



# STUDENT CLUB & ORGANIZATION GUIDEBOOK

2019-2020



Millersville University

CENTER FOR STUDENT  
INVOLVEMENT & LEADERSHIP

*Division of Student Affairs and Enrollment Management*



Millersville University  
Student Government Association

Hello Marauders!

We are happy to see that you are interested in student organizations here at Millersville University! Whether you are a student looking to get involved, a seasoned student leader, or someone thinking about chartering a new student organization, this guidebook is for you! It is created to help introduce you to resources so that you can help make your student organization better than the way that you found it. While reviewing these materials, if you think of additional information that you would like to see in an upcoming version of this document please email those suggestions to [csil@millersville.edu](mailto:csil@millersville.edu). After reviewing this guidebook, please reach out if you have any further questions.

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# **CENTER FOR STUDENT INVOLVEMENT & LEADERSHIP (CSIL)**

The Center for Student Involvement and Leadership, also known as CSIL, falls under the Division of Student Affairs and Enrollment Management here at Millersville University. We are here as a resource to help you be the best student leaders and student organizations you can possibly be.

Some of the areas that fall within the Center for Student Involvement and Leadership include:

- Campus Activities
- Fraternity and Sorority Life
- Leadership Programs
- Student Clubs and Organizations
- Get Involved - our student organization platform

We work closely with all Student Government Association recognized student clubs and organizations.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the officially recognized representative body of the student population of Millersville University of Pennsylvania. SGA recommends allocations of the student activities fee, chartering and overseeing student organizations, serves as a medium for student concerns, and addresses such concerns appropriately. All current registered students at Millersville University are eligible members of SGA.

The SGA Executive Board consists of the following positions:

Student Body President, Student Body Vice President, Director of Student Life, Director of Organizations, Director of Finance, Director of Academics, Director of Social Affairs, Secretary, and Student Trustee.

- Student Government Association's Constitution can be found [here](#) on Get Involved.
- Student Government Association's Bylaws can be found [here](#) on Get Involved.
- Student Government Association's minutes can be found [here](#) on Get Involved.

The Director of Organizations serves as the chairperson of the Student Organizations committee. A complete listing of Director of Organizations responsibilities can be found in the SGA Bylaws.

## **(SGA) STUDENT ORGANIZATION COMMITTEE**

The role and responsibilities this committee are:

- To charter and act in an advisory role for all student organizations at Millersville University.
- To investigate grievances filed by students or student organizations about a student organization's constitution and/or procedures. The student organizations committee is responsible for proposing appropriate sanctions to the Student Government Association following an investigation.
- To regularly maintain Student Organization committee guidelines and follow said guidelines for all official Student Organization committee business.
- To advocate on the behalf of all student organizations.
- To organize student organization outreach events.
- To be responsible for facilitating amendments to the SGA constitution and its bylaws.

Here are some additional topics that the Student Organizations committee addresses:

- Approves amendments made to a student organization's constitution
- Approves student club and organization name changes

The Director of Organizations can be reached at [villeorgsvp@gmail.com](mailto:villeorgsvp@gmail.com)

## GUIDELINES FOR AN ORGANIZATION

The following are the steps that students must complete in order for the organization to apply for Temporary Status through the Student Government Association.

**1. Membership-** An organization must have at least **3** members to be considered for **temporary** status and at least **5** members to be considered for **permanent** status. The positions of President and Treasurer cannot be filled by the same person. Other positions can be created as necessary.

**2. Exclusivity-** Organizations that exclude any student population are prohibited. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the University unless such programs and activities are specifically exempt from the law. Considering Title IX, organizations that prohibit membership based on sex are prohibited from seeking temporary or permanent status. Organizations that can provide proof of exemption will be considered. The criteria are as follows:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to students, staff or faculty at Millersville University;
- The organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?

- Are the members permitted to hold membership in other fraternities or sororities at the university?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of both sexes. Questions regarding this policy can be directed to staff in the Center for Student Involvement & Leadership.

**3. Duplication-** Organizations that have the same constitutional purpose as other recognized organizations will not be considered for temporary status.

**4. Constitution-** Organizations must have a constitution and submit it with their paperwork for temporary status. The constitution must include:

- The Name the organization will be called \_\_\_\_\_
- The purpose of the organization (following questions must be answered by your purpose statement)
  - The primary function and goals of the organization
  - How these goals will support all the students of Millersville
  - What will students gain from membership in the organization

An example of a purpose statement: The purpose of the Economics Society is to promote professional, academic, and social interactions among students, faculty, and community members interested in the study of economics. The organization coordinates and sponsors events to foster interactions among its constituents through economics lectures, symposiums, open houses, and field trips. The organization also serves as a conduit for information to members regarding academic support services, academic conferences, internship opportunities, and job and career fairs.

1. A list of Officers and their duties.
2. Membership information, such as who can join and any required dues
3. Elections information, i.e. how officers are elected
4. The below language must also be included in the constitution.

“All amendments to this Constitution shall not be valid until approved by the Constitution Committee and the Student Government Association.”

“If this organization is dissolved, any money remaining in its allocated account shall be forfeited to the Student Government Association, after any outstanding bills are paid.”

**5. Petition-**A petition must be filled out and include the following (page #):

1. Petition form- with organization information
2. Advisor letter of support- from a faculty or staff member or professor
3. Signatures- you must have 25 signatures of support from the student body

**6. Registration-** In order to be able to use the University facilities and resources for organizational purposes, the club/organization must register with the Center for Student Involvement and Leadership office within 3 weeks after receiving SGA recognition. Registration is done on [involved.millersville.edu](http://involved.millersville.edu) (Get Involved website), for more details ask at the Center for Student Involvement and Leadership office.

**7. Changes/Registration-** The organization must annually register and submit an officer list with the Center for Student Involvement and Leadership office. Registration takes place during the first month of the fall semester. All changes to an organization's constitution or name must be reviewed and approved by the Constitution Committee and SGA. Any changes in officers or contact information must also be submitted via email to the Center for Student Involvement and Leadership for their records.

**8. Pre Permanent Status Review-** After one year of temporary status, the organization may contact the Director of Organizations stating that they believe they are ready for permanent status. The Director of Organizations will send a review form to be completed by the organization.

**9. Approval for Permanent Status** – The committee will vote on whether or not to approve the organization for permanent status. If approved by the committee, it will be brought to the full SGA body for approval. If approved, organizations must hold an account with Student Services in order to receive funds, may have a mailbox in the SMC, and may use University facilities and resources. The organization may now apply for annual allocations.

Complete the *Petition for Recognition of a New Student Organization*\* The following must be uploaded as part of the petition:

1. *Constitution or Bylaws-* governing document which meets the requirements outlined in *Student Organization Handbook*
2. *Advisor Letter of Support-* letter from a Millersville University faculty or staff member who is willing to serve as the organization Faculty/Staff Advisor
3. *Student Signatures-* 25 student signatures of support for recognizing the organization

*\*Social Greek-letter organizations must receive written approval from the appropriate Greek governing council (IFC, NPHC, or PHC) and the Center for Student Involvement & Leadership prior to submission of the Petition for Recognition of a New Student Organization*

The Vice President of Student Organizations contacts the organization representatives after reviewing the *Petition for Recognition of a New Student Organization* to schedule a Recognition Review with the Constitution Committee. During the Recognition Review, members of the Constitution Committee will ask the organization representatives questions related to the mission and purpose of the organization. Organization representatives will then be dismissed for a Constitution Committee vote. Organization representatives will be notified of the vote outcome within 24 hours of the Recognition Review.

1. *Majority In Favor-* Constitution Committee recommends organization for Student Government Association vote
2. *Majority Against-* Constitution Committee recommends organization changes and resubmits the *Petition for Recognition of a New Student Organization* or in the instance of organization redundancy the Constitution Committee will encourage organization representatives to join the existing student organization; The Organization may appeal (see TEMPORARY STATUS APPEAL PROCESS) the decision within 3 business days



## CHANGING THE NAME OF YOUR ORG

Student organizations wishing to change the name of their organization can do so through the SGA Student Organization Committee. You can reach the Director of Organizations at [villeorgsvp@gmail.com](mailto:villeorgsvp@gmail.com)

## UPDATING CONSTITUTION/BYLAWS

The most recently updated copy of your student organization's constitution/bylaws should be on your Get Involved page. Any amendments to the constitution or bylaws of each organization must first be approved by the Student Organization Committee of the Student Government Association (SGA) before they will be accepted.

## STUDENT ORGANIZATION STATUS

Student Organizations have different status titles within the Center for Student Involvement and Leadership. Student organizations should always know what status they have in our office and what abilities they have at any given time.

**Active** – Student organizations who have completed all of the requirements to date are granted full services. During the Activate Your Org process (roughly April 1 to September 15) all student organizations are considered active. After the Activate Your Org deadline of September 15, student organization status may change depending on whether they completed the Activate Your Org process.

**Frozen** – These student organizations were active but have committed some type of infraction. These organizations should have an outstanding bill with the University or Student Services, Inc. They may also not be in good standing with the Office of Student Conduct and Community Standards. Frozen organizations will become active again after paying their outstanding bills and/or completing their required probation time and/or requirements.

**Locked** – Student organizations become locked when they have not begun their online registration process or have started but not finished by the deadline of September 15. These organizations are denied all services by the University.

**Inactive** – Organizations become inactive when they fail to register and/or have been locked for two consecutive years. These organizations are denied all services. Inactive orgs need to go through the same SGA chartering process as a new organization goes in order to become active again.

## GET INVOLVED

Get Involved is our student organization platform. Think of it like a Facebook or online office for Millersville University student clubs and organizations. This is where students come if they want to learn more about your student organization and how to get involved. There is a public

view to this website that everyone can see, but when you login with your Millersville University credentials, some further details are only available to MU students, faculty, and staff.

Logging into Get Involved is easy because you use your Millersville University credentials (username and password).

Student clubs and organizations are expected to keep their Get Involved pages as up-to-date and accurate as possible. Below are a few reminders:

4. Your member roster should be as accurate as possible. Add students as “Member” when they join your organization and mark members as “Alum” once they have graduated.
5. Keep your executive board members updated and properly named according to your organization’s bylaws.
  - If your executive board officers change anytime outside of the “Activate Your Organization Process,” in addition to editing this information on your Get Involved page, please also email [CSIL@millersville.edu](mailto:CSIL@millersville.edu) with this updated information.

## “ACTIVATE YOUR ORG” INFORMATION

Each year every organization, permanent and temporary, will be required to register with the Center for Student Involvement and Leadership office. Below are detailed instructions on how to register your organization. This is a great opportunity for outgoing officers to show incoming officers the registration process.

All Presidents or Vice Presidents will complete the following Activate Your Org process on Get Involved to register and activate their club with the Center for Student Involvement and Leadership for the 2019-2020 academic year. This annual process begins in April and concludes in September.

The organization homepage will show a link that says, “Re-Register this Organization.” Only Presidents and Vice Presidents will have access to this and should register the organization.

**Step 1 - Organization Profile** - Add or edit the organization profile information using the most up-to-date information for your organization. The organization profile is where prospective, new, and current students will go to learn more about your organization, so this is your chance to showcase what your organization is all about. *TIP:* Organization contact information pertains to the organization, not the President. If you have a special email address, mailing address, etc. for the organization, please list that here.

**Step 2 - Organization Profile Picture** - Add/edit the organization profile picture by selecting a photo that captures the essence of your organization, as well as the eyes of those explore Get Involved.

**Step 3 - Organizational Interests** - Select all relevant interests of the organization. Interests will be used to recommend your organization to potential new members who have similar interests.

The more relevant interests you select, the more likely you are to make a match.

**Step 4 - Officer Updates** – Use the “Add Positions” tab to add the President, Vice President, Secretary, Treasurer, and Faculty/Staff Advisor for the 2019-2020 academic year. Next, scroll to the bottom of the page to remove old officer positions by selecting the box on the left side next to the previous officer’s name/position and clicking “Remove.” Please note that any duplications in officer positions will cause the form to be denied. Note: You must remove each position individually before moving on to the next page. Use the “Add Members List” tab and enter member email addresses. The system will then send them an invitation to join the organization.

Should your executive board officers change mid-year, it is the student organization's responsibility to update executive board contact information on your Get Involved portal. Get Involved is where the official records are kept and how we will contact your organization's leaders.

**Step 5 – Membership Roster** – Make sure that all current members of your organization are listed on your roster. Go to “Manage Roster” and make any necessary edits. Throughout the year you should be keeping this roster up-to-date as new members join your organization.

**Step 6 – Contact Info** – Complete the Contact Information Form with the President, Vice President, Secretary, and Treasurer’s phone number. This information is helpful when CSIL needs to contact your organization’s regarding special events, reserving spaces, and/or any other important information involving your organization.

**Step 7 – Constitution/Bylaws** – Upload the most current electronic copy of your Organization’s Constitution or Bylaws. Organizations affiliated with a national organization must submit their LOCAL Constitution or Bylaws. Note: Any amendments to the constitution or bylaws of each organization must first be approved by the Student Organization Committee of the Student Government Association (SGA) before they will be accepted.

**Step 8 – Advisor Agreement** – Review and complete the advisor agreement form and worksheet. This is an exercise designed to enable the president and the advisor to get on the same page involving the advisor’s involvement in the organization. After this is completed, print and deliver the Advisor Agreement Form to your Organization’s faculty/staff advisor for their signature and then return it to the Center for Student Involvement & Leadership (SMC 118).

**Step 9 – Banking** – The Banking Center Signature Sheet is only necessary for organizations that receive allocations and/or maintain an account at the Student Services Banking Center. Follow the link to print the Banking Center Signature Sheet and obtain the signatures of the President, Treasurer, and faculty/staff advisor. Once all signatures have been obtained, return the form to the Banking Center located in the SMC. Completion of this step allows those listed on the form to access the Organization’s funds. Note: Organizations without a Banking Center account DO NOT need to complete this step.

**Step 10 – Reservations Management (Astra)** – Follow the link to the Astra registration form and list the 2 officers who will be responsible for making reservations on the organization’s

behalf. Astra is the online reservations portal utilized by Millersville where your organization will go to reserve campus space for meetings and special events on an as needed/available basis.

**Step 11 – President’s Agreement** – Read and review the President’s agreement and type your full name in the box provided to indicate that you have read, understand, and agree to the information outlined in the form.

**Step 12 – Required D2L & Leadership Symposium Trainings** – Each organization’s president *and* one other officer are required to complete an annual training in D2L that will go live on August 1st. This training has been designed to equip the leaders of the organization with the tools they need to successfully navigate the new academic year and includes: financial management tools, Astra reservations system overview, MU Student Org policies/procedures, etc. D2L Training must be completed by 9/15/19 and more information will be available in August.

Save the Date: Your student organization president *and* vice president must attend the Leadership Symposium on Saturday, September 7, 2019. This training will build off D2L training and cover topics student organizations need to know in order to be successful here at MU.

**Step 13 – Fraternity/Sorority Checklist** – This step is only required for fraternities and sororities. Update your current Insurance Certificate and Roster. The roster should have each member’s contact information and M#, as well as any positions in this organization. The roster template can be found on Get Involved. Your registration will be denied if the roster is not on this template provided on Get Involved.

**Step 14 – Budget** – This step is only required for Club Sports. Upload your anticipated budget for the 2019-2020 year.

Press “Submit for Approval” to complete the online registration. You will receive a message once your online registration has been approved. If your registration is denied, you will receive information on what is needed to complete the registration.

Please contact the CSIL office if you have any questions regarding this process at [csil@millersville.edu](mailto:csil@millersville.edu) or 717-871-7057.

## **NEW MEMBER / INTAKE PROCESS INFO**

This document provides Millersville University Club/Organization, their advisors, and prospective members with information regarding new member orientation process. Club/Organization members, chapter advisors, and Center for Student Involvement and Leadership staff will work together to ensure a successful and positive experience for all involved.

In order for Center for Student Involvement & Leadership staff to assist clubs/organizations with the new member education process and avoid potential problems, chapters must adhere to the

following guidelines when conducting new member orientation at Millersville University. For more information related to fraternities and sororities, please visit the Fraternity and Sorority Life Get Involved page.

**Groups may not begin New Member Education activities until the New Member Education Program has been approved.**

### **Meetings and Documentation**

Preliminary documentation must be completed and submitted to the Coordinator for Student Organizations & Leadership, and you must have a meeting with the Coordinator for Student Organizations and Leadership before interest meetings begin for your new member period. The purpose of this meeting is to discuss the regulations regarding the new member education process. Please let the Coordinator for Student Organizations and Leadership know if you are taking a new member class or if you are not taking a new member class. If you are taking a new member class, please follow the Anti-Hazing Compliance Process as stated below.

Please either bring the following to the meeting or email to the Coordinator for Student Organizations & Leadership beforehand:

1. A semester's calendar of new member events, including a timetable for any new member activities, with dates and times. Activities to include on the calendar, if applicable:
  - Interest Meetings, Information Nights, or Recruitment Information (Informal Recruitment Information)
  - Description of how membership invitations are distributed
  - Selection date(s), official intake starts dates, or Bid Day/Night Date(s)
  - Any additional dates pertinent to your specific organization
2. A copy of the membership education program outlined by the inter/national organization.
  - The program must include how education will be conducted, including but not limited to: dates, times, locations, and the curriculum of education meetings.

**Without submission of the required paperwork in the outlined timeframe, the Club/Organization's new member education process will not be approved. In the event that the new member activities begin without the knowledge of Center for Student Involvement & Leadership, the new member activities will cease immediately, and the student club/organization will be frozen until a meeting with the Center for Student Involvement and Leadership occurs.** Groups may not begin New Member Education activities until a New Member Education Program has been approved.

### **Anti-Hazing Compliance Forms**

Within 3 days of the commencement of the new member education program the Anti-Hazing Compliance Form must be submitted. This form acknowledges that all members have reviewed, read, and agree to the Millersville University Anti-Hazing policy. This form requires signatures from the executive board members, all members of the organization, and the new members.

The Anti-Hazing Compliance Form is available online CSIL's Get Involved pages as well as in the Center for Student Involvement and Leadership SMC 118.

The Anti-Hazing Compliance Forms must be submitted each semester the organization intends on having a new member education process.

### **Changes to the New Member Education Program / Membership Intake Program**

In the event that any dates and times need to be changed on the new member education calendar of events, the chapter president or new member education director must notify the Coordinator for Student Organizations and Leadership (via e-mail) no less than 2 business days prior to the new event time.

### **Length and Time**

The time from the start of new member education programming to full initiation may not exceed six weeks, and the program must end no later than 14 days before the final day of classes. A date of completion must be sent and will be on record/reported to CSIL.

### **Additional New Member Orientation Policies**

Any pre or post ‘pledging’ activity will not be tolerated. Chapter Leadership and all level of advisors are responsible for paying attention to new member orientation process activity as to know if this is happening.

All events must follow the CSIL’s Event Policies & Procedures Guidelines, Anti-Hazing Policy as set forth by Millersville University, as well as any other risk management policies and procedures outlined by the inter/national organization.

In support of the Anti-Hazing Policy stipulation that states ‘new member-related activity between the hours of midnight and 7:00 AM or awakening individuals during these hours,’ any new member education process activity must end in enough time for students to arrive back home by midnight.

### **Anti-Hazing Policy**

For more information on the Anti-Hazing policy, please visit the University [website](#).

### **IMMEDIATE DANGER**

If you witness a hazing incident or someone is in danger call 911.

If you want to report a hazing incident or suspected incident that is not immediately putting someone in danger:

1. Submit an incident [reporting form](#). This is located within the Anti-Hazing Policy for MU.
6. In person, report any incident to Center for Student Involvement and Leadership located in Suite 118 of the Student Memorial Center
7. Contact your Inter/National Headquarters staff (if applicable)
8. Anti-Hazing Hotline: (888) 668-4293 or (888) NOT-HAZE
9. Here’s more information: <https://fraternallaw.com/help-us-stop-hazing>

## **STUDENT ORGANIZATION MAILBOXES**

There are 144 mailboxes available for student organization use in the CSIL Circle, located inside the Student Memorial Center in the CSIL Circle. If you are wondering if your student organization has mailbox, or if you would like a mailbox, please come visit us in CSIL to discuss more.

## **D2L TRAININGS**

During the online registration process for Activate Your Org, each student organization was asked to enter in the contact information for the two student leaders who will be completing the D2L training. Each organization's president *and* one other officer are required to complete an annual training in D2L that will go live on August 1st. We have entered these two student leaders into D2L. This training has been designed to equip the leaders of the organization with the tools they need to successfully navigate the new academic year.

## **ORGANIZATION OUTBREAK**

Organization Outbreak, also known as Org Outbreak, takes place three times during the academic year. The first is during New Student Orientation the last Sunday before classes start for the fall semester, the second occurs the first Thursday of the fall semester, and the third occurs the first Thursday of the Spring semester. Org Outbreak is open to the entire campus community and provides an opportunity for the student body to connect with active student clubs and organizations at Millersville University. Student organization members staff tables where they can recruit new members and distribute information about their organization.

## **LEADERSHIP SYMPOSIUM**

The Student Organization Leadership Symposium is a leadership conference specifically designed for the President and one other officer of every student organization. The Leadership Symposium will help equip student leaders with the information and skills that they need to successfully lead their organizations.

## **MARAUDERS LEAD**

Marauders Lead is Millersville University's student leadership development program aimed at supporting individual leadership development by preparing learners to better understand the role they play within their unique communities. Through engaging, interactive seminars, workshops,

and other offerings, Marauders Lead exposes students to a vast array of leadership practices and concepts to develop personal and group leadership skills. These workshops will ultimately help participants develop their individual leadership styles and cultivate valuable skill sets for future academic professional pursuits. Visit CSIL's website and Get Involved for upcoming events.

## **DISTINGUISHED LEADERSHIP AWARDS**

Every year the Center for Student Involvement and Leadership sponsors the Distinguished Leadership Awards. This program is dedicated to recognizing the outstanding accomplishments of our student organizations, student leaders, and faculty/staff advisors. The awards and banquet provide an opportunity to celebrate a successful year. Look for information, including nominations, during the early part of the spring semester on Get Involved. The 2018-2019 award categories were:

**Advisor of the Year** – This award recognizes a student organization advisor who has demonstrated an exceptional commitment to the students they advise, developed leaders within the club, and encouraged collaboration and growth among its student members. Those eligible for this award must be either faculty or staff that serve as advisors to recognized student organizations as well as sponsored student organizations.

**Campus Event/Program of the Year** – This award recognizes a campus event/program that has made an outstanding impact on Millersville's campus by allowing students to get involved and bringing students together.

**Club Sport of the Year** – The award recognizes the Club Sports Council student organization that is the most organized and visible on campus. This organization has been successful in their respective sport, completed all paperwork in a timely manner, and participated in several community service and philanthropy projects.

**Commitment to Social Justice Award** – This award recognizes a student or student organization who has been an ally or advocate for others, taken risks for issues and concerns that are greater than self, and/or contributed to creating a more inclusive campus environment. This award also honors members of the Millersville community who have demonstrated compassion, perseverance, courage, and leadership by engaging in the difficult work of social justice and inclusion efforts on campus.

**Emerging Student Leader Award** - This award recognizes up to two first year or sophomore students who have assumed a leadership role on campus and/or in the community and have demonstrated strong leadership qualities. The criteria for this award include involvement level, responsibility, commitment, role modeling, and outstanding contribution to the campus community.

**Fraternity/Sorority Leader of the Year** - This award recognizes one sorority member and one fraternity member who have displayed excellence through leadership within the fraternity and sorority life community at Millersville University. These leaders have gone above and beyond through their efforts to advance the mission and vision of the fraternal movement.



**Intramural Athlete of the Year** - Participation in intramural sports helps students to get involved on campus, meet new people, and learn leadership skills. This award recognizes one female and one male Intramural Athlete who demonstrated leadership and sportsmanship.

**Leadership in Diversity, Equity and Inclusion Award** - This award recognizes a student or student organization that has demonstrated leadership in advocating for diversity, equity, and/or inclusion. The student/student organization has embraced diversity, and incorporated equity and inclusion into their leadership role(s) on and/or in the community. The criteria for this award include involvement in multiple areas of multicultural life and diversity and demonstrated responsibility, commitment, management skills and role modeling.

**Living the Mission Award** – This award recognizes a student or student organization that embodies the ideals and values expressed through the University Mission and for their exceptional leadership contributions to the Millersville University and surrounding communities. The recipient has demonstrated multiple aspects of the mission in their actions and leads by example. Millersville University’s Mission Statement: Millersville University provides diverse, dynamic, meaningful experiences to inspire learners to grow both intellectually and personally to enable them to contribute positively to local and global communities.

**Marauder of the Year** – This award recognizes a junior or senior student who has assumed a leadership role on campus and/or in the community and has demonstrated strong leadership qualities. The criteria for this award include involvement level, responsibility, commitment, role modeling, and outstanding contribution to the campus community.

**Peer Educator of the Year** – This award recognizes a Peer Educator that exhibits outstanding leadership skills, serves as a positive role model for their peers, promotes positive decision making, and works to make Millersville University a healthier campus.

**Service Project of the Year** – This award recognizes a project that has made a lasting impact on the community by making a significant contribution through time, actions, talents, dedication, and/or raised funds. This award also honors members of the Millersville community who serve as a role model for compassion and service, and who strive to make the world a better place.

**Registered Student Organization of the Year** – This award recognizes a student organization that has gone above and beyond to grow its membership, lead with integrity and be an example of leadership. This club has worked to create programs and events that are engaging to its members and/or the entire student body and is dedicated to its mission and educating others about the mission of the organization.

## **STUDENT ORGANIZATION ADVISORS**

All recognized student organizations are required to have an Official Advisor of Record. Any

full-time permanent member of the Millersville University faculty, staff or administration, is eligible to serve as an Official Advisor of Record to the organization.

The work of the Advisor is important to the success of our Millersville University student clubs and organizations. The ability to mentor, interject when needed, praise, and assist the group members as they provide student engagement opportunities for the greater Millersville University community is a vital role that significantly increases the overall effectiveness of our clubs.

We genuinely appreciate the willingness of faculty and staff to take on this important faculty/staff Advisor role, and understanding the expectations and responsibilities listed below will greatly enhance your overall effectiveness.

**Advisor Expectations:**

- A. Serve in a voluntary capacity to the organization and provide guidance, direction, advice, and continuity to both the members and officers of the club
- B. Explain and clarify University policies and procedures, as well as any applicable federal, state, or local laws and ordinances that may apply to the club
- C. Remain informed of and occasionally attend the meetings, events, and programs of the organization throughout the academic year
- D. Review and understand the Event Policies and Procedures Guidelines administered by the CSIL, including the Event Registration Form on Get Involved
- E. Work collaboratively with the Center for Student Involvement and Leadership (CSIL) event team on organization events that may be deemed high-risk, which may include meeting with student leaders to review, assess, and mitigate event risks
- F. Utilize the CSIL staff for support, troubleshooting, guidance, and available resources when needed
- G. Be familiar with national structure and services (if relevant)
- H. Meets with leaders and officers to discuss upcoming meetings, programs, long range plans, goals, and problem solving as frequently as possible
- I. Help to organize fair elections of officers based on the constitution and bylaws of the organization
- J. Assist with the officer transitions and new officer training to provide guidance and continuity
- K. Review, understand, and sign all club financial transactions (Ex: Form 1 sheets from the SSI Banking Office)
- L. Be available to members requiring assistance or counsel and refer those students to appropriate staff members and/or University offices as needed
- M. Ensure that the club completes the Activate Your Org 2019-2020 process by the deadline of September 15, 2019 if they want to be an active organization for the 2019-2020 academic year.
- N. Provide guidance to members who might be struggling academically and share information concerning academic support systems in place at Millersville University
- O. Assist in establishing procedures for discipline and provide counsel to officers in making sure that student removal from the group for just cause complies with the process as outlined in the constitution and by-laws of the organization

- P. Report to the Behavior Intervention Team (BIT) any student who may display disruptive or threatening behaviors that potentially impede their own or other's ability to function successfully or safely. <https://www.millersville.edu/safetyandsecurity/threatassessment.php>
- Q. Understand that faculty/staff advisors to student organizations are University officials that qualify as Campus Security Authorities (CSA) and must understand and comply with the Department of Education's Clery Act found in the Handbook for Campus Safety and Security Reporting (2011), <http://www2.ed.gov/admins/lead/safety/handbook.pdf> page 74-75

### **Volunteer Advisors**

Every organization must have an advisor who is a member of the Millersville University faculty, staff, or administration to serve as the Official Advisor of Record. However, there are some organizations that may require the addition of a Volunteer Advisor (e.g. coaches, campus ministers, fraternity/sorority alumni advisors, etc.) in order to remain in compliance with national, regional, or local standards.

Organizations that have volunteer advisors can benefit from their guidance, training, and leadership. Volunteer Advisors can assist with the development of the organization and help to maintain and support the purpose and mission of the organization while advancing the experiential learning goals of the university. Please note, Volunteer Advisors are NOT university personnel, and as such *cannot* sign club or university documents or serve as the Official Advisor of Record.

If your organization is interested in having a Volunteer Advisor, in addition to the Official Advisor of Record, contact the Center for Student Involvement & Leadership for details.

### **Thank you for your service**

We know that students learn a lot about themselves and others by participating in the co-curricular experiences here at Millersville University. In many cases, loyal and committed advisors like yourself are the one constant, the one person who has the "treasure chest" of knowledge that, when shared with each incoming group of student club and organizational leaders, will ensure their overall success.

Thank you again for agreeing to serve as one of our proud faculty/staff advisors for the 175+ student clubs and organizations on the campus. We look forward to a fantastic 2019-2020 Academic Year!

## **STUDENT ORGANIZATION ADVISOR LIABILITY**

Advisors to student organizations accept an added responsibility. The type of liability or risk for

the advisor varies greatly depending upon the type of organization. What follows are some suggestions to assist with an advisor's responsibility regarding liability issues or concerns:

- Try to anticipate risks which may arise out of any decision or situation and then discuss with the officers what they can do to minimize risks. Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized. Please contact the Center for Student Involvement and Leadership staff, as they can work with you if questions arise.
- It is important to be aware of University policies and regulations as they affect student organizations. The Millersville University website, Student Government Association Finance Guidelines, and the Student Organization Guidebook are great sources for University rules and regulations. The staff members in the Center for Student Involvement and Leadership can also serve as resources for you if you have specific concerns or questions.
- Advisors should never enter into contracts on behalf of a student organization.

## **MILLERSVILLE UNIVERSITY IDENTITY GUIDELINES**

Millersville University is a diverse collection of many different departments, programs and people making up one of the top universities in the North. It is important for our visual identity, our voice and tone to be unified and our messaging to be consistent to our audiences. The identity guidebook will help all of our communications to be consistent and on brand. Here is a link to MU's Identity Guidelines:

<https://www.millersville.edu/ucm/files/mu-identity-guide.pdf>

Some highlights of this document include:

- Usage of the Millersville University logos for student clubs and organizations (page 17)
- Usage of the University seal (page 19)
- Millersville University's main color palette (page 21)
- Millersville University logowear (page 26)

If you have further questions regarding these guidelines, please reach out to University Marketing & Communications at 717-871-5829 or [www.millersville.edu/ucm](http://www.millersville.edu/ucm)

# MARKETING YOUR ORGANIZATION

Here are some ideas for marketing your student organization here at Millersville!

- **The Spot**

Millersville University student organizations may submit ads and events for digital display in residence halls and the SMC. You can design your own or Communications & Marketing can design it for you. Please submit your request at <https://www.millersville.edu/ucm/spot-request.php>

- **Millersville University Social Media**

Student organizations can advertise their events through MU Social Media accounts. You can also do a MU Social Media takeover. If you are interested in either of these options contact Kate Hartman, Assistant Director of Communications, [katelynn.Hartman@millersville.edu](mailto:katelynn.Hartman@millersville.edu) or 717-871-5826

- **Posting Flyers**

CSIL (the Center for Student Involvement and Leadership) now approves flyers to be hung up around campus (except residence halls). CSIL is located in the Student Memorial Center suite 118. Hours of operation are Monday – Friday 8am to 4:30pm. Before bringing your flyer for approval, submit your event on the Event Submission Form in Get Involved. Your event needs to be approved (not just submitted) before you can get the flyers approved.

Step 1: Submit your event on Get Involved

Step 2: Wait until the event is approved

Step 3: Bring your flyer into CSIL for approval and to be stamped

The Department of Housing and Residential Programs approves flyers for the residence halls.

For the complete **Posting Policy** visit: [\\_\\_\\_\\_\\_](#) .

- **The Snapper**

The Snapper is Millersville University's student run newspaper. Papers are released on Thursdays. Do you have a story idea or tip you'd like to give? Submit at <http://thesnapper.millersville.edu/index.php/contact-us/submit-ideas-tips/> Their email address is [editor@thesnapper.com](mailto:editor@thesnapper.com)

- **WIXQ**

WIXQ-FM is Millersville University's college radio station, broadcasting at 91.7 on the Lancaster FM band and [WIXQ.com](http://WIXQ.com) on the internet.

Looking for a quick, effective, and totally free way to advertise for your campus organization? WIXQ will work with you to create commercials. Whether it's for inviting students to join, making students and the community aware of upcoming events, or informing the campus of meeting times, WIXQ can help you out! Contact [chiefannouncer@917theville.com](mailto:chiefannouncer@917theville.com) to get started! Their email address is [stationmanager@917theville.com](mailto:stationmanager@917theville.com)

# POSTING AND CHALKING GUIDELINES

Please see the Posting and Chalking Guidelines for a complete description. [\(include a link\)](#)

Any student club/organization requests to post on campus must be made to the Center for Student Involvement & Leadership for all on and off-campus events. For all on-campus events, the student club/organization must first register their event in Get Involved and have it approved by the Center for Student Involvement & Leadership before posting requests are made.

## CORQ APP

Corq allows you to discover amazing events and groups around campus from your favorite mobile device. Download the free app now! Once you have downloaded Corq, you can select the nearest campus to see what experiences are happening nearby, search for Millersville University.

In Corq we encourage you to browse through the upcoming events and event filter based on distance from your location, perks (free food), or the theme of the event. After finding the event you're interested in, clicking on the event will allow you to see additional details. From here you can choose to add it to your calendar, find the location of the event, share the event with others, or even RSVP. Logging into Corq with your campus credentials gives you even more access to great features like what organizations are available at Millersville University and who to contact if you'd like to get involved.

Every user has an Event Pass, a secure unique mobile Event Pass for check-in at events. Many campus departments, and student organizations utilize the Event Pass feature to check students, faculty, and staff into events. You can go in through the Corq app to pull up your Event Pass each time the event you're attending is taking attendance, or you can save the Event Pass in your Digital Wallet for easier accessibility. It is similar to mobile boarding passes used on airplanes.

If your student organization wants to track attendance at your events, you can download the Event Check-In App. The app should only be used by the users managing each event. You must have "full" access for the Events tool in the organization hosting the event to utilize the Event Check-In App or you must be given the unique access code to the event by an event manager. Every event created on Get Involved has a unique event code. Just enter that code into the Event Check-In App and you'll be able to start scanning Event Passes.

More information for Event Check-In Feature click [here](#).

Scan this QR code to download your event pass:



# STUDENT SERVICES, INC.

Founded in 1956, Student Services, Inc.'s core purpose is to enhance the Millersville University campus community by providing professional management services, while demonstrating excellent customer service practices through dedication and commitment to enrich the student's social, cultural, and educational experience at Millersville University. Their employees show great pride and dedication in serving the Millersville campus and community. Nearly half of their full-time employees are Millersville University alumni.

Student Services, Inc. is a not for profit 501(c)3 corporation. The Board of Directors of SSI is comprised of 13 individuals representing the Council of Trustees, the Community, and Students.

Student Services, Inc. is a major supporter of Millersville University, Millersville University Athletics, Student Organizations and the surrounding community. The mission of the organizations is to provide facilities, services and activities that optimize the student experience and to provide predictable financial support for Millersville University. On average, the organizations contribute approximately \$1.6 Million annually in cash and donated services.

All of the following resources fall under Student Services, Inc.

- Business Office <http://www.studentservicesinc.com/banking-center/>
- University Store <http://www.studentservicesinc.com/university-store/>
- Textbook Room <http://www.studentservicesinc.com/university-store/textbook-room/>
- Copy Shop <http://www.studentservicesinc.com/university-store/copy-shop/>
- Technical Operations <http://www.studentservicesinc.com/technical-operations/>
- Student Memorial Center <http://www.studentservicesinc.com/smc/>
- Information Desk [infodesk@ssi.millersville.edu](mailto:infodesk@ssi.millersville.edu), 717-871-INFO (4636)
- Ticket Sales Box Office <https://www.studentservicesinc.com/ticket-sales/>
- Fitness Center <https://www.studentservicesinc.com/fitness-center/>
- Off Campus Housing <http://www.studentlodginginc.com/about-us/>
- SSI Information Technology

## BUSINESS OFFICE / BANKING CENTER

Student Organizations are encouraged to open an account with the Banking Center, located in the Student Memorial Center.

SGA Allocated Funds must go into the student organization's Student Services, Inc. Account in the Banking Center.

More Information regarding the Check Cashing Policies and Student Organization Accounts can be found at <http://www.studentservicesinc.com/banking-center/>

You will also find the Signature Sheet, Form #1, W-9, and Employment Application on the Banking Center's website.

## **UNIVERSITY STORE**

The Copy Shop, also owned by Student Services, Inc, offers charge accounts for student clubs and organizations. Please visit the University Store if you want to charge something to your account.

## **COPY SHOP**

The Copy Shop, owned by Student Services, Inc, offers charge accounts for student clubs and organizations. Applications can be picked up in the Copy Shop and must be signed by the organization advisor. These accounts are billed monthly.

## **TECH OPS**

The Technical Operations Department specializes in audio, video, lighting, and other electronic support for campus functions. Meetings, conferences, lectures, cultural affairs, and concerts are just a few of the events serviced by the Technical Operations Department. Student clubs and organizations can also rent portable audio/video equipment for dances, movies, and other social events.

Requesting Tech Ops for an event is initiated when you enter the Event Submission Form for student organizations on Get Involved. Sometimes these services have fees associated with them.

Available rental equipment and services include:

- Audio & Video recording
- DJ systems
- DVD players
- Full concert systems
- Large screen projectors for DVD, VCR, or computer
- Lighting equipment
- Movie projectors
- Overhead projectors
- Slide projectors
- Televisions
- VCRs

## **OFFICE OF STUDENT ACCOUNTS**

Student organizations have M# accounts with the Office of Student Accounts. Dining Services will ask you for your M#.

If student organizations are utilizing outside vendors for services, they should not have the University directly billed for the services. Student organizations should pay for the services directly.



# STUDENT GOVERNMENT ASSOCIATION'S FINANCE GUIDELINES

SGA receives a portion of the Student Activity Fees, which are paid by every Millersville University student. SGA has been identified by the University as the student organization having the authority to recommend the allocation of the activity fee.

The SGA Finance Guidelines is a resource that student organizations should become very familiar with. SGA's funding allotment is automatically placed in 4 distribution funds and the SGA Finance Committee administers the process of awarding these funds:

1. Clubs & Organizations Operational Allowance
2. Events & Activities
3. Professional Development Grants
4. Emergency Allocations

Here are a few helpful resources included in the Finance Guidelines:

- The Guidelines for Club and Organization Operational Funding
- The Guidelines for Professional Development Grants Information regarding
- Funding club and organization's Professional Development opportunities
- Guidelines for Events and Activities
  - Trips and Travel
  - Lectures/Performers/Speakers
  - On-Campus Events
  - Off-Campus Events

## TRAVEL PROCEDURES

### Travel Waivers

Organizations wishing to host trips are encouraged to create a Travel Waiver found here on CSIL's [Get Involved page](#). Customize this form to your event, have each participant complete the waiver, and submit all completed forms to the Center for Student Involvement & Leadership immediately following your event.

A document titled *Tips for Being Safe While Traveling* is also on CSIL's [Get Involved page](#).

## EPPIC VALUES AT MILLERSVILLE UNIVERSITY

The descriptions of our **core values** serve as guiding principles to help us fulfill our mission, achieve our vision and attain our goals. Individuals or units within the University community

may enhance or clarify these descriptions. Our goal is for student organizations to also hold these values and to keep them in mind in everything you do.

### **EXPLORATION**

Millersville University embraces a culture of exploration, creating a dynamic learning environment that fosters intellectual curiosity, creative intelligence, innovation, forward-thinking ideas and exciting discoveries. Exploration serves as an intentional way to strengthen University culture. We place a high value on student-faculty research, scholarship and collaborative projects.

### **PROFESSIONALISM**

Millersville University is founded on a tradition of academic excellence, expert knowledge and professional collegiality. Our diverse community of learners is comprised of skilled and dedicated educators and staff who model maturity of thought and practice while exhibiting mutual respect. The University provides opportunities for professional development and growth, especially for our students, using academic enhancement and collaborative programs to emphasize the importance of critical thinking, active listening, self-discovery, collaborative leadership and responsibility. Such professionalism fosters career readiness and preparation for lives of service and success in the global community.

### **PUBLIC MISSION**

Millersville University's mission calls upon us to respond to the urgent and emerging needs of our growing regional, urban and metropolitan communities. Through interdisciplinary learning, collaborative and cross-cultural experiences and a renewed focus on a liberal arts tradition, our students become well-prepared for meaningful participation in the broader society. Our commitment to flexibility and accessibility in higher education reflects the mission and vision of the University and ultimately has a direct impact on the larger public good.

### **INCLUSION**

Millersville University is firmly committed to supporting and advancing the diversity and inclusion of its campus community. Inclusion is creating a campus community where differences are welcomed and respectfully heard and where every individual feels a sense of belonging. We affirm our shared values, recognize our challenges, and commit to building on existing efforts to foster a diverse, equitable and inclusive campus community.

### **INTEGRITY**

Millersville University steadfastly defends freedom of thought, ideas and discourse as core to authentic and honest scholarship. Our commitment to integrity is measured by action and responsibility and engenders a culture of trust, rich with opportunities for rigorous applied

learning and meaningful civic engagement and public stewardship that are responsive to the needs of our vibrant and evolving metropolitan region. Moreover, the University consistently lives by and practices its institutional principles, standards and beliefs.

For more information regarding our EPPIIC values visit MU's [website](#).

## **MILLERSVILLE UNIVERSITY ANTI-HAZING POLICY**

All Millersville University students, and student clubs and organizations must review and agree to our Anti-Hazing Policy. The full policy can be found [here](#) under policies on the MU website. Any questions about the University's Anti-Hazing Policy can be directed to Student Conduct & Community Standards or the Center for Student Involvement and Leadership.

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Millersville University is strongly committed to maintaining a positive learning, working and living environment for all and assuring that the educational and employment environment is free from unlawful discrimination or harassment. The University does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, pregnancy, any other protected category under applicable, local, state or federal law, or status as a disabled veteran, a Vietnam era veteran or other covered veteran in admission and access to, and treatment and employment in, its educational programs and activities. The University will not tolerate acts of discrimination, harassment or retaliation against or by any employee or student.

The University complies with Title IX of the Education Amendments of 1972 (“Title IX”) and its underlying regulations, which prohibit discrimination on the basis of sex in education programs and activities.

**IF YOU ARE DEALING WITH SEXUAL HARASSMENT OR MISCONDUCT, HERE'S HOW WE CAN HELP:**

□ **Resources** If you need information on counseling, health services, or related resources, our staff can provide warm referrals to both on- and off-campus providers.

□ **Interim Measures** If you need a change in your housing assignment, a No-Contact Order with another Millersville affiliate, or other accommodations related to your Title IX concern, we are able to assist with those processes.

□ **Reporting** If you want to file a formal complaint with the University, MUPD, or another Police department, the Title IX office can walk you through the options available and connect you to appropriate offices.

The University has designated the following person to assure compliance with Title IX requirements:

**Elizabeth Swantek**

Millersville University Title IX Coordinator

Phone No.: 717-871-4100

Email: [Elizabeth.Swantek@millersville.edu](mailto:Elizabeth.Swantek@millersville.edu)

Office: Student Memorial Center, Room 107B

For more information regarding Title IX visit their website.

## **STUDENT CONDUCT & COMMUNITY STANDARDS**

The Office of Student Conduct & Community Standards is in place to educate students about the expectations of the Millersville University community and to assist students in their development. In addition, their office is responsible for administering all areas contained in the Student Conduct & Community Standards Handbook. The office of Student Conduct & Community Standards fosters student learning and success by balancing individual and community rights, while promoting a safe, student centered, and inclusive community.

To view a copy of the Student Conduct & Community Standards handbook that all students and student organizations must adhere to click [here](#).

If you have any further questions, please reach out to:

Center for Student Involvement and Leadership  
csil@millersville.edu  
717-871-7057