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**THIS HANDBOOK INCLUDES HELPFUL POLICIES, GUIDELINES AND SUGGESTIONS RELATED TO STUDENT ORGANIZATIONS AND THEIR EVENTS. OFFICIAL POLICIES ARE IDENTIFIED IN THE TABLE OF CONTENTS WITH AN ASTERISK (*).**
INTRODUCTION TO THIS HANDBOOK

All student organization activities are guided by the policies and procedures delineated in this handbook. These policies grow out of the Marquette University Mission Statement. Marquette University encourages the formation of ethical and informed leaders and the development of women and men dedicated to the service of others. Achieving these goals is dependent upon creating a campus environment in which people feel safe, sustained, engaged, challenged, and appreciated.

Terminology in this handbook:

1. Event, Activity or Program means any activity sponsored, cosponsored, or organized by a recognized student organization
2. A Recognized or Approved student organization is an organization that has completed the recognition process through the Office of Student Development (OSD). Undergraduate student organizations must also complete the recognition process with the Student Senate of the Marquette University Student Government (MUSG)
3. Registration is a process that recognized student organizations must complete every year to maintain the benefits and privileges of a Recognized Student Organization
4. Active is a status given to recognized student organizations that complete the online registration process each academic year
5. Inactive is a status given to recognized student organizations that have not registered for the current academic year
6. AMU refers to the Alumni Memorial Union
7. OSD refers to the Office of Student Development
8. MIL refers to Marquette Involvement Link, the official student organization directory and communication tool used by staff in OSD. It can be accessed online at marquette.edu/mil

The staff in the Office of Student Development are here to assist you with all aspects of involvement in a student organization. Please stop by our office in AMU 121 for more information on any of the topics covered in this handbook.
UNIVERSITY MISSION STATEMENT

Marquette University is a Catholic, Jesuit university dedicated to serving God by serving our students and contributing to the advancement of knowledge. Our mission, therefore, is the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith, and the development of leadership expressed in service to others.

EXCELLENCE
Our students, whether traditional or non-traditional, undergraduate, graduate or professional, come to Marquette University to share our commitment to the pursuit of excellence in all things as a lifelong endeavor. They come to join a community whose members — faculty, staff, students, trustees, alumni and friends alike — believe that education must encompass the whole person: spiritual and moral as well as intellectual, the heart as well as the mind. And they come seeking the educational, professional and cultural advantages of a university located in the heart of the city. We, in turn, take seriously our responsibility to foster and support excellence in teaching and research, to keep a Marquette education accessible to a diverse population of students, and to offer personal attention and care to each member of the Marquette community.

FAITH
As a Catholic university, we are committed to the unfettered pursuit of truth under the mutually illuminating powers of human intelligence and Christian faith. Our Catholic identity is expressed in our choices of curricula, our sponsorship of programs and activities devoted to the cultivation of our religious character, our ecumenical outlook, and our support of Catholic beliefs and values. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek the truth about God and the world, and we are firmly committed to academic freedom as the necessary precondition for that search. We welcome and benefit enormously from the diversity of seekers within our ranks, even as we freely choose and celebrate our own Catholic identity.

LEADERSHIP
As a Jesuit university, Marquette embodies the intellectual and religious traditions of the Society of Jesus. Through an academically rigorous, values-centered curriculum, our students receive a firm grounding in the liberal arts, preparation for work in a world of increasing complexity and diversity, and formation for life as ethical and informed leaders in their religious, cultural, professional and civic communities. They work with and learn from faculty who are true teacher-scholars, whose research not only advances the sum of human knowledge, but also informs their teaching, and whose commitment to students is fundamental to their intellectual and professional lives.

SERVICE
Through both our academic and co-curricular programs, Marquette strives to develop men and women who will dedicate their lives to the service of others, actively entering into the struggle for a more just society. We expect all members of the Marquette community, whatever their faith traditions, to give concrete expression to their beliefs by giving of themselves in service to those in need. All this we pursue for the greater glory of God and the common benefit of the human community.

STATEMENT ON HUMAN DIGNITY AND DIVERSITY

As a Catholic, Jesuit university, Marquette recognizes and cherishes the dignity of each individual regardless of age, culture, faith, ethnicity, race, gender, sexual orientation, language, disability or social class. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek the truth about God and the world. Through our admissions and employment policies and practices, our curricular and co-curricular offerings, and our welcoming and caring campus environment, Marquette seeks to become a more diverse and inclusive academic community dedicated to the promotion of justice.

Our commitment to a diverse university community helps us to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the Marquette community is charged to treat everyone with care and respect, and to value and treasure our differences. This call to action is integral to the tradition which we share.
ORGANIZATION LEADERS CHECKLIST

AUGUST
- Check your organization mailbox
- Hold a meeting of officers and advisors to discuss and evaluate goals
- Pay all outstanding balances with the AMU Event Management office
- Attend mandatory Marquette Involvement Link training on August 29, 2012
- Recruit new members at Fall O-Fest on August 30, 2012

SEPTEMBER
- Attend mandatory Student Organization Leader Institute on September 26 or 30, 2012
- Plan an interesting and effective first meeting
- Agree on a regular meeting time and reserve a meeting space
- Inform your advisor of meeting times
- Set goals for the semester/year
- Reserve space for upcoming events
- Begin planning events for the fall semester
- Register for Brigg’s & Al’s Run & Walk for Children’s Hospital (events.chw.org)
- Complete a new Web Page Agreement Form on Marquette Involvement Link for the 2012-2013 year if you have a link to the University web page (Deadline is October 1, 2012)
- Schedule a team building session for your executive board or entire organization through the Center for Leadership, Service, and Involvement (414) 288-1598

OCTOBER
- Organize a group community service project for your organization. Call the Center for Leadership, Service, and Involvement ((414) 288-1598) for further information or resources
- Develop an organizational budget
- Continue to keep your advisor informed
- Be on the lookout for prospective members at events
- Schedule a presentation or workshop on leadership, motivation, delegation, stress relief, etc. for your members. Call the Center for Leadership, Service, and Involvement ((414) 288-1598) for further information or resources
- Continue to attend organization leader workshops

NOVEMBER & DECEMBER
- Elect new officers and plan officer transition (if scheduled)
- Continue regular contact with advisor
- Begin planning for spring semester
- Plan end of the semester activity
- Register for Winter Organization Fest

JANUARY & FEBRUARY
- Attend Winter Organization Fest on Thursday, January 17, 2013
- Recruit new members
- Set new goals and evaluate old goals
- Meet with advisor
- Reserve space for upcoming events
- Begin planning events for the Spring semester

MARCH
- Start recruiting new officers
- Review and update constitution/ bylaws
- Continue work on spring semester goals/activities
- Continue to update advisor on goals
- Watch for information on Hunger Clean-Up and register your organization as a team (Saturday, April 20, 2013)
- Watch for storage space applications
- Submit nominations for Student Organization Awards

APRIL & MAY
- Register your organization for 2013-2014 on Marquette Involvement Link
- RSVP to and attend the Student Organization Awards Reception on April 22, 2013
- Hold elections and plan officer transition
- Close budget/checkbooks
- Review year’s successes, accomplishments, and failures
- Make space reservations for fall
- Ask advisor to be involved with officer transition training
- Recognize valuable organization members
- Establish summer contacts and address list
- Pay all outstanding balances with the AMU Event Management office

SUMMER
- Stay in contact with organization members
- Update MIL organization profile
- Make marketing/ recruitment plans for fall
- Prepare handouts and table decorations for Fall O-Fest
STARTING AND MAINTAINING A STUDENT ORGANIZATION

Be The Difference.
STARTING A NEW ORGANIZATION

Student organizations can be formed and recognized when the Office of Student Development (OSD) determines that the group’s purposes are in accord with the stated purposes and policies of the university. A group of students wishing to form an organization must:

- Complete a Request to Organize form available from OSD (AMU 121) and include signatures of at least five interested members;
- Receive preliminary approval from OSD (allows forming organizations to hold three meetings for recruitment or crafting the constitution);
- Develop and submit a constitution according to the guidelines in the Model Constitution (available in the Office of Student Development);
- If applicable, submit letters of support from the appropriate department, individual or council (e.g. Greek organizations, religious or spiritual organizations, club sports, domestic or international service);
- Obtain approval from the OSD and the Student Senate of MUSG;
- Submit the name of an advisor (recommended);
- Meet with an Office of Student Development staff member to review organization policies and procedures.

Additional considerations regarding the formation of a recognized student organization include:

- Proposed groups that have the same or substantially similar purposes as an existing recognized student organization generally will not be recognized;
- Proposed groups that are formed for commercial purposes or primarily for the financial benefit of an external corporation or organization will not be recognized;
- Proposed groups that are formed for the purpose of sponsoring a singular campus event generally will not be recognized;
- Social fraternities or sororities must be affiliated with a national organization; as part of the formation process they must be sponsored by and become affiliated with one of Marquette’s governing councils (Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association) and have completed the appropriate expansion process.

Some organizations may be required to show proof of liability insurance coverage, depending on proposed organization activities.

Following receipt of the Request to Organize form and preliminary approval of the group by the Office of Student Development, three organizational meetings may be held for the purposes of recruiting members and drafting the constitution and by-laws. Facilities may not be used for events, and student organizations may not make a reservation for any event that requires a facilities charge or service fee.

Once the constitution is submitted, the Office of Student Development will review it. If approved by the Office of Student Development, the constitution will be sent to a MUSG Senate committee. An officer representing the organization must be present at the Senate Committee meeting to answer any questions.
If approved by MUSG, the Office of Student Development will meet with a representative of the organization to review, discuss, and answer any questions regarding policies, procedures, and expectations of the student organization. At the conclusion of this meeting, the organization will be informed that the University officially recognizes it.

In rare cases of an irreconcilable difference between or among a student organization, the Office of Student Development, and/or MUSG, the Vice President for Student Affairs will make the final decision on approval of the constitution and recognition of the student organization.

For organizations that have graduate students as regular members and/or officers, these procedures are the same, with the exception that approval of Marquette University Student Government is not required. The formation, recognition, and supervision of student organizations affiliated with the Law School or Dental School are conducted by student services staff within those schools and not through the procedures outlined above.
Responsibilities of Student Organizations

The officers and members of student organizations are responsible for conducting their activities in accordance with the purposes and rules of the university, as well as with the purposes and procedures stated in their approved constitution.

1. The officers and members are responsible for observing all laws and regulations governing the various activities of the group. The university does not authorize, protect, defend, or assume responsibility for violations of public or private rights by students or student groups. Regardless of any civil or criminal action which may be taken against students or student groups by reason of irresponsible conduct, such conduct, on or off campus, may subject the student or group to university disciplinary proceedings. Student organization members and officers should be aware that the organization and officers may be held responsible for injury or loss to others arising from their operations and activities. Therefore, officers and members should consider whether they need liability insurance to protect the organization, its members, or officers. Organizations should check with national chapters and their associations to see if plans are available to them.

2. The officers and members are responsible for registering the organization annually and maintaining their good standing as an officially recognized Marquette University student organization by completing the registration process on Marquette Involvement Link and following all applicable rules, regulations, and procedures. It is strongly recommended that student organizations maintain at least five (5) active members in order to ensure the continuity of the group.

3. The officers and members are responsible for informing the Office of Student Development of any changes in officers and/or a change in advisor. NOTE: Failing to register for two consecutive academic years will result in withdrawal of recognition and the organization will be required to resubmit a Request to Organize form and a constitution to the Office of Student Development and the MUSG Student Senate for approval.

4. The officers and members are responsible for submitting a constitution to the Office of Student Development every four (4) years for review and revision. Constitutions must include all information required by the model constitution provided by the Office of Student Development. Any changes in a student organization’s constitution are to be authorized by the Office of Student Development and approved by MUSG before the proposed change(s) becomes effective.

Only officially recognized and currently registered student organizations are authorized to use university facilities or services, or permitted to identify themselves directly or indirectly with the university’s name or credit. Note that this regulation is not intended as a restriction upon the right of students to organize, but it is necessary in order to protect the proprietary name, credit, and facilities of the university. Student organizations do not officially represent the university but are considered independent entities that are eligible for benefits and privileges of recognition.

In some instances, the Office of Student Development may deem it necessary to review an organization’s recognized status, operations, and procedures. Under such conditions, Student Development reserves the right to remove an organization’s recognized status with the University. Marquette University reserves the right to take any action it deems appropriate with respect to any actions or activities undertaken by any student organization. Additional information related to student organization disciplinary actions is located in the student handbook, At Marquette.
BENEFITS AND PRIVILEGES OF STUDENT ORGANIZATIONS

The following are some of the benefits and privileges that are extended without charge (unless specified otherwise) to each Marquette University student organization upon its official recognition by the university. An organization’s failure to maintain recognition through annual registration may result in suspension of any or all of these benefits and privileges.

1. To reserve campus facilities and outdoor spaces up to one calendar year in advance of the event date. (Contact the Event Management staff for any fees that may apply)

2. To be included in the directory of officially recognized Marquette University Student Organizations on Marquette Involvement Link

3. To post authorized publicity in approved posting areas and to reserve publicity space (bulletin boards, display cases, windows, etc.) in the AMU facilities and residence halls

4. To reserve and use rooms in academic areas (Note: Only for current semester)

5. To reserve and use space in the AMU for the sale of goods (no food sales) or the distribution of approved literature

6. To use “Marquette” as part of the organization name (The Marquette University name may be used only for purposes generally consistent with the organization’s purpose and only to identify affiliation as a student organization. Marquette may not be listed as the first word in an organization’s official name)

7. To obtain permission from the AMU Event Management Office to host an event in a university building after its normal closing hour (Additional charges may be incurred by the organization in order to use facilities beyond posted hours)

8. To purchase catering services at a a discounted rate

9. To borrow athletic equipment from the Helfaer Recreational Center

10. To request the formation of leagues in which to play interorganization athletic events and be assigned referees for games

11. To apply for and receive funding from MUSG (undergraduate organizations only) and/or the Office of Student Development

12. To have buildings unlocked and locked for approved events by the Department of Public Safety

13. To be assigned a university mailing address and exclusive use of a secure mailbox in the Center for Leadership, Service, and Involvement (AMU 137)

14. To use facilities, resources, and services of the Center for Leadership, Service, and Involvement (some services or resources may have a fee)

15. To arrange for news coverage of events of public interest through the Office of Marketing and Communication

16. To participate in both the fall and winter Organization Fest

17. To have an advisor

18. To receive help, advice, and assistance from the staff of the Office of Student Development

19. To participate in all organizational workshops and training activities

20. To have access to mailing lists for students, staff, or faculty, as well as lists of incoming freshmen who indicate interest in a particular organization

21. To link its web site with the Marquette University web site. All organizations with links to the Marquette University web site must comply with student organization web site policies and procedures as outlined by the Office of Student Development
ELIGIBILITY FOR ORGANIZATION MEMBERSHIP

1. All full-time undergraduate students are eligible for membership in any undergraduate student organization in accordance with the standards, academic or otherwise, established by each organization. Any student organization which selects its membership or officers upon the basis of restrictive clauses dealing with race, color, gender, age, sexual orientation, religion, disability, veteran’s status or national origin will be considered to be operating in conflict with university policy.

2. Any part-time student, graduate student, professional student, faculty member, or administrator may be an associate member of any undergraduate student organization, and may not hold office or vote. Graduate students may only be regular members, hold office, or vote in graduate student organizations.

3. The officers of all student organizations as well as the elected and appointed senators and officials of MUSG must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. The Office of Student Development will check the status of each student who runs for office or is appointed to a position within MUSG.

4. No student shall simultaneously hold more than one of the following positions:
   - president, executive vice president, program vice president, legislative vice president, financial vice president, or communication vice president of the Marquette University Student Government
   - MUSG legislative senator
   - College Council or Governing Council President
   - No student may serve simultaneously on more than two college councils

5. The authority and responsibility for ensuring that officers comply with grade requirements for club and organization officers (president, vice president, treasurer, secretary, social chairperson, etc.) shall reside with the officers of that organization. In instances of dispute, the decision-making authority and responsibility rests with the Office of Student Development.

6. Marquette University has a deferred joining policy for students interested in social Greek organizations. See the Fraternity and Sorority Information at the back of this handbook for more details about this policy.

HAZING POLICY

It is a violation of the Student Conduct Code for a student or student organization to participate in hazing or harassment which includes actions or situations that do or could result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentionally, for fun, or by consent.
ORGANIZATIONAL LEADERSHIP DEVELOPMENT

STUDENT ORGANIZATIONS ARE REQUIRED* TO ATTEND THE FOLLOWING:

- Marquette Involvement Link Training - August 29, 2012
- Student Organization Leader Institute - September 26 or 30, 2012
- Officer Transition Meeting - Offered at the end of Fall and Spring semesters

*If the president cannot attend, another elected officer may attend. Organizations that are not represented at any of the above workshops will not be officially recognized by the Office of Student Development.

ORGANIZATION ADVISORS

Each recognized student organization is encouraged to have an advisor who is a member of the university faculty or staff. If a group does not have an advisor, the Office of Student Development can assist the group in finding one.

HOW CAN AN ADVISOR HELP YOU?

- An advisor can assist the organization to function in accordance with its stated purposes and become familiar with the events and activities sponsored by the organization.
- An advisor can provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate.
- An advisor can assist in the development of leadership skills among members.
- An advisor can give counsel on financial and administrative matters relating to the organization.
- An advisor can help prevent any violations of university, community, or state regulations.

REQUIREMENTS FOR OFFICERS

The officers of all student organizations as well as the elected and appointed senators and officials of MUSG must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. The Office of Student Development will check the status of each student who runs for office or is appointed to a position within MUSG.

The authority and responsibility for ensuring that officers comply with grade requirements for club and organization officers (president, vice president, treasurer, secretary, social chairperson, etc.) shall reside with the officers of that organization. In instances of dispute, the decision-making authority and responsibility rests with the Office of Student Development.
**ANNUAL ORGANIZATION REGISTRATION**

**WHY REGISTER EVERY YEAR?**

- To inform OSD that your organization is still active on campus and to remain eligible for all the benefits and privileges of being a student organization.

- To provide OSD with accurate contact information for at least three members of your organization. This information is used to refer interested students to the organization, to inform student organization members about services and opportunities offered by OSD, and to maintain open communication between OSD and leaders of student organizations.

**HOW DOES IT WORK?**

- Student Organization leaders can register their organization during the open registration period each spring. OSD will send reminder messages before this period begins and again before it closes.

- Student organizations are required to register on Marquette Involvement Link.

- Once a group is registered, it is eligible for all the benefits of being a recognized student organization, including reserving space in AMU facilities and academic buildings, having programs and publicity approved, utilizing a mailbox at the Center for Leadership, Service, and Involvement and many more.

**ORGANIZATION MAILBOXES**

Registered student organizations have the benefit of an organization mailbox at the Center for Leadership, Service, and Involvement. Both campus and off-campus mail can be received through this address. Student organization leaders are expected to check their mailbox at least once a week due to the small size of the boxes and the large volume of mail that comes through.

Mailbox combinations are released to the organization president via email at the beginning of each semester. Combinations can also be retrieved by stopping into the Office of Student Development (AMU 121). Please note that for security reasons the mailbox combination will only be released to the organization president.

If an organization fails to empty its organization’s mailbox, the Center for Leadership, Service, and Involvement staff will notify the organization of a date by which everything needs to be emptied. If the organization fails to empty the mailbox by this date, the mailbox will be reassigned to another organization.

**YOUR ORGANIZATION’S ADDRESS**

Marquette University  
Organization Name  
AMU 137  
Mailbox # ____  
P.O. Box 1881  
Milwaukee, WI 53201-1881
RESERVING STUDENT ORGANIZATION
CONFERENCE AND MEETING ROOMS

There are three conference rooms available for student organizations to hold meetings in the Center for Leadership, Service, and Involvement, AMU 137. To reserve this space, contact the Center for Leadership, Service, and Involvement. Other requests for space on campus should be made through the AMU Event Management Office.

ACQUIRING STORAGE SPACE

The Office of Student Development has a limited number of storage closets available for student organization use. Organizations interested in having a storage closet can apply each year for the use of these facilities.

- Applications for space are available in March and space assignments are completed by the end of April.
- Space is available from August until May with limited summer storage opportunities.
- Organizations assigned a storage space are welcome to move into their new space at the beginning of the fall semester.

STORAGE KEYS

Student Organizations with a storage area in the AMU are able to give key access to a number of members from their organization.

A user key list is maintained at the Center for Leadership, Service, and Involvement. The organization president must provide a list of members who are allowed access to the storage space to the Office of Student Development. The organization president can add and delete members to and from the list throughout the year by notifying the Coordinator for Student Organizations and Leadership.

Please note that students who are not listed on the user list will not be given keys to the space. The president must provide any changes to the list. This is to ensure the safety and security of stored items.

DO YOU HAVE AN OFFICE OR STORAGE AREA?
DON’T FORGET TO:

- Submit a list of approved users to the Coordinator for Student Organizations and Leadership.
- Re-apply for space in the spring.
The Center for Leadership, Service, and Involvement, located in AMU 137, is a resource space for student organization leaders and members, resident assistants and hall council representatives. A variety of supplies, books and staff are available to help student leaders. Below is a brief listing of what is available.

**STAFF:**

Program Assistants for Community Service, Commuter Programs, Greek Life, Late Night Programming, Leadership Programs, Intercultural Engagement, Office of Residence Life, Student Organizations and Vocation Programs are available to assist your organization with any questions or concerns.

They are able to facilitate team-building exercises and tailored series of activities for your organization in order to help you reach specific goals, such as getting to know one another, enhancing communication, preparing for service, identifying resources/referral etc.

Stop by the Center for Leadership, Service, and Involvement to find out how they may be able to help your organization.

**RESOURCES:**

- **Die-cutter** that allows you to quickly punch out large letters and a variety of shapes for signs and display cases
- **Butcher Paper** for making large signs and banners
- **Leadership Library** with books on leadership, icebreakers, team builders and publicity
- **Button Maker** for creative advertising
- **Supplies** including sidewalk chalk, paint, construction paper, stencils, etc
- **Macintosh Workstations** with the following programs and peripherals: Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe GoLive, Microsoft Office, and internet programs
- **Printwise Station**
- **AXIS TV**: set up an account and get trained
- **Meeting Rooms** can be reserved for executive board or small group meetings

**HOURS**

- Monday-Thursday: 9:00 a.m. - 11:00 p.m.
- Friday: 9:00 a.m. - 4:00 p.m.
- Saturday: 1:00 p.m. - 4:00 p.m.
- Sunday: 1:00 p.m. - 9:00 p.m.

Phone number: (414) 288-1598
SPONSORING EVENTS

Be The Difference.
PARTICIPATION IN STUDENT ORGANIZATION SPONSORED EVENTS

In order to enhance the quality of campus life for Marquette students and their guests, student organizations are encouraged to sponsor a wide range of programs that are socially, recreationally, educationally and culturally diverse. While these programs are generally provided for the members of the campus community, others may be invited to participate in university activities in an effort to improve the campus environment for Marquette students.

On the occasion when admission fees are charged for a campus event, the funds raised should be used to defray the costs of the event and support the sponsoring organization’s activities, and must be collected according to university fund-raising policies administered by the Office of Student Development. The primary purpose for charging admission fees for events should not be for financial gain or profit.

DAYS AND HOURS OF STUDENT ACTIVITIES

1. The days and hours of student activities directly pertain to the availability of space on campus (e.g., AMU facilities, classrooms, and grounds). All activities on campus must conform to the regular closing hours of the building or area. If necessary, permission for use of a building or room or area outside of its regularly scheduled hours may be arranged for a special event through the AMU Event Management Office. In such cases, the AMU Event Management Office will make proper arrangements with both the organization sponsoring the event and the particular department of the university that is responsible for the use of the building. Additional charges may be incurred by the organization in order to use facilities beyond posted hours.

2. During final examinations, group activities are not encouraged and may be held only under the following provisions:
   a. Activities may be held only on campus
   b. No activities may be held in residence halls
   c. Activities must be pre-planned so that no student is actively involved in the sponsoring or production of the function. The types of activities should be limited to programs that require little time in planning and executing

AMU OPERATING AND ROOM RENTAL POLICY

A. A room rental fee will be assessed for the use of Alumni Memorial Union facilities (Weasler Auditorium, Varsity Theatre, and the Union Sports Annex) when admission is charged. This includes donations, fund-raising for benefits, and all registration fees (i.e. charging participants for meals).

1. The current room rental rate schedule is available in the AMU Event Management office (AMU 245) and online at: www.marquette.edu/amu/events/plananevent.shtml.

2. Room rentals normally include the room and any required set up, equipment, supervision and normal cleaning. The cost of any special equipment (including audiovisual equipment or rented equipment) or personnel will be charged to the user.

3. For room rental and food service requests, a deposit of 75% of the estimated billing cost is required 14 days before the event. A final bill will be issued one week following the event. The AMU has the right to cancel an event if the deposit is not made prior to the event.

4. All university funded organizations are required to provide a valid university account budget number for their events.
5. Normal cleaning of the room will be the responsibility of the union staff. A user will be charged any cost resulting from conditions caused by the group which require additional staff or additional cleaning to restore the room to the pre-event condition. For safety reasons, users may not change room setups.

6. Charges for the full cost of repair or replacement will be made by the user for any damages to the furnishings, equipment, or facilities whether accidental or purposeful.

B. Staff on the AMU payroll will operate all audio-visual equipment that belongs to the Alumni Memorial Union. A charge at university approved rates may be made for this service. For a complete list of equipment and labor rates, see: www.marquette.edu/amu/events/plananevent.shtml.

C. University Catering Services provides catering for campus venues; including outdoor spaces. All food & beverage needs for events scheduled within the Alumni Memorial Union facilities, are required to be obtained through University Catering Services. The AMU facilities include the Weasler Auditorium, Varsity Theatre, Multicultural Center, Union Sports Annex, and outdoor spaces adjacent to the AMU. The Multicultural Center, AMU 111 has cooking facilities available for university groups to prepare food. Contact AMU Event Management staff (AMU 245) to coordinate.

D. Food and beverages are not permitted inside the Varsity Theatre or Weasler Auditorium. The lobby areas of these buildings are approved for food.

E. When AMU Event Management staff is not present at events occurring in AMU facilities, the AMU building supervisor or building manager is responsible for the management of the AMU facilities. In matters of scheduling conflicts and similar problems, his/her decision is final.

F. Any group that sponsors an activity or event is responsible for the actions of guests and participants and/or the proper use of the facilities, furnishings and equipment in the scheduled areas by the guests and participants attending the function. Some events may require security as requested by the sponsoring organization or by the Alumni Memorial Union or both. The decision to retain appropriate security will be made by the Department of Public Safety following a discussion with the sponsoring group leadership. A charge for additional security may be made at university approved rates.

G. The Alumni Memorial Union does not assume responsibility for damages to or loss of any materials or equipment left by groups in any of the buildings or on display or in storage.

H. Special arrangements must be made with the AMU Event Management Office, 245 to:
   1. Conduct an event before or beyond normal closing hours of the building.
   2. Sell tickets, books, or other items on the premises.
   3. Decorate any space/room in the facilities.
   4. Engage in any other special activities in the building.

I. In the interest of personal safety of guests, students and staff, the following rules must be followed:
   1. The space reserved for each particular function is not to be used in excess of the normal seating capacity.
   2. All aisles leading to exit doors must be kept clear and unobstructed.
   3. Exit doors must not be fastened or obstructed so that the doors can be opened readily.

J. The following are prohibited in the facilities:
   1. Decorations, displays or exhibits that require flame or water. (Hurricane candles can be used on tables. No open flame.)
   2. The use of tape, glue or adhesive on the walls, ceilings, windows, door frames, columns or staging for attaching material.
   3. The use of nails, screws, tape or glue to suspend materials from the ceiling or light fixtures.
   4. Any other activity that could physically damage the building or its furnishings or equipment.
   5. Food and beverages provided by a vendor other than AMU Dining Services.
K. The following are prohibited unless special permission is obtained from the AMU Event Management Office, 245:

1. Sales of any kind
2. The use of amplifying systems in the building, the hallways, the food service areas or other rooms or outdoor spaces
3. The rearrangement of furnishings in the facilities
4. The distribution of literature, posters and handbills

L. A copy of any contract for live performances is expected to be on file, be reviewed, and be approved by the Office of Student Development and AMU Event Management office before any event is publicized and taking place. A copy of the contract must be submitted to the AMU Event Management Office, 245 for review. Waivers and releases may also be required. (Note: Tentative room reservations can and should be made as early as possible to reserve the date and room before the contract being approved).

M. The AMU Event Management Office will arrange for security services. Charges for these services are made by the AMU.

1. As you plan large events in some of Marquette’s major venues, you may find you have additional staffing and security needs. Please note that some events may require security staff. The AMU staff are available to help you determine what is needed for your event and they are able to make staffing arrangements for you.
2. When you are working through your budget for an event, be sure to factor in the cost for additional staff and security. Below are the current rates for AMU staff and Marquette security to help you estimate your costs. (Note: Building Manager costs are scheduled when doors open and for setup and or tear down.)

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio-Visual/Technical</td>
<td>$13/hour</td>
</tr>
<tr>
<td>Building Manager</td>
<td>$12/hour</td>
</tr>
<tr>
<td>Student Security</td>
<td>$12/hour</td>
</tr>
</tbody>
</table>

3. Events (with the exception of late night dances) that require a Public Safety officer will be billed on an event-by-event basis as determined in the pre-planning meetings with the Event Coordinator. Organizations that sponsor Late Night Dances will be charged a flat fee between $100-$300, depending on the level of dance. Should DPS deem it necessary to increase the amount of officers on duty, they will absorb the additional charges.

N. Doors for events will be opened and tickets will be on sale one half hour before the event start time unless otherwise requested by the sponsoring organization.

O. Ticket sales in AMU facilities are permitted in approved areas by AMU staff using approved tickets. Information for ticket sales is to be provided at the time the reservation for the event is made. To accommodate university accounting requirements, the AMU deposits all receipts with the Bursar for reconciliation and the payment of all facility expenses, following which the net income and statement of expenses will be returned to the sponsoring organization.

P. Each event at the Varsity Theatre is entitled to one (1) line on the marquee listed in order by date with the name and time of the event. Arrangements for this can be made through the AMU Event Management Office.

Q. All applicable federal, state, and municipal laws and ordinances, and all other rules, regulations and policies of the university shall be observed and enforced in these facilities.

R. Violation of applicable policies could result in the following actions being taken, singularly or in combination:

1. A warning that the activity was inappropriate to the facility
2. Payment for any labor, repair or replacements costs caused by the violation
3. Payment of the room rental charge as if an admission fee were charged
4. Forfeiture of the use of space for a stated period
5. Referral to other campus offices for action
AMU SPACE AND ROOM RESERVATION PROCEDURE

A. Space and room reservations of the Alumni Memorial Union facilities will be accepted from recognized and approved student organizations up to one year prior to the event date. You cannot hold tentative space until you have been recognized and approved for the upcoming year. All reservations remain tentative, and, therefore, subject to cancellation, until necessary approvals are obtained and complete setup information is provided.

B. Reservations will be accepted during regular office hours, subject to space, room and equipment availability, when submitted by the following deadlines:

- Minor set up required: two working days before use
- Food service required: 10 working days before use
- Food service guarantees: three working days before service
- AMU Ballroom, Union Sports Annex, Weasler Auditorium, Varsity Theater, Marquette Place, Brooks Lounge, or major portions of the building, outdoor space, and significant space in other university facilities: 30 working days before use
- Technical equipment or personnel required: 15 working days before use
- Security personnel required: 10 working days before use
- Use of union facilities, outdoor space, or other significant facilities beyond stated operating hours: 30 days before use. Permission from the director of the AMU is required

C. No student organization sponsored dances, concerts, and/or large venue performances are permitted during summer, winter, fall, or spring breaks.

D. Approval is required from the person recognized as the head of the sponsoring department or group; for an academic or administrative department the dean, director or department chairperson, and for a student group, the president or chairperson is required. For an event with two or more sponsors, approval is required from the head of each group.

E. Specific space and room assignments shall be made at the discretion of the AMU Event Management Office, 245. The AMU reserves the right to make changes to a reservation, such as a room adjustment, to accommodate the greatest number of organizations. Notice will be provided to sponsors and their guests.

F. The sponsoring group agrees to cancel reservations when possible if plans are changed so that the space will be available for other groups. For a cancellation that is not made at least 48 hours before the event, and/or when other reservations have been refused and the space is unused, action will be taken as described in the Operating Policies section. No-shows for events will result in the user being charged the full university fee for that area.

G. For large events or activities other than organizational or departmental meetings, the following cancellation fees may apply. The cancellation fees are based on the appropriate fee schedule and may be made as if an admission fee were charged.

- 11 – 15 working days in advance: 50% of applicable room fee
- 6 – 10 working days in advance: 75% of applicable room fee
- 0 – 5 working days in advance: 100% of applicable room fee

H. In the event that the premises or any part thereof be damaged or destroyed by fire, or any other cause, or if a strike, act of God, national emergency, or other unforeseen event of any kind, shall make the premises unusable or uninhabitable or prevent the full presentation of the program, the reservation agreement shall terminate. In any case of dispute, the AMU Event Management office decision to terminate an event will be final.
POLICIES AND PROCEDURES FOR THE DISTRIBUTION OF LITERATURE, THE SPONSORSHIP OF VISITING SPEAKERS AND PUBLIC PERFORMANCES, AND THE SCREENING OF FILMS

As indicated in the University mission statement, Marquette is committed to the unfettered pursuit of truth under the mutually illuminating power of human intelligence and Christian faith. In this context, the University encourages its student organizations to contribute to the role of the University as a forum for intellectual discussion, debate, investigation, and/or artistic expression.

Student organization requests for the distribution of literature, the sponsorship of visiting speakers and public performers and the screening of films will be considered in light of the educational purposes and the Catholic identity of Marquette University. Specific attention, therefore, will be paid to the context and purpose of the proposed material.

The university has final discretion in decisions regarding the distribution of literature, the sponsorship of visiting speakers and public performances, and the screening of films. In keeping with the intellectual imperative of the university and the instructive value of dialogue, educational or artistic merit and a balanced perspective will be the normative bases for decisions. The use of the university as a forum, however, in no way implies university approval or endorsement of the views expressed by material distributed, by a speaker, in a public performance, or in a film. In those cases where a program, film or printed material is considered to be opposed to the mission of the university, there may be a requirement for the presentation of multiple points of view.

All of these activities must conform to the University’s general regulations pertaining to student activities as presented in this handbook and in the Student Handbook, *At Marquette*.

DISTRIBUTION OF NON-ACADEMIC LITERATURE

The university provides for the distribution of literature by student organizations. The following guidelines apply:

1. Only members of the registered student organizations may distribute literature.
2. Only literature deemed appropriate by the student organization and the university may be distributed.
3. The literature shall clearly identify the student organization responsible for the literature.
4. The material must state that the views presented in the literature are not necessarily those of the university.
5. In order to gain approval, the following information must be provided to the Office of Student Development (AMU 121), not less than five (5) working days in advance of the planned distribution:
   a. Copy of the material(s) to be distributed
   b. Proposed facilities to be used for distribution
   c. The time(s) and date(s) of distribution
   d. The manner of distribution
6. The material must be distributed according to all other university policies, including the residence hall policy on solicitation as outlined in the Student Handbook, *At Marquette*.

After authorization, one copy of the material(s) will be retained for the file in the Office of Student Development. Once material is approved for distribution, a stamp of approval must be placed on all materials for distribution.
SPEAKERS, FILMS, CONCERTS, AND OTHER PUBLIC PERFORMANCES
Visiting speakers, films, videotapes, concerts, comedians, and other public performances must be registered and approved by the Office of Student Development (AMU 121) by filling out an Event Registration Form at least two weeks prior to the date requested for the event. Event Registration Forms are available on Marquette Involvement Link. When hosting a speaker on campus, student organizations must provide a biography/resume of the performer AND a written description of the content/purpose of the performance with their Event Registration Form. All films require a catalog summary that includes the company name through which the film is being obtained.

DVD/VIDEO COPYRIGHT LAW GUIDELINES
In light of the availability of feature-length films on videocassettes and DVD and the proliferation of videocassette recorders and DVD players, student groups are advised to be aware that federal copyright laws restrict the use of videocassettes and DVDs to private showings and prohibit their public performance without prior written consent of the holder of the copyright. All films require a catalog summary that includes the company name through which the film is being obtained. Videocassettes and DVDs, which qualify for public showings, are covered by the above policy for speakers, films, concerts and other public performances.

SPONSORSHIP OF RELIGIOUS ACTIVITIES
In addition to policies and procedures for Sponsorship of Visiting Speakers and Public Performances and for Distribution of Literature, student organizations are expected to adhere to the Religious Activities Policy outlined in the Student Handbook, At Marquette.

All registered student organization events must be congruent with the policies, objectives, and mission of the University. It is expected that events will be registered using the regular time line and Event Registration Form in place for all student organization events. Religious activities sponsored by student organizations that should be registered include but are not limited to: worship or religious services, Bible studies, witness talks, spiritual retreats, and other off campus activities. The university has final discretion in decisions regarding the sponsorship of religious activities. When these decisions involve student organizations they are made by the Office of Student Development in consultation with Campus Ministry and other officials as appropriate.

QUESTIONNAIRE/ SURVEY POLICY
Student organizations that wish to collect information from students on campus by the use of questionnaires, surveys and other collection techniques must have prior written approval to do so. Please see the Questionnaire/Survey Policy Procedure outlined in the Student Handbook, At Marquette for more information on how to obtain such approval.
SPONSORSHIP OF NON-UNIVERSITY POLITICAL ACTIVITIES

In addition to policies and procedures for Sponsorship of Visiting Speakers and Public Performances and for Distribution of Literature, the following guidelines have been created to regulate the presentation of political candidates and campaigns as well as elected or appointed government officials. The goal is to allow for sponsorship of these speakers and activities by a recognized student organization while protecting the interests of the sponsoring group and the university.

All approved events must be congruent with the policies, objectives, and mission of the University. It is expected that events will be registered and approved using the regular time line and Event Registration Form in place for all student organization events. In an election season, circumstances may arise where an organization learns of the availability of a political candidate or speaker less than two weeks before an event. Exceptions to the timeline may be made in these instances, but a request for exceptions with less than 24 hours notice generally will not be approved. The university has final discretion in decisions regarding the sponsorship of political candidates, speakers, or activities and these decisions are made by the Office of Student Development in consultation with other University officials as appropriate.

SPONSORSHIP OF POLITICAL CANDIDATES

Student organizations may bring political candidates to campus when those candidates will serve in capacities of significance to the university. These include campaigns for city mayor, Common Council, county supervisor, county board, Wisconsin Assembly or Senate, other state officers, U.S. Congress, and the president.

SPONSORING A POLITICAL CANDIDATE ON CAMPUS GROUNDS

Student organizations may bring a political candidate to campus for the purpose of meeting and greeting students, faculty and staff as a campaigning activity under the following conditions:

- All such events must be sponsored and registered by a student organization.
- The candidate must be escorted by a member of the sponsoring student organization at all times. If a candidate is campaigning on campus grounds without an escort, the candidate will be asked to leave.
- The candidate is not permitted to walk around inside buildings with or without an escort. This includes academic buildings, residence halls, dining halls, the Alumni Memorial Union, Raynor Memorial Library, and the Helfaer Recreation Center.
- On an election day, the candidate is not permitted to be within 100 feet of any polling location.

SPONSORING A CANDIDATE BY HOSTING AN INFORMATION TABLE

Student organizations may bring a political candidate to campus for the purpose of setting up an information table under the following conditions:

- All such events must be sponsored and registered by a student organization.
- In addition to obtaining approval from the Office of Student Development, written approval to host a table must be obtained from the scheduling official responsible for the building.
- The candidate is not required to remain behind the information table, but must be within 3 feet of the table at all times.
- Information tables that include published literature must display a sign or label stating that the views presented in the literature are not necessarily the views of Marquette University (see Literature Distribution Policy).
- On an election day, information tables containing campaign materials or bearing a candidate’s name must be set up at least 100 feet from all polling locations.
SPONSORING A POLITICAL CANDIDATE BY HOSTING A PHONE BANK
Student organizations may host a phone bank on campus for the purpose of campaigning for a political candidate under the following conditions:

- All such events must be sponsored and registered by a student organization.
- All callers must be Marquette University students.
- Callers may not indicate that they are representing Marquette University or calling from Marquette University. However, callers may indicate that they are students at Marquette.
- No university resources may be used in conducting the phone bank (i.e. university phones, university computers, university directory information used to generate phone lists, etc).

SPONSORSHIP OF CAMPAIGN HEADQUARTERS ON CAMPUS
Student organizations may not host a campaign headquarters on behalf of a candidate or campaign during an election season. A campaign headquarters is defined as any campaign activity directed by or involving the on-campus presence of non-student campaign personnel of a candidate or organization supporting a ballot referendum.

FOR ALL ELECTED OFFICIALS, CANDIDATES, OR CAMPAIGN-RELATED SPEAKERS
Student organizations are expected to work closely with candidates, elected officials and/or campaign staff to ensure the event is a collaborative effort between the student organization and the visiting speaker. The student organization shall be solely responsible for making all arrangements with the university for the speaker, including payment of any security, audio-visual or related facility use charges.

Both immediately before and immediately after an elected official, candidate for public office, or campaign-related speaker is permitted to speak at an event or meeting of a student organization, and both immediately before and immediately after anyone at an event or meeting of a student organization makes a statement in support of or against a candidate for public office, the following should be read aloud:

“The views expressed here today are those solely of the speaker and not of Marquette University. The use of Marquette’s facilities does not constitute an endorsement of any political candidate or of the views expressed. No fundraising is permitted at this event.”

SPONSORSHIP OF POLITICAL ACTIVITIES DURING AN ELECTION SEASON
Prior to an election, the Office of Student Development may designate a period of time during which all events that are political in nature must be reviewed and approved by the Office of Student Development before any reservation (tentative or confirmed) can be made by the AMU Event Management office or other campus scheduling officials. Events that are political in nature are defined as any event that features a political candidate as a speaker, panelist, or special guest; promotes the interest of any political campaign; or features an issue-driven speaker or agenda. All approved events must be congruent with the policies, objectives, and mission of the University.

SPONSORSHIP OF VOTER REGISTRATION ACTIVITIES
Student organizations may sponsor non-partisan voter registration activities. Only Marquette students who are officially recognized City of Milwaukee Board of Election Commissioners are eligible to register voters. When sponsoring a voter registration event, the student organization must submit the names and ID number assigned by the City of Milwaukee Board of Election Commissioners for all students who will be conducting voter registration activities. In accordance with election laws, all voter registration events must be non-partisan in nature; no campaigning may take place and no materials in support of any candidates or issues can be displayed while registering voters. Student organizations that exist to promote the campaign of a specific candidate will not be permitted to sponsor voter registration activities. Upon approval of voter registration activities, the Office of Student Development will provide additional information on any procedures that may apply for submitting voter registration forms and providing information from the University to newly registered voters about Election Day requirements for student voters.

SPONSORSHIP OF EVENTS RELATED TO RECALLS, REFERENDA, OR OTHER BALLOT ISSUES
The Office of Student Development will review requests for potential sponsorship of events related to referenda, recalls or other ballot issues on a case-by-case basis, in consultation with other University officials.
POLICIES AND PROCEDURES FOR WORKING WITH MINORS

In addition to the general requirements for registering student organization activities, some student organization activities involving minors (those under the age of eighteen) may be subject to the policies and procedures for working with minors, as outlined in the University Policy and Procedure (UPP) 4-26: www.marquette.edu/upp/documents/upp4-26.pdf. Some activities may be exempted from this policy. Exemptions will be granted by the Office of Student Development in consultation with the Office of Administration, Risk Management, and General Counsel.

It is expected that all activities including minors will be registered and approved using the Event Registration Form in place for all student organization activities. These events must be registered at least sixty days prior to the first scheduled activity. Organizations must indicate on the Event Registration Form if minors will be physically present and participating. If minors are physically present and participating in activities (1) on the Marquette University campus, or (2) in activities that are under the authority or direction of the student organization (regardless of location), the organization will need to complete a number of additional steps as outlined below. Unless exempted from one or more parts of the policy, activities will not be approved by the Office of Student Development and individuals are not permitted to participate in activities that involve direct interaction with minors until background checks have been conducted and required training is completed.

REQUIRED FORMS
All activities that meet the criteria outlined above will need to submit the following information to Risk Management.

1. A representative from the student organization must complete the Reporting Form for Events Involving Minors – Parts I & II, and submit it to Risk Management
2. Each student organization member and/or other adult affiliated with this program who is over the age of eighteen (18) and will be interacting directly with minors needs to complete and submit a Background Information Disclosure (BID) Form.

The forms and contact information are available at: www.marquette.edu/riskmanagement. Forms will not be processed until all of the required forms are received. Requests for exemptions to this time line will generally not be approved.

BACKGROUND CHECK
In addition to the completion of the required forms outlined above, a background check will be required of each Marquette University student participant prior to his or her direct participation with minors in a program or activity covered by this policy and at least once every four (4) years thereafter. It is the responsibility of the student organization member coordinating the activity to assure that each participating Marquette University student participant has submitted the required background check request form and has subsequently received clearance to participate.

TRAINING
Each Marquette University student participant who will be interacting with minors in such a program or activity shall complete mandatory online training on the behavioral requirements of this policy, on protecting minors from abusive emotion and physical treatment, and on reporting and notification of incidents of improper behavior. Information about this training will be provided upon completion and submission of all required forms. Individuals are not permitted to participate in activities that involve direct interaction with minors until the required training is completed.
CONTRACTING PERFORMERS

It is not uncommon for student organizations to enter into contractual agreements with performers, musicians, speakers, and the like. When negotiating contracts with these groups, be sure to keep in mind the following:

1. Make sure all the business terms (for example, monetary) are spelled out clearly.
2. Make sure both parties’ responsibilities are spelled out clearly.
3. Make certain you are able to do everything for which you are responsible.
4. Make sure there are no terms included which you do not understand – ask questions!
5. Make sure both parties’ obligations are fair (for example, both parties are required to carry insurance, not just one).
6. Make sure ALL important terms are contained within the contract (not in a verbal agreement). If the other party fails to include all verbal terms in a written contract, walk away!

Contracts can be confusing, but as with everything, the Office of Student Development is here to help. If you have questions about contracts, please don’t hesitate to stop in or call (414) 288-7205.

DANCES

At Marquette, dances sponsored by student organizations are social activities primarily for Marquette students and guest(s).

In order to hold a dance, the sponsoring organization must register the event with the Office of Student Development, AMU 121, and meet with the Associate Director of the Alumni Memorial Union for a preliminary dance planning meeting, no later than four (4) weeks prior to the dance to discuss the event. A follow up meeting is required no later than seven (7) business days prior to the event date, to finalize event needs and expectations. This final planning meeting is also an opportunity to introduce the event’s sponsoring organization members/volunteers to the Alumni Memorial Union, Student Affairs and the Department of Public Safety liaison(s) on site during the event prior to the date of the dance.

The Student Organization Dance Policy includes provisions for four levels of dances as follows:

Level 1 – Open to Marquette University Student Organization Members Only
Level 2 – Open to Marquette University Students Only
Level 3 – Open to Marquette University Students and Guest(s)
Level 4 – Open to Marquette University Students, Guest(s) and other College Students

Depending on the level of the event and the anticipated attendance, the costs, timing, locations and security requirements will vary. Possible campus locations for dances include the AMU Marquette Place, AMU 163, AMU Ballroom and the Union Sport Annex Court. Fees paid by the student organization range from $100 – 300 for staffing, security and room set-up. Additional costs may include rented equipment, entertainment and/or catering. Note: there will be only one Level 4 dance per night, per weekend.

For dance date(s) availability, or to obtain a complete copy of the Dance Policy (including the entrance requirements for each level) go to www.marquette.edu/amu/plananevent.shtml or email Annette Conrad: annette.conrad@marquette.edu.
EVENT ADMISSION POLICIES

FREE CONCERTS
(Includes musical performances, comedy or variety shows, etc., except concerts sponsored by the Marquette University Band, Orchestra, Jazz Ensemble, Chorus and Gospel Choir)

1. Marquette community members must present valid MU IDs.
2. Marquette community members may each bring up to three guests who are at least 18 years of age and who provide valid photo IDs.
3. Non-Marquette guests must provide valid ID with a proof of being 18 years of age or older and may bring one guest who is at least 18 years of age and must provide a valid photo ID.
4. Marquette alumni and invited guests of the university may also attend.
5. When possible, members of the Marquette community and their guests will be admitted to the event prior to others.

EVENTS WITH TICKETS SOLD IN ADVANCE
(Except concerts sponsored by the Marquette University Band, Orchestra, Jazz Ensemble, Chorus and Gospel Choir)

1. Marquette community members may purchase up to four tickets for the first week of sales, and an additional four tickets thereafter.
2. After one week of sales to the Marquette community, others who are at least 18 years of age and who provide valid photo IDs may purchase up to four tickets. Please note that admission to the event will be restricted to guests who are at least 18 years of age with a valid photo ID.

EVENTS WITH TICKETS SOLD AT THE DOOR
(Except concerts sponsored by the Marquette University Band, Orchestra, Jazz Ensemble, Chorus, and Gospel Choir)

1. Marquette community members must present valid MU IDs.
2. Marquette community members may bring up to three guests who are at least 18 years of age and who provide valid photo IDs.
3. Others who are at least 18 years of age may enter with valid photo IDs.
4. When possible, members of the Marquette community and their guests will be admitted to the event prior to others.

OTHER CONDITIONS RELATIVE TO ENTRY AT EVENTS

1. All programs must take place in an atmosphere that assures the safety of all participants and other members of the campus community as well as the security of university property. Appropriate levels of security will be determined by the Department of Public Safety, in consultation with the AMU, the Office of Student Development, and the sponsoring organization.
2. Exceptions to these admissions guidelines must be approved by the director of Public Safety, Event Management, Office of Student Development, and the advisor to the sponsoring student organization, in conjunction with the event planners. During the event, the AMU staff member present will have the prerogative to determine exceptions to this policy.
3. Events held on Sunday through Thursday will end no later than 11:45 p.m. Events beginning on Fridays and Saturdays will end no later than 2:00 a.m., and all participants must exit the event by 2:15 a.m.

4. Entrance to events will be prohibited to persons appearing intoxicated or otherwise under the influence of alcohol or drugs.

5. Attendees may not bring beverage containers inside the facility.

6. Attendees who have been asked to leave may not reenter the building.

7. Events will be managed by the sponsoring organizations with the assistance of one or more of the following: an Alumni Memorial Union staff member, Public Safety officers, faculty or administrative advisors, and alumni.

8. Failure to meet these guidelines during the planning process or actual program could lead to the cancellation of the reservation or the event. Please consult with the AMU Event Management staff for specific time frames relevant to event planning.

GUIDELINES FOR MUSG AND STUDENT ORGANIZATION TICKET SALES

All requests for tickets that are to be sold by the Brooks Lounge should be submitted to the Associate Director of the Alumni Memorial Union, in AMU 213 (414) 288-7202 on a Brooks Lounge Ticket Sales Information Sheet at least one (1) week prior to the start of the sale date, and before distribution of advertising materials for the event. The tickets and/or waivers should be given to the Associate Director of the AMU at least three (3) days prior to the start of the sale date.

Any flyer, announcement or publicity should be included with your request and will be displayed at the Brooks Lounge. All publicity must be approved by the Office of Student Development.

All tickets are to be numbered in consecutive order.

Monies collected from the sale of tickets should be picked up from the Administrative Office (AMU 213) the day following the last sale date. Other arrangements can be made by calling Linda Lee, Coordinator of Administrative Services, at (414) 288-0628.

No ticket service charge will be applied to tickets sold by the Brooks Lounge for student organizations.

The Ticket Sales form must be completed by the individual MUSG commissioner or student organization representative who is responsible for the program that tickets are being used. Requests must be submitted at least one (1) week prior to the start of the sale date.

All MUSG concert tickets must be professionally ordered. Contact the AMU, AMU 245, (414) 288-7202 at least two (2) weeks prior to the start of ticket sales. Other events are also welcome to use this service.

Information which should be on the ticket includes:

• name of the event
• date of the event
• time of the event
• location of the event
• cost (with MUID, public)
• what time doors open
• ticket number (may have to be numbered by hand)
• hand made tickets should have the approval stamp of Student Development
• sponsor (MUSG, student organization, cosponsors)
• location and time of pick-up for buses (if used)
• 18 and older, if applicable
HOSTING EVENTS THAT INCLUDE ALCOHOL

ON CAMPUS
The criteria for authorizing the availability and use of alcoholic beverages on campus at scheduled events are as follows:

1. It is expected that events will be registered and approved using the regular timeline and Event Registration Form in place for all student organization events (submitted on Marquette Involvement Link at least 2 weeks in advance of the event).

2. The scheduled event is restricted to members of the sponsoring organization(s) with a predetermined number of guests, and approved in writing by the Senior Associate Dean of Student Development before the event.


4. The publicity policies outlined in this handbook must be followed. Specifically, no posters or other forms of publicity will be approved advertising or implying the sale or use of alcoholic beverages.

5. The specific financial arrangements with respect to the occasion are to be disclosed in detail, to preclude illegal sales, and to assure that university credit is not being used without proper identification.

6. After university approval for an event has been received, the organization requesting use of alcoholic beverages through university catering must finalize such arrangements directly with the catering office, including all billings and payments.

7. No alcoholic beverages are permitted to be brought into university facilities by individuals or groups. All service arrangements for events held on campus must be approved by the director of the AMU or his/her designee, and appropriate arrangements must be made through Event Management. Charges for bartender(s) and/or other staff may be incurred.

8. For occasions where guests are appropriate, in general not more than three bona fide personal guests per person may be invited.

9. The organization and its officers requesting and having received authorization for an event at which alcoholic beverages are served will be held responsible for all charges, costs, and any damages incurred in connection with the event; for their own behavior as well as that of the participants; and for seeing that underage persons present are not served alcoholic beverages nor permitted to consume intoxicants at the event.

10. The normal closing hours of the AMU facilities and the residence halls shall be adhered to in limiting the special event, yet at no time shall alcoholic beverages be served after 1 a.m.

11. Students who plan or who attend scheduled events are responsible for knowing and following the policies and procedures for such events as well as the rules that may apply in specific buildings or areas of the campus.

12. Organizations must have the support of their advisor.

13. Other criteria may apply, depending upon the circumstances of the event.

Note: It is understood that the university staff member in charge of a facility, or an event, or his/her designee, has the authority to enter and remain present at the event; to limit or terminate the consumption or possession of alcoholic beverages or the event itself; and/or to take any other action required to maintain or to restore order and decorum, should that become necessary.
OFF CAMPUS

The criteria for authorizing the availability and use of alcoholic beverages at student organization events occurring off-campus locations are as follows:

1. It is expected that events will be registered and approved using the regular time line (two weeks prior to event) and Event Registration Form in place for all student organization events.

2. All alcohol at events occurring off campus must be provided by a licensed and insured vendor. In addition, the organization must complete and submit a Third Party Vendor Responsibility Form two weeks prior to the event. The vendor must agree to the following:

   • Provide proof of insurance with a minimum of $1,000,000 of general liability insurance, evidenced by a copy of the properly completed certificate of insurance prepared by the insurance provider. The certificate must show that the insurance coverage maintains “off premises liquor liability and non-owned and hired auto coverage”. The certificate must show that the vendor has added the student organization sponsor(s) as “additional insured” or “namely insured” on their insurance coverage for the date of the event.

   • CASH ONLY sales collected by the vendor during the entire function

   • The vendor will check identification cards upon entry to the event, refuse service of alcoholic beverages to minors, refuse service to individuals who appear intoxicated, maintain absolute control of all alcoholic containers present, collect all remaining alcohol at the end of the event and remove it from the premises.

   • Vendors must also agree that no excess alcohol – opened or unopened – will be given, sold or furnished to the event sponsor(s).

3. The scheduled event is restricted to members of the sponsoring organizations with a predetermined number of guests (generally not to exceed three bona fide personal guests per member.) An invitation/guest list must be submitted with the Event Registration Form and the Third Party Vendor Responsibility Form.

4. Events where the central focus is alcohol, events that promote the use or sale of alcohol, or events that promote over-consumption or rapid consumption of alcohol will not be approved (e.g. pub crawls, happy hours, fundraisers that promote the use or sale of alcohol).

5. The publicity policies outlined in this handbook must be followed. Specifically, no posters or other forms of publicity will be approved advertising or implying the sale or use of alcoholic beverages.

6. For events including alcohol sponsored at designated fraternity and sorority facilities, IFC and Panhellenic risk reduction policies apply. The Office of Student Development will work with the Greek governing councils to designate these locations.

7. The organization and its officers requesting and having received authorization for an event at which alcoholic beverages are served will be held responsible for all charges, costs, and any damages incurred in connection with the event; for their own behavior as well as that of the participants; for ceasing to serve those visibly intoxicated; and for seeing that underage persons present are not served alcoholic beverages nor permitted to consume intoxicants at the event.

8. Students who plan or who attend scheduled events are responsible for knowing and following the policies and procedures for such events as well as the rules that may apply in specific buildings or areas of the campus.
HOSTING EVENTS WITH FOOD

For bake sales, cookouts, special dinners, and other events with food, it is important that the health and safety of all participants is ensured. While handling food at your event, you are encouraged to follow these guidelines:

- Always wash hands before handling food.
- Wear gloves whenever serving cooked or ready-to-eat foods.
- Gloves can be purchased from AMU Dining Services.
- Gloves should be changed as needed.
- Do NOT reuse gloves if torn/contaminated, or if you take them off.
- Make sure that all equipment has been thoroughly cleaned and sanitized.
- Keep raw foods separate from cooked and ready-to-eat foods. This helps to avoid transfer of bacteria and cross-contamination.
- Cold foods must be kept at or below 41 degrees Fahrenheit in ice-filled coolers.
- Hot foods must be kept above 140 degrees Fahrenheit.
- All processed meats (for example: ground beef, hot dogs) must be cooked to a temperature of 165 degrees Fahrenheit to kill bacteria. No rare hamburgers may be served.
- Food should be served immediately following preparation.
- No food may be brought in the AMU unless otherwise approved.

University Catering Services provides catering for campus venues; including outdoor spaces. All food & beverage needs for events scheduled within the Alumni Memorial Union facilities, are required to be obtained through University Catering Services. The AMU facilities include the Weasler Auditorium, Varsity Theatre, Center for Intercultural Engagement, Union Sports Annex. Contact AMU Event Management staff (AMU 245) to coordinate.

The Catering Guides can be found online at: http://www.marquettediningservices.com/catering.html

Student organization sponsored events are eligible for a 20% discount on food and beverage items; excluding special order and/or select menu items. Please consult with the Primary Event Coordinator assigned to your event to develop a menu plan based on event expectations and budget.

SERVICES AUCTION POLICY AND GUIDELINES

A Services Auction is an event in which an individual identifies a service or services that s/he will provide for a fee to the highest bidder. Services may include washing a car, tutoring, making dinner, etc. With careful planning and forethought, these events can be enjoyable for all parties involved. To ensure that all parties know and understand the nature of a Services Auction, it is important that organizers follow these guidelines and that persons involved are not exploited. In addition the following must be upheld:

1. The event must be called a Service Auction or another name approved by the Office of Student Development. The focus of the auction must be on the service being provided rather than the person providing the service. Services should be clearly defined and may not be relational activities, such as dates.

2. Two weeks prior to the proposed date of the event, the student organization sponsoring the services auction must complete and submit for approval an Event Registration Form. These forms are available on Marquette Involvement Link.
3. Five working days prior to the event, the organizers must submit a complete list of the services to be auctioned, a sample of the agreement form (see #5), a statement that specifies a minimum bid, a copy of the script that will be used at the auction, and the actions that will be taken to ensure that all participants are treated with respect. The Office of Student Development must approve this information.

4. An individual or group discussion must be held with the participants providing services at least three working days prior to the event. The purpose of the discussion is to ensure that all participants understand that the service being provided is not a date and that individuals are responsible for their behavior. Any inappropriate behavior could affect the status of the individual and/or the organization with the university.

5. A signed agreement must be submitted by each participant indicating the specific service being provided and her/his willingness to participate. If a script is to be used during the Services Auction, the participant must be allowed to see the section that refers to her/him three working days in advance and to approve or request a change of the information.

6. The organization must specify a minimum bid and the actions that will be taken to ensure that all participants are treated with respect. Marquette University as a Catholic, Jesuit institution, insists that all human beings possess an inherent dignity and equality because they are made in the image and likeness of God. As the University is committed to maintaining an environment in which the dignity and worth of each member of its community is respected, it will not tolerate harassment of or by students, faculty, staff, and guests or visitors.

**UNIVERSITY-OWNED/ UNIVERSITY-LEASED VEHICLES AND DRIVER TRAINING POLICY AND PROCEDURES**

Any trip or driving activity where students are using university-owned or leased vehicles will require student drivers to participate in a university approved driver-training program. Drivers’ motor vehicle records will also be reviewed. Contact the university department responsible for the management of the vehicles that will be used for more information (e.g. Office of Student Development (AMU 329) for use of the community service vans, Office of Recreational Sports for use of the club sports vans). Individuals are not permitted to drive university-owned or university-leased vehicles until they receive clearance to do so from the proper office.

**USING LIABILITY WAIVERS**

Liability waivers are available through the Office of Student Development for events your organization is sponsoring. In general, a liability waiver should be obtained if participation in the event presents the potential for danger to any of the students involved. This risk might include traveling off-campus, performance on a stage or risers or physical activity (such as run/walk events or sports tournaments). If you are unsure about whether a liability waiver is necessary, contact the Office of Student Development for advice.

Please note that 10 working days notice is needed to prepare liability waivers for your event.

Contact the Office of Student Development as early as possible!

Once a waiver is obtained, make enough copies for all participants and have all participants sign a waiver prior to the beginning of the event or leaving campus. Students who are under the age of 18 need the signature of a parent or legal guardian. If you have students who are under the age of 18, you will want to contact those students well in advance so they are able to participate.

Within one week after your event, submit all the signed waivers to OSD for archiving. Organizations participating in domestic service travel must submit signed waivers to OSD at least one business day prior to departure. Organizations participating in international travel must submit signed waivers at the pre-departure orientation. Student Development keeps waivers on file for seven years.
NOISE ORDINANCES FOR OUTDOOR EVENTS

When holding events outside that involve high levels of noise (amplifiers, bands, etc.), student organizations need to get approval from the City of Milwaukee for a Noise Variance Permit. This helps inform Marquette’s neighbors of the event to minimize disturbance. The Alumni Memorial Union Event Management Office Staff will help you submit a request for a Noise Variance Permit from the City. Below is general information about noise variances. Contact the AMU Event Management office (AMU 245) to make arrangements for a permit. There is a fee for Noise Variance Permits.

CITY OF MILWAUKEE INFORMATION FOR OBTAINING A TEMPORARY NOISE VARIANCE PERMIT

A temporary variance permit may be issued for special community events which are limited in duration and are generally acceptable to the people of the community, provided that precautions are taken to maintain the noises produced at the lowest practical level.

These requests shall first have the aldermanic approval of the alderperson in the district where the event is to take place and the Health Department.

Applications for temporary variance permits must be made in writing to the Milwaukee Health Department at least two weeks prior to the event date and shall contain the following information:

1. Completed application for “Request for Temporary Noise Variance Permit” (completed and submitted by the AMU Event Management staff)
2. A detailed map of the tent, stage or loud noise producing areas (e.g. band, speakers, etc.) in relation to surrounding residents (AMU Event Management staff can assist with this.)
3. A flyer that states what the event consists of

A flyer shall be distributed by the event sponsor to persons in the immediate area who may be affected by the noise and shall include:

- Name and address of event
- Duration of event — date and times
- Name and phone number of a person who must be contacted by complainant

The Milwaukee Health Department may send an inspector to survey the site of the noise production and the surrounding area for possible violations.

If your request is approved by the alderperson and the Health Department and your flyer has been properly distributed, a variance can be granted. At this time, the District Police Captain will be notified of the event.

In the event that proper precautions are not taken to minimize the noise to the lowest practical level, the Health Department and/or Police Department may discontinue the production of noise.

Stop into the AMU Event Management Office (AMU 245) for assistance with all noise ordinance needs!

PROCEDURE FOR SECURING CARD-SWIPE AND/OR KEY ACCESS FOR ACADEMIC SMART CLASSROOMS

A smart classroom security policy (UPP 1-19) is in effect. This policy affords much greater security for our smart classrooms while making reserved access to them more efficient. It must be noted that with the introduction of UPP 1-19, Public Safety is NOT responsible for opening card-sweep access smart classrooms for reserved events. This means that a designated official “Responsible Party” for reserved events will use his/her MU ID card to gain access to card-sweep accessible smart classrooms for each date scheduled.
1. To secure academic space, please submit an online space request at www.marquette.edu/amu/plan_classroom.shtml or contact Events Management at (414) 288-7202 or by stop into the Events Management Office in AMU 245.

2. Reservations are subject to space, room and equipment availability. Room assignments may be subject to change.

3. The process described below does not apply to all academic spaces; only Smart Academic Classrooms.

4. A complete list of Academic Smart Classrooms is available in the Events Management Office, AMU Room 245, or by dialing (414) 288-7202.

**CARD-SWIPE ACADEMIC SMART CLASSROOMS**

If the designated room for your event is the preferred location, or assigned based on availability, and it is a Card Swipe SMART CLASSROOM, the requester will be required to identify the “Responsible Party” (the individual responsible for opening and securing the room on behalf of the sponsoring organization) and acknowledge the electronic room reservation confirmation. Once the room reservation confirmation is acknowledged, the responsible party will be given temporary card access to the assigned classroom requiring card swipe entry via their university ID card. On the day of your event, use your MU ID card to gain entry into your assigned classroom. Please bring along a photo ID and a copy of the room reservation confirmation, in the rare case when the MU ID does not successfully open the assigned smart room.

**KEY ACCESS ACADEMIC SMART CLASSROOMS**

If the designated room for your event is the preferred location, or assigned based on availability, and it is a Key Access SMART CLASSROOM, the requester will be required to identify the “Responsible Party” (the individual responsible for opening and securing the assigned classroom, on behalf of the sponsoring organization) and to acknowledge the electronic room reservation sent via email. On the day of your event, please meet the Department of Public Safety officer at the assigned room with a photo ID and a copy of the room reservation confirmation. The DPS officer will secure the classroom at the scheduled end time of the event.

**GENERAL CLASSROOM GUIDELINES**

- No smoking, eating, or drinking is allowed in classrooms.
- Catered events must be set up outside classrooms.
- Please be considerate of events taking place in other classrooms.
- At the end of the event, you or your designee are responsible for returning all classroom furniture/equipment to its original order, erasing chalkboards, removing any signs posted, clearing all litter, unplugging all IMC equipment and moving it to the side of the room (or designated locked room in the building), turning out lights and closing the door(s).
- Due to the high demand for classroom space, there may be meetings/events immediately following your event.
- If your event ends earlier than scheduled, call Public Safety to lock the doors (8-6800).
- Failure to abide by these guidelines may result in withdrawal of privileges to use classrooms and/or a fee charged to you to cover the cost of remedial custodial care.

**POLICIES AND PROCEDURES FOR TRAVEL**

Marquette University supports student organization travel to engage in service, conferences, competitions and other activities in order to augment students’ experiences outside of the classroom, to facilitate professional development, and to enrich the communities in which students engage. Student organization requests to travel
either domestically or internationally will be considered in light of the educational, experiential, service, and/or social purposes of the travel. Specific attention will be placed on management of risks, safety of participants in the proposed travel destination, and the planned activities.

The university has final discretion in decisions regarding domestic or international travel by student organizations. All activities and travel must conform to the University’s general regulations pertaining to student activities as presented in this handbook and in the Student Handbook, *At Marquette*. The student code of conduct applies to all students on and off-campus, including during domestic and international travel. Reports of violations of the code could result in conduct proceedings upon return to campus. An individual student’s conduct record could impact his or her eligibility to participate in student organization travel. Such decisions will be made by the Office of Student Development (OSD).

All student organization travel must be registered with the Office of Student Development. In order to protect the safety and best interest of students and Marquette employees traveling, Marquette University reserves the right to cancel any travel plans at any time, regardless of prior approval based on a review of current conditions. As such, while not required, travel insurance is highly recommended, particularly for international travel. Please contact the Coordinator for Student Organizations and Leadership in the Office of Student Development ((414) 288-7205) with any questions.

**DOMESTIC TRAVEL**

Domestic travel (outside of metropolitan Milwaukee) must be registered and approved by the Office of Student Development (AMU 121) by submitting the appropriate documentation at least one month prior to the departure date. All forms are available in AMU 121 or the Center for Leadership, Service, and Involvement (AMU 137.) Domestic travel can be classified in one of three categories: (1) Conference Travel, (2) Service, and (3) Other. The forms required for each type of travel are outlined below:

- **Conference Travel:** Event Registration Form
- **Service:** Domestic Service Registration Form
- **Other:** For all other domestic travel not outlined above, please contact the Coordinator for Student Organizations and Leadership to discuss your planned travel and how to register the event. Each will be reviewed on a case-by-case basis.

All Club Sport travel must comply with the travel policies outlined in the Club Sport Handbook published by Recreational Sports in the Helfaer Recreation Center. Contact Recreational Sports at (414) 288-6976 for more information.

**VEHICLE INSURANCE**

Marquette University does not provide insurance coverage for rented or personal vehicles used in student organization travel. Organizations are responsible for their own insurance coverage and the payment of all claims and damages.

**RENTAL CAR DISCOUNTS**

Student organizations may be eligible to receive discounts on rental cars from companies with which Marquette University has purchasing agreements. To be eligible for the discount, student drivers may need to complete an online driver safety program. For more information about rental car discounts and the online driver safety program, contact the Office of Risk Management at (414) 288-1552.

**LIABILITY WAIVERS**

All Marquette student participants in student organization domestic travel must sign a liability waiver prior to departure. The Office of Student Development will obtain liability waivers for the organization upon submission of completed documentation. Signed waivers must be returned to AMU 121 at least one business day prior to departure.
INTERNATIONAL TRAVEL

The approval process, required documentation, and pre-program planning requirements for all student organization sponsored international travel is outlined in the University Policy and Procedure (UPP) 1-18, found at www.marquette.edu/upp/general.shtml. The information below provides a brief summary of the policies outlined in that document.

Student organization sponsored international travel (outside of the United States) must be registered and approved by OSD (AMU 121). Approval for student organization international travel is a multi-step process and student organizations must adhere to the deadlines identified below. Failure to do so may result in the travel not being approved. This process is in place to (a) facilitate Marquette’s provision of assistance to all participants traveling abroad, (b) to help reduce risk and liability for student organizations and Marquette University, and (c) to ensure proper planning for international travel.

Required registration forms can be found in the International Travel Packet, available in the Office of Student Development (AMU 121). OSD, in consultation with the Office of International Education (OIE) and the Vice President for Student Affairs will conduct an initial review of all trips, upon submission of the Intent to Travel Form. Initial approval must be obtained by all three entities in order for the organization to proceed to the next steps to register for international travel. Any of these parties may also (if deemed necessary) request a review by Marquette University General Counsel and/or Risk Management.

All trip participants must be over 18 years of age. Exceptions to this policy will generally not be granted.

FIRST TIME PROGRAMS

First time programs can be described as all new projects/activities or existing projects/activities expanding to new locations. Student organizations planning a first time program must complete and submit the Intent to Travel Form to OSD (AMU 121) in accordance with the following deadlines (between eight and eleven months in advance of departure):

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Winter Break</th>
<th>Spring Break</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Travel Form to OSD</td>
<td>Feb 1 (Prior Academic Year)</td>
<td>April 1 (Prior Academic Year)</td>
<td>Sept 1 (Prior Academic Year)</td>
</tr>
<tr>
<td>Preliminary Approval (Intent to Travel)</td>
<td>April 1</td>
<td>May 1</td>
<td>By Nov 1</td>
</tr>
<tr>
<td>Pre-Trip Info Packet to Participants</td>
<td>After Participant Selection</td>
<td>After Participant Selection</td>
<td>After Participant Selection</td>
</tr>
<tr>
<td>Complete Checklist Packet to OSD</td>
<td>Nov 1</td>
<td>Feb 1</td>
<td>April 1</td>
</tr>
</tbody>
</table>

ESTABLISHED PROGRAMS

Established programs have previously been granted first time program approval (see above). OSD will review established programs every two years in consultation with OIE, and with Risk Management and General Counsel as appropriate. Requests for international travel by established programs are generally approved provided all documentation and training requirements are followed. However, in the event of unstable political conditions, significant health and safety factors increasing risk to Marquette students and/ or faculty in–country, and/or other key factors that have changed since the program’s inception, Marquette will monitor the situation and reserves the right to cancel any program. Student organizations planning travel for an established program must complete and submit the Intent to Travel Form to OSD (AMU 121) in accordance with the following deadlines (between six and eight months in advance of departure):
### Description of Item | Winter Break | Spring Break | Summer
---|---|---|---
Intent to Travel Form to OSD | Apr 1 (Prior Academic Year) | Oct 1 (Prior Academic Year) | Nov 1 (Prior Academic Year)
Preliminary Approval (Intent to Travel) | May 1 | Nov 1 | Dec 1
Pre-Trip Info Packet to Participants | After Participant Selection | After Participant Selection | After Participant Selection
Complete Checklist Packet to OSD | Nov 1 | Feb 1 | April 1

**TRIP ADVISOR**

All student organizations planning international trips are REQUIRED to identify a full time Marquette University faculty or administrator to serve as a “Trip Advisor” who will work closely with the designated student organization leader(s) planning the trip. The Trip Advisor is required to travel with ALL student organization international travel programs for the duration of travel. While it is the student organization leaders’ responsibility to ensure the student organization is in full compliance with all relevant student organization policies, it is expected that the Trip Advisor will: be involved in travel planning, attend all planning and pre-departure meetings held by the student organization, and review all documents before they are submitted to OSD. It is the Trip Advisor’s responsibility to obtain approval from the appropriate College Dean, Associate Dean or Area Vice President to travel with the identified program. [See Employee Travel Information Form found on the OIE website.]

Upon return from travel, the Trip Advisor must complete a program evaluation and submit that evaluation to OSD. The program evaluation will be reviewed by OSD and OIE. An evaluation template is available from OIE.

**PRE-DEPARTURE ORIENTATION**

All trip participants, including Marquette students, non-Marquette participants, and Trip Advisors, are required to complete both parts of a two part pre-departure orientation at least two weeks prior to the scheduled departure date. The orientation will address issues including but not limited to health, safety, security, the culture of the destination country, and expectations. The first part of the orientation consists of an online tutorial and quiz. The second part is an in-person meeting facilitated in conjunction with representatives from OSD and OIE. Prior to the meeting, the student leaders and Trip Advisors must meet with a representative from both OSD and OIE to review the information that will be covered. Individuals who do not complete all parts of the training will not be permitted to travel. Exceptions to this policy will generally not be granted.

**LIABILITY WAIVERS**

All Marquette students and non-Marquette participants must sign a liability waiver prior to departure. Trip Advisors need not sign the liability waiver. A liability waiver request form, which is part of the International Travel Packet, must be completed and submitted electronically to OSD. Waivers will be signed at the second part of the pre-departure orientation, when all participants are present in person.

**INSURANCE REQUIREMENT**

Each Marquette student participant is required to purchase medical insurance through Marquette University that ensures international coverage. If interested, non-Marquette participants are able to purchase medical insurance; however, they are not required to do so. Trip Advisors and Marquette employees are not eligible to enroll. The coverage will be effective during the time of travel and will facilitate Marquette’s provision of assistance to all Marquette student participants and enrolled non-Marquette participants in case of an emergency while abroad. Once travel has been approved and a final list of student travelers has been submitted to OSD, each enrolled participant will be given information about how to print the insurance card. The organization will be billed for the total amount. Current rates can be obtained by contacting the Coordinator for Student Organizations and Leadership in OSD, AMU 121.

It may be appropriate for an organization to consider purchasing travel insurance for non-medical contingencies. While not required, it is highly recommended in the event that the trip is cancelled or a participant is unable to travel.
INTERNATIONAL CELL PHONE REQUIREMENT
A participant designated by the student organization MUST have an international phone with him or her at all times. The phone number for the cellular or satellite phone must be given to OSD prior to departure. More information on how to obtain this type of phone is available on the OIE website. The student organization is responsible for all expenses associated with international cellular and/or satellite phones.

EMERGENCY ASSISTANCE
All participants will be enrolled in an emergency security assistance program that will provide participants with comprehensive emergency protection. Information about this program and a copy of the emergency assistance card will be distributed at the pre-departure orientation alone with emergency contact information for Marquette University. OIE will register all participants with the US Embassy in the destination country(ies).
RAISING MONEY FOR YOUR ORGANIZATION

Be The Difference.
MUSG FINANCIAL QUICK FACTS

All recognized undergraduate student organizations may apply for funding through Marquette University Student Government (MUSG) through the Student Organization Funding (SOF) process. Please note that funding is NOT guaranteed. Any funds allocated can only be used for those programs or activities. For questions, contact the MUSG Financial Vice President, AMU 133, (414) 288-7416, musg.finance@marquette.edu.

STUDENT ORGANIZATION FUNDING:
There are five funding opportunities for non-club sport organizations, with two funding opportunities in the fall term and two in the spring term. In addition, one funding deadline shall occur in mid-April for events occurring in the first five weeks of the upcoming fall term. Application due dates are as follows:

<table>
<thead>
<tr>
<th>For Events Occurring:</th>
<th>The Application Deadline is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 25, 2012 - May 4, 2013</td>
<td>October 12, 2012</td>
</tr>
<tr>
<td>August 26, 2013 - September 29, 2013</td>
<td>April 19, 2013</td>
</tr>
</tbody>
</table>

CLUB SPORTS FUNDING:
Each semester, club sports have one opportunity to request funding from MUSG. Application due dates are as follows:

<table>
<thead>
<tr>
<th>For Events Occurring:</th>
<th>The Application Deadline is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27, 2012 - December 9, 2012</td>
<td>April 27, 2012</td>
</tr>
</tbody>
</table>

In an effort to make the funding process as easy as possible, the following guidelines have been established to assist the student organization by informing them of what type of events MUSG does and does not fund.

STUDENT ORGANIZATIONS:
What MUSG funds:
- Recognized student organization activities approved by Office of Student Development
- Speakers, documentaries, or films
- Advertising/promotion for events
- Conference fees (expectation is that participant will enhance Marquette’s community after attendance)
- Educational events
- Events, services, or activities that are open to the entire membership of Marquette University and enhance the Marquette campus community

What MUSG does not fund:
- Recruiting events
- Fundraisers (i.e., any event that charges admission)
- Capital goods (e.g., organization t-shirts or promotional item giveaways), operating expenses (e.g., organization office supplies), miscellaneous or non-current expenses (e.g., expenses from previous years)
- Events that are exclusive (i.e., any event that is not open to the entire Marquette University campus community)

CLUB SPORTS:
What MUSG funds:
- Team, coach, and fan transportation and lodging
- Field or facility rental
- Officials
- Salaries for non-playing coaches
- First aid supplies
- League entry and tournament fees
- Publicity for events

What MUSG does not fund:
- Player and team equipment (i.e., capital goods, etc.)
- Fundraisers
- Any event that charges admission

Remember that all events must be open to the entire Marquette campus community.
FUNDRAISING POLICY

Student organizations are permitted to sponsor fundraising activities. Only recognized and registered student organizations may sponsor a fundraising activity. There are three different types of fundraising activities: internal fundraisers, external fundraisers, and solicitations, donations, or in-kind contributions.

The Office of Student Development must approve all fundraising activities sponsored by student organizations through completion and acceptance of an Event Registration Form. Fundraising activities must be consistent with the mission of Marquette University, and comport with all local, state, and Federal laws and ordinances.

INTERNAL FUNDRAISERS

Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.)

1. Contributions to internal fundraisers are not tax deductible. Student organizations may not rely on the university’s tax exempt status in organizing or operating such an event and shall in no way imply that the university is a sponsor of the event.

2. The net proceeds of the fundraiser are to be dedicated only to funding the organization’s activities that comport with the organization’s stated purpose(s).

3. No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact the Office of Student Development to determine if a proposed event would be considered a “raffle” or illegal gambling.

4. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.

5. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.

6. All applications must be submitted to the Office of Student Development for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.

EXTERNAL FUNDRAISERS

External fundraisers are defined as events sponsored to raise money for charitable, tax-exempt organizations external to the university.

The following policy allows recognized student organizations to use university facilities and sponsor events to raise money for another tax-exempt charitable, educational, or religious off-campus organization as defined under the Internal Revenue Code Section 501 (c) (3).

1. The proposed recipient must be an IRS-recognized 501 (c) (3) organization. A copy of the IRS determination letter verifying this status must be submitted with the application. All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients.

2. The funds devoted to such purposes are to be confined to the net amounts realized from voluntary contributions made to such activity, and may not include any sums budgeted or allocated out of student activity fees, residence hall fees, or other general university revenues.

3. Contributions to external fundraisers must be made payable directly to the external charitable organization and charitable organization. Contributions may not be made payable to the university. The student organization and charitable organization shall in no way imply that the university is a sponsor of the event.

4. No raffles, lotteries or sweepstakes may be held. An event involving all three of the following: (1) an entry fee (2) a prize (3) chance/luck, may fall under the legal definition of gaming, which is regulated by state law. Please contact the Office of Student Development to determine if a proposed event would be considered a “raffle” or illegal gambling.
5. Fundraisers that promote the use and/or sale of alcohol (e.g., happy hours) will not be approved.
6. Fundraisers involving credit cards (e.g., credit card applications) will not be approved.
7. All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form, and include a copy of the Internal Revenue Code Section 501 (c) (3) form obtained from that organization.

SOLICITATIONS, DONATIONS OR IN-KIND CONTRIBUTIONS
Asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.

The following policy provides a means for recognized student organizations to occasionally solicit funds or contributions (in contrast with conducting a fund-raising activity or event) from students, faculty/staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization’s internal use directly related to its stated purposes, for an approved campus event, or in support of an approved internal or external fundraiser.

In addition to the guidelines delineated in this handbook for Internal Fundraisers, requests for solicitation of monies by recognized student organizations may be considered for approval by the Office of Student Development provided they meet at least the following requirements:

1. The net proceeds of the fundraiser are to be dedicated only to funding the organization’s activities that comport with the organization’s stated purpose(s), or for a previously approved campus project.
2. No solicitations will be made or given for the benefit of another tax-exempt charitable, educational, or religious off-campus organization; or any commercial or political organizations or activities; or unorganized public or private groups irrespective of their avowed aims or purposes.
3. Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.
4. Solicitation of a student organization’s own members does not require approval from the Office of Student Development. Solicitations of any person or entity other than a student organization member (e.g. faculty/staff, alumni, individuals who are not alumni, parents, corporations, foundations) require review and approval from the Office of Student Development, in consultation with University Advancement as appropriate.
5. All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.
6. Solicitations or in-kind contributions (e.g., donations of gift certificates, products or services) must also comply with this policy.
DROP SAFE INFORMATION

Student Organizations are able to use the drop safe located in the AMU Event Management Office for temporary storage of cash from fundraising activities. Guidelines for use of the safe are as follows:

- Deposits are to be made in sealed envelopes and should include the following:
  - Name (depositor)
  - Phone Number
  - Organization Name
  - Date
  - Amount being deposited
- Each deposit must be logged on the form provided.
- Signature of witness ONLY confirms deposit NOT content/amount of deposit or withdrawal.
- One line should be used for EACH deposit. Withdrawals for that deposit should be made on the corresponding line.
- Student Organizations, including MUSG, may use the drop safe to hold cash but it must be picked up within 48 hours of deposit.
- Student organizations returning cash banks must return the original bank amount in one envelope marked “cash bank return”. Any proceeds may be held in a separate envelope but must include the requested information and will be held for up to 48 hours.

TAX IDENTIFICATION NUMBERS

Tax identification numbers are the way the government tracks organizations. Even though your organization is not an ‘employer,’ its federal identification falls under the same classification as a business or employer. If your organization currently has a checking account, then it already has a federal Employer (Tax) ID number. If your organization does not have an account and would like to open one, you will need to apply for a federal Employer (Tax) ID number. Contact the Internal Revenue Service (IRS) at 1-800-TAX-FORM or visit their website at www.irs.gov and look for form SS-4.

TAX REPORTING

Student organizations are responsible for filing all applicable tax documents with the Internal Revenue Service and/or the Wisconsin Department of Revenue. Marquette University is not responsible for the repayment of any principal, fines, fees or interest associated with such obligations.
BANK ACCOUNTS

Because of the convenience of the US Bank branch inside the Alumni Memorial Union, US Bank has provided the following information to aid student organizations in their banking practices.

All checking accounts are heavily regulated by the Federal Government and State Agencies and, therefore, require certain documents to prove the existence of, and representatives of the business/organization. Opening a business account should not be taken lightly and proper documentation as to each person’s role within the organization should be accurate so as to prevent problems in the future. Due to the events of September 11, 2001, even more scrutiny has been placed on banks to make sure they are taking the necessary steps to prevent money laundering and the funding of terrorism. To make sure your banking experience goes smoothly as possible, we ask that you provide the following documentation prior to opening a business account:

1. Documentation of the organization’s status in the state in which it is operating.
   - Student organizations only need to show that they are recognized by Marquette. Organization bank forms can be completed on Marquette Involvement Link, and may be picked up in the Office of Student Development, AMU 121.

2. All organizations need to have a valid EIN number issued by the IRS.

3. Documentation of the identification for the person/persons’ who plan to be signers on the account
   - The proper forms of identification are
     - State ID
     - State Drivers License
     - US Passport
     - Foreign Passport

4. Opening Deposit
   - This amount varies with the type of account you open and usually starts at $100. Please see a bank representative to get the exact amount.
PUBLICIZING

Be The Difference.
GETTING THE WORD OUT
A BRIEF GUIDE TO PUBLICITY AT MARQUETTE.

Posters
All posters need to be stamped by the Office of Student Development before they go up around campus (including to residence halls). The good news is it generally takes no longer than 24 hours, but there are exceptions to this. **We will not stamp posters or flyers until the event is approved**, so be sure to register the event early.

AXIS-TV
AXIS-TV is the system that publicizes events on AMU screens. Plan ahead because space is limited. Visit the Center for Leadership, Service, and Involvement for details.

Organizations Update
This update is sent to over 750 student organization leaders and advisors. Email the text to the Coordinator for Student Organizations and Leadership to be included in the next update.

Marquette Involvement Link Flyer Board
All approved events that include a flyer will appear on the Marquette Involvement Link Flyer Board on the home screen.

Tribune
The Tribune charges for actual advertisements, but sometimes a well written press release with a good amount of advanced warning will encourage one of the reporters to cover your event. Though you pay for advertising, having them write an article is FREE! Also, consider writing a Viewpoints letter to get published a couple days in advance of your event.

AMU Display Cases and Stairwell Banners
The Event Management Office (AMU 245 or (414) 288-7202) is the place to reserve 1st floor display cases and banner space in the main stairwell. Banners should be professionally done. Stop by the Office of Student Development (AMU 121) for information on how to design a banner that can be printed for free.

Table Tents
For tents in both the AMU and the Residence Halls, be sure to have them stamped by the Office of Student Development (approvals generally take 24 hours.) To reserve space, contact the Event Management Office (AMU 245) for the AMU, Rick Arcuri (Carpenter Tower 203) for the Residence Halls. NOTE: Unlike the approval of flyers on which only one stamp is necessary, table tents placed in residence halls must be approved by the Office of Residence Life and the Office of Student Development.

Sidewalk/Classroom Chalking
All chalking is approved by the Office of Student Development. Stop in AMU 121 and fill out a bright pink post-it note with the information you would like to chalk and we’ll review it for approval. Please remember to check with academic departments before chalking their classrooms!

University Calendar
If you would like your event posted on the Marquette University Event Calendar, go to [www.marquette.edu/cgi-bin/suite/calendar/mucalendar](http://www.marquette.edu/cgi-bin/suite/calendar/mucalendar) and click on Free Registration and follow the instructions.

NewsBriefs
NewsBriefs are sent to students via email twice a week during the academic year. An event can be submitted to NewsBriefs at the following url: [www.marquette.edu/omc/communication/newsbriefs.shtml](http://www.marquette.edu/omc/communication/newsbriefs.shtml). Please be aware there are submission deadlines that must be met. The Office of Marketing and Communication reserves the right to select which events are included in NewsBriefs.

Buttons!
Supplies are available in the Center for Leadership, Service, and Involvement.

*For more information, see additional resource pages in this handbook.*
ADVERTISING AND PUBLICITY POLICIES

Various types of posting areas and bulletin boards are provided throughout the Marquette University campus to provide information to students, faculty and staff. The Office of Student Development must stamp all posted materials for approval. This stamp is certification that the sponsoring organization has met the following applicable conditions established by the Office of Student Development. Authorization may be refused if one or more of these conditions have not been met. This authorization is neither an endorsement of the activities nor of the subjective quality of the publicity, but rather allows the sponsoring organization to publicize events in accordance with these procedures.

Material to be posted must be submitted to the Office of Student Development no later than three (3) working days prior to the proposed date of posting, and events must be approved before publicity can be approved.

When posting in any area, local regulations supersede those set by the Office of Student Development. It is the responsibility of the organization initiating the publicity to comply with such regulations. Students wishing to post advertisements and notices in buildings other than in the AMU facilities are urged to check with the appropriate college or departmental secretaries or building supervisors for rules governing posting in that building or area.

THE FOLLOWING MUST BE INDICATED ON ALL MATERIALS TO BE POSTED:

1. the full name of the sponsoring organization
2. the time, date and place of the event
3. any entrance fees or costs to participate

Note: For all dances, parties, concerts the following must be on the publicity and tickets: Must have valid college ID, and 18 years of age with proper identification.

Only officially recognized Marquette University student organizations may advertise functions or activities within the campus area. Occasionally, when the interest to Marquette students would be great, small notices, either commercial or from other universities, may be posted if authorized.

Any organization failing to comply with these policies and procedures may lose their posting privileges as well as other privileges for a stated period of time. In addition, the organization may be charged the cost for the removal of the posters from the unauthorized location(s).

1. Posters must be removed within 24 hours of the completion of the event.
2. Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is only open to organization members should be made internally (via Marquette Involvement Link, email or other means).
3. Flyers and posters must be confined to bulletin boards and designated posting areas, such as kiosks, classroom announcement boards with faculty approval, and posting boards. Posting on walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited and all publicity placed there, with or without an approval stamp, will be removed. There may be only one poster or flyer publicizing a given activity on a bulletin board.
4. The maximum allowable size for posters is 11 x 17 inches. The Office of Student Development may grant special consideration for special events that may require larger posters.
5. Posters for Milwaukee, State, and Federal elections must conform to the stated posting requirements, including the student organization’s sponsorship. (See Policy on Sponsorship of Non-University Political Activities for more information).
6. College, Hall Council, RHA, and MUSG general election campaign posters need not be approved, but they must meet all other criteria specified for posting. While campaign materials for all-university general elections may be distributed throughout the university, it is required that individual college elections be publicized only in those buildings used by the college holding an election. (Buildings considered to be part of the College of Arts and Sciences: Cudahy Hall, Johnston Hall, Marquette Hall, Wehr Life Sciences, Todd Wehr Chemistry, and Lalumiere Language Hall).

7. If a student organization wishes to distribute literature within the union, a lobby table may be secured through the AMU Event Management Office. A single copy of each item to be distributed must be submitted to and approved by the Office of Student Development at least five (5) working days prior to the proposed distribution of materials. (See Policy on the Distribution of Non-Academic Literature, for more information.)

8. Banners may be displayed on campus and in the AMU only in certain designated areas. Reservations for banner space should be made well in advance by contacting the Event Management Office.

9. If commercial posters are to be used, only those specifically designed for Marquette University will be permitted to be posted. All commercial posters must comply with all Advertising and Publication Procedures.

10. No posters will be approved advertising or implying the sale or use of alcoholic beverages.

11. Table tents in residence halls must be approved through the Office of Residence Life AND the Office of Student Development. (See policy on Advertising with Table Tents).

12. Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Development at least 4 working days prior to the proposed date of chalking. However, chalking is not allowed on the sidewalk between the AMU and the Parking Structure, within 50 feet of any door, under any overhang (i.e. Olin Engineering or the AMU/Weasler walkway), on every sidewalk block or on any wall.

13. All advertising and publicity that contravenes the moral teachings of the Catholic faith or is contrary to Marquette’s Jesuit mission and philosophy will not be approved.

LOGO USAGE
There are guidelines for using the Marquette University logos, including the Marquette Logo (Bell Tower logo), Seal, Eagle, and Marquette University Athletic Monogram (interlocking MU). Student organizations may not use these logos without express permission from the Office of Student Development to do so. Please refer to the Office of Marketing and Communication website for further information: [www.marquette.edu/omc/styleguides/logos.shtml](http://www.marquette.edu/omc/styleguides/logos.shtml). All recognized club sports are welcomed and encouraged to use the MU monogram for their teams. The monogram may not be used by intramural sports teams or divisions of the university not directly related to intercollegiate athletics (Only Marquette varsity and recognized club athletics teams may use the monogram logo).

When using the monogram, teams must adhere to the guidelines that have been put in place:

- The athletics monogram must be used in its entirety.
- The “Marquette” word banner may not be replaced by the club sport name.
- The club sport name may only be added in “Bank Gothic” font below the monogram.
- The monogram may be reproduced only from an original digital file, which can be obtained by contacting Jennifer Reid (jennifer.reid@mu.edu), Student Affairs Communications Director.
- The monogram and/or its elements must not be recreated, reproportioned or altered in any way (This includes adding any additional elements such as oars, lacrosse sticks, rugby balls, etc.).
- Reproduction of the athletics monogram must adhere to the color, size and spacing (Colors used in the monogram are PMS 281 blue and PMS 123 Gold).
- The “monogram” is the ONLY university athletics logo that has been created and approved for use by club sports organizations.
CHALKING ANNOUNCEMENTS ON CAMPUS

Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Development at least three working days prior to the proposed date of chalking.

When chalking on campus, please remember:

• no chalking is allowed on the sidewalk between the AMU and the Parking Structure 1
• do not chalk within 50 feet of any door
• do not chalk under any overhang (it takes a very long time to wear away)
• alternate sidewalk blocks so you are not chalking on every one
• chalking on buildings or walls is strictly prohibited
• the material used to mark the walk must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, or spray chalk is prohibited

If you are already submitting a flyer for your event, and the message you plan to chalk is identical to what is on the flyer, simply notify the front desk staff. No additional submissions are required.

PRINTING POSTERS THROUGH THE OFFICE OF STUDENT DEVELOPMENT

The Office of Student Development will print posters for any registered student organization at no cost to the organization. Printing generally takes five working days to complete, and the following limits apply:

1. Quantity is limited to the number of residence halls (9), university owned apartment posting sites (2), and banner and display case space reserved in the AMU (1-5).
2. Residence hall posters can only be 11 x 17 inches, though exceptions may be granted in special circumstances.
3. OSD will not print flyers, table tents, and posters for academic buildings.

To request printing, an organization must fill out a Student Organization Publicity Work Order at www.marquette.edu/osd/organizations/print-request.shtml. No posters will be printed until an event is approved. Files should be emailed to Danny Manson (danny.manson@marquette.edu) in .pdf or .jpg format.

HOSTING WEB PAGES ON THE MARQUETTE SITE

Many student organizations choose to make their Marquette Involvement Link site their primary web presence. Others may choose to host a web site on a Marquette server or through an external server. Please note that the Office of Student Development does not provide web design services, only the space to host the site.

HOST YOUR ORGANIZATION’S SITE ON THE MARQUETTE WEB SERVER

Any student organization that wishes to have a homepage linked with the Marquette University homepage in conjunction with the Office of Student Development and other student organizations must complete a Student Organization Homepage Agreement form, located on Marquette Involvement Link. The homepage creator agrees to read and abide by the rules, guidelines, and policies set forth in the Guidelines for Official Student Organization Homepages and the Marquette University Web Publishing Guidelines for Official Homepages. This policy can be found at the following website:
Failure to abide by these policies can result in having your organizations pages pulled from the server, and further disciplinary action may result.

Once the Student Organization Homepage Agreement form has been completed, the organization’s web page creator will be contacted by Jennifer Reid, Student Affairs Communications Director, to discuss the next steps in publishing your organization’s website.

HOST YOUR ORGANIZATION’S SITE EXTERNALLY
If your recognized organization’s web site is hosted through an external host (such as GoDaddy), contact the Office of Student Development to request that your site be linked to the Office of Student Development’s organizations directory on Marquette Involvement Link.

To ensure that student organization pages continue to be updated and accurate, those organizations with web pages linked to the Office of Student Development and University web sites are required to submit a Homepage Agreement Form annually.

Those organizations who have not completed a new Agreement Form by October 1st will have their links removed until an Agreement Form is submitted.

POSTING FLYERS IN THE REC CENTER/REC PLEX
Flyers posted in the Rec Center and/or Rec Plex may be posted by Rec Center/Rec Plex staff only. Bring 5 copies (three for the main hallway and one for each locker room) of your approved publicity and give it to the front desk. They will post the flyers for you.

POSTING FLYERS IN THE RESIDENCE HALLS
1. Requests for posting in the residence halls must be made online at http://www.marquette.edu/orl/policies/publicity.shtml. A limited number of postings will be approved each week.
2. As with all campus postings, first take a copy to the Office of Student Development (AMU 121) to get it stamped. (Please remember, publicity approval takes from one to three days.)
3. Take your stamped original and make enough copies to hang in the residence halls (and anywhere else on campus you plan to post).
4. Count out and label your copies by residence hall and take the counted stacks to Rick Arcuri at the Office of Residence Life (Carpenter Tower 203). He will put them in Hall Director mailboxes to be delivered to the RA staffs, and hall lobbies.

- Abbotsford Hall 9
- Carpenter Tower 14
- Cobeen Hall 14
- Mashuda Hall 16
- McCabe Hall 8
- McCormick Hall 23
- O’Donnell Hall 13
- Schroeder Hall 19
- Straz Tower 17
- University Apartments 5
TIPS FOR EFFECTIVE RESIDENCE HALL PUBLICITY

• Don’t forget to allow for extra front end time. This includes the one to three day turnaround from the Office of Student Development as well as travel time for your flyers to get from the Office of Residence Life to the RA's hands (estimate approximately three days).

• Follow these guidelines! The hall directors and desk staffs will not accept flyers that have not gone through the Office of Residence Life. Although taking your posters directly to the residence halls may seem like an efficient way to get them into the halls, it won’t get them posted and will most likely result in their being removed. Follow the guidelines to ensure that your time and money are well spent.

• Plan ahead to ensure your posters get space. The Office of Residence Life tries to manage the number of postings going up in the halls so students’ living spaces aren’t wallpapered with flyers. If a number of groups are already posting in the halls that particular week, your flyers may not be accepted. For this reason, we recommend getting your posters in early so they are guaranteed space.

RESERVING TABLES IN THE RESIDENCE HALLS

Student Organizations often find it useful to host information tables in the residence halls to promote events they are having. To reserve a table in the residence halls, follow these steps:

- Register the event by submitting an Event Registration Form at least two weeks in advance.
- Request the space at http://www.marquette.edu/orl/policies/publicity.shtml
- Take a copy of the event approval notification (sent to you via e-mail) to the Office of Residence Life to reserve a table.
- Remember that space is limited and other groups are interested as well. Be sure to plan ahead!

ADVERTISING WITH TABLE TENTS

Advertising with table tents in the AMU, the Brew @ the Bridge, or the Residence Halls is a great way to promote your organization event. To reserve space in either location, follow these steps:

- After deciding you want to publicize through table tents, first go to http://www.marquette.edu/orl/policies/publicity.shtml to request space on the residence hall tables, Event Management (AMU 245, (414) 288-7202) for AMU reservations, and Calvin Jemison at the Raynor Memorial Libraries. Please note that space is limited and you may not be able to reserve space if other groups have already done so. Be sure to call ahead before making your copies!
- As with all campus postings, take the original to the Office of Student Development (AMU 121) for a stamp of approval. (Please remember, publicity approval takes from one to three days.)
- Take your stamped original and make enough copies for tables in the residence halls and/or the AMU.
Table Tents in the Residence Halls require both an Office of Student Development stamp and a stamp from the Office of Residence Life.

For table tents in residence halls count your copies out by location and take them, along with your confirmation, to the dining hall manager. You will need to place the table tents on tables using volunteers from your organization. Residence hall staff will not do this for you.

For table tents, your organization is welcome to place them on the tables as soon as they are stamped and approved. Reservations are required. No more than two per table.

PLEASE NOTE: Table tent space on dining tables is not guaranteed. Staff will dispose of damaged or soiled table tents. Please have extras on hand to replenish as needed. In addition, table tents are removed when events occur in Marquette Place and may not be re-set after the event.

<table>
<thead>
<tr>
<th>Residence Hall Tables:</th>
<th>AMU Tables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cobeen</td>
<td>Brew Bayou</td>
</tr>
<tr>
<td>McCormick</td>
<td>Brooks Lounge</td>
</tr>
<tr>
<td>Straz Tower</td>
<td>Marquette Place</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Raynor Library:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brew at the Bridge</td>
</tr>
</tbody>
</table>

**PUBLICIZING ON AXIS TV**

AXIS TV is a great way to get your message across without having to deal with copy costs. This form of publicity is available on AMU screens. You will have to plan ahead because space for slides is limited. Just follow these steps:

1. Complete your Event Registration form with the Office of Student Development and complete the AXIS TV portion of the form
2. Outline what information you wish to include on your slide
3. Go to the Center for Leadership, Service, and Involvement to set up an appointment with a staff member to assist you in the process of becoming a content creator and creating your slide electronically (you will only need to do this the first time you create a slide)
4. Submit your slide for display on AXIS TV

Some additional things to keep in mind:

- Slides will run no more than 6 days prior to the event on the 3 AMU Screens
- Slides are available on a first come first served basis
- Slides must be submitted for approval 2 weeks prior to the event
- Each slide will run anywhere from 3 to 7 seconds

**PUBLICIZING ON CHANNEL 123 (AND 126.955)**

The Office of Residence Life will display Power Point slides and/or video on Channel 123 between movies. Contact Rick Arcuri in the Office of Residence Life at (414) 288-7208 to submit your information. Channel 123 broadcasts in all university-owned housing and some off-campus locations. You can also email your slides or video to richard.arcuri@marquette.edu.
GETTING COVERAGE IN THE TRIBUNE

The Tribune is a good resource for generating publicity about student organization events. In addition to running advertisements (which cost you money), you can send information about your event to the reporting staff and generate interest that may result in a full article (which is free!).

When sending a press release to the Tribune writers, it is important to include the following information:

- Date, time and location of your event
- Admission costs, donation requests, ticket locations
- Full name of your event
- Full name of your organization and any organizations/departments that are co-sponsoring
- A paragraph or two detailing what the event is about
- Contact name, phone number and e-mail address for the person coordinating the event
- Information about any benefiting organization (for instance, if you are raising money for a charity or local service agency)

You can contact the Tribune staff by calling (414) 288-7246, or emailing advertisingmu@gmail.com.
FRATERNITY AND SORORITY INFORMATION

Be The Difference.
GREEK RELATIONSHIP STATEMENT

INTRODUCTION

This statement affirms the relationship between Marquette University and the nationally recognized fraternities and sororities who are members of the Marquette community. It is expected that of the values and beliefs of the University and the Greek system both provide a mutually supportive educational and co-curricular environment for the benefit of all students, including those who choose to join the Greek community at Marquette University.

The relationship that the Greek system shares with the University is one based not only upon collaboration and trust, but also the concepts of excellence, faith, leadership, and service.

Excellence
Our commitment to a lifetime pursuit of knowledge

Faith
Our commitment to explore and utilize our personal beliefs and teachings in life

Leadership
Our commitment to fostering skill development for use in the broader community

Service
Our commitment to foster a lifetime commitment to be involved with and work towards the betterment of the human community

The partnership between the University and Greek system allows students to gain experiences that will positively contribute to their future endeavors. This partnership aims to further the concepts of excellence, faith, leadership and service.

GREEK LETTER ORGANIZATION RIGHTS

Each member organization of the Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council is entitled to choose its own members in accordance with university regulations and national standards.

Each member organization of the Interfraternity Council, Panhellenic Association, and National Pan-Hellenic Council is entitled to receive University support through the Office of Student Development specifically in the form of a Greek advisor, programs, and services.

Each member organization of the Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council is entitled to participate in self-governing practices with advisement by the University.

RESPONSIBILITIES OF GREEK LETTER ORGANIZATIONS

It is the responsibility of Greek letter organizations to: uphold the mission of the University; comply with their charters as well as the constitutions of the organization at the national, regional, state, and chapter level; operate their chapters in a business-like manner, including conducting chapter meetings and election of officers; establish general goals and objectives in consultation with the University; comply with all University policies, including deferred recruitment, behavioral and academic standards, hazing, sexual harassment, and abuse.

PURPOSE AND SCOPE OF THE GREEK COMMUNITY

The Greek community at Marquette University provides students with an atmosphere that promotes academic excellence. The Greek community provides educational programming and support and at no time make demands on the students that might undermine their academic success. The community also provides students with a caring atmosphere that motivates its members to work in campus and community service. This service to the campus and community provides students with opportunities for growth in ethical development in the Jesuit tradition. The Greek community also provides an ongoing meaningful relationship between students and the larger Marquette University campus community. This relationship allows students to aid the campus in living out the values of the Marquette University Mission Statement.
RECOGNITION OF GREEK LETTER ORGANIZATIONS

Greek letter organizations follow the standard rules for recognition as detailed in the Marquette student handbook, At Marquette. In addition, governing boards of the respective groups hold the ability to grant or reject recognition of a particular organization in their respective body. For example, the Interfraternity Council must vote to recognize new chapters as either colonies or member fraternities of the Interfraternity Council.

SYSTEM EXPANSION

Within the Greek community, there are three governing boards – the Interfraternity Council, the Panhellenic Association, and National Pan-Hellenic Council. The rules and procedures for expansion vary for each of the three governing boards. Each governing board has prescribed rules pertaining to expansion. In all situations, expansion must be done in an effort to strengthen the entire organization, with each member organization’s best interests in mind as well as those of the university community.

REPRESENTATION OF ORGANIZATIONS

Each member organization is represented at meetings of its respective governing board. Currently, the University and Greek organizations are striving to increase representation for Greeks within all aspects of campus life.

REMOVAL OF RECOGNITION

The governing bodies of Greek letter organizations may suspend or terminate the recognition of member organizations should they fail to meet the standards of the system (i.e. repeated or egregious violation of chapter, governing body, or university policies). In addition, Marquette University may also withdraw the recognition of Greek letter organizations in cases in which the jurisdiction of the Greek letter governing bodies would be exceeded. In the case of suspension, requirements for reinstatement are clarified in the letter indicating withdrawal of recognition.

UNIVERSITY SUPPORT

As is the case with university recognized student organizations, it is recommended that each Greek letter organization have a faculty member or administrator as an advisor. IFC, Panhellenic, and NPHC have an assigned university advisor who is affiliated with the Office of Student Development. This advisor works with both the Greek and university communities to ensure positive student development.

USE OF CAMPUS FACILITIES

Greek letter organizations have access to campus facilities according to the guidelines within the Marquette student handbook, At Marquette. Facilities may include, but are not limited to, rooms and other space in the Alumni Memorial Union, rooms in academic areas of campus, lockers, office space, desks, or other storage areas in the Alumni Memorial Union.

RECRUITMENT ASSISTANCE

Greek letter organizations receive recruitment assistance through the Office of Student Development. This is accomplished through programs such as new student orientation, formal recruitment programs and marketing endeavors.

PEER REVIEW BOARD

The Greek community is self-governing through several measures. Among these components are Greek peer judicial boards. These boards, comprised of Marquette University students in IFC and Panhellenic organizations, adjudicate disciplinary matters associated with fraternity and sorority chapters. Any member of the Marquette University community may file a grievance. All cases will be dealt with according to the provisions of the respective board. The Greek community recognizes that Marquette University has the authority to intercede in disciplinary matters if it is deemed necessary by university administration.

GREEK LETTER ORGANIZATION MEMBERSHIP

All full-time undergraduate students of Marquette University in good standing are eligible to join a Greek letter organization. Any undergraduate must have a minimum of twelve credit hours earned at Marquette or transferred from a college or university and a minimum cumulative quality point average of 2.0 before associating with a Greek letter organization. These requirements will be monitored by the Office of Student Development in cooperation with governing councils.
HAZING/SEXUAL HARASSMENT OR ABUSE

All acts of hazing by a university registered fraternity/sorority or a student organization or group and/or any of its members or alumni are prohibited. It is a violation of state law and University policy for students to engage in any activity that may be described as hazing.

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which inflicts or intends to cause mental or physical harm, or which may demean, degrade or disgrace any person regardless of location, intent or consent of participants. In addition, hazing can be defined as any action or situation that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization operation under the sanction of Marquette University. The University believes that any activity that promotes a class system within organizations is inappropriate. Subservience in any form is unacceptable. Subsequently, activities that facilitate inappropriate levels of authority over students may be deemed as hazing and will not be allowed.

Marquette University is committed to maintaining an environment in which the dignity of each member of its community is respected. State and federal law prohibit sexual harassment by or of, either sex. It is a violation of the University sexual harassment policy for anyone—faculty, staff, students or other individuals who may be present on Marquette’s campus or in any other location for a Marquette-sponsored activity—to engage in any form of sexual harassment or to retaliate in any way against an individual who has initiated a sexual harassment complaint. The University maintains a “zero-tolerance” stance towards sexual harassment and will address and investigate all complaints in a timely, comprehensive, and equitable fashion. Violators of this policy will be subject to appropriate corrective and disciplinary action, up to and including separation or termination from the University.

Academic and non-academic management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the University community, faculty, staff and students are required to promptly report, pursuant to these policies and procedures, conduct that could be in violation of this policy.

RISK MANAGEMENT

The member organizations of the Interfraternity Council, Panhellenic Association, and National Pan-Hellenic Council maintain insurance and risk management policies that protect the University and member organizations in the case of an occurrence, and in addition, chapters are strongly encouraged to strive toward minimizing their risks and liabilities in the design and implementation of their programs and activities.

CONCLUSION

Marquette University is committed to assisting each member chapter of the Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council to develop and pursue a positive intellectual, social, and spiritual atmosphere, and to meet both University standards and the standards of its inter/national organization. In recognition of the potentially important role of Greek-letter organizations in individual student formation and the significant contribution they can provide to the comprehensive mission of the University, Marquette University continues to support their growth and development.

Approved October 1999
FRATERNITY AND SORORITY MEMBERSHIP ELIGIBILITY

All full-time undergraduate students of Marquette University in good academic and disciplinary standing are eligible to join a Greek letter organization. Any undergraduate must have a minimum of twelve credit hours earned at Marquette or transferred from a college or university and a minimum cumulative quality point average of 2.0 before associating with a Greek letter organization. These requirements will be monitored by the Office of Student Development in cooperation with governing councils.

FRATERNITY AND SORORITY RECRUITMENT POLICY

Marquette University has a deferred joining policy for social fraternities and sororities. Social Greek organizations may recruit throughout the year. In order to be eligible to participate in recruitment events or to receive a bid or invitation to join a social Greek organization, a student must:

- be enrolled as a full time undergraduate student
- have a least a 2.0 cumulative grade point average (some organizations set their own minimum grade point average requirements, which may be higher than 2.0)
- have a minimum of 12 credit hours at Marquette University or transferred to Marquette University with a minimum of 12 credit hours from another college or university
- be in good disciplinary standing with the University (i.e. not on University Probation)

a. All students participating in recruitment events must be verified as eligible led by the Office of Student Development. After each recruitment event, a Recruitment Registration Sheet must be completed for all students who attended the event. This form must be submitted the business day following the event and a report of eligibility will be given to the chapter within 24 hours. No bids or invitations to membership shall be given to students who are ineligible or to students who have not been verified. If an ineligible student is found to have received a bid or invitation to join, it shall immediately be retracted and the chapter issuing the bid shall appear before the University, Panhellenic Association, Interfraternity Council, or National Pan-Hellenic Council Judicial Board.

b. Students who fail to meet these criteria will not be eligible to receive a bid or invitation to join a fraternity or sorority chapter. However, they will be allowed to have normal social contact with any member of a Greek organization, including but not limited to: studying, eating meals together, participating in athletic activities, etc.

Each Greek organization must be registered with the Office of Student Development and in good standing with the university to participate in recruitment. Each chapter will be required to send a representative (preferably the Recruitment Chair or President) to a meeting in the fall semester, hosted by the Office of Student Development, dedicated to review of the University, Panhellenic Association, Interfraternity Council, and National Pan-Hellenic Council policies governing membership recruitment.

a. All recruitment events must be registered with the Office of Student Development at least 24 hours prior to the event. Recruitment events must be free of alcohol and free of any and all conduct that violates any law, ordinance, University policy, rule or regulation, or any part of the Marquette University Ethos Statement. The Office of Student Development reserves the right to attend any and all recruitment functions without prior notification.

b. Marquette University expects each organization to comply fully with any inter/national and local chapter guidelines governing recruitment activities. Moreover, the University expects all participants to conduct themselves in such a way as to bring credit to the Greek system as a whole and the university in general.
RELEASE OF ACADEMIC INFORMATION

The academic and disciplinary information can be released to an active member of the chapter if the student signs an Authorization for Release of Academic Status form available in the Office of Student Development. Academic and/or disciplinary records will not be released without written permission from the student. Students have the right to void this authorization at any time by submitting a written request to the Office of Student Development.

RISK MANAGEMENT POLICY

The Interfraternity Council (IFC) and Panhellenic Association have established a joint policy governing events sponsored by member organizations where alcohol is present. The policy closely follows the recommendations provided by the Fraternal Insurance Purchasing Group (FIPG) and covers events where alcohol is provided by a third-party vendor, as well as events hosted under the “bring your own beverage” procedures. The University is supportive of efforts by these councils to effectively reduce the amount of risk associated with sponsoring events with alcohol. For more information on the policies, contact the IFC or Panhellenic Association presidents.
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HELPFUL PLACES IN THE MARQUETTE COMMUNITY

AMU Event Management Office
AMU 245: (414) 288-7202
www.marquette.edu/amu
Campus-wide reservations (rooms, outdoor space), university information, publicity reservations, noise variance requests, etc.

Center for Intercultural Engagement (CIE)
AMU 111: (414) 288-7205
www.marquette.edu/osd/intercultural/center.shtml
Lounge area, meeting and program space, study area

Center for Leadership, Service, and Involvement (CLSI)
AMU 137: (414) 288-1598
http://www.marquette.edu/osd/clsi
Schedule an appointment for team building, group development workshops or preparing for service, publicity materials, mailboxes, reserve a meeting room, organization support, and many other resources

Marquette University Student Government (MUSG)
AMU 133: (414) 288-7416
www.musg.mu.edu
Co-sponsorship, funding information, program commissioners, etc.

Marquette Tribune
Johnston Hall: (414) 288-7246
www.marquettetribune.org
Tribune coverage of your event, advertisements for events

Marquette University Information
AMU Information Desk (2nd Floor): (414) 288-7250
Phone numbers, university information

Office of Marketing and Communication
Zilber Hall, Second Floor: (414) 288-7448
www.marquette.edu/omc
Arrange news coverage of an event, information on MU logo usage

Office of Public Affairs
1616 W. Wells: (414) 288-7491
AMU 450: (414) 288-7431
Community relations, federal relations, local governmental relations, state relations, university special events

Office of Residence Life
Carpenter Tower 203: (414) 288-7208
www.marquette.edu/orl
Posting policies, reserving tables, ads on campus cable, table tents, etc.

Office of Risk Management
Zilber Hall, Second Floor: (414) 288-1552
Employee claims, property claims, liability management and concerns

Office of Student Development
AMU 121: (414) 288-7205 AMU 329: (414) 288-1412
www.marquette.edu/osd
Center for Community Service, Commuter Programs, Greek Life, Intercultural Engagement, Leadership Programs, Music Programs, New Student Programs, Student Organizations, Student Conduct, Vocation Programs

US Bank
AMU First Floor: (414) 233-2034
Organization accounts, questions about tax IDs, purchasing, etc.
For more information or assistance with your organization contact:

Matt Lengen
Coordinator for Student Organizations and Leadership
Marquette University
Office of Student Development
AMU 121
414-288-7205
matthew.lengen@marquette.edu