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Mission Statement
As educators, the Student Activities staff shares our gifts and talents to foster student growth and development. We intentionally create 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.

About:
There are over 200 registered student organizations at Creighton University focused on service, religion, social life, sports, academics, politics, culture, and more. Getting involved in a student organization is a great way to learn outside the classroom! The average Creighton student is involved in at least two activities beyond the regular academic coursework. Students can attend two annual involvement fairs, fall and spring to learn more about organizations at Creighton.

2500 California Plaza
Skutt Student Center 110
Omaha, NE 68178
Phone: 402.280.1715
www.creighton.edu/sao
Privileges and Responsibilities

Perks

- Included in the On-Line Registered Student Organization Directory, CU Involved, and other publications
- All student organization presidents included on student organization listserv
- Use the Student Center, campus mall, and most equipment with no rental fees (in addition to reserving other spaces on campus.)
- Post on the Campus Posting Boards without obtaining approval from Student Activities Office (Must get approval for any event involving alcohol)
- Participation in the Involvement Fair (Held every fall and winter; space is limited)
- Use student organization resources, computer area, and printers in the Student Activities Office at no charge
- Apply for funding from the Creighton Students Union (does not apply to groups with selective membership)
- Co-sponsor programs with the CSU Program Board
- Open a Creighton Federal Credit Union account
- Access professional consultation for your student organization issues
- Ability to apply for Leadership Education Grant funding

Responsibilities:

- Attend the CSU Fall Conference. Failure to attend will terminate funding from CSU
- 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.
- Accept the responsibility for a member’s behavior when:
  - She/he is acting as a member of the organization, with or without sanction
  - An event is held, official or unofficial, in the name of the organization
- Provide programs or services which constructively fulfill the purpose of the organization and Creighton University such as:
  - 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
- Receive approval from Student Activities for:
  - T-shirt and other merchandise designs and use of the Creighton University and/or
Bluejay logos
  o Fundraising efforts
  o Events and postings involving alcohol
  o All events (on and off campus)
  o Travel (international and domestic)

• Abide by the organization’s constitution and bylaws and submit any changes to the SAO for approval.
• Participate in training opportunities endorsed by the SAO.
• Maintain registration throughout the year by keeping officer information current in the SAO, and by filling out an Annual Registration Form and an Annual Activity Report in April or at the beginning of the regular school year. Failure to maintain registration will result in that organization receiving a "pending" status and lose all privileges (see above) as a Student Organization. After one year of "pending" status, the organization is considered "unregistered." In order for the organization to become registered again, the group is required to complete the SORC process.
• Check the SAO on a weekly basis to collect mail for your organization
• Maintain a CU Involved site for your student organization

Creighton University Student Handbook
• 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 Activities Office.
• 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 QPA or its equivalent to be eligible for office and maintain a minimum of 2.5 QPA or its equivalent while serving out their term. If an officer’s cumulative QPA 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. Each moderator must participate in a moderator’s training once
every three years.

- 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 Activities Office (via CU Involved) at the time of officer transitions to ensure records and contact information is kept up-to-date in the Student Activities Office. 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 Activities Office.
- Each registered student organization is required to submit an Annual Activity Form (via CU Involved) to the Student Activities Office 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 Activities Office.
- 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.

**Administration of Policy**
The Student Activities Office administers this policy. Any questions related to the policy, procedures and posting locations should be directed to the Student Activities Office. The Student Activities Staff will make judgments regarding the appropriateness of materials. Appeals to the decision or process may be made to the Student Life Policy Committee via the Vice Provost for Student Life Office. The Student Activities Office will periodically clear the posting boards of outdated posters and fliers. Materials improperly posted or inconsistent with this policy will be removed, and the violator may be subjected to penalties.

**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.
(From the Creighton University 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 Activities Office if they wish to host any of the following events:

- 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 speakers or lecturers:

  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 Activities Office 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 President for Student Services, in consultation with the appropriate academic Vice President 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 President of the planned invitation and provide the Vice President with background information about the invitee’s positions, works, published speeches and other relevant information to allow the Vice President 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 University Policies
Posting Policy
The Student Activities Office manages the 11 official campus posting boards on the main university campus as a service to students, departments, organizations, and off-campus vendors. Registered Student Organizations, University departments and University affiliated vendors may post without approval from the Student Activities Office. Non university-sponsored groups or individuals such as off-campus vendors and individuals advertising merchandise, products, services or information, and/or any event not officially sponsored by Student Organizations and University departments must have approval from the Student Activities Office. Unregistered student organizations are not university-sponsored and must receive approval before posting. All postings must comply with the Posting Standards.

Posting Involving Alcohol
Materials with any reference or implied reference to alcohol must be approved by the Student Activities Office professional staff before posting. It must conform to the Posting Standards, the University Alcohol Policy and the “Guidelines for Promotion of Events where Alcohol Will be Served.”

Posting Standards
All materials posted on “Campus Posting Boards” or digital signs (run by the SAO) must be in compliance with the following Posting Standards:

- The content of all materials displayed on Creighton’s campus must conform to the Creighton University Mission and the Student Code of Conduct and must avoid demeaning, sexual, racial, or other discriminatory reference.
- Materials may be displayed only on boards marked “Campus Posting.” A list of these official boards is available through the Student Activities Office. Materials may not be attached to building walls, trees, hallways, doors, stairwells, or any painted surface.
- Posters and fliers may not exceed 18” x 24”.
- Only one copy of a poster or flier may be displayed per bulletin board.
- Only staples and pushpins may be used to hang fliers on the boards; no tape or adhesives. Sponsors are responsible for posting their materials and must supply their own pins or staples when posting.
- The name of the sponsoring organization, department, vendor or individual and contact information must appear on every poster.
- The name, date, time and location for events must appear on every poster.
- If there is a cost associated with the event being advertised it must appear on every poster.
- Materials may be on display for two weeks unless approved and stamped for a longer period.
- All postings for fundraising activities/events must include the name of the individual or organization benefiting from the activity. Additionally, all lottery and raffle winners will be announced to the University community using JayNet News, CU Today, the Creightonian, or other official forms of communication.
- All postings for fraternity and sorority recruitment require the approval of the Assistant Director for Greek Life.
**Procedure for Approval**

Any non-university-sponsored groups or individuals wishing to post on the Campus Posting Boards must have approval from the Student Activities Office. Approval is granted after the materials have been properly registered, compliance with posting standards has been verified, and materials have been stamped “Approved for Posting.”

**Administration of Policy**

The Student Activities Office administers this policy. Any questions related to the policy, procedures and posting locations should be directed to the Student Activities Office. The Student Activities Staff will make judgments regarding the appropriateness of materials. Appeals to the decision or process may be made to the Student Life Policy Committee via the Vice-President for Student Life office. The Student Activities Office will periodically clear the posting boards of outdated posters and fliers. Materials improperly posted or inconsistent with this policy will be removed, and the violator may be subjected to penalties.

**Other Promotional Materials**

**Banners**

Banner space in the Student Center and outside the dining halls may be reserved by contacting the Student Activities Office. Reservations are for one week. Banners are to advertise specific events/programs only and must comply with the above applicable Posting Standards.

**Table Tents**

Table tent space in the Student Center, the dining halls, and retail food locations may be reserved by contacting the Student Activities Office. Reservations are for one week. Table tents are to advertise specific events/programs only and must comply with the above applicable Posting Standards.

**Yard Signs and Sandwich Boards**

Yard sign and sandwich board content must follow the posting standards guidelines and be approved by the Student Activities Office prior to printing using the Student Activities Office Form. To reserve space to post yard signs and sandwich boards you must contact the Student Activities Office.

**Chalking**

Chalking designs and content must be approved by the Student Activities Office using the Student Activities Office Form prior to chalking. Content of chalking must follow posting standards. To reserve space to chalk you must contact the Student Activities Office and follow the event registration guidelines. 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.)

**Posting in Other Places**

**Residence Halls**

Approval from the appropriate Resident Director must be obtained before posters, fliers or other materials can be placed on residence hall floors, lobby bulletin boards, or any other area of the
residence halls. Generally, posters can be left at the residence hall desks to be placed by residence hall personnel.

**University Departments & Professional Schools**

Posting must be approved by authorized personnel in their respective areas.

**Handbills**

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.

**Violations**

All promotional materials must conform to the Creighton University Mission and the Student Code of Conduct and must avoid demeaning sexual, racial, or other discriminatory reference. Violators of this policy may be subjected to: suspension of posting privileges, loss of registration for the sponsoring organization, a fine of up to $25, and other University disciplinary action.

**T-Shirts and Merchandise**

The Student Activities Office 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 Activities Office 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 both the Department 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 Activities Office 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.

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.

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 Activities Office prior to securing room or mall reservations and prior to the event. (From the Student Handbook)

- 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 (now called the Student Activities Office Form, to be submitted through CU Involved) in the Student Activities Office prior to securing room or mall reservations. Skutt Student Center or mall reservations may be made by contacting the reservations office at 280-1700.
- 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, product or service being sold, purpose for which the profit will be used, 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 Activities Office 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 at www.creighton.edu/studentactivities or in the Student Activities Office.

• Upon processing, you will receive an email from our office.

• If you are creating an item to sell, your fundraiser must be approved using the Event Submission in CU Involved. You must also submit the T-Shirt and Merchandise form in order to have your design approved.
Creighton Students Union Executive Team

What is CSU?
The Creighton Students Union is Creighton University’s unified, comprehensive student government dedicated to the enhancement of each student’s education, social, and cultural experience on campus.

CSU for You
- Represents all students from all nine schools and colleges at Creighton University.
- Provides funding for student organizations.
- Hosts interactive and engaging events.

Cabinet
- Legislative body which brings together the presidents from each college and school government.
- Encourages university-wide collaboration to address student affairs and issues.

Executive Committee
- President and Vice President elected by student body.
- Vice Presidents of Finance and Programming are appointed.

Program Board
- Event coordinators plan and host events for students.
- Events are free for all undergraduate students and include concerts, lecturers, performers, and more.

Board of Representatives
- The Board is the legislative body which consists of representatives elected from each college and school.
- They attempt to address student concerns and serve on issue-specific committees.
CSU Funding

Undergraduate Student Organization Funding

Eligibility Requirements of Undergrad Student Orgs, Undergrad Student Gov’ts, and Sports Clubs

- Group asking for funding must be open to all Creighton Students
- Group’s event must be open to all students, or in the case of student governments, activity must be open to all students of that school/college
- Social Greek orgs are not eligible for funding
- The group must have a mission and purpose that is congruent to that of Creighton and CSU
- The group must have a Creighton Federal Account (VP for Finance must be a signer on the account)
- President of undergraduate school government asking for funding must attend cabinet meeting.

Guidelines for Use of CSU Funds

- A group cannot advertise for their activity until funding has been granted
- CSU funds cannot
  - Be used to purchase assets (assets are items that won't be used in less than one year)
  - Be used to purchase alcohol
  - Be used to purchase gift certificates
  - Be used to make a profit
- The group must use the “funded by CSU” logos when advertising
- CSU will not fund two or more events that will be occurring at the same time

Funding process for Undergrad Student Orgs, Sports Clubs, and Undergrad Governments

- Groups wishing to receive funding must fill out a funding request form for one of the following:
  - An activity
  - A semester budget
- Funding requests must be submitted at least 15 business days before expenses will be incurred
- Funding requests must include the following:
  - A complete budget, listing all sources of revenue and expenses by activity
  - A list of activities for which funding is being requested (incl. date, location, time)
  - The signature of the group's moderator and a group representative
  - A roster of all current members
  - A paragraph describing how the activity will benefit the student body
- Once a funding request is submitted, it will be brought to the Appropriations Committee
  - At least one, and no more than three members from the group must be at the Appropriations Committee meeting to answer any questions that may come up
  - Moderators may not be present
- Appropriations Committee will vote on an allocation for the group and their event
• The proposal that has been decided upon by the Appropriations Committee will then be brought up for Representative Review by the Board of Representatives.

• After passing the Board, the proposal will be sent to the CSU President who may:
  o Approve the allocation (making it finalized)
  o Veto the proposal, sending it to the Executive Committee for review. The decision of the Executive Committee, decided by a simple majority, will become final.

• Once the proposal is approved, the funds will be deposited into the groups CFCU account after a Direct Pay Request is sent and the funds have been deposited into the CSU holding account.

• Groups who submitted requests for semester budgets must submit a semester report at the end of the semester which will include:
  o An updated budget showing actual revenues and expenses
  o Receipts/Invoices for expenses
  o Explanations for any significant deviations in spending from what was indicated in the original funding request
  o A log detailing all transactions for the semester

• Groups who received funding for an activity, the organization must submit an activity report, which will include:
  o An updated budget showing actual revenues and expenses
  o Receipts/Invoices for expenses
  o Explanations for any significant deviations in spending from what was indicated in the original funding request
  o This report must be submitted within 15 university business days the activity

Professional Schools and Graduate School Funding

Eligibility for Professional School Governments Receiving Rebates

• Must be a registered student organization with the Student Activities Office
• The school government must be open to all students in their respective school, either through open acceptance, open elections, or an open and fair application process.
• Events must be organized and planned by Creighton students for members of the Creighton community, primarily students.
• The government and their activities must have a mission or purpose that is congruent to the mission and purpose of the university and CSU.
• The school government’s president must regularly attend CSU Cabinet meetings.
• Must have a Creighton Federal Account (VP for Finance must be a signer on the account)

Eligibility for Professional/Graduate Student Organizations

• Must be registered with the Student Activities Office and belong to the professional or graduate school to which they are applying for funding; see eligibility requirement for undergrad student orgs

Guidelines for Use of CSU Funds

• Professional/graduate school governments can only fund student orgs that are registered in
the SAO and classes that are integrated in the professional school government itself.

- Professional/graduate school governments have the ability to fund individuals and/or groups to attend academic conferences for the purpose of presenting research.
- See restrictions for spending under Undergraduate Student Organizations
- Additionally CSU funds cannot
  - Be used to endorse a candidate
  - Be used to cover coaching fees or expenses for non-students
  - Be donated to any organization, inside or outside the university
  - Be used to purchase tickets or otherwise financially support another educational institution, unless the proposed activity contributes to the educational experience of students within the mission of the Creighton Students Union.
  - Exceptions to the rule stating no purchases of assets for professional/graduate school governments include: purchasing faculty/staff awards, purchasing composites, purchasing uniforms or t-shirts for the executive team (cannot 10% of total annual budget)

**Rebate process for Professional Schools and Graduate School Funding**

- A “rebate” is a portion of the student fee returned to each respective school/student government; to be used to fund registered student organizations and plan events open to students
- The semester rebate figures shall be determined by taking the number of students in the school that pay the student fee, times the current student fee that CSU receives per student, times eighty-seven percent (87%) for each of the four doctoral level professional schools and the Graduate School.
- Summer Advancement: 25% of each government’s estimated fall semester rebate (Failure to submit Bi-Annual Reports on time results in forfeiture of summer advancement)
- Remainder of fall rebates will be allocated once the university has finalized fall enrollment and CSU has received its fall semester allocation. Unspent funds will be deducted from advancement.
- Spring semester rebates will be allocated when the university has finalized spring enrollment and CSU has received its spring semester allocation.

**Budget Submissions**

- Must submit budgets for the upcoming academic year at the first CSU Cabinet meeting in the fall.
- These budgets should include:
  - Anticipated expenses
  - Anticipated sources of revenue
  - Anticipated allocations to registered student organizations and class accounts
  - Anticipated events and programs with descriptions

**Bi-Annual Reports**
• Must be submitted Dec 1st and June 1st; should include the following:
  o Beginning and Ending balance of Creighton Federal account
  o Exact list of expenditures, should correspond to budget
  o List of revenue and how it was spent
  o Original receipts/invoices for all expenses
  o Detailed explanations of deviations from budget
  o Reports from all professional/graduate student orgs and class accounts that were funded (Should include beginning and ending account balances, revenues/expenditures, and original itemized receipts for all expenditures)

Reservations and Catering
Student Organizations that have registered with the Student Activities Office may make reservations for events by contacting the Centralized Reservations Office. 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 Activities Office to make space reservations
• As part of the annual registration process you must provide the Student Activities Office 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 Activities Office 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 event to avoid cancellation charges (Please refer to the Event Cancellation Section for more info)

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 www.creighton.edu/reservations.

**Travel Policy**

**International Travel**

Creighton University recognizes the value of international learning and service activities. At the same time, Creighton acknowledges the potential risks which participants in international experiences may encounter, and monitors conditions that could adversely affect the health, safety, and security of members of the Creighton community who wish to travel internationally. The University's policy on trips outside of the United States is set forth below.

Creighton University will not permit members of the Creighton community who are using Creighton resources or representing Creighton in any way to travel abroad to a country which is under either a Centers for Disease Control ("CDC") Travel Health Warning or a U.S. Department of State Travel Warning, or which has an unacceptable safety rating according to Creighton's insurance carrier. Insurance carrier travel ratings can be obtained by contacting the Creighton University Risk Management Office at 280-5833 or kbooton@creighton.edu.

A CDC Travel Health Warning is issued when there is a widespread, serious outbreak of a disease of public health concern. A State Department Travel Warning means the State Department has decided, based on all relevant information, to recommend that Americans avoid travel to a certain country. If a trip has been approved for travel to a location that becomes the subject of an active travel warning before the participants depart, the trip will be cancelled. Creighton University will take steps to withdraw participants from a country if a travel warning is declared for that country.

The State Department may also issue a **travel alert** as a way to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. While trips to countries for which a travel alert has been issued are not always prohibited, Creighton University reserves the right to cancel a planned trip, or withdraw participants from a country, in the event a travel alert is issued for a particular country if the alert indicates a special danger for the trip.

The Office of the Vice Provost for Student Life and the Office of International Programs must be notified in advance of any Creighton trips to foreign countries involving Creighton students. These trips may include, but are not limited to: service trips, presentations/attendance at conferences, and intramural/club/organization tournaments. University affiliated trips are defined as those in which a Creighton delegation/group/team/organization is attending, if university or student fees are utilized, and/or the Creighton name will be used during the trip.
The Office of International Programs must be notified in advance of Creighton trips involving faculty or staff members. Faculty members should also advise their Dean's office of their travel plans. The Vice Provost of the division in which the travel is administered will make decisions regarding travel in his or her division, with input from the Risk Manager, Office of International Programs, and other persons with subject matter expertise.

Members of the Creighton community must be aware of the conditions they may encounter when they travel internationally. Creighton University strongly recommends that all persons seeking to travel internationally check the US State Department website (http://travel.state.gov) before they depart. Students may register a trip with the State Department at this site. Creighton University also recommends that travelers review the CDC site at http://wwwnc.cdc.gov/travel.

**One Bed, One Body Policy**

Creighton University recognizes that travel to off-campus events, activities and courses is a beneficial part of the student collegiate experience. The University seeks to provide the safest opportunities and methods of transportation and to mitigate risks that might be associated with student travel. Therefore, the One Bed, One Body policy exists to assist students in their travel planning.

Any activity which is not in accordance with the Judeo-Christian values of Creighton University and the specific doctrinal teachings of the Roman Catholic Church is prohibited. One example of this may be co-habitation. In keeping with the spirit of our existing university policies and expectations, the One Bed, One Body Policy addresses potential areas of co-habitation during off campus travel.

Under no circumstance may more than one student sleep in a bed regardless of gender (i.e. sleeping bag, cot, and/or personal sleeping area).

This policy applies to all trips sponsored, organized, facilitated or encouraged by Creighton University. This includes but is not limited to students that receive university funding, as well as all students who travel under the Creighton name with their personal and/or group finances (i.e. FLPAs, student organization travel, retreats, service trips, team travel, academic competitions, conferences, etc.). Students who fail to comply with Creighton University policies will be referred to the Center for Student Integrity.

Additionally, advisors/moderators/coaches are not to room with students. Sponsors of trips (i.e. academic units, university departments, athletics and/or student organizations, etc.) may require additional standards to address the unique requirements associated with a particular type of trip. (From Student Handbook p. 57-58)

**Contracts**

All contracts—equipment rental, coaches, venues, speakers, transportations, supplies, etc.
Must be routed and signed by the Director of Student Activities and the University Legal Counsel prior to sending back to company/vendor

Process:
- Student organization receives contract from vendor
- Student organization brings contract to the SAO or submits it via CU Involved
- SAO reviews it and sends it to the University’s General Counsel’s Office
- General Counsel reviews the contract and sends it back to SAO
- The Director of Student Activities signs and edits the contract
- The SAO gives the signed contract to the student organization via their organization mail folder in the SAO

**Children and Vulnerable Adults**

Creighton University adopted the Children and Vulnerable Adults Policy to ensure that departments, student organizations, and outside groups have adequately prepared for the supervision and responsibility of working with children and vulnerable adults. This policy applies to programs and events both on and off campus where children or vulnerable adults are the target audience.

Working with children and vulnerable adults is consistent with Creighton’s Catholic, Jesuit mission. Athletic camps, academic camps, workshops, and other activities intended for children and vulnerable adults promote learning. Service opportunities and community outreach allow Creighton students, faculty, and staff to engage with the Omaha community. In these on-campus and off-campus opportunities, safety of children and vulnerable adults is of the utmost importance.

*There are several resources available to individuals responsible for programs and activities for children and vulnerable adults on this site. If you have questions or if you are in need of additional information contact the Office of Equity and Inclusion at 402.280.3189.*

**Guidance for Planning an Activity or Event for Children and Vulnerable Adults:**

Creighton University requires all departments and organizations intending to work with children or vulnerable adults to take the following steps prior to implementing any programs or activities.

**Step 1:** Register and receive approval of the program or activity by completing a Children and Vulnerable Adults Notification form. There is a specific form that Student Organizations should complete which must be signed by the student organization president and the director of student activities.

**Step 2:** Ensure that individuals from your department/organization have attend a *Working with Children and Vulnerable Adults* Training. This training must be conducted annually for programs and activities’ employees, volunteers, and representatives. A list of upcoming trainings can be found on the Office of Equity and Inclusion’s website.

**Step 3:** Complete the Children and Vulnerable Adults Event Roster at least one week prior to your
activity or event to ensure that the individuals from your department/organization planning to
attend your event/activity have been certified as authorized adults, meaning that they have
complied with the requirements to be present with children or vulnerable adults under this policy.
This form can be emailed to oei@creighton.edu

**Step 4:** The Office of Equity and Inclusion will notify you via email which individuals on your roster
have met the requirements and therefore are able to participate in your event/program.

**Student News**

The Student Activities Office staff moderates the Student News listserv which is then published by
University Relations. Twice a week, Monday and Thursday, a digest email will be sent posting the
events that have been submitted to the listserv. The digest email links to a website that offers more
information. All submissions will be left on the website until the date passes for that
event. Guidelines for submissions are as follows:

Submissions must be received by Friday at 9 a.m. for the Monday edition and by Wednesday at 9
a.m. for the Thursday edition.

1. The email must be sponsored by a Creighton University student, faculty, staff member, a
   university department, or registered student organization. The sponsor and contact
   information MUST be included.
2. Advertised events must have a date, time, and location in the email.
3. Submissions must be in Word format or text within a submitted email (in a normal font, no
   colors, large font, or bold font necessary). Pictures, logos, graphics, etc. can be submitted in
   JPEG format and, if possible, will be used on the website.
4. The email must follow all the Posting Guidelines in the Student Handbook.

To submit an event or involvement opportunity, please send the email to sao@creighton.edu with
"Student News Submission" as the subject. You can also submit a news item by completing the
Student News form located at: http://blogs.creighton.edu/studentnews/. The link to the form is in
the top right hand corner and says “Submit an Item.”
CU Involved

CU Involved is an online resource for student organizations. It is designed to help student organizations communicate and function more effectively and efficiently in their day to day operations. It is now mandatory that all registered student organization have and maintain an organizational CU Involved page.

This resource is available to ALL Creighton students. To access this site go to creighton.collegiatelink.net and use your Creighton Net Id and Blue password to log-in.

Each organization is required to have its own site where members can collaborate in discussion posts, events, photos, and other online features. As a student leaders, you control the majority of these features. In addition, all SAO office forms are now submitted through this site. To register an event, go to your organization’s page and then to the “Events” tab on the left. Complete the required information and then submit. The Director or the Student Activities Office will review and approve all events. The Assistant Director for Greek Life will review and approve all Greek Life events.

If your organization is creating an item for approval and it is not part of a fundraiser or event, you can complete the T-Shirt and Merchandise approval form found on the SAO’s organizational page under the “Forms” tab. If your event includes a design that needs to be approved you do not need to submit the T-shirt and Merchandise approval form. You can upload the design to the Events form when you register your event.

At the end of a student leaders term, he or she will need remove his or her leadership position for the organization’s roster and the new leadership will have to be added to it.

For questions please contact Katie Kelsey at sao@creighton.edu.

Leadership Transitions

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.

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

Pass on the following information to your successor
• A copy of the completed Annual Activity Report
• A summary of the year:
  - What worked well
  - What did not work well
  - Any suggestions you have for improvement
• Budget report
• Constitution for your Organization
• Contact names/phone numbers used over the past year
• Historical information about your Organization
• Listing of the past year’s events
• Roster of past and current members
• Transfer organization’s CU Involved account
• Your dreams for the organization that you were unable to fulfill

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

SORC consists of:
• Director of Student Activities
• CSU Executive Vice President
• A student representative from the Student Life Policy Committee
• Graduate/Professional school representative selected by the CSU Cabinet

Following receipt of the completed application packet, the materials will be reviewed by SORC for consideration. You 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 and spring.

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**
  - If group follows all application guidelines, lives out Creighton mission, does not duplicate efforts and is sustainable
- **Recommend with Reservations**
  - If group has questionable sustainability or leadership, may be duplicating efforts, etc.
- **Do Not Recommend**
  - Group does not fulfill requirements. May be invited to reapply

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 Activities for Greek Life who will take the lead in communication with any inter/national offices.

**Club Sports Addendum**

**OVERVIEW**
The Sport Clubs Guidelines serve as informative and procedural references for all people interested in participating within the Creighton University Sport Clubs program, which is coordinated through the Creighton University Department of Campus Recreation, in conjunction with the Creighton University Student Activities Office (SAO) and the Creighton Students Union (CSU). People expected to adhere to these guidelines include, but are not limited to: Creighton students, faculty, staff, and alumni; Campus Recreation members; players, non-players, substitutes, coaches, moderators, donors, spectators, and fans. It is the responsibility of these people to comply with all Sport Clubs, SAO, CSU, and university rules, guidelines, policies and procedures, including those found within the Student Handbook. Please contact the Competitive Sports Office with any questions or concerns.

**PROGRAM ADMINISTRATION**
The Competitive Sports Director, Coordinator, and all student staff, including Program Assistant(s), Intern(s), Office Aide(s), and Supervisors, shall be responsible for the proper administration of the Creighton Sport Clubs program. Any mention of the Competitive Sports Office within these guidelines shall refer to the Director and/or his/her designee(s).

The Student Activities Director, Creighton Students Union President, along with their respective SAO and CSU designees, shall also provide administrative oversight to the Sport Clubs program.

**TOPIC 1. SPORT CLUB REGISTRATION**

**Section 1. Sport Club Definition**
1. A Sport Club is a type of registered student organization recognized by the Creighton University Student Activities Office, Department of Campus Recreation, and the Creighton Students Union. The primary purpose of a Sport Club is to provide its members an opportunity to participate and compete in sporting events and/or athletic activities.

Section 2. Starting a Sport Club
1. Any student(s) interested in starting a Sport Club must first meet with the Student Activities Director to apply as a new student organization with the Student Activities Office. The same applies for any student interested in reactivating a previously existing organization.
2. As part of the application process, the student(s) must meet with the Competitive Sports Office and receive written support of the club application to become a Sport Club.
3. The Student Organization Review Committee (SORC) will review all student organization applications and determine if a club is to be recognized as a registered student organization.

Section 3. Sport Club Designation
1. The Student Activities Director, upon consulting with the Competitive Sports Office, will determine if a student organization is to be classified as a Sport Club.
   a. Sport Clubs must adhere to the Sport Clubs Guidelines and receive funding differently than standard registered student organizations.
2. Should a Sport Club wish to no longer be designated as a Sport Club, the organization must request and receive approval of the reclassification from the Student Activities Office and the Competitive Sports Office.
3. Should a Sport Club no longer meet the standards required of a registered student organization, the organization will no longer be recognized as a Sport Club.

Section 4. Sport Club Privileges and Responsibilities
1. In addition to all privileges granted to registered student organizations, Sport Clubs also receive the following privileges:
   a. Sport Clubs receive Creighton Students Union funding allocated differently than standard organizations, thus ensuring that Sport Clubs are adequately funded.
   b. Sport Clubs receive unique access to Campus Recreation facilities, as outlined in the annual “Sports Club Facilities Usage Agreement” between Creighton Students Union and Campus Recreation.
   c. Sport Clubs receive designated areas to store equipment within Campus Recreation facilities (at the discretion of the Competitive Sports Office, and only if appropriate space is available)
   d. Sport Clubs receive enhanced exposure through Campus Recreation promotional materials and special events.
   e. Sport Clubs receive mailboxes in the Campus Recreation main office to provide easier access to Campus Recreation facilities and staff.
2. In addition to all responsibilities required of registered student organizations, Sport Clubs are also responsible for the following:
   a. Sport Clubs representatives must attend an annual seminar developed by the Competitive Sports Office. Whenever possible, this seminar will be coordinated in conjunction with other mandatory Student Activities Office, Creighton Students Union, or university seminars.
   b. Sport Clubs representatives must meet with the Competitive Sports Office at least once per semester and submit all requested documents and information.

TOPIC 2. FUNDING SOURCES

Section 1. Department of Campus Recreation
   1. The Department of Campus Recreation does not directly fund Sport Clubs, nor manage club funds.

Section 2. Creighton Students Union (CSU)
   1. The Creighton Students Union designates a certain amount (up to 7.5%) of annual university student fees to be allocated to Sport Clubs.
   2. To be eligible to receive CSU funding, Sport Clubs must directly apply to CSU and adhere to all CSU guidelines and procedures. Sport Clubs may apply for CSU funding on an annual, semester, or as-needed basis.
   3. The Competitive Sports Office will assist CSU in determining the amount of funds that Sport Clubs are allocated. CSU is responsible for all final allocation decisions.
   4. Sport Clubs may access their CSU funding through each club’s Creighton Federal Credit Union account.

Section 3. Sport Club Dues
   1. All Sport Clubs are required to collect organizational dues from its members.
      a. Sport Clubs are responsible for determining the amount of their dues.
      b. Sport Clubs are responsible for determining how frequently its members must pay dues.

Section 4. Fundraising
   1. Sport Clubs are encouraged to raise funds to offset costs not covered by CSU funding and club dues.
   2. Sport Clubs are required to adhere to all Student Activities Office fundraising guidelines.

TOPIC 3. ELIGIBILITY – MEMBERSHIP STATUS

Section 1. Eligible Members
   1. The following are eligible to become official members of a Sport Club:
      a. Creighton full-time undergraduate and graduate/professional students
      b. Creighton part-time undergraduate and graduate/professional students

Section 2. Ineligible Members
1. The following are ineligible to become official members of a Sport Club:
   a. Creighton faculty/staff members
   b. Creighton alumni
   c. Spouses of current Creighton students
   d. Anyone who is not a full-time or part-time Creighton student

Section 3. Sport Club Moderator
1. Sport Clubs are required to have a current Creighton faculty/staff member serve as official Club Moderator.
2. There is no minimum or maximum amount of time for how long a Club Moderator must serve in that capacity, but Sport Clubs must always have a current Club Moderator.
3. Sport Clubs are responsible for determining the role in which the Club Moderator participates in club affairs.
4. Club Moderators are required to attend moderator training every three years.

Section 3. Sport Club Coach
1. It is optional for Sport Clubs to have a coach or coaching staff.
2. Sport Clubs will determine if and how they compensate the coach or coaching staff.
   a. CSU funds cannot be used to compensate a coach or coaching staff.
3. Sport Club coaches are required to read and sign an annual written agreement with the University.
4. Sport Club coaches may be subject to a criminal background check at the discretion of the University.
5. Sport Club coaches may be required to submit credentials validating their ability to coach at the discretion of the university.

TOPIC 4. ELIGIBILITY – HOW TO PARTICIPATE
Section 1. Assumption of Risk
1. All Sport Club members must agree to the following before participating in any club activity, including practices or games:
   a. I acknowledge that participation in the activity may involve the risk of bodily injury, property damage, or any other danger. I freely assume all risk of loss, property damage, or personal injury, including death, that may be sustained by me as a result of participating in the activity, whether caused by the negligence of Creighton University, its agents and employees, or otherwise. I hereby release, waive, and discharge Creighton University, its Board of Trustees, and its agents and employees from all liability to me, my personal representatives assigns, heirs, and next of kin, for all loss or damage and any claims or demands thereof, including attorney's fees, on account of injury to myself or my property. I agree to indemnify, defend, and hold harmless Creighton University and any of its directors, employees, and agents from any and all claims and cost arising directly or indirectly as a result of my participation in the activity.
2. Members who do not sign the waiver, or who do not acknowledge and agree to the terms of the Assumption of Risk, are ineligible to participate.

Section 2. National Governing Body (NGB) / Conference Regulations
1. Sport Clubs that are institutional members of a NGB and/or conference that oversees competition must adhere to all relevant rules, guidelines and procedures of that specific NGB and/or conference.
2. Being an eligible member of a Creighton Sport Club does not automatically make that member eligible to participate or compete, depending upon NGB and/or conference rules, guidelines and procedures.
   a. Ex: A part-time student becomes a member of the men's lacrosse club. However, the Men's Collegiate Lacrosse Association (NGB) prohibits part-time students from competing in official team contests. This student could remain a member of the club but would not be able to compete against other schools.
   b. Ex: A full-time graduate student becomes a member of the women's soccer club. This player previously played for a NCAA varsity soccer team beginning in 2007. However, the Kansas/Missouri Soccer League (conference) rules state that a player only has six consecutive years of eligibility, thus her eligibility ended in 2013. This student could remain a member of the club but would not be able to compete against other schools.

Section 3. Insurance
1. Sport Club members may be required by the sport’s national governing body to carry additional insurance (liability, accident, etc.) in addition to the standard medical insurance required by Creighton University.
   a. Ex: To be eligible to compete in official team contests, members of the men’s rugby club are also required to be members of USA Rugby. To become members of USA Rugby, all members must be enrolled in the current year's Club and Individual Participation Program, which provides additional liability and accident insurance coverage.

TOPIC 5. SPORT CLUB PRESIDENT’S RESPONSIBILITIES
Section 1. Club President
1. The Club President fulfills a leadership position and is the primary liaison between the team and the Competitive Sports Office, Student Activities Office, and Creighton Students Union. A dedicated and dependable Club President is critical for a team or organization to thrive in Sport Clubs.
2. Each Club President is responsible for the club as a whole, but also has a variety of specific duties. These may be designated to another member of the club, but final accountability rests with the Club President. The duties of the Club President include, but are not limited to:
   a. Provide up-to-date contact information and communication with the Office in a timely manner.
b. Attend all scheduled Sport Clubs informational seminars.
c. Understand and inform teammates of all Sport Clubs rules, guidelines, policies, and procedures.
d. Understand and inform teammates of any and all national governing body rules, guidelines, policies, and procedures for the applicable sport.
e. Check eligibility of all teammates as it relates to the Sport Clubs Guidelines (Topic 3) and to national governing body standards.
f. Ensure all teammates have a valid waiver on file with the Competitive Sports Office. (Topic 9)
g. Check and inform teammates of all schedules, locations, and times of practices and games.
h. Check e-mail and on-campus mailbox at least once per week to receive updated information.
i. Verify all game information with the applicable conference, including: game/tournament date(s), time(s), location(s), and result(s).
j. Set a positive example for teammates by exhibiting an exceptional level of sportsmanship.
k. Communicate respectfully and cooperatively with Competitive Sports staff in reference to all club and participant issues.
l. Maintain an accurate club roster with the Competitive Sports Office through CU Involved.
m. Document all club-related injuries and submit accident reports to the Competitive Sports Office by no later than the next business day.
n. Submit all required paperwork with the Student Activities Office.
o. Submit all facility reservation requests and travel information forms in a timely manner, providing all required information (Topics 6 and 7).

Section 3. Children and Vulnerable Adults
See page 27 in the Student Organization Manual above.

TOPIC 6. FACILITY SCHEDULING AND USAGE

Section 1. Sports Club Facilities Usage Agreement

1. The Department of Campus Recreation and the Creighton Students Union have an annual paid agreement that provides unique access for Sport Clubs to use Campus Recreation facilities.
2. The agreement reads, in part:
   a. Sport Clubs ... will have complimentary, unlimited and priority access, when reasonable, and at the discretion of the Department of Campus Recreation, to Creighton University’s Department of Campus Recreation facilities and services open for student use for practices, games, tournaments, and other uses necessary to the continued functioning of the sports clubs.
   b. Expenses covered in this agreement include, but are not limited to, booking fees, storage of equipment meant to be used on Campus Recreation space, normal facility
wear and tear, and other normal expenses associated with facility usage. Additional fines and expenses, including damages and no-show fees, incurred by sports clubs are not included in this agreement, and may be at the clubs’ expense.

3. Sport Clubs will have access to the following Campus Recreation facilities:
   a. Kiewit Fitness Center
   b. Sports Complex
   c. Rasmussen Fitness and Sports Center
   d. Kellom Field

4. Non-members of the Campus Recreation Department (part-time students, coaches, etc.) will only be granted access to Campus Recreation facilities during official team activities.

Section 2. Reserving Campus Recreation Facilities

1. Sport Clubs interested in reserving Campus Recreation facilities must submit the online Sport Club Space Reservation Request Form to the Competitive Sports Office.

2. Sport Clubs are encouraged to submit their requests well in advance of the event, and are required to submit their requests no later than seven days prior to the practice, game, tournament or event.

3. The Competitive Sports Office will confirm with the Sport Club as to the facility availability for each request.

Section 3. Practice Schedules

1. Sport Clubs are afforded the opportunity to receive recurring reservations for practices.
   a. Sport Clubs will be given a specific start and end date for recurring reservations.
   b. Depending upon the sport and the facility requested, recurring reservations may last on a semester basis or on a bi-semester basis.
   c. Recurring practices do not transfer over from semester to semester. A new form must be submitted each time the recurring reservation ends.

2. Recurring reservations are awarded on a priority basis. Teams that are in-season will be given priority access over teams that are out-of-season.
   a. Ex: In the fall semester, the club soccer teams are given priority access to facilities over the club lacrosse teams. In the spring semester, the club lacrosse teams are given priority access to facilities over the club soccer teams.

3. Practice locations will be determined upon facility availability and requested reservation dates. The facility calendar is broken up into four seasons: Pre-Fall Break, Post-Fall Break, Pre-Spring Break, Post-Spring Break.
   a. During the Pre-Fall Break and Post-Spring Break seasons, outdoor clubs will be required to practice at the Sports Complex and/or Kellom Field.
   b. During the Post-Fall Break and Pre-Spring Break seasons, outdoor clubs will be allowed to practice at the Sports Complex, Kellom Field, and/or the Rasmussen Sports and Fitness Center.
   c. Indoor clubs will be allowed to practice in the Kiewit Fitness Center and the Rasmussen Sports and Fitness Center during all four seasons.
4. Practices will be scheduled 1-3 days per week, and 60-120 minutes per practice, dependent upon the requested facilities, dates and times.

5. Key Checkout:
   a. Clubs will be required to check out keys to unlock/lock the appropriate facility for scheduled practices. The keys must be checked out from the Kiewit Fitness Center Building Supervisor and must be returned immediately following practice. Should practice end after the building closes, the keys must be returned no later than noon the following day.

Section 4. Game Administration

1. Sport Clubs are required to request and confirm facility availability with the Competitive Sports Office prior to scheduling a contest with the team(s) and/or conference.

2. The designated facility will be available to the teams for setup and warm-up 90 minutes prior to the scheduled game start time.
   a. In the event that two or more games are scheduled on the same date at the same facility, the teams playing after the first game may not be afforded the entire 90 minute warm-up time.

3. A Competitive Sports Supervisor will be on site to assist with game operations. Duties include, but are not limited to: facility oversight, equipment setup, and risk management. Supervisors are not responsible for any of the competitive functions of the game, including but not limited to: officiating, scorekeeping or compiling player/game statistics.

4. Upon the conclusion of the game, the teams are required to immediately clean up and exit the facility.

5. Locker rooms are available to visiting teams at the request of the club president organizing the contest. This request must be made to the Competitive Sports Office no later than three business days prior to the event.

Section 5. University Closing

1. If the University is closed for any reason, then all sport club activities are cancelled for that day.

Section 6. Rescheduling Activities

1. Sport club activities are subject to cancellation due to inclement weather and/or poor field conditions. Sport club activities are also subject to either cancellation or a mandatory reschedule due to special events held in the requested facility at the same time.

2. The Competitive Sports Office will contact the club president or team representative to communicate all potential cancellations and reschedule requests.

3. Weather based reschedule procedure for practices:
   a. The Competitive Sports Office will notify the club president of a practice cancellation no later than one hour before the scheduled practice.
b. The Rasmussen Center shall be used as a weather location for outdoor practices that are cancelled. Should the facility be available during the scheduled practice time, clubs will be allowed to move their practice into this facility.

c. If the Rasmussen Center is unavailable during the originally scheduled practice time, clubs will be offered opportunities to reschedule the cancelled practice at a later date at either the Rasmussen Center or at the originally scheduled facility.

d. If a rescheduled time cannot be agreed upon between the club and the Competitive Sports Office, the practice will be cancelled and there will be no rescheduled practice.

4. Non-weather based reschedule procedure for practices:
   a. If the club wishes to cancel or reschedule a practice, the club president must notify the Competitive Sports Office no later than one business day (two business days for weekend practices) before the scheduled practice. Clubs who fail to give notice shall be subject to reduced facility offerings and/or monetary fines.
   b. If the Competitive Sports Office cancels a club practice due to a special event, clubs will be offered opportunities to reschedule the cancelled practice at a later date at the originally scheduled facility.
   c. If a rescheduled time cannot be agreed upon between the club and the Competitive Sports Office, the practice will be cancelled and there will be no rescheduled practice.

5. Weather based reschedule procedure for games:
   a. The Competitive Sports Office will only cancel games due to poor or unsafe field conditions. Weather cancellations or delays will be made by the teams and game officials, in accordance with national governing body, conference, or sport-specific rules and procedures.
   b. Should a game be cancelled, the Competitive Sports Office will make every attempt to work with the teams and/or conference to ensure that the game is rescheduled.
   c. If a rescheduled game time cannot be reached, national governing body or conference rules and procedures shall apply.

Section 7. Non-Campus Recreation Facilities
1. Sport Clubs are required to adhere to all rules, policies, and procedures of facilities not owned by Creighton University. Sport Clubs are required to request and confirm facility availability with its owners prior to scheduling a contest with the team(s) and/or conference.

2. Sport Clubs are responsible for procuring any required contracts to utilize a particular facility. Clubs are required to submit all contracts to the Student Activities Office for approval.

3. Campus Recreation will not provide any additional staff to supervise activities that are located away from Creighton University.

TOPIC 7. TRAVEL
Section 1. Travel
1. Club Presidents are responsible for submitting a Travel Information Form for any team related activity that takes place 50 miles or more (including Lincoln, NE) from the Creighton University main campus.
   a. Team related activities include, but are not limited to: meetings, practices, scrimmages, games, tournaments, and special events.
2. Travel Information Forms are due the Monday prior to any weekend (Friday, Saturday, or Sunday) travel, or seven days prior to any weekday (Monday through Thursday) travel.
3. Any changes in travel plans after submission of the Travel Information Form should be communicated to the Office immediately.
4. Clubs who fail to submit a Travel Information Form by the deadline shall be subject to reduced facility offerings and/or monetary fines.
5. Clubs are also required to register any club event (includes all games) on CU Involved at least two weeks prior to the event.

Section 2. Compliance with University Policy
1. All Clubs are expected to comply with any and all University Policies related to travel, including the University’s “One Bed, One Body” policy.
   a. One Bed, One Body Summary – When staying overnight, it is the University’s expectation that no more than one student sleep in a bed (sleeping bag, cot, and/or personal sleeping area) regardless of gender. In addition, advisors/moderators/coaches are forbidden to room with students.
2. Violation of any Divisional or University Policy may result in disciplinary action as outlined in the Creighton University Student Handbook.

Section 3. Transportation
1. We encourage Clubs to utilize University Shuttle Services to rent vehicles for their travel. If University vehicles are unavailable, Shuttle Services can provide information regarding discounts available through outside agencies.
2. Clubs must follow all applicable state and local laws that govern driving. Any tickets and fines that are received during the course of travel are the responsibility of the driver.
3. All individuals that drive university vans must first become certified through University Shuttle Services.

Section 4. Travel Conduct
1. Clubs are reminded that they are representatives of Creighton University at all times during their trip, including travel to and from the event. It is expected that club members represent Creighton in an exemplary manner during travel and abide by the Creighton Code of Conduct.

Section 5. Emergency Contact
1. If the event of an emergency during the course of travel, clubs are to contact the Competitive Sports Director and/or his/her designee to immediately report the incident when it is safe to do so.

**TOPIC 8. UNIFORMS**

**Section 1. Uniform**

1. CSU funds may not be used to purchase uniforms, t-shirts, or other apparel for clubs. Sport Clubs are encouraged to use fundraising and club dues to pay for uniforms.
2. Creighton University logos are registered and protected trademarks of Creighton University. No alterations are permitted on the University seal or logo.
3. Reproduction of any official athletics logos (including, but not limited to: the Bluejay Logo, Bluejay Logo with Wordmark, “C” Logo, “C” Graphic, “Creighton” Wordmark, and “Bluejays” Workmark) without the approval of the Student Activities Office Director or his/her designee.
4. All uniform and t-shirt designs must be approved by the Student Activities Office following the appropriate guidelines. Designs must be submitted for approval at least 2 weeks before the printing date.
5. Uniforms should not violate Creighton University’s Catholic, Jesuit mission.

**TOPIC 9. RISK MANAGEMENT**

**Section 1. Facility Safety**

1. Facilities must be inspected for potential hazards prior to usage. If a hazardous situation is found, you must refrain from use or provide acceptable warning of the hazard.
   a. Any concerns regarding facility safety should be reported to the Competitive Sports Office.

**Section 2. Severe Weather**

1. The below severe weather policy was established with the recommendation of the National Weather Service. Due to the unpredictable and rapidly changing natures of adverse weather, and the potential catastrophic consequences of participating in outdoor sports and activities during threatening weather, this policy is to be followed explicitly and without delay.
2. All outdoor activities shall be stopped immediately in the event of lightning or thunder in close proximity to the activity. All participants shall be instructed to take shelter and leave the outdoor field area.
   a. Close proximity: Lightning and thunder is considered to be within close proximity if it is detected within a 20 mile radius of the facility. For on campus activities, clubs will be provided a lightning detector to assist with determining the proximity of a storm.
   b. 30-minute rule: Participants shall be allowed to resume the activity when no lightning or thunder has been observed for at least 30 minutes. For every new lightning strike observed or thunder clap heard, the 30-minute delay will reset.
c. Clubs shall not clear the field of any equipment (ex: soccer/ lacrosse goals) during a weather delay.

3. When a tornado warning is issued, civil defense sirens will sound. All activities will be interrupted and everyone is expected to seek shelter in the nearest designated shelter area until an all-clear has been issued.
   a. Public Safety will send out a CUAlert when tornado warnings are issued, but this process is neither instantaneous nor foolproof. Rely primarily on the civil defense sirens, radio, and television for timely and accurate information.

4. Designated Shelter Areas:
   a. **Kiewit Fitness Center**: Locker rooms, restrooms, and tunnel between Swanson Hall and the KFC
   b. **Rasmussen Sports and Fitness Center**: Locker Rooms
   c. **Sports Complex**: No shelter available onsite. Seek shelter in nearby campus facilities (McGloin Hall.)
   d. **Kellom Field**: No shelter available onsite. Seek shelter in nearby campus facilities.
   e. **In general, go to the lowest level of a building, to a small interior room without windows.**

**Section 3. Emergencies**

1. In case of any on-campus emergency, clubs must contact Public Safety at 402-280-2911.
2. In the event of an off-campus emergency, dial 911.
3. In emergencies where the injured is transported to the hospital, clubs are to contact the Competitive Sports Director and/or his/her designee to immediately report the incident when it is safe to do so.

**Section 4. Concussions**

1. Any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the activity and shall not return to play in any sport club activity until cleared by an appropriate healthcare professional, providing official documentation to the Competitive Sports Office.
   a. On-site participants (players, coaches, spectators, etc.) are not considered appropriate healthcare professionals.

**TOPIC 10. CONDUCT OF CLUBS AND PARTICIPANTS**

**Section 1. Code of Conduct**

1. All participants associated with the Competitive Sports Program are required to abide by the Creighton University Code of Conduct and Creighton University Student Handbook. The Competitive Sports Office reserves the right to refer any incident to the Center for Student Integrity, or in the case of non-students, to University officials and/or local authorities.

**Section 2. Hazing**
1. Per the Creighton University Student Handbook:
   a. 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.
   b. 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.
   c. 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.

2. In addition, the state of Nebraska has made hazing a crime. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor. Any organization whose members commit the offense of hazing shall be punished by a fine of not more than $10,000.

3. Any individual, who believes he or she has been subjected to or has knowledge of hazing, should report the violation immediately either to the Competitive Sports Office or to the Center for Student Integrity at (402) 280-2775.

4. For additional information regarding Creighton University's policy on hazing, please refer to the Student Handbook, or contact the Center for Student Integrity.

Section 3. Alcohol Policy

1. Consuming alcohol before or during any Sport Club activity is STRICKLY PROHIBITED BY ALL PARTICIPANTS, COACHES, MODERATORS, AND SPECTATORS.

2. All forms of alcohol, whether opened or unopened, are prohibited from all Campus Recreation facilities.

3. The Competitive Sports Staff strictly enforces this zero tolerance policy during all Sport Club activities.
4. **Penalty: Participants who break the alcohol policy shall be ejected from the activity/facility, and be referred to the Center for Student Integrity.**

**Section 4. Unsportsmanlike Conduct**

1. Participants must follow the rules and regulations of the national governing body of the clubs particular activity. Participants are subject to any and all sanctions the national governing body imposes.

2. Any participant who commits, incites, or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures:
   a. Breaking the alcohol policy (*Topic 10.2*). (Flagrant)
   b. Threatening behavior (verbal or physical) towards a Campus Recreation employee before, during, or after a contest. (Flagrant)
   c. Any action(s) which could potentially cause equipment or facility damage and/or personal injury.
   d. Failing to cooperate with Campus Recreation staff (ignoring requests, failing to give information, etc.)
   e. Breaking the eligibility policy (*Topics 3, 4*).
   f. Conduct issues not covered above shall be dealt with appropriately by the Competitive Sports Office.
   g. **Flagrant acts of unsportsmanlike conduct will result in the participant(s) being referred to the Center for Student Integrity, to University officials and/or local authorities.**

**Section 5. Social Media**

1. **Definition:** Social media includes, but is not limited to: Websites, Facebook, Twitter, CU Involved, Instagram, Pinterest, YouTube, Snapchat, blogs, etc.

2. Clubs are reminded that they are representatives of Creighton University on both Club and personal social media pages, and that posts should reflect Creighton as a Catholic, Jesuit institution.

3. Posts on a club or personal pages should not contain or promote any of the following:
   a. Any violation of Creighton University policy or procedures.
   b. Posts that promote or encourage violation of any local, state, or federal law.