



Student Organization Moderator Guide

Student Leadership & Involvement Center

Skutt Student Center
Room 120 & 205
Phone: 402.280.1715
Fax: 402.280.5829
slic@creighton.edu
creighton.edu/SLIC

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Welcome and thank you for serving as a student organization Moderator! The time and energy you are investing in your organization and the Creighton community truly helps improve the experience our students have at Creighton University.

The over 200 student organizations on campus are an important part of the educational experience at the University. The Student Leadership & Involvement Center strives to provide you with the information, support, and assistance you need to advise your organization smoothly and effectively. This handbook is designed to be a guide to rules and policies concerning student organizations.

The Student Leadership & Involvement Center intentionally creates learning opportunities that teach and challenge students to develop, understand, and reflect upon their values, leadership skills, and goals. We expect that students and staff will:

- seek excellence from themselves and others;
- seek and model balanced integration of academic, social, recreational, and spiritual involvement;
- respect and celebrate the commonalities and uniqueness of all;
- impact social change through education, reflection, and service that is for and with others;
- share their gifts with our communities for the greater glory of God.

We strive to be the other education, in which students are able to **discover** their interests and potential, **develop** into mature leaders, and **deliver** or give of themselves wholly to the world around them, both at Creighton and beyond.

Discover: Your interests, leadership potential, and new ways to engage the Creighton community

- Our office helps students discover through the Involvement Fair, fraternity and sorority recruitment, assisting student leaders to serve as mentors to new students through New Student Orientation, and the Freshman Leadership Program.

Develop: Your values, leadership skills, and goals in and outside the classroom

- Our office helps students develop through leadership programs and opportunities, such as the Emerging Leaders Programs, Leadership Resource Library, and Leadership Workshops.

Deliver: By using your gifts and talents to play an active role in the Creighton, Omaha, and global community

- Our office supports students in their leadership roles by providing advisement, administrative support, financial and material resources, and mentorship through involvement. Our office hopes to provide students with the ability to form lasting friendships, to network with peers and professionals, and to live lives based on personal values and the desire to serve the greater good.

Mission Statement: Creighton University

Creighton is a Catholic and Jesuit comprehensive university committed to excellence in its selected undergraduate, graduate, and professional programs.

As **Catholic**, Creighton is dedicated to the pursuit of truth in all its forms and is guided by the living tradition of the Catholic Church.

As **Jesuit**, Creighton participates in the tradition of the Society of Jesus which provides an integrating vision of the world that arises out of a knowledge and love of Jesus Christ.

As **comprehensive**, Creighton's education embraces several colleges and professional schools and is directed to the intellectual, social, spiritual, physical, and recreational aspects of students' lives and to the promotion of justice.

Creighton exists for students and learning. Members of the Creighton community are challenged to reflect on transcendent values, including their relationship with God, in an atmosphere of freedom of inquiry, belief, and religious worship.

Service to others, the importance of family life, the inalienable worth of each individual, and appreciation of ethnic and cultural diversity are core values of Creighton.

Creighton faculty members conduct research to enhance teaching, to contribute to the betterment of society, and to discover new knowledge. Faculty and staff stimulate critical and creative thinking and provide ethical perspectives for dealing with an increasingly complex world.

Student Leadership and Involvement Center Staff

Katie Kelsey

Director

Student Leadership & Involvement Center

Skutt Student Center 205

(402) 280-1715

katiekelsey@creighton.edu

Joey Kimes

Assistant Director of Leadership Programs

Skutt Student Center 120

(402) 280-1715

joeykimes@creighton.edu

Emma Rapp

Assistant Director for Transitions

Skutt Student Center 205

(402) 280-1715

emmarapp@creighton.edu

Molly Salisbury

Assistant Director of Programming and Student Organizations

Skutt Student Center 120

(402) 280-1715

mollysalisbury@creighton.edu

Margaret Zimmer

Assistant Director for Fraternity & Sorority Life

Skutt Student Center 205

(402) 280-1715

margaretzimmer@creighton.edu

Anna Alexander

Administrative Assistant

Student Leadership & Involvement Center

Skutt Student Center 205

(402) 280-1715

annaalexander@creighton.edu

Pat Zander

Administrative Assistant, Creighton Students Union

Skutt Student Center 120

(402) 280-1715

patzander@creighton.edu

Overview of Student Organization Moderator Description

We are pleased that you are interested in serving as a moderator for a Creighton University student organization. Moderators serve an important role in the lives of students and organizations, and most moderators find their experience rewarding, inspiring, and an opportunity to share valuable time and talents with leaders for tomorrow. The purpose of this worksheet is to familiarize you with the role, selection, functions, and liabilities of a moderator.

The Student Leadership & Involvement Center is available to assist you at all times in your role of serving as a moderator for a student organization. Please feel free to contact us at any time for assistance or if you need help accessing other University resources.

Role of the Moderator

A moderator usually shares a genuine interest in the student organization's purpose and wants to develop an informal, out-of-class relationship with a group of students who share that common interest. The moderator, as an experienced resource person, gives support to the group and is concerned about its function and continued progress. The overall goal of a moderator is to stimulate and develop a clear relationship between the student organization and the Jesuit mission of Creighton University.

The moderator does not set the policy of the group, but should take an active part in its formulation through interaction with the members and officers of the group. Since members and officers in any organization are ordinarily active only during their tenure as students, the moderator can serve as a continuity factor for the group. In order to retain recognition as a student organization, each student organization must have an active moderator.

The moderator of an organization should guide the group in its activities and its relationship to the University. Therefore, the moderator should be knowledgeable of University policies and procedures, including the policies and procedures of the Student Leadership & Involvement Center. The moderator should also help to develop the leadership potential within the group.

Selection of a Moderator

- The moderator must be a member of the Creighton University community. A faculty member, staff member, or administrator of the University may serve as an organizational moderator.
- Selection of a moderator is through the mutual consent of the: (1) the student organization; (2) the proposed moderator; and (3) the Student Leadership & Involvement Center.
- The moderator and the organization should jointly and periodically review the moderator's performance and mutually agree to the moderator's continuance in that position.

Functions of a Moderator

Specific functions of the moderator are listed below. Individual organizations may expand upon these through their constitutions.

- The moderator should serve as an academic resource for the organization, insuring that no one in academic difficulty serves in a key office, and offering assistance to any group members who are facing academic difficulties.
- The moderator should be aware of the organization's meetings and activities. He or she does not need to attend all of these activities, but attending at least one meeting per month is appropriate.
- The moderator should meet with the executive committee of the organization twice during each semester, or more times as necessary. Executive committee meetings are the ideal arenas for establishing a meaningful working relationship with a group and for demonstrating your interest and preparedness as a moderator
- The moderator should obtain minutes of all organizational meetings for review.
- The moderator should have a complete officer and membership list with addresses, email addresses, and phone numbers.
- The moderator should help the officers create and maintain an annual budget and help insure financial responsibility and ethical spending of organization funds.
- The moderator should be knowledgeable of the organization's purpose and constitution and help the general membership adhere to them. The moderator will inform the organization or veto a decision of the organization when it violates stated objectives, bylaws, codes, standing policies, University policies, or city, state, or federal laws.
- The moderator will be a custodian for all organizational records, paraphernalia, treasury registers, and other materials during the summer and during changeover of officers.
- The moderator should have access to the student organization's CU Involved site and check in periodically to see what the organization is planning.

General Responsibilities and Duties

The following is a "Job Description" for moderators of student organizations. These duties are not binding by any agreement but are strong suggestions for being an effective moderator. Such lists can be very helpful for understanding the role, but further discussion with your group and their expectations will further develop your moderator role.

- Be a well-informed resource on University policies and procedures.
- Be a well-informed resource on the Jesuit mission and how to live out this mission.
- Be familiar with the organization's constitution and/or bylaws. Make certain that policies and procedures set by those documents are being followed.
- Approve all forms that require a moderator's Net ID on CU Involved.
- Be prepared to respond appropriately if the group experiences a crisis.
- Help the group evaluate elements of risk in their events.
- Attend and participate in moderator sessions offered by Student Leadership & Involvement Center.
- Develop good working relationships with group members.
- Communicate with group leaders regularly.
- Be reachable and approachable. Be visible!

- Serve as a “sounding board” for organization ideas. The proposal of some idea may require that the moderator play the “devil’s advocate” and explore possible consequences of actions.
- Be familiar with the organization’s traditions and history.
- Guide the organization in developing activities consistent with their mission/purpose.
- Guide members in setting and accomplishing appropriate goals.
- Provide insight and suggestions from personal experiences and leadership opportunities, including your humor, hobbies, and interests.
- Mediate conflicts (when necessary).
- Monitor finances and provide oversight for the organization’s treasurer.
- Encourage all members of the group to fully participate but maintain balance between academic responsibilities and co-curricular involvement.

Moderator’s Checklist

The following is a checklist to help you determine if you are meeting the basic needs of your student organization. For assistance with any of these issues, or answers to questions, please contact the Student Leadership & Involvement Center at 280-1715 or clubs@creighton.edu.

- I know and understand the group’s purpose, goals, and objectives.
(Reminder: Revised constitutions need to be sent to the Student Leadership & Involvement Center. If your group does not have a current copy of the constitution, please let SLIC know and we can provide you with the most recent copy that is in our files).
- I know and understand the University’s rules and policies, especially those pertaining to student organizations.
- I know the names and phone numbers of the student organization’s officers. *(Reminder: The Student Leadership & Involvement Center needs to be aware of any officer changes).*

Position	Name	Phone Number	Email Address

- I have introduced myself to the members of the student organization and they know how to contact me.
- I know when the organization holds meetings and the events that are planned for the year. I have discussed my involvement in those meetings and events with the officers.
- I have met with the treasurer and know the financial standing of the student organization.
- I have reviewed the student organization’s CU Involved site and helped students transition using this tool.

Student Leadership & Involvement Center Resources and Services

Resources

- Mailboxes/folder at the SLIC's front desk for student organizations
- Laminator (\$1 per yard)
- FREE banner paper, markers, stencils, etc. for student organizations
 - Please sign Banner Paper Form at front desk (desk worker can help you)
 - ALL materials must be used in the SLIC
- Leadership Resources
 - **Leadership Resource Library** where you can check out helpful books on topics from team building to diversity education and more!
 - **Leader Tips:** Brochures about different areas of leadership development if you need a quick resource
 - **Leadership Workshops:** The Student Leadership & Involvement Center staff is available to come to your organization to do a presentation on a specific topic. Please contact the SLIC for more information.
 - **Leadership Exchange:** Monthly workshops held by the Leadership and Involvement Center to develop leadership skills
- Student News listserv
 - The Student Leadership & Involvement Center staff moderates the Student News listserv. Twice a week on Mondays and Thursdays, a digest email will be sent posting the events that have been submitted on CU Involved.

Banner and Table Tent Reservations

These reservations are made with the front desk worker

- Banner Reservations
 - For Student Center, Brandeis, Becker, or outside
 - Reservations are for one week
 - Only one banner space may be reserved by an organization at one single time.
 - Organizations cannot reserve different spaces for consecutive weeks
 - The Student Leadership & Involvement Center will hang and take down the banners. The organization will be notified to see if they wish to keep the banner for later use.
- Table Tents Reservations
 - For Wareham Court, Jack and Ed's, Brandeis, Becker, Java Jay, or the KFC Spine
 - Can put up table tents at any or all locations
 - Must construct table tents on own
 - Name and contact information must be on each table tent
 - On Fridays, all table tents are discarded by SLIC staff
 - Can put up to the following amount of table tents in each location:
 - Wareham Court = 65
 - Jack and Ed's = 25
 - Becker and Brandeis = each 135
 - Java Jay = 29
 - KFC Spine = 6

****No banner or table tent space is available in the Harper Center.**

Responsibilities of Registered Student Organizations

- Attend the Creighton Students Union Fall Conference, held annually in August/September. Failure to attend this conference may result in loss of registration and ineligibility for any organizational privileges.
- Receive **approval** from the Student Leadership & Involvement Center for:
 - T-shirt or other merchandise designs
 - Use of the Creighton name, Creighton logo, or Bluejay logo on any items
 - Fundraising efforts
 - All student organization events or activities
 - Events and postings involving alcohol
 - Yard signs or chalking
 - Creating a CU Involved site
- Complete the **Annual Registration Form** in the spring semester of each year, or at the time of officer transition. Maintain registration throughout the year by keeping officer information current in the Student Leadership & Involvement Center. Failure to maintain registration form will result in that organization receiving a "not registered" status and loss of all privileges of a Student Organization. After one year of "not registered" status, the organization is considered "inactive." In order for the organization to become registered again, the group is required to complete the SORC process
 - This process is now completed online via CU Involved.
- Complete the **Annual Activity Report** in the spring of each year, or at the time of officer transition. This is an important part of the student organization registration process and provides valuable feedback to the SLIC. This form is found on CU Involved under the SLIC's site page. If a student organization doesn't submit this form their student organization may be in jeopardy of losing their registered status with the SLIC.
- Create and maintain a CU Involved site.
- Check the **Student Organization Mail** in the Student Leadership & Involvement Center on a weekly basis.
- Participate in training opportunities endorsed by the Student Leadership & Involvement Center.
- Abide by the organization's **constitution and bylaws** and submit any changes to the Student Leadership & Involvement Center for approval.
- Provide programs or services that constructively fulfill the purpose of the organization and the mission of Creighton University. These may include:
 - Leadership development for the organization's officers
 - The sharing of ideas, values, and activities for officers and members
 - Professional and educational programs which may enhance the curricular interests of members
 - Registered student organizations should avoid any activity, speech, or expression that may be deemed as:
 - Creating a clear danger of inciting violence or unlawful behavior
 - Advocating the physical harm, coercion, intimidation, or invasion of the personal rights of any individual
 - Violating University policies on harassment
 - Advocating the willful damage, destruction, or seizure of University property
 - Interfering with classes or University activities. Please refer to the Creighton University Student Handbook for the official University policy

Privileges of Registered Student Organizations

As Described in the Student Handbook

Only student groups that are officially registered are permitted to use University facilities or services, to identify themselves in any way with the University, and to share in other privileges or support for which student groups registered by the University are eligible.

Some of these privileges include:

- Inclusion in the **Registered Student Organization Directory** on the Student Leadership & Involvement Center web page.
- Use of the Student Center, Harper, Skinner Mall, Jesuit Gardens, classrooms, and most campus locations, as well as most equipment with no rental fees.
- Privilege to **post on the Campus Posting Boards** without obtaining approval from Student Leadership & Involvement Center. *(If the event involves alcohol, all postings must be approved prior to hanging.)*
- Participation in the **Involvement Fair/Skutt Shutdown**. Advance registration is required because space is limited.
- Publication of registered events on the **Student News Listserv**.
- Opportunity to apply for **funding** from the Creighton Students Union (except those groups with selective membership).
- Eligibility to apply for **Leadership Education Grant** funding.
- Privilege to open a **Creighton Federal Credit Union Account** for the organization.
- Use of a **student organization mailbox**, located in the Student Leadership & Involvement Center, to facilitate communication with the university and receive mail from external sources.
- Ability to have a Student Organization **CU Involved site**, which will function as the organization's website.
- Access to **professional consultation** for student organization issues.
- Inclusion of the president of the organization on the **student organization listserv** and the moderator of the organization in the **moderator's listserv**.



Student Organizations Policies

The following policies are from both the Creighton University Student Handbook, as well as the general Student Leadership & Involvement Center policies that all student organizations are held accountable for. The policies are also available on our website under the “Policies” button at creighton.edu/studentlife/studentleadershipinvolvementcenter/

General Policy for Student Organizations

Creighton University Student Handbook Policy

- It is strongly encouraged that membership be open to all students without regard to race, color, national or ethnic origin, disability, sex, religion, or sexual orientation. (Restricted membership may be granted if the organization provides adequate justification for this special status. Social fraternities and sororities may retain gender specific membership).
- All registered student organizations in good standing are eligible to apply for funding from Creighton Students Union except social fraternities and sororities.
- A moderator who is a faculty or staff member from Creighton University must agree to advise the organization and participate in a moderator training once every three years for the student organization to continue to receive registered student organization status with the Student Leadership & Involvement Center.
- Officers, as defined by the organization’s constitution, must be in good standing with the University (not on academic or disciplinary probation) at the time of their elections and throughout their terms in office. All officers must possess a 2.5 cumulative GPA or its equivalent to be eligible for office and maintain a minimum of 2.5 GPA or its equivalent while serving out their term. If an officer’s cumulative GPA falls below the 2.5 minimum or its equivalent, he or she may be removed from office. If an office is put on disciplinary probation as a result of an alcohol documentation while in office, but qualifies for the CARE Opportunities course and *completes* the course, he or she may be allowed to return to his/her organization and continue to serve as an officer.
- As part of the initial application, the moderator and president must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations, and guidelines.
- Groups applying for registration must meet a need not presently met by any other organization or department on campus.
- All registered student organizations must create and maintain a student organization site on CU Involved.
- As part of the Annual Registration process each organization will submit the names of two organization members who will be responsible for making all reservations for the organization for their term in office.
- Each registered student organization is responsible for submitting an Annual Registration Form to the Student Leadership & Involvement Center (via CU Involved) at the time of officer transitions to ensure records and contact information is kept up-to-date in the Student Leadership & Involvement Center. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership & Involvement Center.
- Each registered student organization is required to submit an Annual Activity Form (via CU Involved) to the Student Leadership & Involvement Center at the end of each academic year. This is a required part of the organization registration process, and

organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership & Involvement Center.

- The organization must live out the University mission and be consistent with values of the Catholic and Jesuit traditions in both purpose and practice.
- A registered group must contribute to the overall educational mission of the University. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the University community.
- Creighton University does not necessarily endorse the views reflected and opinions expressed by student organization members or during their events. Student organizations must assume full responsibility for their members and the events they sponsor. Creighton University assumes no responsibility for student organizations.

Classroom Reservation Policy for Student Organizations

All requests for academic space must be submitted through Centralized Reservations. Centralized Reservations is unable to process requests for academic classroom space until after the course schedules have been finalized by the Registrar's Office (3rd week of the semester). All requests for academic space are placed on their Academic Space Waiting List and processing in the order in which it was received.

How can I make a reservation?

There are a variety of ways to contact the Centralized Reservations Team to make a reservation:

- Submit a request on 25Live
 - The training for 25Live can be accessed here: blueline.instructure.com/enroll/DFTNMK
 - Once trained, you will receive credentials from our 25Live Administrator to log on
 - If you have any questions on training for our 25Live Administrator, call 402-4280-3538
- Call the Centralized Reservations Office at (402)280-1493
- Email reservations@creighton.edu



Room Reservations

Student Organizations that have registered with the Student Leadership & Involvement Center may make reservations for events by contacting the Centralized Reservations Office or using 25Live. Rooms are available for you to reserve when they are not being used for an academic course or a University Event.

THINGS TO KNOW BEFORE RESERVING SPACE:

- You MUST be registered with the Student Leadership & Involvement Center to make reservations
- As part of the annual registration process you must provide the Student Leadership & Involvement Center with the name of **two organization members** who will be responsible for making all reservations for your organization for their term in office. The Student Leadership & Involvement Center will share this information with the Centralized Reservations Office.
- Please read the Centralized Reservations Policy and Event Guide to be aware of all reservation policies
- Sodexo (University Dining and Catering) is the exclusive provider of food on Creighton's campus. All food/beverages for events must be purchased from Sodexo. Violation of Creighton's Food Exclusivity Policy will result in charges.
- General meeting spaces can be reserved up to one (1) year in advance
- Academic spaces cannot be reserved until all academic classes have been scheduled and spaces have been released by the Registrar's Office
- Reservation requests for small events (i.e., meetings, presentations, etc.) should be submitted at least three (3) business days in advance
- Reservation requests for large events (i.e., parties, receptions, etc.) should be submitted at least ten (10) business days in advance
- Last minute request (less than 24 hours) should be made via phone in order to ensure processing and immediate receipt of confirmation
- All event cancellations must be received in writing at least three (3) business days prior to the scheduled to event to avoid cancellation charges (Please refer to the Event Cancellation Section for more info)
- Once space is reserved, you'll receive a confirmation
 - Please read ENTIRE confirmation and verify the information is correct
 - If a meeting room, please let Centralized Reservations know of your preferred setup

Centralized Reservations will make every attempt to honor all room preferences for events. Please note that Centralized Reservations may need to move your event to a more appropriate space based on the size and nature of the event. Please note that Centralized Reservations does not provide AV/Technology equipment or support within classroom spaces. Any AV/Technology needs will need to be communicated to DoIT Classroom Support by the client. A copy of all policies can be found in the Centralized Reservations Policy and Event Guide at creighton.edu/reservations.

Reservations for St. John's and Lower St. John's can be made by calling the St. John's main office at 402.280.2975.

Residence Hall Conference Room/Meeting rooms must be reserved by contacting the specific residence hall's front desk.

Space Rental through Campus Recreation can be reserved by filling out the following form online: creighton.edu/studentlife/campusrecreationwellness/facilityrentalsreservations/

Event Guidelines

A registered group must contribute to the overall educational mission of the University. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the University community. *-Creighton Student Handbook*

- Student organizations are prohibited from hosting the following events because they do not fit within the mission of Creighton University:
 - Date auctions, where individuals are being bought for a date. Service auctions are permitted so long as the services are within the University mission (i.e. raking leaves, house work, car washes, etc.)
 - Food and drink consumption contests where competitive consumption is the goal
- It is required that student organizations contact the Student Leadership & Involvement Center if they wish to host any event but specifically if the event is one of the following:
 - Movie viewing events, both documentaries and fictional movies
 - Movies are copyrighted material; federal guidelines mandate that organizations have copyright approval to show the film outside a classroom setting
- An event on campus where alcohol will be present (see the “Serving Alcohol on Campus Policy” for more information)
- A public event that is open to the Creighton community and/or the Omaha community, particularly if the organization will be entering a contract with a speaker or speaking agency.
- Potentially controversial events/speakers:
 - The University Student Handbook Speakers Policy and the University Speakers and Artistic/Creative Presenters policy state that student organizations are required to get speakers approved who may have conflicting views of Creighton’s traditions and values. If you are unsure if your speaker has conflicting values with the University, please contact the Student Leadership & Involvement Center for consultation.
 - “Sponsoring organizations are expected to use responsible judgment in selecting speakers. When it is likely that a speaker may espouse or appear to espouse positions hostile to Creighton’s traditions and values, opportunities for expression of alternative viewpoints must be assured. The Vice Provost for Student Life, in consultation with the appropriate academic Vice Provost and University Committee on Lectures, Films, and Concerts, may require that a speaker make the presentation in a debate or panel of discussants format so as to assure expression of other views.” *-Page 44 Student Handbook*
 - “If it is reasonably likely that a potential speaker or other artistic/creative performer will espouse or appear to espouse positions in conflict with Creighton’s traditions and values, the Inviter must inform the relevant Vice Provost of the planned invitation and provide the Vice Provost with background information about the invitee’s positions, works, published speeches and other relevant information to allow the Vice Provost to make an informed judgment as to whether and under what circumstances (including but not limited to the format of the event) the invitation should be extended.” *-Page 18 of the University Policies.*

Fundraising Policy

Fundraising

(From the Student Handbook)

Creighton recognizes that fundraising activities are often utilized by student organizations. However, no student may use University facilities (without charge) for personal gain. All student organizations wishing to hold a fundraiser must have a completed and approved fundraising form on file in the Student Leadership & Involvement Center prior to securing room or mall reservations and prior to the event.

- All fundraisers must conform to the Creighton University Code of Student Conduct and avoid demeaning sexual, racial, or other discriminatory references and not promote the abuse of alcohol.
- All organizations wishing to hold a fundraiser must have a completed and approved fundraising form on file in the Student Leadership & Involvement Center (completed through CU Involved) prior to securing room or mall reservations. Skutt Student Center or mall reservations may be made by contact the reservations office at 402-280-1493.
- Scheduled fundraising projects must be administered in accordance with University policies governing advertising and solicitation.
- All door-to-door solicitation and selling within the residence halls by students or commercial salespersons is prohibited. Likewise, no flyers, advertisements, coupons, etc., may be placed under the doors or hung on doorknobs in any residence hall. In certain circumstances, a student, student group, or a commercial salesperson may be given limited privileges to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from the Resident Director. If you witness a solicitor on your floor or in the building, contact the front desk.
- Promotional materials may not be handed out to students on the Creighton campus, either outside or inside buildings. Promotional materials may not be placed on cars in the University parking lots. This is a violation of Omaha Code 1959 Ord. No. 21486.
- Any advertising and publicity materials must include: name of the sponsoring organization, contact information for sponsoring organization (creighton.edu email account), product or service being sold, purpose for which the profit will be used, date/time of event/activity, and location of the activity.
- For raffles, participants must be made aware of the prizes offered and of their chances of winning. To do this, limit the number of ticket sales and state "chances of winning are greater than 1 in (# of tickets being sold)."
- If soliciting vendors or alumni for support, either financial or in-kind donations, in addition to the Student Leadership & Involvement Center Form being completed, a list of the businesses to be contacted and a copy of the letter to be sent must be uploaded to the form on CU Involved.
- If a student organization wishes to do a bake sale or sale of other foods for a fundraiser, all items sold must be baked by the organization or its members. No pre-purchased items may be sold unless they are purchased through Sodexo Food Services. You must follow proper food-handling guidelines. These guidelines may be found online in the Student Leadership & Involvement Center.
- If wishing to serve food not provided by Sodexo, a Catering Exclusivity Form needs to be filled out and approved prior to the event and returned to the director of Skutt/Harper Centers.

- Upon processing, all approvals will be communicated via CU Mail.
- If you are creating an item to sell, a “T-Shirt/Merchandise Design Approval Form” must be completed via CU Involved.

Posting Policies and Procedures
(from the Student Handbook)

Administration of Policy

The Student Leadership & Involvement Center administers this “On-Campus Posting Policy and Procedures.” Any questions related to this policy, procedures and posting locations should be directed to the Director of the Student Leadership & Involvement Center or his/her designee. Appeals to denials may be made to the Vice Provost for Student Life or his/her designee. The Student Leadership & Involvement Center will regularly clear the posting locations of outdated material(s).

Any posting/material not delineated below needs to be approved by the Student Leadership & Involvement Center. Approvals of this nature are rare.

Compliance Standards

All materials must be in compliance with the following:

1. The content of all materials displayed on Creighton’s campus must be in alignment with the university’s mission and conform to the Creighton University Code of Conduct and University policies.
2. Demeaning, sexual, racial or other discriminatory references are prohibited in materials.
3. Materials may be on display for two weeks unless approved and stamped for a longer period of time.
All postings must be removed within 24 hours of the event’s conclusion.
4. All academic-related and University department postings should adhere to the Creighton Brand Standards.
5. All postings with any reference, or implied reference, to alcohol must conform to the University Alcohol Policy and the “Guidelines for Promotion of Events where Alcohol will be Served.”

Content Guidelines

The following should appear on all postings:

1. The name of the sponsoring organization, school, college, division, vendor or individual.
2. Contact information (phone, email, website).
3. The name, date, time and location for the event, if applicable.
4. The cost associated with the event being advertised, if applicable.
5. For fundraising activities/events, the name of the individual or organization benefiting must be present.*

*All lottery and raffle winners will be announced to the University community using official forms of communication.

Procedure for Approval

All promotional materials, include but are not limited to: flyers, table tents, yard signs, sandwich boards, chalking, indoor and outdoor banners, sidewalk signage and indoor floor clings. These materials must be approved and adhere to the “Compliance Standards” and “Content Guidelines.”

Student promotional material(s) content, except for flyers, need approval from the Student Leadership & Involvement Center via CU Involved prior to printing or purchase of material.

Faculty and staff material(s) content need approval by University Communications and Marketing prior to printing or purchase of materials.

Alcohol:

Postings with any reference, or implied reference, to alcohol must be approved by the Student Leadership & Involvement Center before posting. It must conform to the compliance standards and content guidelines, the University Alcohol Policy and the “Guidelines for Promotion of Events where Alcohol Will be Served.”

Fraternity and Sorority Life:

All postings for fraternity and sorority recruitment require the approval of the Assistant Director for Fraternity and Sorority Life.

Residence Halls:

Approval from the Housing and Auxiliary Services must be obtained for all materials placed on residence hall floors, lobby bulletin boards or any other area of the residence halls. Generally, posters/flyers can be delivered to Housing Services (Swanson 136) to be hung on the residence hall floors.

Promotional Materials

The following promotional materials must be approved prior to printing and posting:

Campus Posting Bulletin Boards:

There are 15 official Campus Posting Bulletin Boards on the main university campus as a service to students, schools, colleges, divisions, organizations and off-campus vendors.

Campus Posting Bulletin Board guidelines include:

1. Materials may be displayed only on boards marked “Campus Posting.”
2. Materials may not be attached to building walls, trees, hallways, doors, stairwells or any painted surface.
3. Posters and flyers may not exceed 18” x 24”.
4. Only one copy of a poster or flyer may be displayed per bulletin board.
5. Only staples and pushpins may be used to hang flyers on the boards, no tape or adhesives. Sponsors must supply their own pins or staples when posting.
6. Sponsors are responsible for posting their materials.

Chalking:

Chalk must be washable (not spray chalk), and must be removed by the registered student organization, University department or University vendor one day after the event (unless approved otherwise.) To reserve locations, contact the Reservations Office at 402.280.1700 or make a reservation online in 25 Live.

Digital Signage:

Please see the University’s Digital Signage Policy.

Elevators:

Posting in elevators is prohibited.

Flyers:

Registered student organizations, University schools, colleges and divisions, and University-affiliated vendors may post flyers WITHOUT APPROVAL.

Non-university-sponsored groups and individuals MUST HAVE APPROVAL from the Student Leadership & Involvement Center. This includes: off-campus vendors and individuals advertising merchandise, products, services or information, and/or any event not officially sponsored by registered student organizations, University schools, colleges or divisions.

Approval is granted after the materials have been properly registered, compliance with “Compliance Standards” has been verified, and materials have been stamped “Approved for Posting.”

Handbills:

Promotional materials may not be handed out to students, faculty and staff on Creighton’s campus – either outside or inside buildings. Promotional materials may not be placed on cars in the University parking lots. This is a violation of Omaha Code 1959 Ord. No. 21486.

Indoor Banners:

Indoor banners are to advertise specific events/programs only. Reservations are for one week, unless otherwise approved. Indoor banner space can be reserved for the Skutt Student Center and outside the dining halls. To reserve locations, contact Student Leadership & Involvement Center.

Outdoor Banners:

Outdoor banners must use a weather proof material. Facilities Management must be contacted regarding the hanging of all outside banners on campus at 402.280.2780.

To reserve the location, contact the Reservations Office at 402.280.1700 or make a reservation online in 25 Live.

Sidewalk Signage/Indoor Floor Clings:

Any material used to create the sidewalk signage and indoor floor clings must be approved by Facilities Management. Minimum temperature of the sidewalk signage application is 50 degrees. To reserve the location, contact the Reservations Office at 402.280.1700 or make a reservation in 25 Live.

Student Organization Mailboxes:

Special approval to distribute flyers or other promotional materials in university student organization mailboxes must be approved by the Student Leadership & Involvement Center a minimum of ten days prior to the proposed date of mail delivery. Permission will be granted sparingly to help minimize mailbox clutter. Organizations are encouraged to use email, which is the official means of university communication, and in line with the University’s sustainability efforts.

Table Tents:

Table tents are to advertise specific events/programs only. Reservations are for one week. Table tent space is available in the following locations: the Skutt Student Center, Kiewit Fitness Center Spine, and retail/dining food locations. To reserve locations, contact Student Leadership & Involvement Center.

Yard Signs and Sandwich Boards:

Yard signs and sandwich boards may be left up over night. Student Leadership & Involvement Center is not responsible if yard signs and sandwich boards are stolen or vandalized. To reserve locations, contact the Reservations Office at 402.280.1700 or make a reservation online in 25 Live.

Miscellaneous Postings:

Any proposed variation of this posting policy must be proposed to the Director of the Student Leadership & Involvement Center or his/her designee two weeks prior to the event and prior to posting material production or creation.

Creighton Student Union Elections:

CSU election campaign promotions/advertisements must be in compliance with the “On-Campus Posting Policy and Procedures,” as well as adhere to the following:

1. Election materials may not be displayed prior to two weeks before the respective election.
2. All election materials must be removed three days after the election.
3. The CSU Election Commissioner must approve all election materials.

Violations

All promotional materials must conform to the policy stated. Violators of this policy may be subjected to: suspension of posting privileges, loss of registration for the sponsoring organization, and/or in extreme cases other University disciplinary action. Materials improperly posted or inconsistent with this policy will be removed, and the violator may be subjected to penalties. If materials are removed no reimbursements will be provided to the organization. The Student Leadership & Involvement Center will provide a three-strike practice to administer this policy. In the event of a violation a first warning and a final warning will be issued before a loss of privileges will occur.

Request to Serve Alcohol on Campus Policy
(from the Student Handbook)

- Prior approval must be obtained from the Vice President for Student Life (or his/her designee) for any activity where alcohol is present. It will be necessary to complete and adhere to an alcohol contract obtainable from the Student Leadership & Involvement Center
- Any sponsoring organization or group which serves alcohol at their events must use trained servers from University Dining Service. Students must present a valid ID and their student ID.
- Sponsoring organizations or groups assume responsibility for their social events. This responsibility includes insuring that only those of legal drinking age possess and/or consume alcoholic beverages, refusing to serve people who appear, act, or behave in an intoxicated manner; providing sufficient quantities of non-alcoholic beverages as dictated by the event and the crowd; and, finally, providing sufficient quantities of food throughout the event. In addition, the group has the responsibility of restricting alcohol to the designated area.
- Advertisement for any event on campus shall be in good taste and conform to the posting policy. Those events involving alcohol shall conform to the “Creighton University Guidelines for Promotion of Events Where Alcohol Will Be Served” found in the Student Handbook or online at www.creighton.edu/studentactivities.
- Public advertising or open access to social events where alcoholic beverages are being served are not in the best interest of the sponsoring group or of Creighton University. Therefore, any event open to the general public will not be given permission to serve alcohol.
- For those on-campus social events where students are present and alcoholic beverages are being served, Public Safety personnel shall be notified of the event by the sponsoring group or organization to determine whether or not an officer should be present. The sponsoring group is responsible for any expenses that might result.
- Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas.

Student Organizations who sponsor events where alcohol is present must adhere to the following guidelines in addition to those stated above:

- Alcohol service must stop 45 minutes before the event ends.
- The event must be supervised by the organization’s moderator or a staff member that he or she designates. (The Public Safety officer on duty may not be the moderator’s designee.)
- Any damages or cleaning service to the University facilities as a result of the event will be the responsibility of the organization.
- Money allocated by the Creighton Students Union cannot be used to purchase alcohol.
- Greek chapters must also adhere to the Creighton Greek Community Event Guidelines.
- All organizations must adhere to any and all Douglas County (Omaha) and Nebraska State laws regarding alcohol

Student News

The Student Leadership & Involvement Center staff moderates the Student News listserv which is then published twice a week on Monday and Thursday, a digest email will be sent posting the events that have been submitted via CU Involved. The digest email links to a website that offers more information. Events must be via CU Involved through your organization's event page.

Any questions, please contact the Student Leadership and Involvement Center at slic@creighton.edu.

T-SHIRT/MERCHANDISE AND LICENSING WAIVER POLICY

- The Student Leadership & Involvement Center must approve any designs for T-shirts or other merchandise created by student organizations.
- T-shirt and other merchandise designs must be submitted to the Student Leadership & Involvement Center via CU Involved before any items are made/printed. ***Please submit design at least 2 weeks before the printing date.***
- Any organization that creates and distributes T-shirts or other merchandise without prior approval will be in violation of this policy and will be responsible for the consequences.
- The Creighton University logos, graphics, and Athletic marks are registered and protected trademarks of Creighton University, protected by the Department of Marketing and Communications and Athletics, as well as the US Patent Office. No alterations are permitted on the University seal, logo, or Athletic marks. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University.
- Registered student organizations, as defined by the University, using the names, marks, logo, seals, and/or symbols of Creighton University in any commercial venture, whether fundraising or promotional, are required to seek prior approval from the Student Leadership & Involvement Center and the Department of Marketing and Communications by completing a T-shirt/Merchandise Form (found on CU Involved).
- Products sold or given away bearing the trademarks of the University and the names or logo of a registered student organization, for the sole benefit of that organization, are exempt from a royalty fee charged for commercial ventures. However, these products must be purchased from licensed vendors whenever possible.
- If items are to be sold to those outside of your organization's membership, or for a profit, a Fundraising Registration Form must also be completed.



Student Organization Categories

Academic/Interest

Academic/Interest organizations serve as a forum to explore issues in a particular academic field or area of interest; students do not have to be enrolled in that line of coursework in order to be members of these organizations.

Cultural

Cultural organizations provide an opportunity to explore and celebrate other cultures as well as to increase campus understanding and support. These organizations provide a support network for students from a particular culture as well as educate the campus about that culture.

Government

Government organizations serve as the governing body of a school, college, group of organizations, or student bodies.

Graduate/Professional

Graduate/Professional organizations are those that exist in the Graduate School, Law School, Medical School, Dental School or School of Pharmacy and Health Professions, regardless of other categories under which they could be classified.

Greek

Greek organizations are any sororities or fraternities which are primarily social in nature but not professional or honorary.

Honor Society

Honor societies are organizations with limited membership, where membership is a mark of distinction or recognition of achievements. Membership is usually by invitation only.

Political

Political organizations are those that represent political parties, or exist to represent particular political interests.

Publications

Publication organizations are those in which the primary purpose is to produce a type of publication.

Religious

These groups are directly affiliated with a religious organization and/or educate about religious beliefs, conduct any religious activities, or foster development of the spiritual self.

Service

Service organizations are those that are primarily dedicated to providing improvement, aid, or assistance to others on campus or in the community.

Social

Social organizations exist to provide various types of social environments and/or activities to the campus and its membership.

Sports

Sports organizations are those in which the primary purpose is for members to engage or compete in sporting events and/or athletic activities.

Student Leadership & Involvement Center Forms

The Student Leadership & Involvement Center has many forms that relate to our policies and procedures. Below is a list of the forms with a description of what each form one is used for. Forms are either located on the organization's CU Involved page or the SLIC's CU Involved page at creighton.collegiatelink.net/slic. They are listed under the "Forms" tab. All forms must now be submitted through CU Involved; paper and emailed submissions are no longer accepted.

- Event Form (also includes Fundraising and Travel)
 - On organization's page
 - Used when a student organization is planning an event – includes submissions for travel and fundraising
 - Events include speakers, entertainers, panels, Greek events, etc.
 - For fundraisers, please check Fundraising and answer the appropriate questions
 - For travel, check Travel and answer the appropriate questions
- T-Shirt/Merchandise Approval Form
 - On SLIC's CU Involved Page
 - Used whenever an organization designs a t-shirt or other merchandise item
 - Design must be turned in two weeks prior to printing date
 - All designs need to be submitted
- Annual Activity Form
 - Should be turned in at the end of each academic year
 - It is a short report that asks organizations to report on their fundraising, service hours, and events for the academic year that is ending
- Annual Registration Form
 - Should be submitted when new officers are elected
 - Located on Student Organization's page
- New Student Organization Application
 - Located on SLIC CU Involved page
 - Application form for creating a new student organization
- Request to Serve Alcohol on Campus
 - Used when an organization or university department plans an event on campus where alcohol will be served to students
 - This form needs to be turned in prior to the event
- Request for Greek Member Grades
 - To be used by Greek organization presidents, scholarship/academic chairs, or chapter advisors
 - Must be submitted one week in advance
- Leadership Education Grant
 - Must be submitted at least three weeks prior to the date of the conference; funding is limited so apply early
 - Students or registered student organizations will be notified through email the status of their grant application

CU Involved: Creighton's Student Organization Resource

CU Involved is the Student Leadership & Involvement Center's online management system for all of our 200 + student organizations. Provided by Collegiatelink, this system is designed to offer innovative tools for students and organizations while equipping our office with a new way to manage co-curricular activities, paperwork, and other services on campus.

The site can be accessed by going to creighton.collegiatelink.net/. Members of the Creighton community, including students, faculty, and staff can log in using their Net ID and password. Leaders of student organizations should create a site on CU Involved for their organizations, which can then be maintained by future leaders. This online resource is designed as a tool to help student organizations communicate with members and function more effectively and efficiently in their day to day operations.

CU Involved allows organizations to:

- Advertise events; event publicity can be restricted to group members only, campus only, or open to the public
- Utilize the Virtual Bulletin Board
- Upload documents, such as your mission statement and constitution
- Post photos of your group
- Create forms for group members to complete
- Publish a group roster
- Track service hours
- Complete Student Leadership & Involvement Center forms, including annual registration, annual activity report, fundraising and event approval, and others
- Request CSU funding, by completing the forms on their CU Involved page
- Poll students
- Elections for certain officer positions
- Apply for Leadership Education Grant funding
- Send messages to group members
- Post news articles and wall posts



Travel Policy

If your club or organization is planning a trip your club or organization is responsible for following the University's Travel Policy. To view this policy visit

creighton.edu/fileadmin/user/StudentServices/SLIC/SAO_General_Files/2016-2017_Travel_Policy_Procedure_Guide_1__copy.pdf.

Please ensure your club or organization follows the steps below:

- Reads the Travel Policy
- Submits an Event (travel) Form on CU Involved.
- Attends a pre-departure travel orientation session with either the Student Leadership & Involvement Center or the Global Engagement Office.
- Fills out all necessary paperwork for your travel. This includes waivers, driving guidelines, emergency plan and travel schedule.

Each club or organization will be required to select two trip leaders that will attend the pre-departure travel orientation session with either the Student Leadership & Involvement Center or the Global Engagement Office.

For domestic travel groups traveling will need to submit the following to the Student Leadership & Involvement Center:

- Assumption of Risk and Release Waiver
- Copy of Driver's License (if applicable and for all drivers)
- Driving Guidelines Form (if applicable)
- Proof of Insurance (if applicable and for all drivers) To

fill out the Event (travel) Form please follow these steps:

- Log on to CU Involved - creighton.collegiatelink.net
- Go to your club/organization's page
- Click "Events"
- Click "Create Event"
- Click "Travel" when describing what type of event this is for
- Fill out the form and click submit

For domestic trips email Molly Salisbury at clubs@creighton.edu to schedule your pre-departure orientation session.

For international trips contact the Global Engagement Office: creighton.edu/geo/

All travel forms must be submitted at least three weeks in advance of travel.

Select University Policies

The following policies represent only a fraction of the entire document of University Policies, as well as the Student Handbook. These policies may be specifically helpful for student organizations to know. Please see the entire University Policies document at:

creighton.edu/fileadmin/user/president/docs/Guide.pdf

Advertising Acceptability

Student publications and broadcasting will follow these guidelines:

- Advertising which is in violation of any local, state, or federal law or regulation will not be published or broadcast.
- Advertising which promotes a product, service, or cause contrary or hostile to the moral and religious principles set forth in the Creighton Credo will not be published or broadcast.
- Advertising whose claims are fraudulent, misleading, or grossly unsubstantiated, or which appear to require further substantiation for the protection of consumers, will not be published or broadcast until sufficient substantiation of claims is made.
- Advertising for products or services which may be injurious to health will not be published or broadcast.
- Ordinarily, only advertising which carries the signature or identification of a responsible advertiser will be published or broadcast so that consumers may know whom to contact regarding returns, adjustments, breach of warranty, etc. It is also highly encouraged to provide a phone number so individuals may contact the group for further information.
- Entertainment or speaker/lecture advertising will need to comply with all current guidelines regarding posting and promotion as found in the *Student Handbook*. Advertising may also be examined for acceptability on more particular grounds, including the following:
 - Advertisements, copy and/or illustrations which pander to a prurient interest in violence or human sexuality, or which denigrate the beliefs, customs, or physical attributes of ethnic or religious groups will be rejected.



Alcohol Policies

Alcohol and the Creighton Student

Creighton University recognizes that alcohol is a major influence on today's college campus and that it has a responsibility to educate students and their families on University expectations regarding alcohol. Furthermore, Creighton recognizes that it must go beyond simply informing students and their families about the legal consequences resulting from alcohol use, as Creighton's response must also address the social realities of our students while continuing to promote and educate students about the benefits of living a healthy lifestyle. The following details Creighton's approach to alcohol education, the effects of alcohol on the human body, and the University's alcohol policies.

Creighton University's Alcohol Policies

Creighton University defines misuse or abuse of alcohol as:

“Any alcohol-related behavior that adversely affects a person's life in regard to physical health, feelings of self-esteem, personal or family relationships, educational and occupational goals, or one's standing in regard to local, state, or federal laws”.

Creighton University defines binge drinking as:

“Activities that encourage irresponsible drinking (including, but not limited to, drinking games, chugging, and shots) are not permitted.”

The University is committed to developing and sustaining University wide health norms to facilitate preventing problems related to drinking, providing resources for intervention and assistance, and maintaining a safe environment free of coercion for those who choose not to drink.

Thus, it is the position of Creighton University to promote informed choices about the responsible use of alcohol on its campus by all members of the community. Since it is important that people be aware of their responsibilities and University expectations, the following guidelines are set forth.

CARE (Creighton Alcohol Recovery and Education)

To assist students in an understanding of the impact alcohol can have on their lives, CARE is a program implemented to care for intoxicated students who could be in danger of hurting themselves or others. It provides students with proper medical attention and a safe environment in which to recover.

CARE Standard Operating Procedures for Intoxicated Students:

- A student is identified as potentially being intoxicated by demonstrating impaired judgment, impaired reactions, decreased coordination, or unresponsiveness.
- Medical assessment and field sobriety tests are administered.
- The student is transported to CUMC if determined appropriate by the medical assessment.
- Parents are notified.
- Student is assessed by a CUMC physician to determine course of action. At risk students are hospitalized or placed in CARE where they will be monitored by nursing staff and provided with fluids and food.
- Student is released from CUMC with the approval of a CUMC physician. If the student is an on-campus resident, the Resident Director on Duty is notified.

- The incident is documented and referred for disciplinary action, which normally results in a student status of disciplinary probation or suspension; \$250 restitution fee; and educational sanctions.
- If the student fails to comply with CARE Standard Operating Procedures the student may be immediately suspended or expelled from the University.

Opportunities: Care Alternative Course – In response to concerns that students who have been to CARE face severe and long-lasting disciplinary consequences, the Center for Student Integrity has developed Opportunities: CARE Alternative Course. This program is an option for students who are compliant with University officials during the documentation of their CARE incident. Any student who is in failure to comply during an incident is not eligible for the program. Any student who has previously been to CARE is not eligible for the program. For more information, contact the Center for Student Integrity.

Marijuana 101: Drug Use/Possession Course - In response to concerns that students who have been through the Student Integrity process for drug use multiple times without effective sanctioning, Student Integrity has researched and found a course to continue the education of students and foster critical thinking skills. In alignment with the Jesuit values and tenants of Cura Personalis, Magis, and the Creighton Student Credo, this program was researched with the intent of growth of the whole person. After an incident involving the possession/use of illegal substances, it is important to see the students as individuals, and this process aims to lead all its members in discovering and embracing the challenging responsibilities of their intelligence, choices and future. We believe this program is a valuable tool to combat attitudes and choices concerning drug use, and more specifically marijuana use.

Good Samaritan Provision

As a part of this responsibility to others, students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to alcohol use. Students should not hesitate to seek help because of fear of disciplinary action. The welfare of everyone in this community is paramount, and Creighton University encourages students to offer healing and assistance to others in need even under the effects of alcohol. In most cases, the help seeker will not be held responsible with a policy violation under Creighton’s Code of Conduct. The help seeker must actively seek medical assistance, give their name to the university official, and remain cooperative at the scene.

In such cases where a help seeker would be present, the following actions will take place:

- The help seeker will be documented and titled with the term “help seeker” next to their name in the report (as reported by RA, RD, Public Safety, or other university officials to whom the help seek sought out).
- The help seeker will meet with CSI to discuss the situation that occurred. At this point, the CSI staff member will determine the severity of the incident that took place. In most cases the help seeker will not be held responsible, however, in the case of other policy violations (vandalism, sexual assault, violence, etc.) the student may be held to different standards and practices when outside the scope of this policy.

The risks of being a help seeker include:

- Potential for documentation of policy violation
- Potential to go through CARE program
- Potential for other repercussions as deemed appropriate by CSI when outside the scope of this policy

The risks of NOT being a help seeker include:

- Lack of adequate medical assistance when needed
- Risk for medical emergencies
- Potential for University violations and documentation
- Potential for many other risks in relation to severe alcohol intoxication incidents

On-Campus Alcohol Use

- Prior approval must be obtained from the Vice Provost for Student Life (or his/her designee) for any activity where alcohol is present. It will be necessary to complete and adhere to an alcohol contract obtainable from the Student Leadership & Involvement Center.
- Any sponsoring organization or group which serves alcohol at their events must use trained servers from University Dining Service. Students must present a valid ID and their student ID.
- Sponsoring organizations or groups assume responsibility for their social events. This responsibility includes insuring that only those of legal drinking age possess and/or consume alcoholic beverages, refusing to serve people who appear, act, or behave in an intoxicated manner; providing sufficient quantities of non-alcoholic beverages as dictated by the event and the crowd; and, finally, providing sufficient quantities of food throughout the event. In addition, the group has the responsibility of restricting alcohol to the designated area.
- Advertisement for any event on campus shall be in good taste and conform to the posting policy. Those events involving alcohol shall conform to the “Creighton University Guidelines for Promotion of Events Where Alcohol Will Be Served”.
- Public advertising or open access to social events where alcoholic beverages are being served are not in the best interest of the sponsoring group or of Creighton University. Therefore, any event open to the general public will not be given permission to serve alcohol.
- For those on-campus social events where students are present and alcoholic beverages are being served, Public Safety personnel shall be notified of the event by the sponsoring group or organization to determine whether or not an officer should be present. The sponsoring group is responsible for any expenses that might result.
- Residents of the residence halls, if of legal drinking age, may possess alcohol within the confines of their room or apartment but may not use/consume it when minors are present.
- Irresponsible Alcohol Use: Students living in the residence halls shall not possess irresponsible amounts of alcohol nor should they provide irresponsible amounts of alcohol to residents or guests of legal drinking age. Alcohol in the residence halls is only to be used in a responsible manner by individuals over the age of 21. Consequently, large amounts of alcoholic beverages (including, but not limited to, kegs, trash cans, handles of liquor, beer balls, and boxed wine), along with beer or malt liquors that contain 7% or more alcohol percentage by volume, are prohibited in the residence halls.

- Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas.
- Billy Blue’s Alumni Grill is an on-campus restaurant in the Mike and Josie Harper Center that serves alcohol. Any student under the legal drinking age attempting to purchase alcohol or consuming alcohol in the Alumni Grill will be suspended immediately from the University.

Off-Campus Alcohol Use

- Student organizations holding off-campus events where alcohol is present are responsible for full compliance with the appropriate state law. In those rare cases where a student organization would fail to accept or assume responsibility, the officers of the organization will be held accountable for behavior of their members and their invited guests. An event off campus that will have alcohol present at it also needs to be registered with the Student Leadership & Involvement Center.
- Greek organizations governed by Interfraternity and Panhellenic Councils have implemented specific alcohol guidelines that must be adhered to by Greek organizations.

Violations

- Violations of the Alcohol Policy will be referred to the Office of the Vice Provost for Student Life for the appropriate action.
- Violations of the policy will be subject but not limited to:
 - Suspension of “alcohol use” privileges.
 - Fines
 - Referral for evaluation (in case of individuals) of possible drinking related problems.
 - Suspension of University approval for the sponsoring organization or group.
 - Other University disciplinary action.

Douglas County (Omaha) and Nebraska State Laws Regarding Alcohol

1. No person shall sell, give away, dispose of, exchange, or deliver, or permit that sale, gift, or procuring of any alcoholic liquors, to any person under the age of twenty-one. Any person violating this law is guilty of a Class I misdemeanor.
2. No one under the age of twenty-one shall obtain, or attempt to obtain, alcoholic liquor by misrepresentation of age. Any person violating this law is guilty of a Class III misdemeanor.
3. No one under the age of twenty-one may sell or dispense or have in his or her possession or physical control any alcoholic liquor in any tavern or in any other place **including public streets, alleys, roads, highways, or inside any vehicle.** Any person violating this law is guilty of a Class III misdemeanor.
4. Any person who knowingly manufactures, creates, alters any form of identification for the purpose of sale or delivery of such form of identification to a person under the age of twenty-one shall be guilty of a Class I misdemeanor. Forms of identification are defined as any card, paper, or legal document that may be used to establish the age of the person named thereon for the purpose of purchasing alcoholic liquors.

Guidelines for the Promotion of Events Where Alcohol will be Served

- Marketing programs specifically targeted for students on campus must conform to the Creighton University code of student conduct and must avoid demeaning sexual, racial, or other discriminatory references.
- Promotion materials must neither encourage any form of alcohol abuse nor make reference to the amount of alcoholic beverage (such as the number of beer kegs available or expressions like “all you can drink.”)
- Alcoholic beverages (such as kegs or cases of beer) must not be provided as free awards to individual students or campus organizations.
- No uncontrolled sampling as part of campus marketing programs shall be permitted and no sampling, or other promotional activities, shall include “drinking contests.”
- Where controlled sampling is allowed by law and institutional policy, it must be limited as to time and quantity. Principles of good hosting must be observed including availability of alternative beverages, food, and planned programs. The consumption of alcohol must not be the sole purpose of any promotional activity.
- Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Vice Provost of Student Life Office.
- Display or availability of promotional materials must follow the poster policy developed by Creighton University. All marketing programs must have educational value and subscribe to the philosophy of responsible and legal use of the products represented. All promotional materials will include the following language “Alcohol will only be available to those of age and with proper photo identification.”
- Alcohol advertising on campus or institutional media, including that which promotes events as well as product advertising, must not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
- Advertising and other promotional campus activities must not associate the consumption of alcohol with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- Local off-campus promotional activities, primarily directed to students, must be developed in cooperation with the Vice Provost for Student Life.

Anti-Retaliation Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who files a complaint, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to university student discipline procedures. If a student has a complaint of retaliation, the student should use the procedures available under the Student Code of Conduct, the Harassment, Discrimination, Sexual and Relationship Misconduct Policy or other policies outlined in this handbook.

Creighton Policy

As an academic institution, Creighton University’s goal is to alleviate the problem of illegal drug use, preferably in a manner that educates rather than one that punishes. However, Creighton community members are subject to the same local, state, and federal laws that govern all citizens, including those laws that concern the use, sale, and possession of drugs. Therefore, persons engaging in such illegal actions will be subject to disciplinary procedure up to and including suspension and expulsion. Individuals cannot be protected by the University from the possible additional legal consequences of their acts.

The University policy concerning illegal drugs is as follows:

- Creighton University considers the use, possession, cultivation, sale, distribution, or transfer of any unlawful drug, including marijuana, unacceptable behavior that is incompatible with the educational goals of the university.
- Students are considered to be responsible adult citizens, and as such, are subject to civil law. In accordance with federal as well as state and local laws, the illegal use, possession, cultivation, sale, distribution, or transfer of any drug, narcotic, or hallucinogenic substance including marijuana is strictly prohibited on University property.
- Knowledgeable association in an environment where illegal substances are being used constitutes grounds for disciplinary action.
- Misconduct resulting from the illegal possession, consumption, sale, or transfer of drugs or narcotics renders the person subject to action ranging from rehabilitation, probation, dismissal from the residence halls, up to and including suspension or dismissal from the University.
- The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws. Due process guaranteeing fundamental fairness, as determined by the University community, shall be adhered to in the treatment of these matters.

Douglas County (Omaha) and Nebraska State Laws Regarding Controlled Substances

1. It is unlawful to knowingly or intentionally: (a) Manufacture, distribute, deliver, dispense, or possess with intent to manufacture, distribute, deliver, or dispense a controlled substance; or (b) to create, distribute, or possess with intent to distribute a counterfeit controlled substance.
2. Any person who violates subsection (1) with respect to cocaine or any mixture or substance containing a detectable amount of cocaine in a quantity of:
 - a. At least 28 grams but less than 140 grams shall be guilty of a Class IC felony;
 - b. At least 10 grams but less than 28 grams shall be guilty of a Class ID felony
3. Any person knowingly or intentionally possessing marijuana weighing more than once ounce but not more than one pound shall be guilty of a Class III misdemeanor
4. Any person knowingly or intentionally possessing marijuana weighing more than one pound shall be guilty of a Class IV felony.
5. Any person knowingly or intentionally possessing marijuana weighing one ounce or less shall:
 - a. For the first offense, be guilty of an infraction, receive a citation, be fined \$300, and may be assigned to a drug abuse course;
 - b. For the second offense, be guilty of a Class IV misdemeanor, receive a citation, and be fined \$400, and may be imprisoned not to exceed 5 days;
 - c. For the third and all subsequent offenses, be guilty of a Class IIIA misdemeanor, receive a citation, be fined \$500, and be imprisoned for not more than 7 days
6. It is unlawful for any person to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. In a prosecution under Nebraska's controlled substance laws, it is not necessary for the state to prove that the accused was under the influence of any specific controlled substance, but it shall be sufficient for a conviction for the state to prove that the accused was under the influence of some controlled substance by proving that the accused manifested physical or physiological symptoms or reactions caused by the use of any controlled substance. Any person who violates this section shall be guilty of a Class III misdemeanor.

Official Means of Communication

The Creighton University assigned email account shall be the official means of communication with all students. All students are responsible for all information sent to them via their University assigned email account. Students who choose to manually forward mail from their University email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

Students are required to maintain an @creighton.edu computer account. This account provides both an online identification key and a University Official Email address. The University sends much of its correspondence solely through email. This includes, but is not limited to, policy announcements, emergency notices, meeting and event notifications, course syllabi and requirements, and correspondence between faculty, staff, and students. Such correspondence is mailed only to the University Official Email address.

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical.

Food on Campus

Creighton University contracts its food service through Sodexo Campus Services (also known as University Dining Services – UDS). All food and beverage provided on campus must be purchased from University Dining Services.

The University recognizes the importance of food menus to the success of certain educational and culturally diverse programs. Therefore, in the following cases the sponsoring registered organization or university department MAY be eligible for a waiver of catering exclusivity:

- Ethnic food banquets when UDS is not capable of providing authentic ethnic foods.
- Fundraisers (only registered student organizations are eligible).
- Promotional activities (only registered student organizations are eligible).

Individuals or organizations requesting exceptions to this policy should contact the Director of the Skutt and Harper Centers (Skutt Student Center, Room 200) to determine if the organization is eligible for an exception. If approved, guidelines will be provided on the safe procurement and distribution of food items for sale.

Fundraising

Creighton recognizes that fundraising activities are often utilized by student organizations. However, no student may use University facilities (without charge) for personal gain. All student organizations wishing to hold a fundraiser must have a completed and approved fundraising form on file in the Student Leadership & Involvement Center prior to securing room or mall reservations and prior to the event.

Group Activity / Demonstrations

Creighton University is an academic community founded upon a belief in rational dialogue and mutual respect among its members. The opportunities for communication with the University are many and varied and the University welcomes suggestions for enlarging or improving them.

The nature of the academic community demands that all members strive to maintain the rational dialogue which is the cornerstone of the University. There is no issue, be it a question of academic and administrative policy or of student rights and freedoms that cannot be approached within the framework of free discussion.

The University also acknowledges the rights of members to express their views by way of individual or collective activity. For reason of general information, assistance, and courtesy, as well as good order, the University requires that those contemplating demonstrations and similar activity make their intentions known in advance to the Office of the Vice President for Student Life for approval.

Students who participate in demonstrations and similar activities which interfere with the rights of others or the orderly functioning of the University or civic community are subject to disciplinary action. Additionally, students who continue to disrupt the institution after being requested to disperse by the University, subject themselves to legal action. **Non-members of the University community who participate in demonstrations and similar activities, which violate the above guidelines, render themselves liable to legal action.**

Hazing and Initiation

The University strictly prohibits hazing - in any form, at any time - including hazing in connection with training, indoctrination, qualification for membership, functions or activities, or initiations conducted or sponsored by any student organization, athletic team, or group of students. Hazing includes any action taken or situation created, whether on or off campus, intended to produce or which may foreseeably produce unusual or unnecessary mental or physical discomfort or pain, embarrassment, harassment, ridicule or risk of physical, mental or emotional harm or injury.

Hazing also includes any action or situation which is intended to be or which may foreseeably be morally, physically, emotionally, or mentally degrading to any individual, or which unnecessarily exposes any individual to any risk of physical, mental or emotional harm, injury or distress beyond the risks encountered in ordinary daily life, or which is intended to intimidate or has the effect of intimidating any individual to unwillingly or reluctantly engage in any activity, or which unreasonably interferes with scholastic activities or pursuits of any individual.

As examples, hazing includes, but is not limited to, any conduct or method of initiation into or participation in **any student organization, athletic team, or other student group** which willfully or recklessly endangers the physical or mental health of any student or other person, including, but again not limited to: whipping, beating, or branding; forced, coerced or required calisthenics or physically exerting activities; exposure to weather or the elements; forced, coerced or required consumption of any food, liquor, beverage, drug or other substance; any brutal or cruel treatment; and any activity which subjects any student or other person to extreme mental stress, including any extended deprivation of sleep or rest or extended isolation.

Any form of hazing is contrary to the **Student Credo of Creighton**. Any individual, who believes she or he has been subjected to or has knowledge of hazing, should report the violation as soon as possible to the **Center for Student Integrity at (402) 280-2775**.

The University fully reserves to University officials the authority to interpret this policy, and to apply the policy as so interpreted, to the actions of University students and organizations, as University officials in their discretion deem appropriate under the circumstances.

Serious disciplinary action will be imposed by the University upon any student or student organization, athletic team, or group of students found in violation of this policy, up to and including revocation of the charter of, and/or withdrawal of University privileges from, a student organization, athletic team or student group and suspension or dismissal from the University of individual students determined to have violated this policy.

Advocacy

Creighton's Violence Intervention and Prevention Center (VIP Center) provides confidential advocacy to first- and second-hand survivors of sexual violence, dating violence, stalking, harassment, discrimination, and more. An advocate is someone who will provide one-on-one individualized support to individuals. These services are free, confidential, and available to all students. Services include:

- Support after an incident of violence
- Safety Planning
- Assistance with class absences, coursework extensions, transportation, and housing
- Assistance with reporting incidents, both on and off campus • Assistance filing protection orders
- Resources to support a friend, partner, or family member
- Campus and community referrals

For additional information contact the VIP Center at (402) 280-3794 or vipcenter@creighton.edu. How to Report Individuals who believe they have experienced dating violence and who desire University assistance in dealing with the situation should immediately report the details by contacting the Office of Equity and Inclusion at (402) 280-3189, at oei@creighton.edu, or the online form. For additional information see the University's Harassment, Discrimination, Sexual and Relationship Misconduct Policy #2.1.25.

Student Organizations

Student organizations are recognized as vehicles that increase a student's growth and leadership development. Creighton views student organizations as partners in the pursuit of this goal. These organizations provide students the opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the University and Omaha area. Through participation in these organizations, students are encouraged to share ideas, values, cultures, and activities with other members of the campus community.

Student Organization Requirements

It is strongly encouraged that membership be open to all students without regard to race, color, national or ethnic origin, disability, sex, religion, or sexual orientation. (Restricted membership may be granted if the organization provides adequate justification for this special status. Social fraternities and sororities may retain gender specific membership).

- All registered student organizations in good standing are eligible to apply for funding from Creighton Students Union except social fraternities and sororities.
- A moderator who is a faculty or staff member from Creighton University must agree to advise the organization and participate in a moderator training once every three years for the student organization to continue to receive registered student organization status with the Student Leadership & Involvement Center.
- Officers, as defined by the organization's constitution, must be in good standing with the University (not on academic or disciplinary probation) at the time of their elections and throughout their terms in office. All officers must possess a 2.5 cumulative GPA or its equivalent to be eligible for office and maintain a minimum of 2.5 GPA or its equivalent while serving out their term. If an officer's cumulative GPA falls below the 2.5 minimum or its equivalent, he or she may be removed from office. If an officer is put on disciplinary probation as a result of an alcohol documentation while in office, but qualifies for the CARE Opportunities course and *completes* the course, he or she may be allowed to return to his/her organization and continue to serve as an officer.
- As part of the initial application, the moderator and president must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations and guidelines.
- Groups applying for registration must meet a need not presently met by any other organization or department on campus.
- All registered student organizations must create and maintain a student organization site on CU Involved.
- As part of the Annual Registration process each organization will submit the names of two organization members who will be responsible for making all reservations for the organization for their term in office.
- Each registered student organization is responsible for submitting an Annual Registration Form to the Student Leadership & Involvement Center (via CU Involved) at the time of officer transitions to ensure records and contact information is kept up-to-date in the Student Leadership & Involvement Center. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership & Involvement Center.
- Each registered student organization is required to submit an Annual Activity Form (via CU Involved) to the Student Leadership & Involvement Center at the end of each academic year. This is a required part of the organization registration process, and organizations that do not submit this information will be in jeopardy of losing their organization registration status with the Student Leadership & Involvement Center.
- The organization must live out the University mission and be consistent with values of the Catholic and Jesuit traditions in both purpose and practice.

- A registered group must contribute to the overall educational mission of the University. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the University community.
- Creighton University does not necessarily endorse the views reflected and opinions expressed by student organization members or during their events. Student organizations must assume full responsibility for their members and the events they sponsor. Creighton University assumes no responsibility for student organizations.

Seeking registration takes time and forethought. A group must submit a constitution, mission statement, schedule of events, and completed application to be considered for registration as an organization. Once the Student Leadership & Involvement Center receives these materials, the “pending” organization has access to limited services while waiting for approval. The “pending” organization will be asked to meet with the Student Organization Review Committee (SORC), which meets once per year.

Student Organization Review Committee

The Student Organization Review Committee (SORC) is a group of people who review new student organization applications and interview applicants once per academic year in the Fall Semester. SORC then makes recommendations to the Vice Provost for Student Life for approval based on the application and interview.

SORC consists of:

- Director of the Student Leadership and Involvement Center or his/her designee
- CSU Executive Member
- Student representative from the Student Life Policy Committee
- A graduate/professional school representative selected by the CSU Cabinet

Students interested in starting new organizations must first meet with the Director of the Student Leadership and Involvement Center or his/her designee to go over the application process and the draft of their proposed constitution. Following receipt of the completed application packet, the materials will be reviewed by SORC for consideration. A completed application packet includes the “New Student Organization Application” on CU Involved, a constitution, a mission statement, the names and NET IDs of six students interested in the organization, and a proposed calendar of events. Students will then be required to attend an interview with SORC. Interviews typically take place 2-3 weeks after the application packet deadline in the fall.

During the SORC interview, a representative must be present to briefly discuss the purpose and goals of the proposed organization and answer any questions. After the interview, SORC makes recommendations to the Vice Provost for Student Life. The options for SORC recommendations include:

- Recommend for Conditional Status
 - If group follows all application guidelines, lives out Creighton mission, does not duplicate efforts and is sustainable.
- Do Not Recommend for Conditional Status
 - Group does not fulfill requirements. May be invited to reapply

The Vice Provost for Student Life's decision to approve based on the recommendations of SORC would move organizations to be in Conditional Status. After groups complete Conditional Status and meet the appropriate milestones, a progress report will be sent to the Vice Provost of Student Life from the Director of the Student Leadership and Involvement Center or his/her designee. The Vice Provost for Student Life will return his/her decision on the final approval of each Conditional Status Organization. Groups who have reached Final Approval Status will be considered a fully registered student organization.

Groups who do not move from Conditional Status to Final Approval Status may remain in Conditional Status for two additional semesters. They do not need to go through the SORC process again, but would be up for reconsideration the following year. After three consecutive semesters of being not approved for Final Approval Status, organizations would need to re-start the application process in its entirety.

Student Organizations will remain in Conditional Status for the Spring Semester. This allows students to focus on recruiting members, developing their goals, and creating a plan for the future of their organization. Conditional Status organizations must reach the following milestones to be considered for final approval:

- Attend the Winter Involvement Fair (undergraduate organizations only)
- Hold at least three informational meetings with Director of Student Leadership and Involvement Center or his/her designee must be present for one of those meetings
- Meet one-on-one with the Director of the Student Leadership and Involvement Center or his/her designee following Spring Break to discuss the progress of the organization
- Attend the Spring Student Organization Orientation Conference
- Attend two Leadership Exchange sessions sponsored by the SLIC
- Complete the Annual Registration Process through the SLIC
- Moderator must complete Moderator Training
- Create and update a CU Involved page
- Meet with CSU Vice President of Finance to discuss how to apply for funding, if applicable

The following privileges are only available to groups who have been approved for Conditional Status. These same privileges do not apply to groups in the initial stages of the application process or groups who were not approved for Conditional Status.

Privileges :

- Access to SLIC Resources
- Eligible to reserve space on campus
- Access to a CU Involved Page
- Ability to advertise for events in Student News, on digital signs, and on posting boards (with approval from SLIC for all postings)

Not Eligible For:

- Student Organization Mailbox
- Creighton Federal Credit Union Account
- CSU Funding
- Co-sponsoring programs or events
- Ability to apply for the Leadership Education Grant

Following Final Approval Status, organizations would have access to all privileges as all other regular, registered student organizations found. More details can be found on the “Responsibilities and Privileges” Student Leadership and Involvement Center webpage.

In lieu of the SORC process, in all cases involving interest in forming a new social Greek organization, whether from the general student body of the Panhellenic (PHC) or Interfraternity Councils (IFC), an exploratory committee will be created through the appropriate governing body. This exploratory committee will vote on proposed organizations and share with PHC/IFC, which will make final recommendations to the Vice Provost for Student Life. All students interested in starting a new social Greek organization are required to meet with the Assistant Director of Student Leadership and Involvement Center for Fraternity and Sorority Life who will take the lead in communication with any inter/national offices. Only inter/national organizations will be considered for colonization/expansion/extension.



The University extends certain privileges to each registered student organization. Along with those privileges come certain responsibilities that are expected of each organization. Please see “Responsibilities and Privileges”, found on the Student Leadership & Involvement Center web page, for further details.

While the University respects the right of individual students and student organizations to express their ideas, it is understood that such expressions or views remain those of the individuals or organizations and are not to be construed as necessarily reflecting University opinion or as an endorsement by the University.

The University reserves the right to deny or withdraw official registration for any student group which (a) permits membership therein by persons who are not Creighton University students; (b) does not organize itself and conduct its activities in accordance with the provisions of this Handbook; or (c) has any purpose(s), aim(s), objective(s) and/or philosophy which, in the sole judgment of the University, is or are contrary to or inconsistent with the best interests of the University or the Credo, purposes, mission, or objectives of the University. Only student groups that are officially registered are permitted to use University facilities or services, to identify themselves in any way with the University, and to share in other privileges or support for which student groups registered by the University are eligible.

Campus Resources and Information

Campus Ministry

Resources

- Help planning retreats and incorporating spiritual reflection in retreats
- Great contacts to get in touch with Jesuits who might be able to help with your retreat
- Help with music ministry
- creighton.edu/campusministry
- Creighton Retreat Center in Griswold, IA, creighton.edu/CURC

Call Beth Syphers (280-2779) to schedule a time to meet with one of the staff members to help with retreat planning.

Check out the Campus Ministry office in lower Swanson Hall!! Stop by any time to say hello and see the new place! Be sure to also check out the website for the list of this year's retreats.

Career Center

The Career Center staff are the experts on campus for job searching, resume writing, interview tips, and more. Contact them if you are interested in seeing if they can come do a workshop for your organization. Be sure to also check out the Jobs4Jays website for a list of new employment opportunities.



John P. Fahey Career Center

Located in the Harper Center Suite 2015
280-2722

Catering with Sodexo

All university departments and student organizations are expected to use Sodexo for their catering needs when having events on campus. The staff works with student organizations to find food options that will maximize the smaller budgets of student orgs.

Office Location: Skutt Student Center top floor

Contact Information: catering@creighton.edu 280-2446
creighton.sodexomyway.com/home.xhtml

Catering Exclusivity Waiver

Organizations can request a catering waiver if the organization is doing a fundraiser where food is being donated by another company. To request a catering waiver, please make an appointment with Scott Maas, Director of the Skutt Student Center, by calling 280-1700.

Center for Service and Justice

SCSJ Programs Available to Student Organizations

- Weekly Community Service with transportation provided
 - Volunteer opportunities at: Pixan Ixim Adult Education, Education Opportunity Center, Completely Kids, Children's Square U.S.A., and the Siena-Francis House
- Fall and Spring Break Service Trips
- Ignatian Family Teach-In for Justice and School of Americas Vigil
- **SCSJ Website:** creighton.edu/scsj, includes social justice links, advocacy and service opportunities and much more!

Creighton Intercultural Center

The Creighton Intercultural Center is a great resource if you are planning a diversity workshop or need help in finding great multicultural activities on campus.

The office also supports many of our cultural organizations in advising and event planning. Stop by their office in the Harper Center to hang out and take advantage of their staff and resources.

Location: Harper Center Suite 1109

Contact Information: 280-2459

creighton.edu/studentlife/cic/

Creighton
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Division of Student Life

Creighton Intercultural Center

Van Reservations

Vans and shuttles can be reserved for cost from the Shuttle Services office. They have an online reservation form and pricing at:

creighton.edu/admin/shuttleservices/vanandshuttlerental/

You can also contact Mark Simanek at msimanek@creighton.edu or 280-2396.



Schlegel Center for Service and Justice

Additional Resources

The following is information you can use in helping your organizations through officer transitions.

Transitioning Leadership Positions

While it is important for you to be a strong leader when you are an officer of a student organization, it is equally important to transfer your knowledge and skills to incoming officers. If you need help with the transitions process, please contact the SLIC staff or your moderator.

Successful Transitioning Includes

- Holding elections one month prior to the actual transfer of leadership
- Officers sharing or shadowing positions for a few weeks
- Allowing new officers to begin their positions before the end of the academic year
- Sharing your legacy with your successor

Effective Elections

- Educate members about position responsibilities
- Solicit candidates ahead of time
- Have members nominate candidates they think are qualified
- Require biographical sketches and short speeches
- Provide voters with biographical sketches on “election day” and introduce all candidates so that voters are well informed
- Always vote by secret ballot
- Follow your constitution’s guidelines

Sharing Your Legacy

Pass on the following information to your successor

- Forward a copy of the annual activity report, which is now submitted on CU Involved
- Transfer the organization’s CU Involved account to your successor and have yourself removed from the executive position on the site’s roster
- A summary of the year:
 - What worked well
 - What did not work well
 - Any suggestions you have for improvement (you could use the worksheet on the next page to guide you in this process)
- Budget report
- Constitution for your organization (uploading this document, along with the mission statement, to CU Involved would be a good idea so it does not get lost in the transition process each year)
- Contact names and phone numbers used over the past year
- Pass this book along to the new officer so he/she is aware of the policies and procedures, as well as the privileges and responsibilities of being a registered student organization
- Historical information about your organization
- Listing of the past year’s events
- Roster of past and current members
- Your dreams for the organization that you were unable to fulfill

Transition Preparation

You can use this worksheet to help in preparing for officer transitions. Please contact Student Leadership & Involvement Center staff if you would like help with your executive board's officer transitions.

My position _____ Name _____

Contact info (email, phone, and/or IM) _____

3 things that went well:

1.

2.

3.

3 things that did not go well: 1.

2.

3.

Some ideas for next year are:

Going into this position I wish I would have known:

What is your *best* advice for the next person in this position?

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