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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.

The following terms below are defined to help give guidance to the Student Organization Handbook.

1. **Event, Activity or Program** means any activity sponsored, cosponsored, or organized by a recognized student organization, this includes but is not limited to any publicity, displays, and/or apparel.

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 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 before each academic year.

5. **Inactive** is a status given to recognized student organizations that have not registered for the current academic year.

6. **Suspended/Hold** is a status given to recognized student organizations that have violated published polices. Suspension will not be lifted until acts are taken to rectify situation and/or a date is set as to when suspension will be lifted.

7. **AMU** refers to the Alumni Memorial Union

8. **OSD** refers to the Office of Student Development

9. **MUSG** refers to Marquette University Student Government

10. **CLSI** refers to the Center for Leadership, Service and Involvement

11. **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 is 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.

SECTION I

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.

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.

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.
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.

SECTION II

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 required that student organizations maintain at least five (5) active members in order to ensure the continuity of the group. **NOTE:** Failing to register for one academic year 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.

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. Recognized student organizations are required to list at least 3 officers on MIL page at all times. Accurate contact information for all officers is also required. Also, see section on Eligibility of Organization Membership for additional officer policies.

4. **The officers and members are responsible for submitting a constitution to the Office of Student Development every two (2) 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.

5. **Attend a student organization training presentation at the beginning of the academic year.** Information on dates, times, and location of offerings of presentations will be communicated to listed organization officers on MIL. Failure to attend a presentation will result in organization being temporarily suspended.

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 in the AMU for any fees that may apply)

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

3. To post approved 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 hours (Additional charges may be incurred by the organization in order to use facilities beyond posted hours)

8. To purchase catering services at a discounted rate

9. To borrow athletic equipment from the Helfaer Recreational Center

10. To request the formation of leagues in which to play inter-organization athletic events and be assigned referees for games at an additional cost

11. To apply for and receive funding from MUSG (undergraduate organizations only)

12. To have buildings unlocked and locked for approved events by the Marquette University Police Department

13. To be assigned a university mailing address and exclusive use of a secure mailbox in the CLSI (AMU 137)

14. To use facilities, resources, and services of the CLSI

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 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 OSD

21. To create an organization page on MIL to maintain rosters and advertise upcoming events

22. Use of Eventbrite ticket sales site at a discounted rate.
ELIGIBILITY FOR ORGANIZATION MEMBERSHIP & OFFICER POSITIONS

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:
   a. President, executive vice president, program vice president, legislative vice president, financial vice president, or communication vice president of the Marquette University Student Government
   b. MUSG legislative senator
   c. College Council or Governing Council President
   d. 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 www.marquette.edu/osd/greek for more details about this policy.

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.

CONDUCT

The actions of undergraduate and graduate/professional student organizations are expected to be consistent with the standards of conduct. If members of a student organization or students representing the group violate Marquette University’s Standards of Conduct and/or the policies in this Student Organizational Policy Handbook, disciplinary action will be taken against the group as a whole, its officers or individual members. The following actions may be imposed if a student group or organization is found responsible for violations of the conduct code:

1. Disciplinary actions such as:
   - Positive Actions
   - University Warning
   - Restitution
   - Fines
   - Limitations on Activities

See the Student Code of Conduct: http://www.marquette.edu/osd/policies/conduct/index.shtml for more information regarding the above actions.

2. Written or verbal notification to national organization representatives, officers or advisers.
3. Loss of Privileges — Denial of privileges such as removal of services and access to facilities, attendance or participation in activities/programs.
4. Social Probation — Probationary status for not less than one month, during which time the organization is restricted from participating in any combined social function with individuals or other student organizations outside its own membership including, but not limited to, social events, mixers or date parties.
5. Probation of Student Organization — Probationary status for a specified period, typically not less than one semester, during which time the organization will be required to fulfill specific conditions before reinstatement to good standing.
6. Suspension of Student Organization — Separation from the university for a specified period, typically not less than one semester. Involves loss of all rights and privileges of student organizations, including the use of university facilities, and probationary status (II.L.5.) for one year following completion of suspension.
7. Termination of Student Organization — Termination is the most serious of university disciplinary actions for a student organization. It involves permanent separation of a student organization from the university.

All decisions about and actions imposed on student organizations or groups will be kept in a file in the Office of Student Development. Prior conduct actions will be reviewed if there are subsequent violations by the student organization. Such actions may be considered when deciding an appropriate disciplinary action.

**Section III**

**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 in the CLSI 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
- 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. 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 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. 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.
SECTION IV

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.

All registered student organizations must submit an event request form through Marquette Involvement Link for all events except for general meetings and practices at least 2 week prior to the scheduled date of the event, activity, and/or program, as defined in the beginning of this handbook. The Office of Student Development will make approval or denial for each event within a few days of the submission. All publicity, literature, handouts, fliers, etc. must be approved through the same form on Marquette Involvement Link at least 2 weeks prior to the date of the event. More specific policies can be found later in this handbook.

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

3. Activity requests during breaks will be reviewed by OSD on a case-by-case basis.

**EVENTS SPONSORED BY A UNIVERSITY DEPARTMENT**

Student Organizations can collaborate with University Departments on events and activities. The following must be completed and followed in order for a University Department to co-sponsor an event with a student organization.

1. Student organizations must still submit an event request on Marquette Involvement Link at least two weeks prior to the event date.
2. The student organization must provide a contact name and phone number within the sponsoring College or Department that is familiar with the event. They must also provide written (an email is sufficient) approval of the event by the department head or chair, acknowledging that the co-sponsoring department/college has complete knowledge of all aspects of the event, publicity, and any additional details, and that they have approved all aspects of the event.
3. Content approval and reservations will not be granted until departmental approval has been communicated with the Office of Student Development.
4. It is strongly encouraged that University Departments and Colleges follow the same policies outlined in this policy handbook and to consult with the Office of Student Development about any concerns about a co-sponsored event with a student organization.

**SPONSORSHIP OF NON-UNIVERSITY POLITICAL ACTIVITIES**

In addition to policies and procedures for Distribution of Literature, Sponsorship of Visiting Speakers and Public Performances, Publicity Policies, 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. Events must be registered and approved by the Office of Student Development through Marquette Involvement Link 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 or candidate surrogates, speakers, or activities and these decisions are made by the Office of Student Development in consultation with other University officials as appropriate.

All events that are political in nature and sponsored by student organizations must be reviewed and approved by the Office of Student Development before any room reservation 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 or speaker surrogate 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. Approved events do not constitute the university’s endorsement of a candidate for public office or political issue, such as a ballot referendum. No solicitation for a candidate for political office or political action committee may take place on university grounds.

Outside of a university event, Marquette University does not allow for any publicity specific to a political candidate, surrogate or ballot issue unless it is sponsored by a student organization.

SPONSORSHIP OF POLITICAL CANDIDATES OR CANDIDATE SURROGATES
Student organizations may bring political candidates or candidate surrogates to campus when those candidates will serve in capacities of significance to the university. These include but not limited to campaigns for city mayor, Common Council, county supervisor, county board, Wisconsin Assembly or Senate, other state officers, U.S. Congress, and the president.

Student organizations would be responsible for any fees associated with having the candidate or candidate surrogates on campus including room fees, security costs, etc. No fundraising for a political candidate or political action committee can take place on university grounds.

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 or candidate surrogate 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 or candidate surrogate 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.

- The candidate is not allowed to be at a general information table.
- The Alumni Memorial Union is a polling location, and as such, on an Election Day, any political activity beyond voting is not permitted within 100 feet of any polling location.
- No fundraising for a political candidate or political action committee can take place on university grounds.

HOSTING A GENERAL INFORMATION TABLE

Student organizations may host a general 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, an information table may only be held in designated areas of campus and a reservation must be made with the Event Management office.
- 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 additional guidelines in Literature Distribution Policy section).
- Again, outside of a university event, Marquette University does not allow for any publicity specific to a political candidate, surrogate or ballot issue unless it is sponsored by a student organization.
- No fundraising for a political candidate or political action committee can take place on university grounds.
- The Alumni Memorial Union is a polling location, and as such, on an Election Day, any political activity beyond voting is not permitted within 100 feet of any polling location.

SPONSORING A POLITICAL CANDIDATE BY HOSTING A PHONE BANK

Student organizations may host a phone bank 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 facilities including rooms, university phones, university computers, university directory information used to generate phone lists, etc.).

SPONSORSHIP OF CAMPAIGN HEADQUARTERS ON CAMPUS

Campaign headquarters are not permitted 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 involving the on-campus presence of non-student campaign personnel of a candidate or organization supporting a ballot referendum or recall petition.

FOR ALL ELECTED OFFICIALS, CANDIDATES, OR CAMPAIGN-RELATED SPEAKERS
Student organizations are expected to work closely with candidates, elected officials and 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 statement must read aloud or an audio recording of the following statement must be read:

“Marquette University encourages the discovery and sharing of knowledge by welcoming guest speakers from a wide variety of backgrounds and perspectives. The views expressed by guest speakers are theirs alone. Marquette University and its affiliated groups do not endorse political candidates or organizations, and the use of Marquette’s facilities does not constitute an endorsement of any political candidate, organization, or the views they express. Please note that no fundraising is permitted at this event. Thank you for attending today’s event, and please remember to silence your cell phone and other electronic devices before the program begins.”

SPONSORSHIP OF VOTER REGISTRATION ACTIVITIES
Marquette University’s Office of Public Affairs is the designated university office to coordinate all non-partisan voter registration activities on campus. Political candidate or candidate surrogates, political campaigns and non-student or non-University faculty and staff will not be permitted to engage in voter registration activities on campus. Student organizations may sponsor non-partisan voter registration activities provided they work in conjunction with the Office of Public Affairs and meet specific criteria. Only Marquette students, faculty and staff who are officially recognized City of Milwaukee Board of Election Commissioners and have passed the proper training are eligible to register voters. When sponsoring a voter registration event, the student organization must submit the names and a copy of the official ID number assigned by the City of Milwaukee Board of Election Commissioners for all students, faculty, and staff who will be conducting voter registration activities. In accordance with election laws, all voter registration events must be nonpartisan 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. No fundraising related to recalls, referenda, or other ballot issues may take place on university grounds.

DISTRIBUTION OF LITERATURE
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 and publicity, 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 all decisions regarding the distribution of literature and publicity, 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 basis for decisions by the Office of Student Development. The use of the University as a forum, however, in no way implies University approval or endorsement of a candidate for public office or 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 LITERATURE**

Literature is defined as: printed material used to advertise products or give advice and includes, but is not limited to, brochures, leaflets, pamphlets, circulars, flyers, quarter sheets, handouts, handbills, bulletins, fact sheets, and notices.

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

- Only members of the registered student organizations may distribute literature.
- Only approved literature deemed appropriate by the Office of Student Development may be distributed.
- The literature shall clearly identify the student organization responsible for the literature.
- 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. The following disclaimer should be used:
  - “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.”
- Again, outside of an approved University event, Marquette University does not allow for any publicity specific to a political candidate, surrogate or ballot issue unless it is sponsored by a student organization.
- No literature may be distributed that solicits funds for a political candidate or a political action committee.
- The content of the postings must avoid demeaning or discriminatory portrayals of individual groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Marquette, including any reference to alcohol, drugs, or sexual innuendos.
  - The Office of Student Development will not approve literature that includes language and/or graphic illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability, or any other characteristic protected by applicable laws.
  - Materials will not be approved if they contain offensive language or images.
- In order to gain approval, the following information must be provided to the Office of Student Development (AMU 121), at least two weeks in advance of the planned distribution:
• Copy of the material(s) to be distributed
• Proposed facilities to be used for distribution
• The time(s) and date(s) of distribution
• The manner of distribution

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.*

**SPONSORSHIP OF VISITING SPEAKERS AND PUBLIC PERFORMANCES**

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.

**SCREENING OF FILMS**

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 films (including digital versions such as DVD, Blu-Ray, or streaming media) 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.

**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. All publicity content must be approved by the Office of Student Development through the Marquette Involvement Link event request form. This approval is certification that the sponsoring organization has met
the applicable conditions established by the Office of Student Development as set forth in these policies. 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 two weeks prior to the proposed date of posting, and Marquette Involvement Link event submissions must include the publicity. When posting in any off campus area, local laws, and ordnances 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 publicity in buildings other than in the AMU facilities are urged to check with the appropriate college, departmental secretaries or building supervisors for rules governing posting in that building or area. Approval of publicity posted outside of the AMU for any student organization event is still subject to approval by the Office of Student Development.

Publicity is defined as: the giving out or posting of information about a product, person, group, or event for advertising or promotional purposes. Publicity includes, but is not limited to, flyers, signage, posters, banners, quarter sheets, table tents, social media postings, website materials, purchased ads (both online and in print), displays (small & large), chalking, sidewalk stickers and lawn signs.

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

- The full name of the sponsoring organization
- The time, date and place of the event
- Any entrance fees or costs to participate
- Note: For all dances, parties, or concerts the following must be on the publicity and the tickets: Must have valid college ID, and be 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). The following guidelines apply:
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 flyers or posters on walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited and all publicity placed there, with or without approval, will be removed. There may be only one (1) poster or flyer publicizing a given activity on a bulletin board.
4. The maximum allowable size for flyers is 11 x 17 inches. The Office of Student Development may grant special consideration for special events that may require larger posters.
5. College, Community Programming 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).
6. 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. Content approval for banners must be submitted to the Office of Student Development at least two weeks prior to the reservation.
7. If commercial posters made by a vendor are to be used, only those specifically designed for Marquette University will be permitted to be posted. All commercial posters must comply with all policies.
8. Table tents in residence halls must be approved through the Office of Residence Life AND the Office of Student Development.
9. 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 four working days prior to the proposed date of chalking. See the Chalking Announcements on Campus policy for information regarding chalking.
10. 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.
11. No posters or other forms of publicity will be approved advertising or implying the sale
or use of alcoholic beverages (i.e. pub crawls, drink specials, happy hours). All stipulations in the Marquette University Policy on Alcohol-Related Promotional Activities must be followed (www.marquette.edu/upp/documents/upp1-37.pdf).

12. The content of the postings must avoid demeaning or discriminatory portrayals of individual groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Marquette, including any reference to alcohol, drugs, or sexual innuendos.

   a. The Office of Student Development will not approve literature that includes language or graphic illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability or any other characteristic protected by applicable laws.

   b. Materials will not be approved if they contain offensive language or images.

   **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:

- 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 sidewalk 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.

**SIDEWALK STICKERS**

Contact the Event Management Office to reserve space based upon availability. Contact the Student Affairs Marketing Office about designing and printing sidewalk stickers. The following guidelines apply:
• Space reservation may not exceed seven (7) days
• The Office of Student Development must approve event and publicity designs by submitting an event request on Marquette Involvement Link in order to have sidewalk stickers as publicity for an event.
• Inclement weather or an all University-wide initiative may limit availability
• Reservations are limited to one (1) event per student organization per academic semester
• Single size offering decal measures 11” x 17” (vertical or horizontal format)
• Decals are limited to five (5) decals per event
  o Five (5) approved locations for decals: AMU west & east entrances (3), under Raynor bridge (east walkway) (1) and AMU sidewalk leading toward Structure 1, south end of Lot A pedestrian walkway (1)
• Do not place decals within 50 feet of any door
• Placing decals inside campus buildings or exterior walls is strictly prohibited
• Decals must be placed and removed by sponsoring organization within 24 hours of event

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.

SERVICE AUCTIONS

A Service 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. Service 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 Service 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.

**FUNDRAISING POLICY**

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 at least two weeks prior to fundraiser. Fundraising activities must be consistent with the mission of
Marquette University, and comport with all local, state, and Federal laws and ordinances.

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.

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

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.

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

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.

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

Funds from an internal fundraiser are not to be used for the purchase of alcohol for a student organization event or activity.

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

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).

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.
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. 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.

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.

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

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

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:

- 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.
- 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.

- Funds requested are to be derived from voluntary contributions specifically made to meet the purposes of the approved solicitation.
- Solicitation of 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.
- All applications must be submitted for approval at least two weeks prior to the fundraising activity by completing an Event Registration Form.
- Solicitations or in-kind contributions (e.g., donations of gift certificates, products or services) must also comply with this policy.

Section V

HOSTING EVENTS WITH FOOD

The safety and wellbeing of the Marquette community is of the utmost importance. To ensure the health and safety of all participants, the following policies have been developed to assist student organizations in hosting successful events with food.

Any sale of food off campus property is illegal according to the City of Milwaukee. The Office of Student Development will not approve any food sale off campus, unless a student organization has obtained a Temporary Food Sale permit from the City of Milwaukee.

Bake sales with food that is not provided by Sodexo may not occur in the AMU. There are spaces for these events to take place on campus. Please contact Event Management to make a reservation for a space on campus for this type of event.

SALE OF FOOD/BAKED GOODS

Student organizations are allowed to host fundraisers on campus by selling homemade food items. In order to do so, the following steps must be followed:

- After making reservation, submit an event request through MIL at least 2 weeks prior to scheduled event for content approval of event from the Office of Student Development.
- Include items being sold and for what designated price. Keep in mind, charging different prices based on gender is illegal in the state of Wisconsin.
- Signage must be present indicating ingredients in food items for sale (list of ingredients used). This signage should also indicate any potential allergies.
The sale of pre-made items is allowed
  - Pre-made items include items purchased at a grocery store or establishment that has food already prepared and packaged.

The sale of pre-made items containing meat is not allowed.
  - This includes food obtained by restaurants that contain meat.

**These policies are subject to change during this school year.

COOKOUTS
Similar guidelines must be followed for all cookouts, both social and for fundraising.

- After making reservation, submit an event request through MIL at least 2 weeks prior to scheduled event for content approval of event from the Office of Student Development.
- If applicable, include items being sold and for what designated price. Keep in mind, charging different prices based on gender is illegal in the state of Wisconsin.
- Signage must be present indicating ingredients in food items for sale (list of ingredients used). This signage should also indicate any potential allergies.
- Only pre-cooked meats may be used. No raw meat is allowed for cookouts.

EVENTS ON CAMPUS 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.
- Do NOT reuse gloves if torn/contaminated, or if you take them off.
- Make sure that all equipment has been thoroughly cleaned and sanitized.
- The University will allow student organizations to bring food into the AMU if valued under $250, or less than 20 people, and the event is not being held in the AMU Ballrooms. Student Organizations are responsible for clean up after these events.

University Catering Services can provide catering for all campus venues; including outdoor spaces. All food & beverages 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 Theater, Center for Intercultural Engagement, Union Sports Annex. Contact AMU Event Management staff (AMU 245) to coordinate.

The Catering guides can be found online at: www.marquette.edu/event-management

Student organizations 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.
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:

- 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).
- The scheduled event is restricted to members of the sponsoring organization(s) with a predetermined number of guests, and approved by the Director of Campus Activities and Student Involvement before the event.
- All stipulations in the Marquette University Policy on Contracted or Catered Food and Alcoholic Beverage Service on Campus must be followed (www.marquette.edu/upp/documents/upp1-07.pdf).
- 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.
- 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.
- 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.
- 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.
- For occasions where guests are appropriate, in general not more than three bona fide personal guests per person may be invited.
- 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.
- 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.
- 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.

- Organizations must have the support of their advisor.
- Other criteria may apply, depending upon the circumstances of the event.

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:

- 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.
- 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 (no open bar, pre-paid tab, etc.)
  - 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).
- Organization funds cannot be used for the purchase of alcohol. Individuals must purchase their own beverages with their individual money only.
- 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.

- 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).
- 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.
- 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.
- 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.
- 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.

ALCOHOL OFF CAMPUS NOT THROUGH A THIRD-PARTY VENDOR

Any gatherings or parties involving alcohol that are not hosted by a third-party vendor must be registered through a separate registration process with the Office of Student Development. Gatherings or parties with alcohol not provided by a third-party vendor must be private, held off-campus, open only to those on a pre-submitted attendee list, and can not be publicized in any form. In order for the gathering to be considered registered, the following conditions must be met:

- Complete and submit a Social Gathering with Alcohol registration form to the Office of Student Development (available in AMU 121) at least seven days in advance of the gathering.
- Complete and submit a Risk Assessment Form (available in AMU 121) at least five working days in advance of the gathering.
- The organization must provide a complete list of attendees of the gathering within five working days in advance of the gathering.
- There must be at least one sober monitor for each 25 guests attending the gathering.
  - There must be one sober monitor stationed at each entrance and exit of the host location.
  - Monitors are not to consume alcohol and must remain sober throughout the entirety of the event.
  - Sober monitors shall be responsible for;
    - Checking IDs of those attending to ensure those drinking are over 21 and ensuring all guests are signing in
- Overseeing the health, safety, and responsible drinking of those present, including helping to find them safe transportation home when necessary
- Ensuring that guests do not consume alcohol in excess
- Preventing guests from leaving with alcohol
- Understanding when and how to call 911 in the event that attendees require medical attention or another emergency situations arise

- The organization must provide copies of the IDs of all residents of the host venue (i.e. all those who live in the house.)
- The gathering must operate a strict BYOB policy, and the hosting organization must refrain from providing or selling alcohol.
- The organization must provide a letter of approval or acknowledgement of the gathering from the landlord or owner of the hosting location. Letters from the original renters of the property in cases of sub-letting will not be sufficient.
- At least one resident of the host venue and one officer of the organization must have attended a Safe Hosting Training provided through the Office of Student Development and the Medical Clinic. In the event that an attending resident is also an officer, one other resident of the hosting venue must also attend.
- Comply with the terms of the Risk Management Procedures that will be made available to the organization at the time of registration and in safe hosting training.
- Following the event, the organization will be required to submit a signed guest list to the Office of Student Development.

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.

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 Leadership Programming & Student Involvement 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 through the Event Request process on MIL at least 2 week prior to trip departure.

*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.

**PRE-DEPARTURE ORIENTATION**

For all student organization travel that will include an overnight stay, trip leaders are required to complete a pre-departure orientation at least one week prior to the scheduled departure date. The orientation is an in-person meeting facilitated by representatives from OSD, and will address issues including but not limited to health, safety, security, accident procedures, and expectations.

**LIABILITY WAIVERS AND HEALTH FORMS**

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 week prior to departure. For overnight trips, additional health forms may be required.

PERSONAL OR RENTED VEHICLE USAGE
Student Organizations that are traveling either by personal vehicle or renting a vehicle from a local preferred vendor, will need to have designated drivers have motor vehicle checks run prior to departure.

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. Please note, this process is separate from the Community Service van certification. For more information about rental car discounts and the online driver safety program, contact the Coordinator for Leadership Programming & Student Involvement at (414) 288-7205.

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) as well as the Office of International Education at least one year in advance. 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.

After submission of an Event Request in MIL at least one year in advance and approval of proposed trip, the Office of International Education (OIE) will conduct an initial review of all trips. Initial approval must be obtained by all 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.

The Office of International Education in partnership with the Office of Student Development will handle all requirements for international travel. All policies and requirements related to trip advisors, pre-departure orientation, liability waivers, insurance requirements, international cell phone requirements, and emergency assistance will be handled by the Office of International Education.

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](http://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, the Office of Student Development will not approve activities 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.

- A representative from the student organization must complete the Reporting Form for Events Involving Minors – Parts I & II, and submit it to Risk Management
- From the information on the Reporting Form for Events Involving Minors, it may be determined that each student organization member and/or other adult affiliated with this program who is over the age of eighteen (18) and that will be interacting directly with minors may need 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, it may be determined by Risk Management that 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 coordination 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
In addition to the completion of the required forms outlined above, it may be determined by Risk Management that 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.