

Student Organization Officer Guide

Student Activities Office
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www.creighton.edu/StudentActivities

Creighton
UNIVERSITY
Student Activities Office

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Dear Student Organization Leader,

Congratulations on your new leadership position! I hope you find this leadership opportunity to be a learning experience throughout your entire term.

If you are not familiar with the Student Activities Office, you will soon get to know us very well. We are known for keeping student organizations in line with the university policies and procedures, but we can also provide you a great wealth of resources and advice in order to help your student organization be successful. In this book, you have at your finger tips many of the policies that relate to student organizations. You also have many lists and contact information for resources both in our office, as well as across the university. Please take a chance to look through the book. I also encourage you to keep this book handy and use it to look up answers to your questions. You can also always check out our website, which will have the most up to date information (www.creighton.edu/studentactivities).

Please stop by the office or contact me if you have any questions or if you need some help with an event, getting your exec board energized, or just to bounce ideas off of me. I'm here to help all of our student organizations be successful on campus.

Sincerely,

Katie Wadas
katiewadas@creighton.edu
(402) 280-1715

New Officer To-Do List

Spring, before summer break:

- Turn in your completed Annual Registration Form (purple)
- Make sure the outgoing officers turn in the Annual Activity Report (blue)
- Get the following information/documents from the outgoing officers
- A copy of the Annual Activity Report
- A summary of the year:
 - What worked well and what did not
 - Any suggestions you have for improvement (you can use the handouts at the end of this book for guidance)
- Budget report from the year
- Creighton Federal or other account information
- Constitution for your organization
- Contact names and 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
- Their dreams for the organization that they were unable to fulfill
- Sign up for a Jay Jam booth
- Submit events for the Student Planner to the Student Activities Office

Over the summer:

- Think about what you would like to accomplish during your term in office
 - Where would you like to see the organization at this time next year?
- Plan your booth for the Involvement Fair or think of other ways to recruit new members to your organization
- Brainstorm ideas for the next academic year including:
 - Fundraisers
 - Events
 - Leadership development
 - Service projects
 - Teambuilding
 - Recognizing those who help you

As soon as you return in the fall:

- Complete your Annual Registration form if not done in the spring
- Check your mailbox for information on Homecoming
- Register for the Involvement Fair with Student Activities
- Sign up for a Student Organization Orientation Session (optional if you attended the session in April)

In the first few weeks of school:

- Meet with the other officers of your organization or have a day-long officer retreat/planning meeting
- Meet with your moderator to discuss the upcoming year
- Schedule, reserve space for, and promote your first meeting
- Attend a Student Organization Orientation Session (optional if you attended the spring meeting)
- Attend a CSU Funding Policy Session & develop a proposal for upcoming events
- Begin recruitment efforts
- Begin planning and scheduling your entire year
- Contact the Student Activities Office if you have any questions

Mission Statements

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 student's 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 Activities Office

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 commonalties 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.*

Revised: June 2003

Your Organization's Mission Statement

Student Activities recommends your executive board examines your mission statement each year to identify any possible revisions. Compare it to the University and Student Activities Office missions. Does your mission support ours? Does your mission drive you to help live out the Creighton ideals through your organization?

If yes, that's great! Share it with your organization's members. Let it be the force that drives your success this coming year.

If no, please consider changing it. Writing a new mission isn't hard. In fact, the information below can help you to in writing or revising a mission statement. ***Once you revise your mission statement, please submit it to the Student Activities Office so we can keep an updated record of your organization.***

The Importance of Mission Statements

A mission statement is important because it addresses our basic need for definition and direction. It defines the purpose of the organization and the values and ethical principles by which members aspire to live. Furthermore, mission statements provide a foundation by which the organization should operate and create goals. It is very similar to the statement of purpose, found within the organization's constitution, but is more broad in scope and connects the organization's purpose with the Creighton University Mission and/or the Jesuit Values.

Creating and integrating an empowering mission statement takes time and commitment. If you plan to create an organizational mission statement or want to review the statement your organization has already created, you should refer to Creighton University's Mission Statement and consult the following list of statement characteristics as a guideline.

An empowering mission statement:

- *Focuses on contribution and worthwhile purposes*
- *Should be created by organization members and executive officers*
- *Is based on timeless principles*
- *Contains both vision and principle-based values*
- *Addresses the needs of all participants*
- *Includes fulfillment in physical, social, mental, and spiritual dimensions*
- *Is written to inspire you – not to impress anyone else*

If you need guidance in writing or revising a mission statement, a Student Activities staff member can certainly help in this process.

Student Activities Resources and Services

Resources

- Computers and printers for all students to use
- Mailboxes 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 SAO
- 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 Activities staff is available to come to your organization to do a presentation on a specific topic. Please see our website or the leadership workshop brochure for more information.
- Online calendar
 - Student Activities manages the “Student Life” calendar on the new University Calendar (calendar.creighton.edu)
 - To submit an event, please email Liz Ferguson (lizferguson@creighton.edu) in Student Activities
 - Check out the University Calendar for updates on how to submit and upcoming events
- Student Planners!
 - We are excited to once again produce the customized Student Planner
 - Available for purchase for \$5 in the Student Activities Office
- Student News listserv
 - The Student Activities Office staff moderates the Student News listserv. Twice a week, Monday and Thursday, a digest email will be sent posting the events that have been submitted to the listserv. An event must be submitted before midnight on the previous day to be considered for the upcoming email posting. All email posts need to follow these guidelines:
 - Advertised events must have a date, time, and location in the email.
 - Emails about a specific event or opportunity may only be sent out ONCE per WEEK.
 - The email must be sponsored by a Creighton University student, faculty, or staff member OR a university department or registered student organization.
 - Attachments will not be sent through. Newsletters and flyers must be sent via a link on a website.
 - The email must follow all the [“Posting Guidelines”](#) in the Student Handbook.

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 Activities Office 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, Bistro, Java Jay, Davis Diner
 - 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 SAO 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
 - Bistro = 17
 - Java Jay = 29
 - Davis Diner = 14

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

Student Activities Staff Members

| People: | Contact Info: | Some of our Responsibilities: |
|---|---|--|
| Michele Starzyk, Associate Dean of Students | Student Services (Harper 3060) 402-280-2775 starzyk@creighton.edu | <ul style="list-style-type: none"> • New Student Orientation: Summer Preview • Creighton Students Union • New Student Orientation Committee • University Committee on Lectures, Films & Concerts • Center for Women A.B. • Committee on the Status of Women • Diversity Action Team • Donated Pepsi products • Yearbook • Supervision of SAO staff |
| Katie Wadas, Assistant Director of Student Activities for Leadership | SAO (Student Center, 110) 402-280-1715 katiawadas@creighton.edu | <ul style="list-style-type: none"> • Student Organizations • Student Organization Review Committee (SORC) • Omicron Delta Kappa • Freshman Leadership Program (FLP) • Magis Ambassadors • Involvement Fair |
| Eric Immel, Assistant Director of Student Activities for Greek Life | SAO (Student Center, 110) 402-280-1715 ericimmel@creighton.edu | <ul style="list-style-type: none"> • Panhellenic and Interfraternity Councils • Greek Recruitment • Greek Week • Order of Omega • Greek Standards Board • Up Til Dawn • GAMMA |
| Katelyn Whitty, Assistant Director of Student Activities for Programming | SAO (Student Center, 110) 402-280-1715 katelynwhitty@creighton.edu | <ul style="list-style-type: none"> • Program Board (Homecoming) • Family Weekend • Graduation Brunch • Summer Programming |
| Liz Ferguson, Administrative Assistant | SAO (Student Center, 110) 402-280-1715 lizferguson@creighton.edu | <ul style="list-style-type: none"> • CSU Administration • Desk workers • Financial accounts • Keeping the office running! |

Overview of Student Organization Moderator Description

Why does each student organization need a staff or faculty moderator? 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 Activities Office is available to assist student leaders and moderators at all times. 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 Activities Office. The moderator should also help to develop the leadership potential within the group.

Selection of a Moderator

- A. 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.
- B. Selection of a moderator is through the mutual consent of the: (1) the student organization; (2) the proposed moderator; and (3) the Student Activities Office.
- C. 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.

- A. 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.
- B. 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.
- C. 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
- D. The moderator should obtain minutes of all organizational meetings for review.

- E. The moderator should have a complete officer and membership list with addresses, email addresses, and phone numbers.
- F. The moderator should help the officers create and maintain an annual budget and help insure financial responsibility and ethical spending of organization funds.
- G. 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.
- H. The moderator will be a custodian for all organizational records, paraphernalia, treasury registers, and other materials during the summer and during changeover of officers.

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 documents that require a moderator's signature.
- 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 Activities Office.
- 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 "devils 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.

Responsibilities of Registered Student Organizations

- Attend a **Student Organization Orientation Session**, held annually in August/September, or the **Officer Transition Meeting**, held annually in April. Failure to attend either of these may result in loss of registration and ineligibility for any organizational privileges.
- Receive **approval** from the Student Activities Office for:
 - a. T-shirt or other merchandise designs
 - b. Use of the Creighton name, Creighton logo, or Bluejay logo on any items
 - c. Fundraising efforts
 - d. Events and postings involving alcohol
 - e. Creating a web site on the Creighton network and linking the organization's web site to the Student Activities Office page
- 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 Activities Office. Failure to maintain registration form will result in that organization receiving a "not registered" status and lose 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
- Complete the **Annual Activity Report** in the spring of each year, or at the time of officer transition.
- Check the **Student Organization Mailbox** in the Student Activities Office on a weekly basis.
- Participate in training opportunities endorsed by the Student Activities Office.
- Abide by the organization's **constitution and bylaws** and submit any changes to the Student Activities Office for approval.
- Provide programs or services that constructively fulfill the purpose of the organization and the mission of Creighton University. These may include:
 - a. Leadership development for the organization's officers
 - b. The sharing of ideas, values and activities for officers and members
 - c. 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:
 - a. Creating a clear danger of inciting violence or unlawful behavior
 - b. Advocating the physical harm, coercion, intimidation or invasion of the personal rights of any individual
 - c. Violating University policies on harassment
 - d. Advocating the willful damage, destruction or seizure of University property
 - e. 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 Activities web page.
- Use of the Student Center, 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 Activities Office. *(If the event involves alcohol, all postings must be approved prior to hanging.)*
- Participation in the **Involvement Fair**. Advance registration is required because space is limited.
- Publication of registered events on the **Student Activities Web Calendar**.
- Privilege to obtain student and parent **mailing information** at no cost.
- Use of many student organization **resources** and the computer area at no charge, both of which are located in the Student Activities Office.
- 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.
- Privilege to use the Student Activities Office **Copy Machine** (with a copy card from Card Services or for a small fee).
- Use of a **student organization mailbox**, located in the Student Activities Office, to facilitate communication with the university and receive mail from external sources.
- Ability to have a Student Organization **World Wide Web page** on the Creighton server and linked to the Student Activities Office page.
- 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**.
- Tracking of Greek grades.

Student Activities Policies for Student Organizations

The following policies are from both the Creighton University Student Handbook, as well as the general Student Activities policies that all student organizations are held accountable for. The policies are also available on our website under the "Policies" button at www.creighton.edu/studentactivities.

- 1) General Policy for Student Organizations
- 2) Classroom Reservation Policy for Student Organizations
- 3) Event Host Notification
- 4) Fundraising Policy
- 5) Posting Policies and Procedures
- 6) Request to Serve Alcohol On Campus Policy
- 7) Residential Mail Box Posting Policy
- 8) T-Shirt/Merchandise and Licensing Waiver Policy
- 9) World Wide Web Space Policy

1) 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.
- 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.
- 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.
- 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.

2) Classroom Reservation Policy for Student Organizations

Conditions for use of classrooms by student organizations:

- The use of classrooms is at the discretion of the Office of the Registrar and the approval of the organization's moderator.
- Destruction or removal of University property will be cause for disciplinary action.

- No smoking, eating, or drinking will be allowed in any classroom or lecture hall.
- No open flame will be permitted in any classroom or lecture hall.
- Classrooms will be vacated at 11:00 p.m.
- No furniture may be removed from any room.
- All rooms must be returned to their original state when finished with use.
- **Return this form to the Registrar's Office to be processed.**

Public Safety will receive a confirmation of your room request. We suggest that you verify with them that your door will be opened at the time requested. You may contact them at 280-2104.

3) Event Host Notification

The Student Activities Office asks student organizations to inform us of on-campus events they are hosting that are major national, regional, or community conferences, competition, campus, etc. By doing this, the Student Activities Office can assist the student organization in notifying University officials of potential national, regional, or community exposure for Creighton University.

4) Fundraising Policy

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.

– 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 in the Student Activities Office prior to securing room or mall reservations. Skutt Student Center or mall reservations may be made by contact 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 fundraising registration form being completed, a list of the businesses to be contacted and a copy of the letter to be sent must be attached to this form or sent electronically to sao@creighton.edu.
- 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, all paperwork will be put in your organization mailbox in the Student Activities Office.
- If you are creating an item to sell, a “T-shirt/Merchandise Design Approval Form” must be completed.

5) Posting Policies and Procedures

(from the Student Handbook)

The Student Activities Office manages the 17 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 (found below).

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.” (Guidelines can be found online at www.creighton.edu/studentactivities or in the Student Handbook.)

Posting Standards

All materials posted on “Campus Posting Boards” must be in compliance with the following Posting Standards:

1. 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.
2. 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.
3. Posters and fliers may not exceed 18” x 24”.
4. Only one copy of a poster or flier may be displayed per bulletin board.
5. 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.
6. The name of the sponsoring organization, department, vendor or individual and contact information must appear on every poster.
7. Materials may be on display for two weeks unless approved and stamped for a longer period.
8. 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.
9. All postings for fraternity and sorority recruitment require the approval of the Assistant Director for Greek Life and Leadership.

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 Services 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

Creighton Students Union Elections

CSU election campaign posters must be in compliance with the **Posting Standards** and the following:

- 1) Election materials may not be displayed prior to two weeks before the respective election
- 2) All election materials must be removed within 3 days after the election.

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.

Licensing Waiver

Prior to production the Student Activities Office must approve all t-shirts and other merchandise.

Merchandise

Registered student organizations using the "Creighton University" or the "Bluejay" names or logos in any commercial venture must have the materials approved by the Student Activities Office before production, as both are registered and protected trademarks of Creighton University (uses of the Creighton Trademarks are protected by the Sports Information Office).

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.

6) Request to Serve Alcohol on Campus Policy

(taken from the Student Handbook)

1. Prior approval must be obtained from the Vice President for Student Services (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 Activities Office.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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

7) Residential Mail Box Posting Policy

POSTING: MAIL BOXES

Special approval to distribute fliers or other promotional materials in university mailboxes must be approved by the Student Activities Office staff a minimum of ten days prior to the proposed date of mail delivery. Permission will be granted sparingly to help minimize the cluttering of mailboxes. Organizations are encouraged to use email, the official means of university communication, and other methods of advertising. Posting standards are applicable

–From the Student Handbook

GUIDELINES

- 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 references.
- The name of the sponsoring organization, department, vendor or individual and contact information must appear on every posting.
- 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 Jay-net 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 and Leadership.
- Once approval has been granted, it is the Student Organization's responsibility to contact Ms. Shirley Walker in Mail Services at 546-6092 to arrange a time to physically stuff the mailboxes.

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.

8) T-Shirt/Merchandise and Licensing Waiver Policy

- 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 before any items are made/printed. ***Please submit design at least 2 weeks before the printing date.***
- After the paperwork is processed, it will be returned to the organization's mailbox in the Student Activities Office.
- 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 logo and the Bluejay and Jays symbols are registered and protected trademarks of Creighton University, protected by both the Department of Public Relations and the Sports Information Office, as well as the US Patent Office. No alterations are permitted on the University seal or logo. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University. Slight alterations are occasionally permitted on the Bluejay.
- 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 Public Relations & Information Services Department by completing a T-shirt/Merchandise Design Approval and Licensing Waiver Form.
- 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.

9) World Wide Web Space Policy

- Interested groups must be registered student organizations at Creighton University.
- You will need a Creighton email account to access your web space.
- Fill out this form and submit it to the Student Activities Office. Once the Student Activities Office has approved it, they will forward this form to the DoIT webmaster where they will give you space on the server for your page.
- Your page must follow all Creighton University guidelines and policies. These guidelines can be found at: <http://www2.creighton.edu/doit/policies/index.php>
- When your page has been posted, you will need to notify the Student Activities Office via phone or email if you want your page linked to the student organization directory on the Student Activities Office webpage at <http://www.creighton.edu/StudentActivities>. Once your page is linked, please make sure that your link works properly.
- Please refer to the following page for instructions on setting up your website: <https://people.creighton.edu/instructions.php>

Food Handling Guidelines

The purpose of this policy is to help student organizations that are selling or giving food away as part of a fund raising or promotional activity to avoid selling or distributing products that might be considered hazardous and dangerous to those who consume the food items.

What are considered hazardous food items?

Hazardous foods are defined in the State of Nebraska as a food that is natural or synthetic and requires temperature control because it is capable of supporting: the rapid and progressive growth of infectious or toxigenic microorganisms; the growth of botulism; or in raw shell eggs, the growth of Salmonella

Potentially hazardous food includes an animal food (a food of animal origin) that is raw or heat treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth. "Potentially hazardous food" does not include: an air-cooled hard-boiled egg with shell intact, or a shell egg that is not hard-boiled but has been treated to destroy all viable Salmonellae; a food with an aw value (a measure of "Water Activity" – free water – in meat, poultry, fish and other foods – either, fresh or processed) of 0.85 or less; a food with a pH level of 4.6 or below when measured at 24° C (75° F); a food, in an unopened hermetically sealed container that is commercially processed to achieve and maintain commercial sterility under conditions of non-refrigerated storage and distribution; a food for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or the growth of salmonella in eggs or botulism cannot occur, such as a food that has an aw and a pH that are above the levels specified above and that may contain a preservative; other barrier to the growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms; or a food that does not support the growth of microorganisms even though the food may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness.

Safe foods are dry and high-sugar foods such as breads, rolls, cakes (without cream fillings), fresh fruits, vegetables, cookies, crackers, candies, and dried foods such as granola, raisins and some dried meats such as beef jerky.

Any organization wishing to serve or sell food must follow these basic guidelines:

- Always wash hands and fingernails thoroughly before handling food
- Wear gloves whenever serving cooked or ready-to-eat foods
 - Gloves can be purchased from Sodexo Campus Services
 - Gloves should be changed as needed
 - Do NOT reuse gloves if torn/contaminated, or if you take them off.
- Make sure that all equipment has been thoroughly cleaned and sanitized. Should a serving piece fall to the ground or otherwise become contaminated it should be washed thoroughly in hot, soapy water, rinsed and immersed in hot water (140° F) that contains ½ tablespoon of chlorine bleach per gallon of water.
- Obtain food only from reliable sources. Never accept donated food if you do not know how it has been prepared or handled beforehand
- Wash all fresh food items thoroughly to remove soil, manure, bacteria and pesticides residue.
- Foods should be protected from contamination during distribution by being kept in covered serving dishes or containers.
- Keep raw foods separate from cooked and ready-to-eat foods. This helps to avoid transfer of bacteria and cross contamination.
- All processed meats (for example: ground beef, hot dogs) must be cooked to a temperature of 165° F (180° F for poultry) to kill bacteria. No rare hamburgers may be served. Student organizations may borrow thermometers from Sodexo for this purpose; should they be lost or broken, the organization will have to pay for their replacement.
- Cold foods must be kept below 40° F in ice-filled coolers.
- Hot foods must be kept above 140° F. Never leave prepared food standing at room temperature!
- Food should be served immediately following preparation.
- Foods should not be served for longer than 2 hours after which, regardless of their temperature, they should be disposed of. Paper plates, cups and other serving items should be kept clean. Should any of these fall to the ground or otherwise become contaminated, they should be thrown away.

Procedures to accomplish the above guidelines:

- To order food from University Dining Services, Godfather's or Blimpie, contact Catering at 280-2446.
- Only student organizations planning fund raising events or self-promotional events by selling / providing food items are exempt from the exclusivity clause of the University's food service agreement with its provider, Sodexo Campus Services.
- If the student organization wishes to use University serving or cooking equipment, or prepare food within University dining areas, including its kitchens, it must be done so under the supervision and direction of University Dining Services personnel and fees may be charged for this service.
- Student organizations must also complete a "Fundraising Registration Form" within the Student Activities Office.

If you have questions about what is safe to prepare or serve, or have other questions about food safety, please contact Mr. Greg Nestle, General Manager, University Dining Services, Brandeis Hall, 280-2750.

Source Documents:

"Food Safety for Bazaars, Buffets, and Community Suppers" by M. Susan Brewer, Extension Specialist, Foods and Nutrition; University of Illinois at Urbana-Champaign, College of Agricultural, Consumer and Environmental Sciences, Cooperative Extension Service, North Central Regional Extension Publication, No. 523, June 1994.

"Planning for Carried Meals", by Tim Roberts, Extension Specialist, Food Safety and Ann A. Hertzler, Extension Specialist, Human Nutrition, Foods and Exercise; Virginia Tech; Virginia Cooperative Extension, Publication Number 348-014, Revised 2001

"Food Safety for Temporary Food Service Establishments" by Julie A. Albrecht, Extension Food Specialist; Cooperative Extension, Institute for Agriculture and Natural Resources, University of Nebraska-Lincoln.

Revised 9/5/07

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:

<http://www2.creighton.edu/fileadmin/user/president/docs/Guide.pdf>

Advertising Acceptability

Student publications and broadcasting will follow these guidelines:

1. Advertising which is in violation of any local, state, or federal law or regulation will not be published or broadcast.
2. 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.
3. 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.
4. Advertising for products or services which may be injurious to health will not be published or broadcast.
5. 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.
6. 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:
 - a. 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.

Implementation Procedures

1. The Coordinator for Greek Affairs and Student Organizations shall be responsible for implementation of and adherence to the guidelines.
2. In case of any questions arising with regard to implementation or interpretation of any guidelines, the Coordinator of Greek Affairs and Student Organizations will confer with the Vice President of Student Services.

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 student 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's Approach to Alcohol Education

As is mentioned later in this section, Creighton's alcohol policies are straightforward and enforce state and federal law. It is the University's educational position, however, that calls for a response to alcohol education that goes beyond legal consequences. At Creighton, we believe the response to alcohol education must also meet the health and wellness needs of our students, while also taking into account the decisions they may choose to make as a result of their need to socialize.

Creighton University expects its students to abandon high-risk drinking. Creighton's approach to alcohol education, entitled "**Blue Zone**" is defined as the following:

- "0" - never drink if you are underage, driving, on medication, pregnant or in recovery
- "1" - never having more than one drink in an hour
- "2" - never drink more than two nights a week
- "3" - never drink more than three drinks in an evening

Creighton University defines one (1) drink as: a 12 oz beer, a 5 oz glass of wine, or a 1.25 oz shot of liquor, either straight or mixed. This definition is consistent with the guidelines from the National Institute for Alcoholism and Alcohol Abuse. (Available at <http://www.niaaa.nih.gov>)

This educational approach to alcohol is Creighton's way of setting up students for success with the choices they are beginning to make as young adults. It is also an approach that challenges students to remember their responsibility to themselves and their own personal health as well as to the greater community.

Alcohol and the Body

Every person reacts differently to alcohol; some people are affected only slightly and others severely. Alcohol is a central nervous system depressant, which means the brain and spinal cord are affected and react more slowly when there is alcohol in a person's system. The more alcohol in the system, the more depressed is the central nervous system, and the greater effect. There are increased incidence of falls, accidents, vandalism, destruction of property, arguments, fights, acquaintance rape, other violence and risk-taking behavior when a person is under the influence of alcohol. There is diminished performance for 24-72 hours after having had too much to drink because of the byproducts produced from the metabolism of alcohol.

Some people are more susceptible to becoming addicted to alcohol than are others. This addiction is more likely to occur if a person drinks alcohol regularly at a young age (before 18) and/or if a parent, grandparent, aunt, uncle, brother or sister has a history of alcohol abuse. There is, as yet, no way to know who is most susceptible to developing alcoholism or any other adverse health effects from alcohol.

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".

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:

1. A student is identified as potentially being intoxicated by demonstrating impaired judgment, impaired reactions, decreased coordination or unresponsiveness.
2. A medical assessment and field sobriety tests are administered.
3. The student is transported to CUMC if determined appropriate by the medical assessment.
4. Parents are notified.
5. 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.
6. 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.
7. The incident is documented and referred for disciplinary action, which normally results in a student status of disciplinary probation, withdrawal, suspension or expulsion; \$250 restitution fee; and educational sanctions.
8. If the student fails to comply with CARE Standard Operating Procedures the student may be immediately suspended or expelled from the University.

On-Campus Alcohol Use:

1. Prior approval must be obtained from the Vice President for Student Services (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 Activities Office.

2. 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.
3. 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.
4. 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".
5. 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.
6. 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.
7. 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.
8. Residents of the residence halls may not be a common source of alcohol for other residents or guests. A common source of alcohol is considered to be the equivalent of more than on 30-pack (30 12-ounce bottles or cans) of beer or malt liquor, more than 1.5 liters of wine, more than 750ml of liquor, or any combination of alcoholic beverages with a total amount that exceeds the quantities listed above. Kegs, beer balls and boxed wine are also considered common sources. Permission for special occasions may be sought from the Vice President for Student Services.
9. Consuming or possessing open containers of alcoholic beverages is prohibited in hallways, bathrooms, stairwells, general lounges, lobbies, study rooms, and all public areas.

Off-Campus Alcohol Use:

1. 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.
2. Greek organizations governed by Interfraternity and Panhellenic Councils have implemented specific alcohol guidelines that must be adhered to by Greek organizations.

Violations

1. Violations of the Alcohol Policy will be referred to the Office of the Vice President for Student Services for the appropriate action.
2. Violations of the policy will be subject but not limited to:
 - a. suspension of "alcohol use" privileges.
 - b. fines
 - c. referral for evaluation (in case of individuals) of possible drinking related problems.
 - d. suspension of University approval for the sponsoring organization or group.
 - e. 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) a Class III misdemeanor for the first such offense and (b) a Class II misdemeanor for any second or subsequent offense. 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

1. 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.
2. 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.")
3. Alcoholic beverages (such as kegs or cases of beer) must not be provided as free awards to individual students or campus organizations.
4. No uncontrolled sampling as part of campus marketing programs shall be permitted and no sampling, or other promotional activities, shall include "drinking contests."
5. 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.
6. Promotional activities must not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the Assistant Dean of Students Office.
7. 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."
8. 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.
9. 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.
10. Local off-campus promotional activities, primarily directed to students, must be developed in cooperation with the Associate Dean of Students.

Drug Use

Health Effects

Every person reacts differently to drugs; some people are affected only slightly and others are severely affected. There is no completely safe drug. Illicit drugs can be harmful to health for two reasons: the effect of the drug itself and the effect of by-products, which result from processing the illicit drug.

Almost all illicit drugs are used to change a person's mood, or the way s/he feels. Any drug that changes mood does so by affecting the central nervous system and changing its ability to react normally. For example, stimulants make the central nervous system overactive while narcotics and depressants decrease its ability to react. Illicit drugs also carry a high risk of psychological or physical dependence, i.e., the user starts to count on the drug to regulate his/her mood, and is unable to perform routine activities without using the drug. When the body develops tolerance for and dependence on a drug, then physical dependence (addiction) is the result. The body is unable to function without an adequate supply of the drug, and will have withdrawal symptoms when the supply is not adequate. Withdrawal may be as minor as discomfort (headache, restlessness and irritability) or result in major symptoms such as grand mal seizures, coma, and death. There is no certain way to know who is most likely to develop dependence, but it is known that people who have developed dependence on alcohol or have family members who are dependent on alcohol or drugs are at greater risk. Those who are frequently depressed, have suicidal thoughts, have had hallucinations or delusions should avoid street drugs because using them could make the illness worse, or cause a relapse.

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:

1. 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.
2. 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.
3. Knowledgeable association in an environment where illegal substances are being used constitutes grounds

for disciplinary action.

4. 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.

5. 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. A person knowingly or intentionally possessing a controlled substance, except marijuana, shall be guilty of a Class IV felony.

3. Any person who violated subsection (1) with respect to cocaine or any mixture or substance containing a detectable amount of cocaine in a quantity of:

a. 7 or more ounces shall be guilty of a Class IC felony;

b. At least 1 ounce but less than 7 ounces shall be guilty of a Class ID felony.

4. Any person who violated subsection (1) with respect to base cocaine (crack) or any mixture or substance containing a detectable amount of base cocaine in a quantity of:

a. 28 grams or more 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.

5. Any person knowingly or intentionally possessing marijuana weighing more than one ounce but not more than one pound shall be guilty of a Class IIIA misdemeanor.

6. Any person knowingly or intentionally possessing marijuana weighing more than one pound shall be guilty of a Class IV felony.

7. 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 \$100, and 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 \$200 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 \$300, and be imprisoned for 7 days.

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 this subdivision, it shall not be 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 under this subdivision for the state to prove that the accused was under the influence of some controlled substance by proving that the accused did manifest physical or physiological symptoms or reactions caused by the use of any controlled substance. Any person who violated this section shall be guilty of a Class III misdemeanor.

Email as the Official Means of Communication

PURPOSE

The purpose of this policy is to establish an official means for University communications.

POLICY

The Creighton University assigned email account shall be the official means of communication with all students, faculty, and staff. All community members are responsible for all information sent to them via their University assigned email account. Members 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.

All faculty, staff, and 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.

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

SCOPE

This communication strategy applies to all members of the University community – faculty, staff, and students. Units with employees that have limited access to a computer are asked to post University notices in an easily accessible space.

Food on Campus

The University Dining Services provider is Sodexho Campus Services. All catering needs on campus must utilize Sodexho Campus Services. All food provided in contracted University selected facilities must be provided by the University Food Service.

The Catering Office is available to provide food to all University facilities. Through policies on fundraising and on ethnic foods student organizations may prepare and serve food on a limited basis. The food must be prepared and handled in a safe manner and the activity must receive prior approval. Information about these policies is available in Student Activities (fundraising) or the Skutt Student Center Main Office (ethnic foods).

University Dining Services food provider is Sodexho Campus Services which, besides providing board and retail food operations on the campus, is the University's exclusive catering provider. Student organizations wanting exceptions to this policy should contact the Director of the Skutt Student Center and the Student Activities Office to determine if the organization is eligible for an exception. If approved, guidelines will be provided on the safe procurement and distribution or sale of food items.

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.

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 conceivable 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 Services 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 Assistant Vice President for Student Life.

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.

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.
- 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.
- 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.
- 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 Activities Office

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 twice per year.

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 Activities 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.

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 Activities Forms

The Student Activities Office has many forms that relate to our policies and procedures. Below is a list of the forms with a description of what each form is used for. All forms can be downloaded off of the website or picked up in the Student Activities Office. ***At this time, all forms must be submitted in hard copy (printed out on paper).***

- ❖ Annual Activity Report
 - 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 turned in when new officers are elected
 - Form lists president and moderator contact information
 - Lists all officers with their netIDs and signatures; this is so we can do grade and discipline checks
 - ***Sports Clubs should use the Sports Club Annual Registration Form***
- ❖ Classroom Reservation Request for Student Organizations
 - Use when organizations are making classroom reservations on main campus through the Registrar's Office
 - Moderator signature is needed
 - For information on how to reserve rooms throughout campus, please see the next section of this book
- ❖ Event Host Notification
 - Used when an organization plans to host a large scale event, such as a regional or national conference
- ❖ Fundraising Form
 - Used when any type of fundraiser is being planned for an organization
 - Fundraisers include letter campaign, working at soccer concessions, selling cloths or other apparel for a profit, an event/competition to raise money, etc
 - Form must be turned in two weeks prior to event
- ❖ New Student Organization Application
 - 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
 - Organization or university department is in charge of obtaining all signatures before turning it into the Student Activities Office
- ❖ T-Shirt/Merchandise Design Approval and Licensing Waiver Form
 - Used whenever an organization designs a t-shirt or other merchandise item
 - Design must be turned in two weeks prior to printing date
 - Please submit the design electronically if it uses the Creighton name
- ❖ World Wide Web Space Application
 - Used to request a website to be made for an organization
 - Turn in to the Student Activities Office
 - DoIT will be in contact with the organization to discuss the site creation

Room Reservation List

With so many great locations to meet and have events on campus, it can be confusing who you should contact for specific areas. Below is a list of locations and who is responsible for the reservations of that location.

| Meeting Location | Contact |
|---|---|
| Boyne Building | Kelly Henry 280-5051 **Pharmacy and Health Professions students contact Joann Crinklaw 280-3297 |
| Criss Buildings | Teresa Affleck 280-3622 **Pharmacy and Health Professions students contact Joann Crinklaw 280-3297 |
| CUMC | Annette Vaficek 449-4470 |
| Harper Center | Skutt Student Center Reservations Office 280-1700 Harper Reservations Office 280-3358 |
| Hixson Lied G-04 or Atrium | Teresa Affleck 280-3622 **Pharmacy and Health Professions students contact Joann Crinklaw 280-3297 |
| Intramural Fields | Campus Recreation, Bob Denney KFC Offices 280-5827 |
| Kiewit Fitness Center | Wayne Morford KFC Offices 280-2486 |
| Law School | Dawn Schaefer Monahan 280-2586 |
| Lied Center for the Arts | Michael McCandless 280-2498 |
| Main Campus Classrooms (such as Creighton Hall, CoBA, Rigge, etc.) | Registrar's Office 2 nd floor Creighton Hall 280-2728 |
| Outside Areas <ul style="list-style-type: none"> ▪ The Mall areas ▪ Anderson Plaza ▪ ConAgra Plaza | Skutt Student Center Reservations Office 280-1700 Harper Reservations Office 280-3358 |
| Residence Hall Conference Rooms/Meeting Rooms | Contact the specific residence hall front desk |
| Skutt Student Center | Skutt Student Center Reservations Office 280-1700 Harper Reservations Office 280-3358 |
| St. John's and Lower St. John's | St. John's main office 280-2975 |
| Union Pacific Room | Barbara McElfresh in Reinert 280-2706 |

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
- www.creighton.edu/campusministry
- Creighton Retreat Center in Griswold, IA, www.creighton.edu/CURC

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

Check out the new 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.

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 work 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

www.creighton.edu/universitydiningservices

Catering 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 Rollie Hughes, Director of the Skutt Student Center, by calling 280-1700.

If an organization is doing a small-scale bake sale or other type of food sale where the food is made by the organization, a catering waiver is not needed so long as the Fundraising Form is filled out through the Student Activities Office. The Food Handling Guidelines always need to be followed when food preparation occurs for this type of fundraiser.

Center for Service and Justice

CCSJ Programs available to Student Organizations

- Weekly Community Service with transportation provided
 - Volunteer opportunities at: Mason Apartments, English as a Second Language Program at Metro Community College, Kellom Elementary, Siena-Francis House, and Peter Claver Cristo Rey High School
- Fall and Spring Break Service Trips
- Ignatian Family Teach-In for Justice and School of Americas Vigil
- Eastern Omaha Community Orientations



CCSJ Services and Resources

- Annual **CCSJ Newspaper** describes and gives contacts for many local volunteer opportunities
- **CCSJ Website:** www.creighton.edu/ccsj, includes social justice links, advocacy and service opportunities and much more!
- **Post-graduate volunteering** information, guidance, and counseling
- **CCSJ Listserv** distributes one email per week, titled “**Weekly Update**” highlighting community requests and upcoming justice events
- CCSJ Student Coordinators are available for **presentations** about the CCSJ and our programs



Staff:

Maria Teresa Gaston, Director
Ken Reed-Bouley, Associate Director
Kelly Orbik, Assistant Director
Fr. Paul Coehlo, SJ, Special Projects
Allison Kinney-Walker, Graduate Intern

Check out our website
for all the information!
www.creighton.edu/ccsj

Contact Information:
Creighton Center for Service and Justice
Harper Center 2067
Phone: 280-1290
ccsj@creighton.edu

Multicultural Affairs

The Office of Multicultural Affairs 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 new office in the Harper Center to hang out and take advantage of their staff and resources.

Location: Harper Center Suite 3006

Contact Information: 280-2459 www.creighton.edu/officeofmulticulturalaffairs

Van Reservations

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

<http://www2.creighton.edu/adminfinance/shuttleservices/weekendrentalprocedure/index.php>

You can also contact Mike Willey at mikewilley@creighton.edu or 280-3321 or Mark Simanek at msimanek@creighton.edu or 280-2396.

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 Student Activities 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

- 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
(you could use the worksheet on the next page to guide you in this process)
- Budget report
- Constitution for your organization
- 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 Activities 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?