



STUDENT ENGAGEMENT OFFICE

Student Engagement Office Policy and Procedure Manual

03/18/2021

Hello And Welcome

Letter to the Reader

Dear Holy Family University Students, Faculty, and Staff,

All Holy Family University students are a part of an extended family - one that's based on making the most of their many talents. We encourage students to express these talents and interests through our provided Registered Student Organizations.

The Student Engagement Office is committed to working with Registered Student Organizations and other Student Initiated Programs in the areas of leadership, personal and professional development, as well as exposure to administrative tasks. The Student Engagement Office Policy and Procedure Manual was developed in order to set a guideline for students to follow, while reflecting on the mission and core values of the University. Students are expected to navigate through these procedures, and seek help from their advisors and the Student Engagement Office when needed.

The Student Engagement Office works to bring the Core Values of Family, Respect, Integrity, Service and Responsibility, Learning, and Vision to the Holy Family University campus community. We provide a variety of engaging programs and events geared toward accommodating both the residential and commuter student populations. Registered Student Organizations serve as an active voice for the students and seek to bring the Core Values to life.

In addition to our Registered Student Organizations, we encourage all students at Holy Family utilize this document as a guide along their program planning here at Holy Family.

If you have questions or concerns that are not addressed in this handbook, please visit the Student Engagement Office, located on the second floor of the Campus Center in suite 213, or contact us at 267-341-3495. We may be reached by email at SEO@holyfamily.edu.

Best wishes from our staff to you,



Ruth Ann Roberts, M.Ed.
Associate Director of Student Engagement
roberts@holyfamily.edu | 267-314-3495

Student Engagement Office Staff



Ruth Ann Roberts, M.Ed.

Associate Director of Student Engagement
Campus Center Room 212, Northeast Philadelphia Campus
267-341-3495

rroberts@holyfamily.edu

Student Engagement Office Information

Email Address - SEO@holyfamily.edu

Website - <https://www.holyfamily.edu/current-students/student-life/student-engagement>

Scope

All Registered Student Organizations members and advisors, all student-initiated events, including academic course projects, are expected to abide by the policies and procedures outlined in this manual. Violations of this manual will be adjudicated through the Dean of Students, as outlined in the Holy Family University Handbook Section IV. Holy Family Student Code of Conduct Judicial Process. Any members of the University community who believe they have witnessed, experienced, or are aware of conduct that constitutes a violation of any of these policies in this document or the student handbook, must report them to the appropriate entity.

General Information

As you navigate this manual, if you are viewing a print copy, please note text that is underlined is a hyperlink. If you are struggling to find the information linked in the document, email SEO@holyfamily.edu and we will assist you!

Student Engagement Office Policy and Procedure Manual

Table of Contents

Contents

Hello And Welcome	2
Letter to the Reader	2
Student Engagement Office Staff	3
Student Engagement Office Information	3
Scope	3
General Information	3
Organization Recognition, Registration, Privileges, and Statuses	8
Starting a New Registered Student Organization	8
Registered Student Organization Status	9
Active Status	10
Developmental Status	11
Inactive Status	12
Conduct Violations Procedures	13
Expectations of Registered Student Organizations	14
Registered Student Organization Privileges	14
PAW Program	15
The Rules	16
Event Planning Policies	16
Registration of Events	16
RSO Program Definitions	17
Events During COVID-19	18
Room Reservation and Set-Up	18
Requesting IT	19
Requesting Catering	19
Marketing Events - Posting and Advertising Policy	20
Review & Approval Process	20

Content Requirements	21
Advertising Policy – Student Engagement	21
Advertising Policy – Marketing & Communications	22
Bulletin Boards	22
Posting Regulations	23
Digital Advertising	23
Mass Emails	24
Table Tents	24
Chalking	25
Student Engagement @ HFU	25
Student Engagement Newsletter - TUES NEWS	26
Liability, Contracts, and Vendors	26
Certificate of Insurance (COI)	26
Contracts	26
Vendors	26
Finances	27
Budget Allocations	27
What can be allocated for	28
What cannot be allocated for	29
Making Purchases - Using Supply Request	30
Sponsorship	30
Charitable Contributions	30
Deposits	31
Reimbursement	32
Checking Balances	32
Allocated Funds Account	32
Fundraising Account	32
Restricted Funding Account through University Advancement	33
Club Sports Policies	33

Club Sports Waivers	33
Coaches	33
Field Reservation	34
Health and Insurance Reporting	34
Reporting Injury	34
Concussion Protocol	34
Sports Medicine	35
Required Health Forms	36
Logo and Branding	36
Referees	36
Sportsmanship Policy	36
Site Supervisors	37
Additional Policies	37
Advisors	37
Alcohol	39
Animals at Programs	39
Anti-Hazing	39
Collection Drives	40
Conventions	42
Food Eating Contests	42
Fundraisers with Food	42
Liability Waivers	43
Minors on Campus	43
Movies	43
Raffles	44
50/50 Raffles	44
Item Raffles	44
RSO Office Space	44
Site Supervisor Expectations	44

Duties	45
Student Leadership Common Application	45
Student Leadership Eligibility for Office	46
Travel	46
Title IX Training	49
T-Shirts, Clothing, and Other Merchandise	49
Van Reservations and Upkeep	50
Preferred Vendors	50
Clothing	50
Movies on Campus	51
Miscellaneous	51
Transportation	51

Organization Recognition, Registration, Privileges, and Statuses

Starting a New Registered Student Organization

Holy Family University supports the formation of student organizations whose objective is to provide students with the opportunity to develop their talents and pursue their interests. Students must seek formal recognition for registered student organizations and comply with the following guidelines established by the Student Engagement Office.

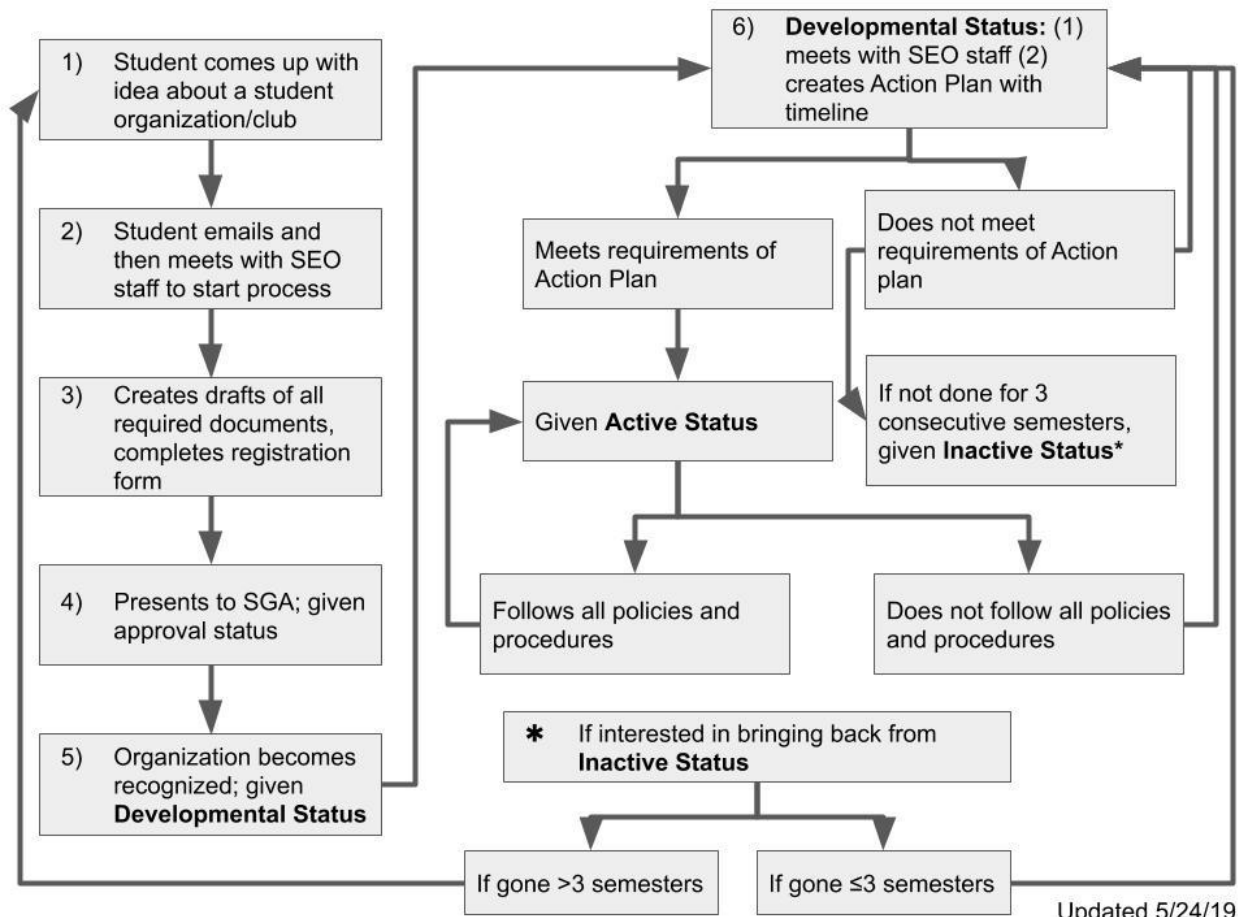
1. Anyone interested in starting the process to create a Registered Student Organization must first email the Student Engagement Office at SEO@holyfamily.edu. A Student Engagement Office staff member will then contact the student to schedule a meeting to review the registration process and all required documents.
2. The organization must submit the [RSO Registration Form](#) and also submit an RSO Proposal Document through email to SEO@holyfamily.edu. A template for the [New RSO Proposal](#) can be found on the SEO Website. The proposal itself must include: (a) Student Organization Name, (b) Organizational Mission Statement, (c) Membership Requirements, (d) Organizational Goals, and (e) Proposed Programs. Petitioning members will also be asked to include the following documents with the proposal:
 - a. **Constitution:** At a minimum, include the mission of the organization, the group's goals, leadership positions and how they are elected, and any other general information including membership requirements and also advisor expectations. The constitution should include the structure and operations of the organization. A club sport should include whether they will compete in the local area with other teams outside of the University or compete with students internally. They should also outline where they plan to practice, any membership dues they will charge to maintain RSO operations, and what additional insurance coverage they will require for club sports athletes. This will not be the finished Constitution — as the organization grows and changes, so does the Constitution. This document is essentially the “rule book” of the organization. If there is an affiliation with an external national organization, that organization's constitution and bylaws must also be filled with the group's request for recognition. Explore the [Student Engagement Office Website](#) for a constitution template.
 - b. **Roster:** Obtain the email addresses and signatures of at least ten students that are interested in being members of the student organization. These students must be extremely dedicated to the RSO and must be

willing to commit their participation at meetings, games, etc. For club sports, more than ten students may be necessary depending on the number of players the team needs to play. For example, for a bowling team, ten signatures are enough because only four bowlers are needed. More than ten signatures will be needed for a lacrosse team as twelve players are on the field at once, and you may need substitute players. Explore the [Student Engagement Office Website](#) for a roster template.

- c. **Budget:** The budget should include expenses for an academic year. The budget should also include estimated totals along with a brief description of all programs. If an organization is charging membership dues, it is important to include the additional income the organization will receive. Explore the [Student Engagement Office Website](#) for a budget template.
3. Once the petitioning students have the proposal completed, they will need to get signatures indicating who the organization's first president will be in addition to the name of another member. We also ask that the advisor sign the document confirming that they are aware of the organization's goals and purpose.
4. After the required documents have been submitted and reviewed by Student Engagement Office staff and University stakeholders, the petitioning students will present the organization to the Student Government Association, who is responsible for voting on new Registered Student Organizations including Club Sports. The Student Government Association will vote on whether or not the potential RSO can become an officially registered organization with the Student Engagement Office. The Student Engagement Office has oversight of this process and reserves the right to make a final decision even if it is in opposition to the student vote. The Student Engagement Office and Student Government Association have example presentations that can be requested and utilized as an example.

Registered Student Organization Status

The following categories will be used to designate student organization status: Active, Developmental, and Inactive. A flow chart for the RSO is provided to show the movement between the statuses. Statuses may be assigned at the discretion of the SEO staff.



Active Status

Active Status is given to existing Registered Student Organizations which meet all requirements outlined by the University and Student Engagement Office.

To attain and/or maintain Active Status, a Registered Student Organization must:

1. Ensure at least one member attends the following events:
 - a. Annual Involvement Fair during the Fall semester
 - b. Orientation Sessions during summer
 - c. Admissions Open House and Admitted Student Reception
 - d. Holy Family University's Day of Service in January
 - e. SEO Leadership Conference in January
2. Have a current Holy Family University faculty or staff member serve in the capacity of advisor. The advisor must complete the "Advisor Agreement Form" and submit through email to SEO@holymfamily.edu to acknowledge the duties and responsibilities expected of them as an advisor.
3. Each organization must have a designated President and a designated Treasurer.

- a. Both the President and the Treasurer must complete their respective training within 30 days of being assigned the training. Students are permitted to request in-person training that will fulfill the requirement.
 - b. The positions must be filled by current, full-time, matriculated students of Holy Family University.
4. Annually submit, by 4:00 pm on the last day of classes in the Spring semester all required documents and forms; explore the [Student Engagement Office website](#) to find templates for all of these documents and forms. The required documents and forms include:
 - a. [Re-Registration Form](#) (Same as RSO Registration Form)
 - b. Constitution
 - c. Roster of the Members, Officers, Advisors, and Coaches (if applicable), including individual email addresses
 - d. Budget Request
 - e. Inventory Audit
 - f. Password Log
 - g. [End of Year Evaluation](#)
5. Meet with SEO Staff at least once a semester to discuss RSO operations.

Developmental Status

Developmental Status is given to newly registered and/or existing Registered Student Organizations to provide additional support while working toward achieving Active Status.

1. When given Developmental Status, the President or their officer designee must meet with the Student Engagement Office to create an Action Plan for achieving Active Status. The Action Plan will outline action steps including but not limited to the following:
 - a. Any sanctions which must be completed to achieve or regain Active Status.
 - b. Deadline to complete the Action Plan; the length of time Developmental Status may be assigned will be decided at the discretion of the Student Engagement Office staff.
2. Developmental Status will be given to Registered Student Organizations:
 - a. Upon becoming recognized through the Student Engagement Office and by the Student Government Association.
 - b. Designated as Active but failed to adhere to the policies and procedures of the Student Engagement Office Policy and Procedure Manual or Holy Family University Student Handbook.
 - c. That do not meet the requirements of their Action Plan or timeline while on Developmental status.

- d. That were placed on an Inactive Status for at least one full semester but no more than three consecutive semesters and has students interested in working toward Active Status.
3. If the Developmental Organization does not complete the Action Plan requirements by the end of their third Developmental Organization Period, the organization will be deemed Inactive and lose recognition.
4. Registered Student Organizations with a Developmental status will have restrictions to the standard Registered Student Organization Privileges.
5. Developmental Status Organizations may choose to be moved to an Inactive Status at any time.
6. Official notification of Developmental Status will be sent, through email, from the Student Engagement Office to all members of the organization.
7. The Student Engagement Office may send an official letter to the external or national office for RSOs that have external affiliation. This letter will notify these offices that the organization is no longer in good standing with Holy Family University and will need to complete an Action Plan to be considered an Active organization with full privileges.

Inactive Status

Inactive Status is given to organizations that continually fail to meet the expectations of the Active and Developmental Statuses.

1. Inactive Status will be given to Registered Student Organizations:
 - a. That did not meet the terms of their Developmental Status Action Plan by the completion of their Developmental Period will be moved to an Inactive Status after three consecutive periods.
 - b. That self-selected that status as an alternative to a Probation Period.
 - c. That fail to work with the Student Engagement Office to develop a Developmental Status Action Plan. If there are no members communicating with the SEO staff, there would be no way to develop or complete an Action Plan.
2. Student organizations with an inactive status will not be recognized and will lose all privileges.
3. If there is interest in reactivating an inactive Registered Student Organization:
 - a. that has been on Inactive Status for more than three semesters, students should follow the process for starting a new organization.
 - b. That has been on Inactive Status for at least one full semester but no more than three semesters, the organization may request to be changed to Developmental Status by emailing the Student Engagement Office at SEO@holyfamily.edu.

4. The Student Engagement Office will send an official letter to the external or national office for RSOs that have external affiliation. This letter will notify these offices that the organization is no longer recognized by Holy Family University.

Conduct Violations Procedures

The Student Engagement Office adheres to the Holy Family University Student Handbook and Code of Conduct when it comes to adjudicating misconduct cases. The procedures for judicials may be found in section IV. Holy Family Student Code of Conduct, pages 71-78.

All reports or complaints of alleged misconduct involving a Student Organization will be reviewed by the Director of Student Contact and Student Advocacy (DSCSA). The University has the authority to determine whether the Student Organization, individual members, or both should receive notification of alleged violations on a case-by-case basis.

Examples of the criteria used by DSCSA in making that determination are:

- One or more of the Registered Student Organization's members and/or leaders committed or supported the acts in the particular incident.
- The behavior or actions taken can be attributed to an organization-sponsored, -associated, or -financed activity.
- The behavior or actions took place at or on property controlled by the organization.
- The Registered Student Organization leadership had prior knowledge that the particular behavior or action would be occurring and made no reasonable effort to intervene.
- One or more of the Registered Student Organization's members and/or leaders were not honest about the particular incident.

It is DSCSA's sole judgement to proceed with formal notifications of allegations. DSCSA will gather relevant information pertaining to a particular report or complaint. If DSCSA concludes that there is enough information to meet the preponderance of the evidence standard, the University Judicial Process will be initiated.

Expectations of Registered Student Organizations

Holy Family University has expectations of all Registered Student Organizations. These expectations are solely relevant to Registered Student Organizations and as such are mentioned in this section of this manual. Organizations that fail to meet these expectations may lose recognition and/or RSO privileges.

All RSOs are expected to:

- Collectively act as a positive representation of the Holy Family University community.
- Abide by the Holy Family University Student Handbook.

- Hold regular general member meetings (a minimum of one per month).
- Notify SGA and Student Engagement Office of changes in RSO leadership.
- Maintain accurate and complete records of all financial transactions, including receipts and deposits.
- Acquire a record of the organization’s budgetary request from the previous year from past leadership.
- Any members of the University community who believe they have witnessed, experienced, or are aware of conduct that constitutes a violation of any of these policies in this document or the student handbook, must report them to the appropriate entity.

Registered Student Organization Privileges

Registered Student Organizations that are recognized by the University receive certain benefits such as reserving rooms on campus for meetings. There are additional benefits, like the ability to host a fundraiser or to participate in campus events, that are reserved for certain organizations based on their status. Change in status may result in additional or loss of privileges.

RSO Privileges	Active Status	Developmental Status	Inactive Status
Receive budget allocations from the Student Engagement Office	X	X	
Access their Registered Student Organization Allocation Account through SEO	X	X	
Creation, maintenance, and access to Fundraising Account	X	X	
Engage in fundraising efforts	X	X	
Receive donations from a professional association affiliation or other external source	X	X	
Use facilities on campus for meetings, events, and activities	X	X	
Access their Registered Student Organization official email account in addition	X	X	

to a personalized Canvas shell.			
Publicize the student organization on campus and to the Holy Family University community	X	X	
Be included on the SEO website or the Student Handbook	X	X	
Be eligible for Holy Family University awards.	X	X	
Be eligible for Holy Family University awards and the SEO PAW Program recognition.	X		

PAW Program

The **Points And reWards Program**, better known as the PAW Program, is a challenge and reward system monitored and maintained by the Student Engagement Office. Registered Student Organizations that are given an Active Status are eligible to complete the challenges of the program to receive the rewards of the program.

The Rules

Organizations have from the first day of classes until April 15th to complete the challenges outlined in the PAW Program. RSOs will receive recognition for their PAW Program achievements annually at the Student Leadership Awards Brunch hosted at the end of the Spring semester. RSOs will be recognized for the number of PAWs attained during the academic year. For example, if an RSO completed all the Level One PAW challenges and some of the Level Two Paw challenges, the organization would be considered a One PAW RSO. Rewards will be distributed after proper documentation has been submitted to the SEO. RSOs must complete all challenges under a PAW level to receive the awards for that PAW level. Supplemental documentation can be submitted using the [PAW Program Submission Form](#).

Additional information on the Challenges and Rewards including explicit criteria can be found in the [PAW Program Criteria](#) document linked to the Student Engagement Office website.

Event Planning Policies

Registration of Events

All events hosted by a Registered Student Organization must be registered through the Student Engagement Office by using the [Program Form](#). Organizations are encouraged to use the [Five Week Programming Guide](#) found on the Student Engagement Website. Note that programs must be registered at least 14 calendar days prior to the event to insure all risk management guidelines and campus policies can be properly followed and implemented. Events registered less than 14 days prior to the date of program may not be approved. Upon submission of the Program Form, SEO Staff will communicate over email to confirm the details of the event.

SEO Staff will either approve or deny the event based on the following criteria:

- No two fundraisers or large scale events on campus on the same date at the same time. Please note that approval of location, dates, and time will be granted on a first come, first serve basis with priority given to organizations that properly submit all paperwork. To find what events have already been planned, check out the [Registered Student Organizations Calendar](#).
- Events may not be registered during a Blackout Date. These are dates or events that cannot be programmed over as the events support the mission of the University. The yearly Blackout Dates are as follows:
 - Sundays from 7:00 PM until 8:30 PM
 - Opening Mass
 - Closing Mass
 - Involvement Fair
 - Charter Day celebration
 - Finals Weeks
 - Christmas Rose Friday
 - Graduation Mass
 - Ash Wednesday
 - Open Houses
- Order in which registration happens. SEO Staff will review and approve event requests in the order in which they are submitted.
- The risk involved in an event, and during the foreseeable future whether the event aligns with the [Events During COVID-19](#) Risk scale.
- Whether the event aligns with the RSO's mission.

- If the programming goals and outcomes align with the [Student Engagement Office Curriculum Vision](#)

If the SEO has to deny an event request, the SEO staff will work with the students to find an alternative way to execute the event that does not infringe on a previously scheduled event or Federal, State, local laws or University-recognized policies. Once events have been approved through email, students and RSOs are encouraged to move forward with reserving space on campus and completing other registration forms.

RSO Program Definitions

The following section overviews specific guidelines for three types of RSO Programs: Meetings, Events, and Practices. All RSO Programs must be registered with the Student Engagement Office by using the [Program Form](#).

- **MEETINGS:** Meetings are defined as recurring/repeating *membership only* gatherings where the business of the organization is conducted.
- **EVENTS:** Events are defined as programs that are essential to the organization in order to fulfill the mission (ex: fundraisers, socials, awareness events, donation drives, etc.).
- **PRACTICES:** Practices are defined as in-person recurring/repeating *membership only* gatherings where the business of the organization that CANNOT take place virtually is conducted (ex: practice, rehearsal, etc.)

Events During COVID-19

All functions and programs, sponsored by the various RSO, Activities, Intramural and Club Sports, will be reviewed using a low-medium-high risk scale; noting that the lowest risk would be virtual-only activities, events, and gatherings.

The rating would include:

- **Low Risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth-face coverings and do not share objects.
- **Medium Risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- **High Risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area. It will be the University administrator's responsibility to work with the organization to provide options to lower the risk level.

Any event held in-person will be required to submit an attendance sheet to the Student Engagement Office within 48 hours of the completion of the event. This is to ensure the

University, should someone be diagnosed with COVID-19, can appropriately trace infections.

Room Reservation and Set-Up

Once an event has been registered with the SEO office and approval has been granted, event planners are directed to reserve a space on campus. Faculty, Staff, and Registered Student Organizations must complete the [Internal Event Request Form](#) to reserve space. Please complete this form to submit a request to reserve a room **at least two weeks in advance of the event or meeting**. The request will be reviewed within five business days, and the submitter will receive a response confirming or denying the request. For more information, please contact Cheryl Glover at 267-341-4000 or email eventservices@holysfamily.edu. It is recommended to check the [Campus Calendar](#) prior to completing the Room Reservation form. NEW for the 2020 - 2021 Academic Year, Registered Student Organizations have requested a private [Google Calendar where RSOs can post ALL of the events they are hosting](#) in hopes that there is less overlap between organizations.

Once an event has been approved and a room is officially reserved, the submitter will receive a confirmation email that contains the Room Set-Up form. The Room Set-Up Form is how one may request a specific chair/table set-up, IT, and/or Catering Services.

Requesting IT

IT's services may be requested by completing the Room Set-Up Form sent out through the room reservation confirmation email.

One may request the following:

- No Technology is Needed
- Podium with Microphone
- Stand and Microphone
- Handheld Microphone
- Lapel Microphone
- Portable PA System
- Table Top Microphone(s)
- LCD Projector
- Internet Access
- Laptop
- CD Player
- Overhead Projector
- Other

To speak with a member of the IT Help Desk call 267-341-3402 (or simply dial 3402 from on-campus phones). For help via our online ticket support system, submit your

question (including as many details as possible) by completing a [Help Desk ticket](#). A technician will respond to you within one business day.

Requesting Catering

For Holy Family faculty, staff, and student organizations, if food or beverages are to be served at **any** event or meeting on the Northeast Philadelphia campus, Holy Family Dining Services must be contacted as HFU Dining Services are the contractual dining service provider on campus. Holy Family Dining Services will discuss how best to meet the requested needs. **No outside food service provider may be used for any event or meeting on the NEP campus, regardless of the number of guests, without the prior approval of Holy Family Dining Services.** Groups holding an event on the Newtown Campus may use an outside caterer with prior approval of the Special Events Office.

Please note that no food or drink is allowed at any time in the Auditorium in the Sister Francesca Onley, CSFN Education and Technology Center.

To arrange for catering or to receive a release from HFU Dining Services, please work with the Student Engagement Office to coordinate food needs. Requests must be made at least two weeks in advance. It is understood that sometimes there may be last minute meetings or events, and as such, HFU Dining Services will try to accommodate requests. Organizations that would like to use allocated funds or fundraised monies must work with SEO staff to coordinate payment for the catering.

Marketing Events - Posting and Advertising Policy

The Student Engagement Office adheres to the Holy Family University Posting and Advertising Policy. This section contains the content from the Posting and Advertising Policy, as found in the Holy Family University Student Handbook.

Review & Approval Process

All Registered Student Organizations, all student-initiated events, including academic course projects, the Student Engagement Office, and the Office of Residence Life, are required to have proposed postings and flyers approved through the Student Engagement Office located on the second floor of the Campus Center in room 212. All other University administrative offices and units and all faculty and staff are required to have proposed postings and flyers approved through Marketing & Communications located on the second floor of Holy Family Hall in room 208. All postings and communications from University Athletics will be approved by the Sports Information Director located on the ground floor of the Campus Center in room G-16.

All questions and electronic communication can be directed to the approving offices, as follows:

- Student Engagement, seo@holyfamily.edu
- Marketing & Communications, jsoda@holyfamily.edu
- University Athletics, gpellegrino@holyfamily.edu

Any off-campus poster/flyer/advertisement, regardless of the initiating organization or administrative unit, must be designed and approved through Marketing & Communications to assure proper branding guidelines. Should you require development of poster/flyer/advertisement, the Publications/Graphics Quote Request Form must be completed and requires six (6) weeks for development. Information can be found at <https://www.holyfamily.edu/quote-request-form>.

Content Requirements

All forms of advertisements must contain the following information:

1. Name of event
2. Date, time, and location of the event
3. Name of RSO or group hosting the event
4. Purpose of the event including a description of what the audience can expect
5. Include a Holy Family University email account for contact purposes. Suggested wording is, "Questions? Need Accommodations? Email YourEmailAddressHere@holyfamily.edu."
6. Leave a small half-inch space at the bottom right corner of the flyer for the tiger paw approval graphic, which will be added to each advertisement.
7. If advertising a service project or fundraiser, share some information about the service site, organization, or how items/funds will be used so the audience can be adequately informed about their involvement.

Advertising Policy – Student Engagement

Steps to Gain Approval for Your Advertisement

1. All advertisements must be emailed to Student Engagement at least four weeks in advance of the event.
2. Student-initiated advertisements may not be sent to Duplicating by the requester. Student Engagement will circulate to Duplicating on the requester's behalf. If you need physical flyers printed, please detail the following information in the initial email:
 - a. file attachment
 - b. date and time needed
 - c. number of copies
 - d. sides printed (1 sided or 2 sided)
 - e. black and white or color printing
 - f. whether stapling is required
 - g. and any additional information pertinent to your request (i.e. where you plan to hang physical advertisements to support the number of flyers)

requested). These requirements are outlined by the Duplicating Office at <https://www.holyfamily.edu/about-holy-family-u/our-campuses-in-philadelphia/printing-and-duplicating>.

3. All posters must be a minimum of 8.5 x 11 inches and be of thick stock paper (not copy paper).
4. Once flyers are printed, Student Engagement will place an approval stamp on each flyer. Physical flyers are not permitted to be hung or distributed on campus without the signature approval stamp. All stamped flyers will be available for pick up in the “approved flyer” bin in the Registered Student Organization (RSO) office located on the second floor of the Campus Center. The Student Engagement Office will notify the requester once the flyers are ready for pick up.

Advertising Policy – Marketing & Communications

Steps to Gain Approval for Your Advertisement

1. All advertisements must be emailed to Marketing & Communications at least four weeks in advance of the event.
2. Advertisements will be confirmed in writing as approved for print and distribution. Should an advertisement be required to be redesigned or branded by the University, communication will be provided to the administrator.
3. Once an advertisement has been approved, the requester should circulate to Duplicating for requested printing.
4. All flyers must be a minimum of 8.5 x 11 inches and be printed on heavier weight paper (not copy paper).

Bulletin Boards

Bulletin boards are located in the corridors of the Campus Center, Education Technology Center, Holy Family Hall, Library, Nurse Education Building, and Residence Halls. All bulletin boards in the Gardens Residence, and Stevenson Lane Residences are for Residence Life purposes only (unless given specific permission from the Residence Coordinator), and no other postings are permitted.

Where possible, it is requested that information bulletin boards be utilized in any building rather than posting on walls. All students and University personnel are responsible for reading the information contained in the notices and bulletins posted.

Posting Regulations

After you have received formal advertising approval, the following posting rules and regulations apply:

1. Advertisements should be distributed to the community at least three weeks prior to your event and must be removed within 48 hours of the event completion date.

2. To advertise in the Library, please give your flyer to the circulation desk. They will post the flyer on your behalf.
3. To advertise in the Residence Halls, please gain permission from the Office of Residence Life. In order to adequately advertise in the Residence Halls, 14 flyers are recommended. For student-initiated advertisements, Student Engagement will facilitate gaining Residence Life permission on the requester's behalf.
4. Authorized postings must include the date of the event, unless not applicable.
5. Authorized postings hung on University walls require the use of appropriate painter's tape. Approved posting tape is available for pick up in the Student Engagement Office and Marketing & Communications Office.
6. Advertisements may not be posted in Marian Hall or on any doors, windows, bathrooms, or elevators.
7. Any posting found to be hung inappropriately, without the use of the proper tape, in a non-approved location or on a non-approved surface, may be removed by a University administrator without prior notice.

Digital Advertising

If you would like your advertisement placed on TV monitors for display, registration must be submitted at least two weeks prior to the time you would like to start advertising. Please use this form to request campus TV slide updates from the Marketing & Communications Department: www.holyfamily.edu/slide-request-form. Slides are updated every Monday. If you'd prefer to design the slide yourself, the dimensions are 1024x768 pixels (300 DPI) and must be supplied in its original format. Marketing & Communications retains the right to alter and post slides in accordance with department policy.

If you want to be featured in the Student Engagement Office's weekly newsletter, the Tues News, or have pictures of your event you would like posted, please email Student Engagement by Friday. Please send original pictures as a separate file with an accompanying text. Whole flyers cannot be posted. Failure to follow the aforementioned posting and advertising policies may result in reduced or restricted advertising privileges for you, your organization, or your office.

Mass Emails

All Registered Student Organizations or student-initiated programs interested in sending out a mass email must first submit a draft of their email to the Student Engagement Office staff at SEO@holyfamily.edu. The staff members will review the email to check for all the items mentioned in the [Content Requirements Section](#). The SEO staff may suggest or require edits to the draft email. Once both parties approve the email, it may be sent out to the student body.

Emails sent to listservs are required to be sent as follows:

- **Send the email to the RSO email address.** This will insure all replies are automatically sent back to your organization. If the RSO does not have an official

email account, email SEO@holyfamily.edu to initiate the creation of an account. The RSO office is able to send out emails to the student listserv and will be happy to send out approved emails when requested.

- **Carbon Copy (CC)** anyone you want to make sure gets the email and that may be interested in any replies. For example, you may CC the organization president or the group leader. The Student Engagement office expects that advisors are CC'd to all emails sent out by the organization.
- **Blind Carbon Copy (BCC)** any list serves. This means if one person hits "Reply All", the only recipient of the email would be the email address listed in the To line and the people who have been CC'd,

Table Tents

To advertise using the table tents in the Tiger Cafe, one must follow the guidelines of the Posting and Advertising Policy. To have your flyers displayed in the table tents, while submitting your flyers for approval, notify SEO staff of your desire to have your flyers displayed in the table tents. The SEO staff will work to get the flyers placed in the table tents when the table tents are available for use.

Chalking

Another advertisement method available for students is chalking. All designs and plans must first be shared with the SEO through email for official approval. Chalking is allowed on flat, horizontal surfaces (pedestrian sidewalks/walkways) and must be fully exposed so that rain can wash it away. Chalking must adhere to published University policies, including anti-discrimination policies and procedures. Only washable chalk can be used on campus. All paints, markers, and other writing instruments are not permitted to chalk on campus. Chalk may be approved for glass windows on a case-by-case basis; contact SEO@holyfamily.edu if you are interested in using window chalk. All chalk supplies will be provided to the RSO upon design approval from SEO.

Because of the labor and maintenance associated with chalk clean-up, chalking is not permitted in certain areas around campus, including:

- On pavers (bricks), such as the Labyrinth.
- Chalking is not permitted on any building, including the gazebo, or on any outside decorations like picnic tables or chairs.

Consistent with the University posting policy, advertising around campus may not refer or promote alcohol, drug, or tobacco products. Any material of an explicit sexual nature is prohibited, as is vulgar language and demeaning or degrading material to a person or group of persons. Students should also be considerate and not chalk over another organization's announcement. The University will clean-up chalked areas around campus once the event has occurred. The University also holds the authority to clean-up any chalking not consistent with this policy. Any group that writes a chalk message that requires more than a power washing to remove will be charged for removal.

Student Engagement @ HFU

New for the 2020 - 2021 Academic Year, the [Student Engagement Office is administering a Wordpress site](#) where all Registered Student Organizations can make posts about events to advertise engagement opportunities to the entire Holy Family University community. All RSO role accounts will be given writer access to make posts on the website. The Student Engagement Office reserves the right to remove any posts that violate University policies.

Student Engagement Newsletter - TUES NEWS

Registered Student Organizations, student groups, faculty, and staff may request to have information or an advertisement included in the weekly SEO Newsletter titled TUES NEWS. The TUES NEWS is emailed to the entire Holy Family University community weekly on Tuesdays. The SEO staff request all content be sent to the SEO@holyfamily.edu account the Friday prior to the recommended posting. Include similar information to that listed in the [Content Requirements](#) section and also note: (a) how frequently to mention the event, and (b) when to remove the advertisement if it is an ongoing event. We are unable to attach entire flyers to the TUES NEWS document, but may include them as an attachment to the email.

Liability, Contracts, and Vendors

Certificate of Insurance (COI)

A certificate of insurance is a document used to provide information on specific insurance coverage. The certificate provides verification of the insurance and usually contains information on types and limits of coverage, insurance company, policy number, named insured, and the policies' effective periods. Although the certificate should not be substituted for information contained in the actual insurance policies, it is usually a reliable source of information or proof of insurance coverage. Certificates are usually requested by opposite parties in an agreement, contract, or transaction to make certain the other party has the appropriate insurance coverage.

Holy Family University requires that a Vendor's COI list Holy Family University as a "Certificate Holder." This means that the insurance would not only protect the Vendor, but it would also provide coverage to the University.

Contracts

Anytime an organization or group of students is purchasing a service of another, i.e. bringing in a DJ or renting lanes at the bowling alley, Holy Family University must have the service provider sign a contract that explicitly outlines what payment will be, what services will be provided, and the event date/time/location details. If one believes they will be needing a contract created or signed, email SEO@holyfamily.edu to begin the

contract process. It can take many weeks to get all required documentation submitted and approved by the University, so plan ahead.

Vendors

When working with an outside vendor, please review the list of [Preferred Vendors](#). This list consists of organizations and businesses Holy Family already has done work with and only mentions vendors that meet the University's Certificate of Insurance requirements.

Finances

Registered Student Organizations are responsible for the management, recording, reporting, and logging of all financial transactions. Holy Family University and the Student Engagement Office will provide support and training toward building club and organization financial literacy. This section focuses on budget allocations, deposits, fundraisers, and sponsors.

Budget Allocations

Any Active or Developmental Registered Student Organization interested in being allocated funding will be expected to submit a budget request as part of the annual registration processes. Budget requests for the following year must be submitted by the last Friday of classes of the prior academic year. To be eligible to receive a budget allocation, the requesting body must be an Active or Developmental Status RSO by the budget request deadline.

1. **Submission of Budget Request:** All budget requests are due through **email to SEO@holyfamily.edu on the last Friday of classes** during the previous academic year. If an RSO needs an extension, they will need to request one before the deadline by contacting the Student Engagement Office. Registered Student Organizations (RSOs) are encouraged to review their plan for the next academic year and compile a budget based on the programs, initiatives, and goals students will like to achieve.
2. **Budget Request Review:** The Student Engagement Office Staff, in coordination with the Student Government Association, will review all budget packets and determine what events and or activities are appropriate to support. The following principles are used to guide decisions on how best to allocate those funds.
 - a. **Impact the greatest number of students.** The greatest concern of the SEO is to be a good steward of the funds it has to distribute. Proposed

programs and services which clearly demonstrate a significant impact on the greatest number of students will receive the strongest consideration.

- b. **Support community development over personal development.** While any program or service has the potential to assist students in their personal development, the SEO chooses to support those programs where the primary outcome is either the development of the larger Holy Family University Community or RSO enrichment first.
 - c. **Demonstrate sound planning and fiscal responsibility.** When allocating funds to RSOs, the SEO seeks to encourage those which demonstrate forethought in budgeting as well as sound practices when spending funds.
 - d. **Balancing requested funds and overall approved University Budget.** The amount of money the SEO is able to contribute is heavily influenced by the budget given from senior administration. This is important to understand as RSOs are developing their budgets - over budgeting can ultimately hurt all organizations. An RSO can have a huge impact on the community and its members as long as its actions and events are meaningful, thought out, and executed properly.
3. **Budgets are allocated to Organizations:** During the third week of the Fall semester, RSOs will be given their academic year allocated budget from SEO.
4. Funds are to be used only for the purpose outlined in the RSO Budget Request.
5. **Budget Cap (3% rule): In February 2021, the Student Government Association voted to suspend the Budget Cap 3% rule for the 2021 - 2022 academic year.** For other academic years, no RSO may request more than 103% of their previous year's budget. For example, if a RSO was granted \$1,000 for the current school year, then it may not request a budget any greater than \$1,030 for next school year's budget. the RSO may request an amount less than or equal to 103% of current allocation.
6. Any RSO that is looking to start a new initiative and needs to request above the Budget Cap 3% can request money through a [Student Initiated Program \(SIP\) grant](#). SGA will review SIP grant proposals and approve on a first-come first-serve basis. If approved, the approved amount will be considered in the following year's budget if the organization is continuing the same or similar initiative. The application for the SIP Grant can be found on the HFU Student Engagement page under the Forms & Policies tab.
7. **Under no circumstances can funds be used for other purposes without prior approval from Student Engagement.**

What can be allocated for

Organizations must be aware of the money they receive and how their purchases reflect on the University.

As such, the following items may be requested:

1. Programs and/or projects that are educational in nature and benefit the student body of the University.
2. Social events and activities open to the entire University community.
3. Travel expenses necessary for intercollegiate events, learning conferences and RSO trips.
4. Equipment and clothing only when an organization can demonstrate a programmatic need for such items. (These items must remain with the organization and not become the property of individuals.)
5. Attendance at national / regional / local conferences.
6. Fundraising events or supplies under \$250.00.
7. Gift Cards as prizes for raffles as long as RSO has gift card recipients complete a [Prize Log](#). A copy of this form can be found on the Student Engagement website.
8. Up to \$100.00 per hotel room per night for student/advisor lodging at athletic events and/or conferences.

What cannot be allocated for

There are also items that, if requested by RSOs, will not be allocated. Those items are those that follow. Note this list is not all-inclusive. The SEO staff reserves the right to deny funding.

1. Any items prohibited by Federal, State, or local law, Student Government Association, or the University policies.
2. Alcoholic beverages or products with alcohol content and any related items or services such as bartending, for both on-and off-campus events.
3. Personal gifts and personal used items (purchases must be for the official use by the organization).
4. Payment of services rendered to a member of the organization.
5. Direct contributions/donations to community philanthropies, benefits, and charities.
6. National Association memberships on an individual basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
7. Fundraising events or supplies over \$250.00.
8. Programs resulting in personal financial gain for individual members.
9. Food for organization meetings. Food can be allowed for events in which the campus community is invited.
10. Any event, activities, and programs that conflict with the University's Core Values and Mission.

11. Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff for political office.

Making Purchases - Using Supply Request

Organizations wishing to use the funds allocated to them or currently in their fundraising account must express the desire by completing a [Supply Request Form](#). The Treasurer and Advisor will have to sign off on all purchases in order for the Student Engagement Office to process the transactions. This means that RSOs will have to complete a [RSO Financial Obligation Form](#) and upload it on the Supply Request Form, email to SEO@holyfamily.edu, or drop off a physical copy to the Student Engagement Office in Campus Center Room 212. Purchases will not be made until a complete RSO Financial obligation Form has been submitted.

Sponsorship

If an RSO is interested in seeking a sponsor or has been approached by a potential sponsor, they are required to notify Student Engagement Office staff. The SEO staff and RSO students will research together the potential sponsor before entering into any final agreement, accepting funding, or doing anything in any way with advertising the sponsor's location, telephone number, internet address, logo, established slogan, brand or trade name.

The University has the right to and will refuse sponsorship from unacceptable sources or with an unacceptable message. For example, a sponsorship is unacceptable that (1) is in conflict with University policies; (2) adversely affects the University's reputation; (3) appears to create an endorsement by the University of a particular company, product, political candidate or position regarding public policies; (4) is considered to contain obscene, indecent or profane material; (5) ridicules, exploits or demeans persons on the basis of their age, color, creed, disability, national origin, race, religion, sex or sexual orientation; or (6) promotes tobacco, alcohol, or gambling.

Charitable Contributions

The Office of University Advancement (UA) is responsible for processing and acknowledging **all charitable contributions** made to the University. UA also ensures that all contributions comply with IRS regulations and is solely responsible for issuing tax-receipt letters on behalf of the University. UA is located in Marian Hall, and can be reached at 267-341-5005.

Any charitable contribution to a RSO that is processed by the UA will be recorded so that the RSO will have access to the funds to use them as intended by the donor. If the contribution is not charitable, then it does not need to be processed by the UA.

In general, charitable contributions are those where the donor receives no tangible or financial benefit as a result of making the contribution. Contributions are not considered charitable if the donor receives a tangible or financial benefit or if the contribution benefits a specific individual. In addition, the value of a donor's time or services is not considered a charitable contribution.

If you are asked to provide a tax-receipt letter, you must contact UA, which is the only office authorized to issue these letters on behalf of the University.

Examples:

- Accepting donations that are not directly related to the mission of Holy Family (e.g., raising funds for another charitable organization) is **not charitable** for the University.
- Purchasing 50/50 drawing or raffle tickets is **not charitable**.
- Purchasing merchandise, goods, or services is **not charitable**.
- Making a contribution that gives the donor an opportunity to promote their business in a way that entices people to use their business' products or services is **not charitable**.
- Making a contribution that gives the donor an opportunity to promote their business in a way that only uses their business' name or logo is **charitable**.
- Making a contribution that benefits a specific individual is **not charitable**.
- Making a contribution that benefits all the members of the RSO is **charitable**.

When in doubt, it is best to ask. Please consult with SEO or UA if you are unsure about how to handle a contribution.

Deposits

To make the deposit, a student organization member must complete a [Deposit Slip](#). If your organization needs to know their account number, please contact the Student Engagement Office at SEO@holyfamily.edu or their Student Government Association representative at SGA@holyfamily.edu. RSO members are to only leave money with a member of the Office of Student Accounts staff and are not to leave it unattended in an office or in a mailbox. It is an expectation that collected funds are deposited with the Office of Student Accounts within 24 hours of acquiring; events hosted over the weekend should have funds deposited within 72 hours of the event.

If an organization wishes to use funds raised to make a purchase rather than to deposit into their fundraising account, the organization must get a receipt from the purchase for their records in addition to submitting a copy to the Student Engagement Office for record keeping.

Reimbursement

The Student Engagement Office acknowledges that situations may arise where an organization may need to make a last minute purchase or one due to an emergency without following appropriate purchasing procedures as outlined in the [Making Purchases - Using Supply Requests](#) section of this manual. In these situations, a member of a Registered Student Organization may be approved to make a purchase on behalf of the organization and submit their receipt to the Student Engagement Office for reimbursement. Please note that the member must receive permission from Student Engagement Office staff prior to making a purchase for which they will ask for reimbursement and are still expected to complete a [RSO Financial Obligation Form](#). If an organization wishes to reimburse a member for their purchases using cash from a fundraiser, the organization is responsible for keeping record of the reimbursement and submitting a receipt to the Student Engagement Office.

Checking Balances

Registered Student Organizations are encouraged to track their own expenditures throughout the year, but RSO leadership have the opportunity to request balance totals from the Student Engagement Office Staff.

Allocated Funds Account

Spending of an allocated budget is done by completing a [Supply Request Form](#). Since all funding for an allocated budget is handled by the SEO staff, email SEO@holyfamily.edu to check the balance of allocated funds. RSOs will receive notification from SEO staff by the end of September on their Allocated Account amount for that academic year.

Fundraising Account

Monies deposited on behalf of an RSO will be put into a Fundraising Account through the Office of Student Accounts. The Student Engagement Staff has electronic access to the totals in these accounts and are able to share the balance with any approved member of the organization. If an RSO would like to know the total amount of money in their fundraising account, they must contact the SEO staff at SEO@holyfamily.edu.

Restricted Funding Account through University Advancement

Some RSOs have accounts in place through University Advancement. This means that when a donor donates money to the University, they can specifically request the donation be given to a specific organization. To check this account, students should contact the SEO staff.

Club Sports Policies

Club Sports Waivers

To participate in a Club Sport at Holy Family University, all members must annually sign the Club Sports waiver. This waiver acknowledges the possible risks that may come from physical activity. Athletes will not be cleared to participate in Club practices or games until a waiver has been signed. [An electronic copy of the waiver](#) may be found on the Student Engagement Website. SEO Staff will update the waiver at the beginning of each academic year and share the new waiver with the organization's President. The waivers must be returned to the SEO so they may be properly filed. Depending on the schedule, there may be additional waivers to account for travel to and from athletic competitions. Explore the [Travel](#) policy to learn more.

Coaches

The Student Engagement Office requires all volunteer coaches complete all documents in accordance with Athletics' policy on Volunteer Coaches.

This mean that a coach must:

1. Be vetted through the Motor Vehicle Records process. More about this can be found in the [Van Reservation](#) section.
2. Sign all their clearances including but not limited to FBI, background check, etc.
3. Sign the [Volunteer Statement of Understanding and Intent](#) form and the [Athletics Department Volunteer-Waiver](#). An electronic copy of these forms can be found by emailing SEO@holyfamily.edu.
4. Complete Title IX training.
5. Coaches are responsible for First Aid, CPR training, every two years.
6. Be a [Site Supervisor](#) at all practices and games.

Some of these forms will be completed at the beginning of a coach's tenure. Student Engagement Office staff will ensure appropriate documentation is completed and shared with HFU Human Resources.

Field Reservation

Field reservations must follow the same process as outlined in the [Liability, Contracts, and Vendors](#) section of this manual. Club Sports may initiate conversations about renting a field, but students must work with the SEO staff to coordinate getting a contract signed and proper documentation on file. Many fields will have their own

contract requirements, such as proof of insurance, and students are encouraged to start conversations about fields far in advance to ensure all documentation is properly filled.

Health and Insurance Reporting

Reporting Injury

New for the 2020 - 2021 Academic Year, the Student Engagement Office will accept injury reports using an online form. The [Injury and Incident Reporting Form](#) will be linked to the Student Engagement Website.

In the event a team member is injured during competition, either practice or game, the following individuals must be notified as soon as possible by the head coach or one of the team's officers; if the situation requires an ambulance, then the first call should be to 911:

- Associate Director of Student Engagement
- Assigned Athletic Trainer, if applicable
- Public Safety (if during a home contest or practice): 267-341-3333

Some injuries, such as a concussion or concussion-like symptoms, require additional procedures to be followed.

Concussion Protocol

Holy Family University takes head injuries and concussions very seriously. The risk of catastrophic injuries or death is significant when a head injury or concussion is not properly evaluated and managed

Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or activity and can result from a fall or from players colliding with each other, the ground, or obstacles. Concussions occur with or without loss of consciousness, but the vast majority occurs without loss of consciousness. **Continuing to play with a concussion or symptoms of head injury leaves the individual vulnerable to greater injury and even death.**

When a concussion occurs: if a member is suspected to have sustained a head injury or concussion during competitive, play, practice or conditioning, the member must immediately be removed from all activity. DO not try to judge the severity of the injury yourself. Immediately refer the member to the appropriate athletic or medical staff, such as a certified trainer or licensed healthcare professional trained in the evaluation and management of concussions. Emergency procedures should be followed and an incident report must be completed and submitted to the Office of Student Activities.

Returning to play: If a member is suspected to have a head injury or concussion, the member is not allowed to return to competition, play, practice, or conditioning until they are evaluated by a licensed doctor trained in concussion evaluation and management, and receives written medical clearance to return to participation. A copy of the medical clearance must be submitted to the Student Engagement Office. A return to play progression should occur exactly as ordered by a licensed doctor and in an individualized, stepwise fashion with gradual increments in physical exertion and risk of contact. There is a zero tolerance for not following this process.

Common Symptoms the athlete will experience after a concussion include the following: confusion or feeling dazed, clumsiness, slurred speech, nausea or vomiting, headache or “pressure” in head, balance problems or dizziness, blurred vision, sensitivity to light, sensitivity to noise, sluggishness, ringing ears, behavior or personality changes, concentration difficulties, or memory loss.

Sports Medicine

Holy Family University has a service contract with Go4Ellis to provide fully-certified Athletic Trainers. The Student Engagement Office staff will work closely with the president, coach, and advisor of Club Sports to reserve game coverage. Please note that all “home” competitions hosted by a Holy Family University Club Sport team must have a certified Athletic Trainer present.

Also note that a Registered Nurse (RN) or Certified Registered Nurse Practitioner (CRNP) is available to students during the academic year, Monday through Friday. Students can schedule an appointment to see the healthcare personnel for common medical conditions, minor injuries, tuberculosis testing, and physicals. Students with chronic conditions or more complex problems will be referred to the appropriate health care provider for care. Health Services is located in the Stevenson Lane Residence Hall on the Ground Floor of the Northeast Campus.

Required Health Forms

All participants must have these forms on file in the Student Engagement Office:

- Proof of Insurance; Photocopy of insurance card
- Signed copy of the “Informed Consent, Waiver of Liability and Hold Harmless, Assumption of Risk, Acknowledgement of Responsibility to Notify & Insurance Certification” Waiver
- Physicians physical and completed Health Packet

These forms must be completed in their entirety and signed properly before any club sport athlete will be allowed to practice and/or compete. The waiver and physicians physical form can be found in [Appendix F](#) of this manual. Hard copies will be provided to Club Sports captains/presidents at the beginning of each academic year for members to sign. New members are unable to practice until all paperwork is properly filled.

Logo and Branding

Recognized Student Organizations that are classified as a Club Sport may request the use of the Athletics logo and branding materials. Coordinate with the SEO staff through email (SEO@holyfamily.edu) if interested in utilizing the branding materials.

Referees

Referees should be assigned to club sport events through club sport leagues. Club sports are tasked with working with a member of the SEO staff to organize payment of referees and other league dues.

Sportsmanship Policy

Your public exposure in the competitive arena places you among the most visible groups in the Holy Family community, which requires exemplary behavior. As a Holy Family club sport athlete, you are completely responsible for your behavior. You are expected to obey the rules and regulations of Holy Family University and your league. If you violate any rules or regulations, you should be prepared for the consequences that will result. Your behavior has a definite impact on the reputation of Holy Family University and on the attitude that the Holy Family community has toward you and your fellow student-athletes.

Your conduct will be closely scrutinized as a student and as a club athlete. You will be looked upon as a role model, and it is important that your personal conduct be above reproach at all times.

You are expected to conduct yourself with integrity, sportsmanship, honesty, pride, and humility. Do not behave in such a way or place yourself in environments which will be embarrassing or detrimental to you, your teammates, your coaches, or the University.

Site Supervisors

Club sports are required to have at least two Site Supervisors on file with the Student Engagement Office. At least one Site Supervisor must be present at every official Club Sport event whether it be practice, a game, tournament, etc. Explore the [Site Supervisor Expectations](#) section to learn more about the duties, registration, and training associated with the Site Supervisor position.

Additional Policies

Advisors

All Registered Student Organizations, including Club Sports, are required to have a current Holy Family University faculty or staff member serve in the capacity of advisor. The advisor must complete the “advisor Agreement Form” and submit it through email to the Director of Student Advocacy and Student Conduct to acknowledge duties of being an advisor.

RSOs are free to choose their advisor, but it must be a mutual consent between the organization and the advisor. The advisor serves as an important resource for the organization, providing the basis for long-term stability, as well as growth and development. As the students change from year to year, the attention and guidance of an Advisor can have a marked impact on the group with which they work. An advisor can be any Full Time Faculty or Staff member of the Holy Family University community; part-time faculty may be an advisor with written permission from the Dean of their school.

The primary goal of the RSO advisor is to provide an educational experience for the students in the Organization which they are advising. Students in organizations should feel that being a member of their organization is a worthwhile experience that enhances their personal, social, and academic development. Advisors often want to know exactly what role they should take within the student organization. This unique role varies according to advisor and situation.

The duties of the advisor, as detailed below, may be interpreted differently depending on the nature of the organization; specific areas of knowledge and expertise will vary among Advisors. Each advisor’s personal style will affect the degree of direct involvement they have with the group and the extent to which responsibility for certain organizational functions are shared among the Advisor and Officers.

Responsibilities of an advisor include the following:

- Ensure the organization is following University guidelines and policies as stipulated in the University handbook and this manual.
- To be aware of all plans for programs and activities and to provide assistance when needed in the coordination of these events.
- To approve and sign off on all budget forms for the organization.
- Be familiar with the University’s operating structure and assist student leaders in navigating the structure.
- Be informed of the organization’s purpose – keep the goals and objectives of the group in mind;

- Discuss and clarify the Advisor's role and set clear expectations: What does the Advisor expect from the students in the organization? What can the student members expect from their Advisor?
- Meet with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Be available as a resource for students: Let students know the best way to contact the Advisor.
- Check in with the leadership of the organization on a regular basis.
- Encourage feedback: Help students assess the events they plan and the meetings they run.
- Assist student leaders with discussions involving expectations of the group and what is the advisor's role.
- Review the group's functions and encourage all members of the group to fully participate, assume responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement.
- Help the students understand the impact and implication of activities in which the group wishes to engage.
- Assist in resolving conflicts between group members and/or officers.

Alcohol

Registered Student Organizations may not have alcohol at any sponsored event, on or off campus, unless given special permission by the University as in accordance with the Student Handbook.

Animals at Programs

RSOs may host programs with animals on a case-by-case basis. Any program with an animal present must have all participants complete a waiver. The RSO will be tasked with cleaning up all animal waste immediately and with proper disposal practices. Depending on the scope of the program with animals, organizations will be required to complete a contract to get the terms in writing in addition to a company's proof of insurance.

Anti-Hazing

Holy Family University maintains a zero-tolerance policy for Hazing. Any student, other person associated with an Organization, or an Organization responsible for Hazing under the Holy Family University Anti-Hazing Policy, whether occurring on or off campus, may face sanctions from the University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law. A complete copy of the Anti-Hazing Policy can be obtained in the [Student Handbook](#).

Holy Family University requires all members of the University community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing or Organizational Hazing in violation of the Policy to report the violation to the Student Engagement Office, the Director of Athletics, the Title IX Coordinator, or the Dean of Students. To report to the Associate Director of Student Engagement, contact Ruth Ann Roberts by email, rroberts@hollyfamily.edu, over the phone at 267-341-3495, or by stopping by room 212 in the Campus Center.

Enforcement and adjudication of this Policy shall follow the University Judicial Process and Procedures, as outlined in the Student Handbook. All allegations of Hazing or Organizational Hazing will be investigated by the University. Any person(s) found responsible for violation of this Policy will also be found in violation of the Holy Family University Student Code of Conduct.

Collection Drives

University departments and-Registered Student Organizations are permitted to sponsor collection drives on an occasional basis, upon review and approval by the Student Engagement Office. To get a collection drive approved, first register the program by completing the [Program Form](#) and the SEO staff will email back in three business days to move forward with the planning process.

The Holy Family University department or registered student group sponsor must ensure that the specific terms and limitations of the collection drive be outlined in a written agreement with the beneficiary. The department or student group sponsor must forward a copy of this signed agreement to the Student Engagement Office for their records.

Process and Procedures

- An individual collection drive may not last more than two (2) weeks (i.e., food and collection boxes and bins may not remain at collection locations for more than two weeks).
- Research and select a reputable 501(c)(3) food bank or other charitable organization in the area before committing to the event.
- Designate a responsible person(s) in the RSO/sponsoring group who will be in charge of the event and the various items related to its success. These designated person(s) should be noted as a main contact should there be questions from the campus or outlying communities during the food drive.
- Confirm with the charitable organization, using a written agreement that outlines responsibilities and related arrangements.
- Contact the charitable organization's representative about its ability to provide bins/containers for the event. If they do not provide containers, then the RSO/sponsoring group must arrange with the Student Engagement Office to get

collection containers. RSOs/sponsoring group must use approved collection bins/containers.

- Arrange transportation of items with the designated site. As part of the agreement, incorporate a process that arranges for drop off of items at the warehouse when the donation bins are full and/or the collection drive has ended. This will include determining whether the charitable organization will pick up the food or the RSO/sponsoring group will drop it off.

Promotion

- Advertisements for collection drives must adhere to the policies outlined in the [Posting and Advertising Policy](#) section of this manual.
- Collection drive advertisements should also include:
 - Start date and times for item drop-off (for example, before a sporting event)
 - End date and time of collection drive
 - Locations of bins/containers
 - What items can be donated

Other Fundraising Rules

- Collection of cash or checks on campus grounds/venues as part of the collection drive is allowed as long as the donation follows all policies and procedures outlined in the [Deposit section](#) of this manual.
- Provide a website address on promotional materials and donation bins, for those who may wish to follow up with a financial donation directly to the charitable organization.

Drop-off/Collection Areas

- Sanitary and health considerations must be taken into account when placing any collection bins/containers in their identified areas for donations.
- Please also note when placing bins:
 - The presence of containers must not overwhelm any venue, outside space, or event
 - Must not block doorways or exits
 - Must not block designated pathways or areas where wheelchair access might be needed/expected
 - Should not be kept outside
 - Must be regularly checked during the drive and their interiors well maintained (e.g., the bin cleaned if needed and broken packages removed)
 - Must have advertisements on them to identify them with the donation drive

- The immediate areas around the bins need to be kept clean so that any loose food does not sit in the immediate area, which may ultimately draw insects and/or rodents (especially items such as loose rice or grains).

Additional Information to all Interested Departments and Student Groups

A limited number of drives will be approved for each quarter and at the discretion of the Student Engagement Office. Notwithstanding approval of the collection drive, the University reserves the right to terminate the collection drive earlier than its scheduled conclusion for any reason. Collection bins that are not regularly maintained and/or are left at their designated sites longer than two weeks may jeopardize the group or department's ability to hold future food drives.

Conventions

Members of RSOs are eligible to attend conventions as representatives of their organization. Coordination of registration fees, travel logistics, and lodging can be completed by scheduling a meeting with a SEO staff member. Organizations must first register the conference attendance by completing a [Program Form](#) before meeting with SEO staff.

RSOs attending a conference must still follow all policies outlined in this manual, including but not limited to the [Finance](#), [Travel](#), [Van Reservation and Upkeep](#), and [Liability Waivers](#) policies. SEO staff will work with student leaders and advisors to plan logistics for conference attendance.

Food Eating Contests

Food Eating Contests will not be permitted for Registered Student Organizations. This decision is made for two reasons. First, due to the high rate of food insecurity, it is poor taste to host events that encourage excessive food consumption. Second, food contests come with many risks that far outweigh the fun.

Fundraisers with Food

Organizations that wish to host fundraisers where food is sold must inform the Student Engagement Office to ensure that all University policies are followed. Traditionally the sale of home-prepared or cooked food is not permitted. Food should be served to a limited and defined market of HFU students, faculty, and staff. Food must be pre-cooked, purchased, or donated from a health inspected location and must be individually wrapped by those who prepare it. Individually wrapped items (i.e., candy) are allowed to be sold.

Liability Waivers

Any event that is inherently dangerous or may cause physical harm will require a liability waiver to be completed prior to participation. If an RSO registers a program that would require a waiver, the RSO staff will notify the students. The printed waivers can be obtained from the Student Engagement Office. These activities include, but are not limited to, runs/walks, inflatables, sporting events, or travel/trips. Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform participants of any possible hazard. The waiver form will also ask for disclosure of possible medical conditions that may affect participation. Signed waivers must be returned to the Student Engagement Office immediately following the event to be kept on file for seven years.

Minors on Campus

RSOs are required to abide by HFU's Minors on Campus policy. Whether on campus or off campus, it is still our job to maintain safety. Any program RSOs want to host that is open to the public where minors may be involved must be reviewed under the HFU Minors on Campus policy found in the Student Handbook. If an organization is interested in hosting an event where minors may be present, they are required to work with the SEO to navigate event logistics.

Movies

Holy Family University acknowledges and complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) that oversees how copyrighted materials (i.e. movies or films) could be used publicly. The federal copyright law restricts the use of movies to private showings (private room/home) and prohibits public performance. Therefore, any student or Registered Student Organization wishing to show a movie in common meeting spaces must abide by federal copyright law and uphold University policies.

Under no circumstances should a student and/or student organization show an advertised movie on campus without prior approval from the Student Engagement Office and purchasing/securing the rights to the movie. Approval will be granted to RSOs and/or students that properly register their program using the [Program Form](#). Organizations should plan accordingly as the cost to these rights may vary. Email SEO@holyfamily.edu for more clarification on this policy. If students are interested in purchasing the rights to a movie, complete a [Supply Request Form](#) and the SEO staff will move forward with purchasing the rights.

We traditionally purchase movies through Swank motion pictures. Their website can be found here: <https://www.swank.com/college-campuses-selector/>.

Some video streaming sites, like Netflix or Hulu, allow Educational Showings of Documentaries as outlined on their site here: <https://help.netflix.com/en/node/57695>. Depending on what you want to show, we have a few different ways we could go about it at low/no cost.

Raffles

50/50 Raffles

50/50 raffles can be completed by RSOs as long as the University has proper permits. Email SEO@holyfamily.edu to check on the University's permit status.

Item Raffles

Registered Student Organizations are permitted to host raffles that result in a winner receiving an item. Work in conjunction with the Student Engagement Office to ensure that appropriate precautions are taken when the recipient of a prize may be a student athlete as the University must abide by NCAA rules and regulations surrounding gifts to athletes.

RSO Office Space

The Student Engagement Office encourages RSOs to keep their organizational items in the RSO Office, room 216 in the Campus Center. Email SEO@holyfamily.edu to request space for items. Any items stored in the RSO Office must be placed in clear plastic bins and must be labeled to note: (a) which RSO owns the items, (b) what items are in the bin, and (c) how many bins are owned by the organization. RSOs may be assigned a shelf space in order to keep the room organized. RSOs are expected to keep their items orderly and must leave bins on a shelf. No items may be left on the floor or tables unless given special permission by SEO staff. Organizations may not store perishable items on the shelf unless there is a registered program on record with the SEO office that will utilize the items before they expire. RSOs may not store perishable items over the summer without approval from a SEO staff member. Failure to follow these guidelines may result in loss of the ability to store items in the RSO Office.

Site Supervisor Expectations

To ensure all events off campus are in compliance with Holy Family University and Student Engagement Office policies and procedures, all Registered Student Organizations traveling off campus or participating in an officially recognized Club Sport event must have at least one Site Supervisor present for the duration of the event. Organizations will be required to have two Site Supervisors on their roster at all times to

allow for at least one to be present at all off campus events and Club Sports games/practices/tournaments.

Duties

Duties of a Site Supervisor include:

- Monitor the safety of the environment in which the club sport participates, and to report any unsafe conditions, accidents, and/or incidents to the Student Engagement Office staff and/or campus safety, as necessary. This includes the completion of an Incident and Injury Report Form for any injuries sustained by members of my organization or guests at our practice or event to the best of one's knowledge.
- In the event of an injury and/or medical emergency, if 911 is needed, report to the 911 operator the type of emergency, specific location, and the best entrance to use. If an event is located on campus, notify Public Safety. If an event is located off campus, notify event staff as appropriate.
- Familiarize oneself with and follow the established campus' and Athletics department's Emergency Action Protocols, as well as, become acquainted with the locations of the nearest AED during club activities.
- Strive to ensure that at least one Site Supervisor is in attendance at every club practice and event in which the organization is involved off campus.
- Enforce the Athletics department's severe weather policy at all club events, especially in cases of lightning.
- Attend all meetings and training put forth by the Student Engagement Office staff intended to mitigate risk and enhance participant safety.
- Routinely check emails for updates to campus policies that may pertain to on or off campus events.
- Act as an emergency contact for RSO while at a games/practice/tournament or off campus event.

Student Leadership Common Application

The Student Engagement Office facilitates an annual Student Leadership Common Application that allows applicants to complete one application that answers questions for numerous leadership opportunities. RSOs may request their Executive Board leadership application be included in the SEO sponsored Common Application.

To request the ability to participate in the Common Application, please email SEO@holyfamily.edu the following by February 1st:

- Deadline
- Supplemental questions for your position
- Interview/review criteria

Student Leadership Eligibility for Office

While participation in a student organization plays an important role in a member's personal development, it should always be remembered that the focus of each student should be on intellectual achievement, the development of understanding, and the ability to use one's mind positively and creatively.

To highlight the importance of such goal, the following policies have been formed:

- Presidents of all Registered Student Organizations must have and maintain a minimum 2.0 cumulative GPA and may not be on academic or conduct probation at the time of election or during the term of office. If the student fails to meet any of the above requirements, they must resign and will not be eligible to hold an office in that organization until the student is back in good standing. Individual organizations may set higher academic requirements for membership or officer eligibility.
- One student cannot hold the presidency of both the Student Government Association (SGA) and the Campus Activities Board (CAB) simultaneously.
- Members of RSOs must be currently enrolled as students at Holy Family University. Only currently enrolled students shall be eligible to serve as officers within a RSO.
- Student leaders must remain in good standing with the college. Any disciplinary action may result in an officer being removed from their position. The option to remain a general RSO member will stand with the advisor and the remaining RSO leadership.

Travel

The Student Engagement Office seeks to promote safe travel to events and activities that occur beyond the boundaries of University property by students and recognized student organizations. Holy Family University supports the philosophy that student learning and development are integral to the collegiate experience and understands that students and Registered Student Organizations may have a variety of travel needs in order to fulfill the mission of the organization.

This policy applies to student travel when conducting official business and activities on behalf of Registered Student Organization. SEO may approve alternate travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

All recognized student organization travel must relate to the purpose of the organization and comply with the policies of Holy Family University and applicable local, state, and federal laws. These guidelines are designed to reduce risk and liability, and provide protection to self, others, and the institution(s). All student organizations must comply with the requirements for travel.

For the purpose of this policy, travel is defined by the following conditions:

- The University or Registered Student Organization pays for any part of the event through an institution or organization account or through collection of funds from individual members.
- There is an expectation of reimbursement for expenses such as travel, food, and registration.
- The names of the organization and University are advertised or used in any way.
- The University or organization is represented at the event in an official capacity.
- A group is defined as an organization sponsored by the University or an event promoted by the organization.

Forms of Travel

Advisors and the Student Engagement Office staff must be made aware of organization travel. Registered Student Organizations must consider what venue students will use to travel to and from their off-campus event.

- If an event is **more than 50 miles away** from 9801 Frankford Avenue, the RSOs must charter a bus through a [preferred vendor](#). Travel by plane may be suggested depending on travel logistics; contact SEO@holyfamily.edu to discuss the possibility of air travel.
- If an event is **less than or equal to 50 miles away** from 9801 Frankford Avenue, the organization is encouraged to consider the following travel options:
 - Travel by public transportation (SEPTA).
 - Renting of University approved vehicle for travel. RSOs may reserve University Vans for travel. Explore the [Van Reservation](#) section for more information. There are some situations in which University Vans are not attainable (already reserved, cannot find an Approved Driver, too many students are going). An RSO may rent a bus or van from an outside vendor in those situations.
 - Having students provide transportation in their own personal vehicles to events. When driving to an event or program, the following must be provided to the Student Engagement Office at least 72 business hours prior to departure: (a) a copy of the driver's license for the students driving, (b) proof of insurance for drivers, and (c) documentation of who is riding in each vehicle. Please note that members of Club Sports will not be approved to drive themselves or others to games/matches/competitions to mitigate injury related risks.

Creating Travel Plan

When a Registered Student Organization registers an off campus event using the Program Form, a SEO staff member will follow up with the RSO student leaders about what all must go into a travel plan. Travel plans must be finalized with the Associate Director of Student Engagement at least 3 business days prior to departure. The information that goes into a travel plan includes but is not limited to the following: (a) itinerary of travel plans, (b) roster of those traveling with the group, (c) budget and financial plan for the trip, (d) finalized hotel and/or transportation reservations, and (e) all required driver documentation. The travel plan will also incorporate risk management components such as an HFU emergency contact for students while on the trip in addition to having participants sign a travel waiver.

When creating a plan for student travel, RSO leadership and advisors must also note the following:

- Drivers should be aware of and are responsible for all local and state driving laws.
 - Occupants of motor vehicles shall use seat belts or other approved safety restraint devices at all times required by law or regulation when the vehicle is in operation.
 - Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
 - The total number of passengers in any vehicle when it is in operation shall not exceed the manufacturer's recommended capacity or federal or state law, whichever is lowest.
- Any organization that has students traveling who are unable to travel with the group but must attend the event are eligible to drive their own personal vehicle. Students who drive personally-owned vehicles for any student organization-sponsored activity must acknowledge and recognize their personal liability insurance policy will be the first to cover any liability that results from the use of the vehicle for the proposed travel.
- When traveling on official student organization business, students are expected to abide by the University Code of Student Conduct.
- The organization should consult with the advisor and Student Engagement Office staff to make final decisions about travel plans during inclement weather.
- If an organization is traveling to an area of the country that is too far to drive, RSO leadership and advisors are encouraged to meet with SEO staff to finalize details of airfare and other logistics.
- Any student or staff member that begins to travel with the RSO must also return to campus with the group. Exceptions may be granted on a case-by-case basis with approval from the SEO.
- All organizations must have at least one [Site Supervisor](#) with them when they are traveling off campus for any officially recognized event.

This policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf of or with the financial support of a Registered Student Organization, as described above); travel undertaken by individual students engaging in student teaching,

internships, practicums, observations or research; or travel undertaken by individual students participating in inter-collegiate athletics competitions under the auspices of the Athletics Department. Travel on behalf of Holy Family University by non-recognized student organizations and a non-approved entity is prohibited.

Title IX Training

Holy Family University has University-wide sexual misconduct education required for all faculty, staff, and students. This annual prevention education is introduced to enhance the safety and well-being of the Holy Family community. It is important for everyone to know how to identify, challenge and report sexual misconduct. This prevention education addresses sexual assault, harassment, relationship violence and stalking, and provides tools to challenge and report inappropriate and harmful behavior when it is witnessed. Student Leaders in positions of leadership will be expected to complete the Title IX training and may also be asked to complete additional training. The SEO office will utilize the names and leadership positions submitted on RSO rosters to assign Title IX training modules.

T-Shirts, Clothing, and Other Merchandise

Registered Student Organizations that are interested in having t-shirts or other clothing made on behalf of their members should first consult the [Preferred Vendors](#) section of this manual. RSOs are encouraged to request quotes from vendors to find a vendor that is cost effective. Proofs must be submitted to the SEO for final approval before orders are sent to print. RSOs must consult the [Brand Style Guide](#) provided by Marketing and Communications. Once a design has been approved by the SEO, staff will email the RSO permission to move forward with their order.

Van Reservations and Upkeep

Only Approved Drivers can drive University-owned or University-Rented vehicles. These drivers are approved by the University and available to drive. To register someone of your group or Advisor to drive a University vehicle or University rental please contact Human Resources.

Reservation of the University vehicles are done by Student Engagement Office staff on behalf of RSOs. To submit an official request for vehicles, RSOs are encouraged to complete a [Supply Request Form](#). Vans will only be reserved for RSOs that have properly registered their off campus event using the [Program Form](#). A few days before your van is utilized, a representative from the SEO or from the Athletics Department will organize with the student leaders key pick-up and drop-off.

If there is a minor issue with a University-owned vehicle while driving, student leaders and Approved drivers are expected to report the issue to Timothy Hamill (thamill@holysfamily.edu) and Mike McNulty-Bobholz (mmcnulty@holysfamily.edu). If the vehicle breaks down while driving, contact Public Safety at 267-341-3333.

Preferred Vendors

This section will outline vendors who meet required Certificate of Insurance policies. When working with these companies, students are encouraged to do outreach with the assistance of Student Engagement Office staff members.

Clothing

- Lloyd Sixsmith Sporting Goods:
 - Website: <https://www.lloydsixsmith.com/>
 - Phone number: 215-624-6670
 - Email address: contact@lloydsixsmith.com
 - Mailing address: 7554 Frankford Ave., Philadelphia, PA, 19136
- Sports Specialties
 - Website: <http://www.bnssi.com/>
 - To work with this vendor, coordinate with Athletics Department

Movies on Campus

- Swank Motion Pictures:
 - Website: <https://www.swank.com/>

Miscellaneous

- Circus Time Amusements:
 - Website: <http://www.circustime.net/>
- Neon Entertainment:
 - Website: <http://www.neon-entertainment.com/>

Transportation

- David Thomas Trailways
 - Website: www.davidtours.travel/

Works Cited

- [1] (Holy Family University) The Office of Student Engagement: Student Club and Organization Policy and Procedure Manual
- [2] (University of Wisconsin-Madison) Sponsorship Policy
- [3] (La Roche College) La Roche College Student Organization Handbook
- [4] (Jefferson University) 2018-2019 Jefferson Student Organization Manual
- [5] (Arcadia University) 2017-2018 Student Organization Handbook
- [6] (Holy Family University) Travel Policy and Expectations for Club Sports
- [7] (Drexel University) Key Policies
- [8] (William and Mary) Chalking Policy
- [9] (Gwynedd Mercy University) Clubs and Organizations Manual
- [10] (Stanford University) [Food Drives on Campus Policies](#)
- [11] (Five College Consortium) [Five Colleges Risk Management](#)
- [12] (Simpson College) Advisor Agreement Form
- [13] (Manor College) Student Organization Guidelines
- [14] (Colorado College) Colorado College Club Sports - [Safety Officer Acceptance of Responsibility](#)
- [15] (Lehigh University) Club Sports Program [Safety Officer Acceptance of Responsibility Form](#)