student Life office within 2 business days of the event. Participants are requested to carry travel/event form information on the trip including emergency contact information.

If a new student organization is approved and the Dean of Students and SGA deem it to be more high risk, members and participants of the organization may be required to sign a waiver & release form each semester prior to participation. These forms will be kept on file in the Student Life Office or at the RAWC.