Student Organization Manual

Student Life Office
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Introduction

Welcome and Overview of Manual

The Student Affairs Office is pleased to provide all student organizations with the Student Organizations Manual. This manual was designed as a resource for you and your organization. Its purpose is to assist organizations in order to improve the quality of the student organizations at Florida Tech. Though the manual is not exhaustive, it contains information on many topics that student organizations may find useful.

If your organization is new or established, this manual will be very beneficial. Much of the initial registration information is enclosed, and there are also a lot of ideas on establishing your organization. For organizations who have been on campus for a while, this resource also touches on fundraising ideas, administration contact information, and other areas that you will find helpful.

This manual was created with the intent of providing a twenty-four hour resources to assist student organizations in their daily operations. If you or your organization thinks of something that should be included in the manual please let me know. Good luck to your organization in all of its endeavors!

Sincerely,

Cat McGuire Carnley
Assistant Dean for Student Activities
General Regulations for Student Organizations

Only recognized student organizations are permitted to officially function at Florida Tech. To be a recognized organization and to use Florida Institute of Technology or the Florida Tech logo in its official title, a group must:

- Have a membership of at least 10 full-time students in good academic and disciplinary standing (members must be listed in OrgSync under ‘people’);
- Function in accordance with a written constitution and bylaws approved by the Office of Student Life and updated at least every two years;
- Comply with all university policies and regulations; all federal, state and local laws; and all regulations of parent organizations and university governing councils, as applicable;
- Accept responsibility for all financial obligations incurred and decisions made as an organization; and
- Have an active organization advisor who has been approved by the Office of Student Life and by the appropriate academic unit head (where applicable).

Note: In addition to the general regulations and policies outlined in this manual, Fraternity and Sororities are responsible for many additional requirements as set by their (inter)national offices, the University, and the governing councils (IFC, Panhellenic). Many of these additional requirements may be found on page 25 of this document.

Official recognition will be denied to any organization that selects its membership on the basis of race, color, religion, sex, age or national origin (except inter/national fraternities and social sororities, which by their parent organizations have been determined to be single-sex). Only officially registered students at Florida Tech are eligible for active membership status in student organizations. Only full-time, matriculated students in good academic and disciplinary standing are eligible to serve as the chief executive officer (president, editor etc.) of student organizations. Other members of the Florida Tech community may be admitted as associate members, if the organization’s constitution and bylaws permit. Associate members may not hold office, preside, officiate, vote or solicit funds on campus on behalf of the organization.

Registering a New Student Organization

The university requires that all organizations seeking recognition on campus undergo a formal registration process that includes the following procedures:

1. Log-in to OrgSync and fill out the New Organization Registration Form.
   a. If you are already involved in organizations on OrgSync, please click on Organizations up top in the maroon bar. All Florida Tech Organizations will pull up; in the top right corner please click on the green Register New Organization button. Fill out the form and submit.
   b. If you are not registered with OrgSync please log-in and fill out the information about yourself (Basic Information). After that is complete please click on ‘Join an Org’ and in the top left hand corner you will see a green link that states ‘Register New Organization’ – click on that link to fill out the form.
2. Once you have submitted the form you will wait to receive an email stating that your organization has been approved by a staff member in the Office of Student Life. *Please allow 48 hours for approval – if you have not received an email within 48 hours please email cmcquirecarnley@fit.edu.
   a. You will notice when you log back in to OrgSync once the organization has been approved that you, the person who has submitted the New Organization Registration Form, are now an administration for the new organization. The organization will now easily be found in your ‘Organizations’. Just a few steps left and you will officially be a registered Florida Tech organization.
3. After the form has been approved you will need to complete the following to be listed as an official student organization:
   a. Have ten (10) members join the organization. *All members must be found under ‘People’ in the OrgSync group.
   b. Write a Constitution for the Organization that explains when meetings will be held, who is a part of the executive board and any other requirements your organization’s members see fit.
i. To assist you in the writing process, samples of constitutions can be found under the ‘Files’ tab of the Organization.

c. Find an Advisor and have him/her fill out the Advisor Agreement Form located under ‘Forms’. *Please make your Advisor an administrator for the organization once he/she has joined.

d. Click on ‘Settings’ and complete the Organization Basic Information.

4. Once all of the above items have been completed the organization’s President/Founder will need to set-up an appointment with Cat McGuire Carnley to be confirmed and approved. During this meeting Cat will verify that you have completed everything listed above and go over the steps required to stay an active organization at Florida Tech.

   a. To set-up a meeting with Cat, please call the Office of Student Life at 321-674-8080.

Provisional Recognition Procedure

All new student organizations are granted provisional recognition for the purpose of establishing the formal organization of the group. Organizations granted provisional recognition have one semester to complete the registration process to become a formally recognized student organization. Organizations granted provisional recognition may use university facilities and resources to promote organizational meetings. To book facilities, provisional organizations will need to contact Cat M. Carnley. Once all the information is provided by the prospective student organization, the Office of Student Life will review the materials. Once approved, the Office of Student Life will inform the organization president of the organization’s registration status. Organizations with provisional recognition may NOT apply for SAFC funding. If the organization is not approved, specific reasons for the decision will be presented in writing to the organization. If necessary, a meeting will be called to address any questions.

Maintaining Recognition

To maintain official university recognition after initially granted, organizations are expected to comply with the following:

- Update your group’s officer information in Orgsync following elections or at the beginning of the fall semester.
- Maintain at least 10 active members and have them sign off on the liability form in Orgsync.
- Have a full-time faculty or staff member sign off on the Advisor Agreement Form to serve as your advisor in Orgsync at https://orgsync.com/cas/florida-institute-of-technology.
- Operate in compliance with university policies and regulations; all federal, state and local laws; and the regulations of parent organizations, where applicable.
- Keep a constitution and bylaws up-to-date (which implies that these documents should be updated at least every two years) in Orgsync and should be uploaded under ‘Media’ tab, then ‘Files’, then clicking on the ‘New File Folder’ tab.
- Continue to accept responsibility for all financial obligations incurred and decisions made as an organization.
- Be represented at all leadership retreats, workshops and meetings deemed mandatory by the Office of Student Life.
- Hold a meeting once a month and upload minutes of meetings to OrgSync under ‘Files’.
- Keep OrgSync Profile (under Settings) up-to-date.
- Attend the semesterly Organization Procedures Meeting.
- Read through the 2011-2012 Organization Manual.
- Check your Organizations mailbox at least once a week.
- Attend two (2) Student Government meetings a month.
  - Student Government Meetings are held in P133 every Wednesday at 8pm.

Student organizations failing to comply with the above stipulations jeopardize their right to function as an official university organization and may lose all privileges afforded to such groups. Organizations that are not officially registered with the Office of Student Life will not receive approval for posting materials, special funding and insurance coverage for club/organization university-approved events or permission to reserve and/or use university facilities.
Registration Benefits

The following benefits are currently available to officially registered student organizations:

- Use of the university name in conjunction with authorized programs and activities.
- Listing of the organization’s name in university publications.
- Use of student union space and other university facilities for organization activities.
- Opportunity to use university materials (i.e.: sound system, sporting equipment, and publicity resources).
- The right to request master calendar dates and listings.
- Opportunity to request funding from the Student Activity Funding Committee. Access to advertising areas and resources (i.e.: bulletin boards, TV 98, etc.).
- The opportunity to participate as a group in student activities and events (i.e. homecoming, intramural leagues or events, etc.).
- Insurance coverage for club/organization university-approved events.

Organization Responsibilities and Expectations

As a registered organization at Florida Tech, organizations are to assume and accept responsibility for:

- Sponsoring and supervising club programs.
- Safe operation of all programs.
- Proper use of facilities.
- Promotion and advertising of events. Events involving the university facilities shall identify the individuals sponsoring it.
- Proper posting of all promotional materials.
- Maintaining an active and worthwhile student-centered program.
- Taking reasonable steps to ensure that all activities of the organization comply with local, state and national laws, as well as Florida Tech policies and regulations and pertinent university governing councils (IFC, Panhellenic).
- Registering an up-to-date list of officers, advisor(s) and members each semester with the Office of Student Life at https://orgsync.com/cas/florida-institute-of-technology.
- Choosing a representative to attend all mandatory meetings and leadership programs sponsored by the Office of Student Life.
- Choosing a representative to attend weekly Student Government meetings in order to qualify for SAFC funding twice a month.
- Providing an opportunity for personal development through leadership positions, participation and coordination of educational programs and proper social functions.
- Developing a clear definition of their goals and ideals, and selecting and educating members as to the group’s identity.
- Providing a way to serve the campus community and the community at large.
- Promoting Florida Tech through active participation in all campus events and developing positive relationships with other campus organizations.

Note: Fraternities and Sororities should see additional requirements starting on page 25.

Student Organization Advisors

Florida Tech requires that each registered student organization have an advisor.

Advisors have been shown to positively impact the quality of the student organization by sharing their knowledge and experiences.
Group Advising

As stated above, every organization must have at least one official advisor. The advisor must be a current, full-time member of the Florida Tech faculty or staff. All organizations select their own advisor. Assistance in finding an interested advisor is available through the Office of Student Life. The role of an advisor is to:

- Serve as a “sounding board” with whom students may discuss new ideas.
- Support the group.
- Intervene in conflicts between group members and/or officers.
- Be knowledgeable of polices that may impact the organization’s decisions, programs, etc.
- Provide continuity and stability as student leadership changes.
- Serve as mediator during organizational crisis.
- Travel with the group on all out of state travel, such as conferences.
- Point out new perspectives and directions to the group and introduce new program ideas.
- Attend special events of the organization.

Serving as an organization advisor offers the faculty or staff member unique opportunities to:

- Get to know and work with students outside the classroom or office.
- Informally share knowledge and expertise on relevant topics.
- Have the opportunity to feel satisfaction and accomplishment through making a special contribution to a group of students.
- Serve as a resource and support contact to an innovative group of students.

Liability

The university views the role of student organization advisor as part of the employee’s normal work, and thus, extends liability insurance coverage to any member of the university community so engaged and acting within the scope of their position as an advisor. Anyone involved in this type of work, however, should exercise what the courts have described as “reasonable judgment” in the conduct of their responsibilities. In today’s litigious society, we all need to keep an eye on our exposure to liability. This should not, however, dissuade any interested person from serving as an organizational advisor. Questions about risk and liability should be directed to the Office of Student Life at ext. 8080.

Disciplinary Issues for Student Organizations or Groups

Groups and/or student organizations recognized by the university are subject to the same regulations as individual students. Violation of the University Code of Conduct by these groups falls under the jurisdiction of the student disciplinary system. Any group charged with violating the University Code of Conduct should have the right to be represented by their president (or highest ranking elected officer) at any university disciplinary hearing. Group misconduct need not be officially approved by the entire membership to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. An appropriate test, to determine whether a group may be held accountable for the conduct of individuals, is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group, or if by group action, the incident was encouraged, fostered, or might have been prevented. In cases where a group or organization faces judicial action, each person participating in a violation may also be charged on an individual basis. Student organizations found in violation of university policy are subject to a maximum sanction of termination of recognition by the university or any appropriate lesser sanction. Lesser sanctions include, but are not limited to probation, restriction or suspension of the privilege to sponsor programs or events, loss of university funding, removal of officers, restitution for damages, loss of facilities use, fines or a written disciplinary warning. Sanctions that suspend or limit a group or organization's privileges shall have a set time of duration, after which full privileges may be restored following a meeting with the dean of students or designee. Student organizations have the right to appeal any disciplinary sanctions as outlined in the University Code of
University Alcohol Policy

Consistent with Florida and Federal law, the minimum legal drinking age on or off the Florida Tech campus is 21. Underage possession or consumption of alcoholic beverages, public intoxication, driving or operating a motor vehicle or other mode of transportation while under the influence of alcohol or other substance, distribution or sale of alcohol, possession of a common source container, or excessive or rapid consumption of alcohol are violations of the alcohol policy.

Possession, consumption or distribution of alcohol by any person who is under the age of 21 is prohibited. Possession, consumption or distribution of alcohol in any common space including but not limited to a hallway, stairwell, lounge or bathroom is prohibited.

A student who is 21 years of age or older may possess and/or consume the permissible amount of alcohol in his/her residence hall room or apartment provided that no other individual under the age of 21 is present, unless that individual is the roommate. The door to the room or apartment must be closed when in possession or consuming alcohol. No guest under the age of 21 is allowed in the residence hall room of a 21-year-old student while alcohol is being consumed.

An individual who is 21 years of age or older may possess and/or consume alcohol in the room of another 21-year-old student provided that no one under the age of 21 is present. Abiding by the alcohol policy is the responsibility of all students.

Public intoxication is the appearance on campus or at a university activity in a state of intoxication. Facilitating, arranging or participating in any alcohol consumption activity that facilitates or encourages competitive, rapid or excessive consumption of alcohol regardless of age is prohibited. Examples include without limitation, keg standing, alcohol luges and drinking games. Containers of alcoholic beverages over 40 ounces including but not limited to wine, beer, liquor, mini-kegs, beer balls, trash cans, tubs or punch bowls are prohibited. Individual possession of alcohol is limited to either one six-pack of beer or 40 ounces of liquor or wine per student who is at least 21 years old. Displays of alcohol beverages, funnels, empty alcohol boxes or containers, or shot glasses are prohibited.

The sale of alcoholic beverages or consumption of alcoholic beverages outdoors and in public areas is prohibited, except at scheduled events approved by the Office of the Dean of Students.

Hazing

Florida State Hazing Law

1. As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not
include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

2. A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

3. A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

4. As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

5. It is not a defense to a charge of hazing that:
   a. The consent of the victim had been obtained;
   b. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
   c. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

6. This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.

7. Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

8. Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.
   a. Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.
   b. In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.
   c. All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

9. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

10. Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules and penalties in the bylaws of every organization operating under the sanction of the institution.

Good Academic and Disciplinary Standing

Students may hold office (such as president, vice president, editor, secretary, treasurer, coordinator, chair, etc.) in student organizations only if they hold a GPA of 2.5 and are in good disciplinary standing at the university. Good academic and disciplinary standing are defined in the Student Handbook and the 2012-2013 University Catalog. Good disciplinary standing means that a student is not currently on disciplinary probation, suspension or suspension in abeyance and all other university sanctions have been completed by the appropriate deadlines.
Use of Campus Facilities

Recognized student organizations may use university facilities subject to established written rules governing such use. Designated university facilities may be reserved when the university is in session, for meetings and other noncommercial events, by any of the following:

- Recognized student organizations for events related to the purposes of those organizations.
- Members of the faculty or staff for co-curricular events related to their university duties and activities.
- Organizations of university employees for events related to the purpose of the organization.
- Official alumni or similar university-related organizations, academic units and other offices of the university for events related to their purpose.

Event Registration and Reserving Facilities at Florida Tech

- All organization events must be registered and reserved by going to http://events.fit.edu.
- Your group must be a registered student organization and have approval from the Office of Student Life before reserving any space on campus.
- Student organizations may reserve academic spaces on campus after the first two weeks of each semester.
- To make a room reservation, an event/facilities request should be submitted online at least 3 days before your event. Although every attempt will be made to accommodate last minute requests Florida Tech does not guarantee that a response will be given if the request is made within one week of the event.
- If the event will cater to more than 200 people than a major event form must be completed and turned into the Office of Student Life at least one month prior to the event.
- If alcohol is present the group must complete the social event form and return to completed form into the Office of Student Life.
- Any event where amplified sound will be present (speaker or amps) a sound permit must be applied for. This may be done by completed the Sound permit form and returning it completed to the Office of Student Life at least one month prior to the event.

Once you have reserved the space

- You may begin advertising. Make sure you have all fliers stamped by the Office of Student Life before posting. Bring in one flier to be approved before making copies.
- Arrangements for serving food at your event may be made by calling:
  - Panther Dining Hall, specializing in picnic supplies, bulk orders and lunches for pick up.
  - The Rathskeller at ext. 8007
  - SUB Catering Services at ext. 8077, specializing in full service catering, receptions and dinners. Complete the Food Service Request form available in the Office of Student Life or at www.fit.edu/activities before placing any food orders.

Events that Involve Amplified Sound

The following policy shall be implemented when a sound permit is obtained or when one is required by the city of Melbourne, Florida. And while the event is in progress.

At least one month prior to the event requiring a sound permit, the organization having the event shall ensure one is requested and pay the fee. This may be done by indicating the need for the permit on the Major Event Request Form and by completing the sound permit form located in the Student Life Office. If you are unsure if the event needs a permit you may contact the Office of Student Life or Campus Security.

A copy of the permit shall be in the possession of the requesting party and on site during the event, a copy will also be given to the Office of Student Life and to Campus Security.

The day of the event the following procedures shall be followed:

1. Either the requesting party or the Director of Security shall notify the Melbourne Police Department (MPD) of the event and inform them that:
   a. There is an event requiring a permit
   b. The times of the event
c. The exact location of the event
d. The name and cell phone number of the person with the permit or the number of security/
e. That we have a sound meter and will be monitoring the event to ensure compliance with all applicable Melbourne City sound policies.
f. That if they receive any complaints about sound they can call the person in charge (PIC) or Security to report the complaint. We will inform them that we will gladly use the meter to ensure that we are in compliance.
g. Obtain the name of the officer or dispatcher calling you.
h. After checking the sound meter for compliance, the PIC will call the police officer or dispatcher and thank them for calling and let them know of the decibel reading and that we have taken care of the situation.
i. If the MPD insists on sending an officer, we will show them the meter and that we are in compliance.
j. If there is any insistence by the responding MPD officer to shut down the event, the person in charge of the event who is holding the sound permit shall respectfully request that a supervisory officer respond and upon his arrival show the supervisor the meter and its readings.
k. If at that time, we are unable to comply with the requirements of the permit or the MPD insists that the event be stopped, we will comply. The PIC will also contact a security supervisor.
l. At no time will any person in negotiations with MPD argue. We will be polite and comply with all their commands.
m. At the conclusion of any MPD involvement, whether the event was stopped or not, a memo outlining the circumstances shall be made and copies delivered to the Dean of Students and the Director of Security. The Director of Security shall be informed via phone about the incident as soon as practical after the incident either by the PIC or the responding Security officer.

**Monitoring Device**
The current device being used is a Sper Scientific Sound Level Pen, Model 840018. It uses 2 AAA batteries. It is contained in its original shipping container. Prior to its use the batteries shall be inserted in the correct manner as indicated by the meter. Be careful to insert the batteries to prevent damage to the meter.

To turn device on, hold down the MAX HOLD button until the numbers 188.8 are displayed on its screen. Release button and the ambient sound levels will be shown.

Prior to use, place the foam windscreen onto the top of the device being careful not to rip the foam. The device is ready to be used.

To turn power off, hold the MAX HOLD button for 2 seconds. The word OFF will be displayed and then the screen will go blank. The device is now off.

To conserve battery power it is not recommended that the power remain on when not in use.

Device must be kept dry

Try and prevent wind from causing measurement errors

**Use of Monitoring Device**
When the device is used, take a couple of readings near the speakers.
Walk to the far edge of the university property to take readings

Holding the device at shoulder height, point it at the source of the sound.

To be in violation, the ambient noise must be over 60 decibels for 10 minutes in duration.

**Maintenance Requests (Office of Facilities Management)**
Recognized student organizations desiring services from Facilities Management should send E-mails to facilities@fit.edu at least **two weeks** before the event, including a contact name, organization name, phone number and the items needed, with the date and time. In an emergency, call Facilities Management directly at ext. 8038 to place the order. For all major events, please meet with the Assistant Dean for Student Activities before requesting services and ensure that the Major Event form, Social Event Form, Sound Permit form or any other necessary documentation has been completed and returned to the appropriate office.
**Student Activities Van Policies**

1. A Van will only be given to currently registered organizations for use with groups of over four (4) passengers. Requests must be submitted no less than two (2) weeks in advance.
2. An advisor or another member of the faculty, staff or administration must accompany all approved, funded travel outside the state of Florida. Documentation of a chaperone must be indicated on the space provided on the front of this form.
3. Organization must have prior approval of SAFC (for SAFC funds) or the organization (for organization funds) before requesting van use.
4. Any tickets (moving violations, parking violations or otherwise) given by police or campus security are the sole responsibility of the driver of the vehicle. Organization funds will not be used to pay for tickets.
5. Organizations will be charged $0.25 per mile plus the cost of gas used.
6. The van must be returned CLEAN. If the Van is returned dirty, the organization will be charged a $50.00 cleaning fee.
7. It is the responsibility of the driver to inspect the van prior to accepting the keys. If there are any body damages (dings, dents, etc.), please fill in the Body Damage section of the Check-in/Check-out Form. If the body damages exist before departure, you must specify this on the van form. Damages that occur or those that are unaccounted for may become the responsibility of the campus organization.
8. All drivers must be registered with the Department of Vehicle Maintenance and the Office of Student Life. Any organization found to be using the van with a non-registered driver may be brought up on Code of Conduct or Organization charges.
9. Organizations are not permitted to have copies of the vehicle keys made. If additional keys are required, please request them from transportation.

**Department Use Van Policy**

1. Because the Student Activities vans were purchased using “student funds”, requests from student groups, clubs and organizations take priority during the academic year. Requests must be submitted two (2) weeks in advance.
2. There are two vans that we will rent out at a weekly rate of $150 per seven day week or $30 per day, plus $0.25 per mile.
3. The van is given out with a full tank of gas and must be returned with a full tank. (User will be charged $4 per gallon for Vehicle Maintenance to fill it.)
4. This rate may increase as fuel prices increase.
5. The van must be visually checked upon pick-up and return (as the “user” is held financially responsible for all damages).
6. Only licensed/approved drivers may drive the vans.
7. Only one of the vans can “leave the state” (it is the Dodge Van) and a Faculty Member must accompany the group. A class D license is required to drive this van.
8. Number of people transported in the van must not exceed the recommended occupancy limit.
9. No alcohol in the van.
10. Van must be returned in the condition it was at pick-up or a $50 cleaning charge will be applied.
11. Any “revenue” from the above charges goes in to the upkeep and maintenance needs of the vans

**Financing Student Organizations**

**Fundraising**

Funds raised by student organizations may be expended in any manner that is consistent with the purpose of those organizations. Such funds are subject to local, state and federal laws and to financial accountability by the Office of Student Life. Student organizations may sell materials related to the purpose of those organizations and may collect dues, initiation fees, donations and admission charges at locations approved by the Office of Student Life and at
organizational meetings. Student Organizations must use an on-campus account with Student Life and are NOT permitted to have off-campus bank accounts of any kind unless required by the parent organization. Student organizations are subject to the following restrictions in raising funds:

- No organization has the right to disturb or infringe on the privacy of the residents of university housing, study lounges, offices, dining halls, etc. or disturb or interrupt the conduct of classes for the purpose of raising funds.
- The Office of Student Life (using the Event/Facility Request form located at www.fit.edu/activities) must approve all fund-raising events. In addition, all items to be sold for fund-raising purposes, as well as the logo design, artwork and copy to be imprinted on the items, must be approved by the Office of Student Life prior to being ordered. Use of the official university logos should follow the graphic identity program at http://www.fit.edu/upub/identity/intro.html. Generally, fund-raisers scheduled to occur during Fall New Student Orientation or commencement will not be approved.
- Student organizations may use space in the Denius Student Center for approved fund-raising activities. To obtain space in the Denius Student Center, an organization should contact the Office of Student Life.
- All fund-raising events must be scheduled at least two weeks in advance with the Office of Student Life.
- All monies raised through approved fund-raising activities or SAFC funded activities must be deposited and reported to the Office of Student Life the first business day following the event.
- Organizations wishing to raise money through donations from outside resources should first check with the university’s Office of Development (ext. 8962), located in the Applied Research Laboratory (ARL) building.
- Student organizations that conduct fundraisers involving food must follow these stated guidelines: All food must be prepackaged and store/company bought. Homemade items will not be permitted to be sold. If you want to do a BBQ on campus, you need to complete the Food Policy Form in Orgsync and follow those guidelines. 

Note: The Office of Student Life may limit fund-raising activities to prevent conflicts among fund-raising operations and to protect organizations from undue outside pressure from professional fund-raisers.

Resources

Printing
Most student organizations need printing and duplicating services many times during the year. Here are some hints on printing and duplicating that will assist you:

- Office copy machine: The Office of Student Life has a copy machine that is available to all registered clubs and organizations for making limited copies (50 copies/day). Organizations must provide their own copy paper which may be purchased through the Office of Student Life at a discounted price.
- Printing Services: The Copy Center provides printing services to all recognized clubs and organizations for all copying needs. To use the Copy Center, you must first come to the Student Life Office and have your flier approved by the Assistant Dean for Student Activities. Then, request a form from the Financial Coordinator for Student Affairs. Take the original(s) and the form to the Copy Center. Make sure that enough time is allotted for copy jobs.

Posters or fliers that advertise any event at which alcohol is served (whether or not the advertisement indicates such) will not be approved for distribution or posting unless it has been previously discussed and approved by the Office of Student Life. Please consult the Posting Policy.

Organization Mailboxes
Every recognized organization has a mailbox in the Student Government Office. All mail received in the Office of Student Life is distributed to these boxes on a daily basis. Organization officers should check their mailbox on a regular basis (at least once a week) for important mail. If the organization is very active, a daily check may be necessary. Mail will not be forwarded to campus box numbers. Notices of retreats, club registration, information forms and all-organization meetings (through the Office of Student Life) will be sent through these boxes. Failure to respond to notices placed in you box could result in loss of recognition by the university.
Tables and Tents

- A maximum of three tables may be made available on a daily basis in the Denius Student Center (SUB) first-floor hallway, but only one table can be used per group. A university academic unit or organization may reserve a hallway table providing that another group is not already booked for that location. If tables are needed, in other locations on campus, arrangements must be made through the Office of Student Life by the academic unit or organization requesting them.
- Tents can be erected in the Denius Student Center Plaza, the residential quad or the academic quad areas. The Student Life Office has tents available for groups to check out. Please request a tent in advance, through the Evans Student Center front desk, to ensure one is available.

Conferences and Trips

The Office of Student Life encourages all student leaders to participate in outside professional conferences and to plan and undertake appropriate field trips. Participation in such events exposes our students to new and innovative ideas and allows the university to interact with other such institutions in a professional manner. The following regulations and guidelines pertain to such travel:

- All travel (whether to conferences, conventions or field trips) should be approved in advance by the Office of Student Life or in the case of academic societies, the appropriate academic unit.
- Student organization money may be used, if available, to finance such endeavors, but these expenses should be included in the yearly budget reports prepared by the organization’s treasurer and approved by the organization president. Such money may be used to cover the following expenses:
  - Travel costs
  - Conference fees
  - Hotel expenses
  - Reasonable meal costs (see guidelines for travel expenses in the Office of Student Life)

Organization money may not be used for the following types of expenses:

- Alcoholic beverages
- Telephone calls
- Hotel-room movies
- Personal items

Remember that you will not be reimbursed for any conference expenses that were not approved in advance. Also, remember that you should plan for these trips well in advance because the Financial Coordinator needs at least two weeks to prepare any checks that need to be sent.

- For travel outside of Florida, a full-time faculty or staff member must accompany the organization.
- Student leaders represent both the university and their respective organization when they attend such events. Therefore, behavior, decorum and dress should be exemplary.
- The Office of Student Life will assist any organization in planning and conducting travel, or answer any questions pertaining to this topic.

Solicitation/Event Policy

Vendors are not permitted on university property unless sponsored by a university academic unit or organization, providing the university academic unit or organization has reserved an area for them. Before a reservation can be confirmed on an area for vendor use, a copy of a completed Event/Facility Request form for the sale or event must be on file in the Office of Student Life. Event/Facility Request forms can be found at http://events.fit.edu. Academic units or organizations may not sponsor more than three vendors per semester. Vendors are permitted a maximum of three days per semester once they are sponsored. No credit card companies, other than the Florida Tech Alumni Association credit card, will be allowed to solicit on campus.
Policy of Students Holding Leadership Positions

The Office of Student Life has adopted the following policy with regard to the same students holding leadership positions in specific organizations or programs concurrently. Students may not concurrently hold more than one of the following positions:

- President of the Campus Activities Board
- President of the Student Government
- President of the Interfraternity Council
- President of the Panhellenic Council
- General Manager of FITV
- Editor-in-Chief of the Crimson

Office of Student Life Posting Policy

In an effort to promote better communication and give a better appearance to our campus, the Office of Student Life has established this policy to keep the bulletin boards organized and up to date. Note: This policy applies to all bulletin boards on the university campus. The only bulletin boards that are exempted are those controlled by academic units, university offices and those bulletin boards and/or posting surfaces in the residence halls (which are under the jurisdiction of Residence Life).

1. All organization fliers or mailings must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp before distribution through campus mail.
2. All posters, fliers, banners, signs and announcements (from this point forward all will be referred to as “posters”) must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp. The stamp must be clear and easy to read on the poster. Posters must be brought to the Office of Student Life to be stamped and dated by a member of the Office of Student Life staff. The hanging of posters is the responsibility of the group/person who is sponsoring the poster, not the Office of Student Life. The office requires that posters are stamped before they are copied. Posters without stamps will be removed.
3. The date on the poster indicates when the poster must be taken down. Individuals/organizations who hang the posters are responsible for removing them on the indicated date. A poster may not be posted for more than one month. New versions of the poster may be approved.
4. Only one (1) poster per event/activity on a bulletin board will be permitted. Mass canvassing on a bulletin board will result in removal of all advertisements.
5. Posters are permitted on bulletin boards and other approved locations such as the exterior walls immediately adjacent to the entrances to the Denius Student Center (SUB) and the windows adjacent to doors of the SUB. You may also leave 5 fliers in the Student Life Office to be displayed in the glass enclosures in the Academic Quad. Posters are not permitted on walls, painted surfaces, windows, doors, plastic classroom change holders (in academic quad), trees, bridges, concrete or asphalt areas, trash cans or other pieces of university property. Anyone found in violation of this policy may be fined or lose posting privileges.
6. Information on posters must be correctly spelled, dated and contain enough information in English so that accurate, timely communication results. Posters must state which organization/academic unit is sponsoring the advertising/event. Events funded by the SAFC must state that on any poster or flier. Any poster containing information that violates the policies of the university in reference to content or good taste will not be approved. Anyone found hanging posters containing such information may lose their posting privileges.
7. Posters or fliers that advertise any event where alcohol is served (whether or not the advertisement indicates such), will not be approved for distribution or posting.
8. The words beer, wine or liquor, or any slang terminology implying alcohol consumption or abuse will not be permitted.
9. Note: Closed parties may not be advertised on or off campus (see University Alcohol Policy—Closed Parties, for additional information).
10. Outside organizations, businesses, vendors, etc. may only post one (1) poster on campus. The only exception to this rule is when an outside agency is sponsored by a department or organization. In this case, the academic unit or organization name must be clearly displayed on the advertisement.
2. Posters will not be permitted on the For Sale, For Rent or other reserved boards in the Denius Student Center.
3. If an organization, academic unit or individual continually violates the Posting Policy, they may be fined, brought up on organization or disciplinary charges, or lose their posting privileges. The academic unit, organization or individual responsible for the alleged violation will be notified in writing prior to any formal sanctions being imposed.

**Contract Policy**
Only authorized representatives of the Florida Institute of Technology may enter into legally binding contracts, letters of intent, requests for services, etc. Students, Student Organizations and/or their Advisors are NOT authorized to enter into any agreement with a third party on behalf of the university. For more information or questions please contact the Office of Student Life, ext. 8080.
Florida Tech’s Civic Engagement Initiative seeks to provide opportunities for students and employees on our campus and in the surrounding community matching community needs with student and employee interests as well as develop individual and collective actions designed to identify and address issues of public concern.

The Office of Student Life tracks community service hours, professional association volunteer hours, fundraising dollars as well as item donations for students, faculty and staff via a web based tracking system. In an effort to match volunteers with opportunities of interest, local agencies and organizations will be able to post ongoing and one time volunteer opportunities as well as item requests on the web system for students, faculty and staff to choose from.

There are three areas we track:
- Campus Service- hours work on campus for various events
- Community Service- hours completed working in the local or extended community
- Philanthropy- money raised for any charity

All individuals and organizations are encouraged to participate in the online reporting system. Individuals and groups can track their hours for campus service and community service as well as fundraising donations. To track your contribution simply follow the steps below:

- Go to www.fit.edu/civic
- Click on the system link at the bottom of the page
- Enter your Tracks user id and password
- Register
- Pick 1 organization to receive your hours
- Then enter your hours or dollars

The administrator will then approve your entry. If you have questions about what counts in each area, how many hours are required for award or questions in general please see our website at www.fit.edu/civic or call the Office of Student Life at 674-8080.
1.0 INTRODUCTION
1.1 In order to provide the most valuable experience at Florida Tech, Student Government insures students the right to any appropriate activity as defined by Florida Tech. Student Government shall accomplish this by assisting in the providing of funds necessary for such student activities to exist. Student Government is also responsible for enforcing the rules prescribed to all student activities. Rules include, but are not limited to, this document, the student handbook, Student Government Constitution and By-Laws, and policies set by the office of Student Activities and Florida Tech. Student Government reserves the right to modify this document in coordination with the Constitution and By-Laws, and republish it. For more information about Student Government, please go to their website, send an email, or attend a meeting.

2.0 PURPOSE
2.1 This document is to entail everything from the collection, management, and distribution of the student activities funding. Also, described shall be the committee in charge of student activities funding, how it is constructed, and the rules it must follow. Lastly, it is to act in the best interest of the students using the representation and opinions of students only.

3.0 STUDENT ACTIVITIES FEE
3.1 The Student Activities Fee is to provide Student Government with the money necessary to distribute amongst student organizations to foster the growth and excellence in the experience at Florida Tech.
3.2 All undergraduate and graduate students who are enrolled with full-time status at Florida Tech will be charged a fee per semester whether they live off campus or on campus.
3.3 Student Government is in charge of determining the amount of the Student Activities Fee.
3.4 The money will be deposited into an account that is operated exclusively by Student Government under the supervision of the Dean of Students.
3.5 The Student Activities Fee budget is to roll over every fiscal year.
   3.5.1 The balance at the end of the fiscal year is to be decided by Student Government whether to be used for Campus-wide projects, events, and or be rolled over into the following fiscal year.
3.6 The student activities fee budget shall be available to all students when requested in person, attending a Student Government Meeting, or visiting the Student Government website.
3.7 It is Student Government and the Crimsons responsibility to publish the Student Activity Fee Balance and a breakdown of allocations by organization every month.

4.0 STUDENT ACTIVITIES FUNDING COMMITTEE
4.1 Voting Member Positions & Specific Responsibilities (9)
   4.1.1 Treasurer of Student Government (1).
      4.1.1.1 The Treasurer of Student Government will be the chairman of the Student Activities Funding Committee.
      4.1.1.1.1 Therefore he/she is responsible for scheduling.
      4.1.1.1.2 Being a spokesperson.
4.1.1.3 Communicating and maintaining a functioning Student Activities Funding Committee.

4.1.1.4 Assigning a Vice-Chair who is responsible for filling in when the Treasurer is unavailable to perform his/her duties.

4.1.1.5 Responsible for publishing an itemized budget to the student government website. The document should be updated every week as specific as possible.

4.1.1.6 Announcing the weekly allocations in every Student Government general meeting.

4.1.1.7 Responsible for communicating with the student body as frequently as possible through social networks and email.

4.1.2 The Treasurer shall abstain from voting unless there is a tie, and then he/she shall be the tie breaker.

4.1.3 Representing Student Government.

4.1.2 President of Campus Activities Board (1) or his/her designee from the executive board.

4.1.3 General Manager of FITV (1) or his/her designee from the executive board.

4.1.4 Editor in Chief of the Crimson (1) or his/her designee from the executive board.

4.1.5 President of Florida Tech College Radio (1) or his/her designee from the executive board.

4.1.6 President of Kaleidoscope (1) or his/her designee from the executive board.

4.1.7 Appointed Senators (3).

4.1.7.1 These members may be nominated or self-nominated.

4.1.7.2 These members are approved my majority of vote by the senate. The nominated Senators may not vote.

4.1.7.3 The Appointed Senators’ term is one academic year.

4.2 Voting Members General Responsibilities

4.2.1 Distribute the funding to those organizations that apply.

4.2.2 Determine the appropriateness of organization’s funding requests and approve or deny them as described in this document.

4.2.3 To debate each request in a fair and impartial manner based on the event/program and how it benefits the campus community and the organization.

4.2.4 Voting members are allowed to be part of other organizations. However if a voting member is affiliated with the organization being voted on, then they must abstain their vote.

4.2.5 They are not allowed to talk on behalf of their organization unless a question from the Student Activities Funding Committee arises.

4.2.6 The affiliated member will then answer that question and nothing else.

4.2.7 Voting members must attend one of the mandatory procedures meetings that are hosted by the Office of Student Activities.

4.2.8 Determine a set of funding standards for the academic year prior to the first procedures meeting and publish them and announce them in the procedures meeting and general meeting. The Student Activities Funding Committee reserves the right to change the standards throughout the course of the year. Standards include but are not limited to:

4.2.8.1 Both operating budgets (Basic and Extended) and their respective lifetimes of either a semester or an academic year.

4.2.8.2 A maximum conference allocation
4.3 Non-Voting Member Positions & Specific Responsibilities

4.3.1 Dean of Students.

4.3.1.1 Decisions of the Student Activities Funding Committee do not require approval of the Dean. However, the Dean reserves the right to supersede Student Government if deemed necessary, as approved by the Board of Trustees of Florida Tech.

4.3.1.2 He/she also represents the connection between the President and Board of Trustees of Florida Tech. Such connections means his/her actions may reflect the President’s and Board of Trustees’ actions

4.3.2 Assistant Dean of Students of Student Activities.

4.3.2.1 Enforces all Student Activity policies as set by the Office of Student Activities.

4.3.3 Financial Coordinator for Student Affairs.

4.3.3.1 Provides documentation such as allocations as set by the Student Activities Funding Committee, and balances of the Student Activities Fee account

4.4 Non-Voting Members General Responsibilities

4.4.1 Non-Voting members are not required to attend a Student Activities Funding Meeting, but are welcome to participate as they have limited roles.

4.4.2 Non-Voting members are not allowed to show any bias, or try to persuade any of the voters’ opinions. The purpose of the Student Activities Funding Committee is to reflect the opinions of students only and act in the best interest of students.

4.4.3 Non-Voting members are also responsible for helping Student Government communicate with the students and organizations about deadlines, policies, and meetings.

4.5 Other Participants

4.5.1 Any student or faculty member at Florida Tech is allowed to attend a Student Activities Funding Meeting. However, they are not allowed to talk or share their opinions with the functioning members of the committee unless asked a question by the committee.

4.5.2 Failure to comply will result in the person being removed from the meeting.

4.6 Member/Participant Removal

4.6.1 Members will be dismissed by a majority vote of the committee.

4.6.2 The committee must act in the best interest of the Student Body, Student Government, or School Administration when dismissing a member.

4.6.3 Dismissal is directly related to the policies set in this document, the Student Government Constitution and By-Laws, the Student Handbook, and policies set by the Office of Student Activities and Florida Tech.

4.6.4 After Dismissal

4.6.4.1 Another member from his/her executive board must fill the position with the exception of the appointed students and Senators.

4.6.4.2 If an appointed Senator is removed, another Senator will be appointed.

4.6.4.3 If no one can fill the position, it may remain vacant until it is taken over by someone who can.
**5.0 MEETINGS**

5.1 Frequency
5.1.1 The Student Activities Funding Committee is expected to meet every week.
5.1.2 The first Student Activities Funding Meeting is to happen no later than the first week of September.
5.1.3 Meetings may be canceled if there are no funding requests, or business.
5.1.4 Meetings during a week that there is a holiday or vacation may be canceled at the approval of the Treasurer of Student Government.

5.2 Location
5.2.1 The meetings will take place in a predetermined location decided by the Student Activities Funding Committee.

5.3 Time
5.3.1 The meeting will be either before or after the Student Government Meeting
5.3.2 If that time is not available, then another time may be chosen at the discretion of the Treasurer of Student Government.

5.4 Attendance
5.4.1 A member may not have more than two unexcused absences; otherwise they will be dismissed from their position on the committee.
5.4.2 There must be 5 voting members present to reach quorum.
5.4.2.1 If quorum is not met, then the meeting cannot take place.

**6.0 QUALIFICATIONS**

6.1 Only official school sanctioned organizations will be eligible for funding.
6.2 In order to be an official school sanctioned organization, it must follow all rules as set by Student Government, the Student Activities Office, and Florida Tech. This includes, but is not limited to, this document, the Student Government Constitution and By-Laws, and the Student Handbook.
6.3 All organizations are required to attend one of the two mandatory procedures meetings hosted by the faculty of the Student Activities Office during the beginning of the fall semester.
6.3.1 The president and/or the treasurer of each organization should attend
6.3.2 It is each organizations responsibility to notify Student Government and the Office of Student Activities with excuses.
6.3.2.1 Substitutions of another executive board member will be required.
6.4 Rules for following qualifications will go into effect every year starting after the first procedures meeting in the fall semester
6.4.1 Student activities and organizations must meet all deadlines and mandatory meetings as described in the mandatory procedures meetings.
6.4.2 A representative of every organization is required to attend the required Student Government Meetings each month. The representative must sign in in order to be accounted for.
6.4.2.1 At least one make-up meeting will be provided each semester.
6.4.3 Organizations with probation status will not be allowed funding.
6.4.3.1 Probation may be given to a new organization or an organization that did not follow the rules.
6.4.3.2 The probation will be issued by Student Government or the Office of Student Activities and will last a defined period of time as described in the procedures meetings.
6.5 Any organization that receives an operating budget directly from the Office of Student Activities is not eligible to receive funding through the Student Activities Funding Committee. However they may pursue funding directly through Student Government.
6.6 Student Government may use Student Activity Funding only when used for campus-wide projects and events that all students benefit from. It may not be used for internal purposes.

6.7 A funding request must comply specifically, but not limited to, the Funding Rules & guidelines, Non-Fundable Requests, and Procedure sections.

6.8 Funding Limits

6.8.1 The maximum amount of funding a student organization may be awarded in one semester is limited to $5,000 unless the student organization qualifies for increased funding by significantly improving student life.

6.8.2 A student organization will be considered to be significantly improving student life if it meets the following requirements.

6.8.2.1 The student organization must meet all the baseline requirements to be eligible for funding.

6.8.2.2 The student organization must have run at least 3 events on campus the prior semester.

6.8.2.3 In order for the event to count towards the number of events your student organization has run it must meet the following requirements.

6.8.2.3.1 It must have an attendance of at least 20 people.

6.8.2.3.2 The location of the event must be either on campus or transportation must be provided to the event.

6.8.2.3.3 It must be on the Orgsync calendar.

6.8.2.3.4 You must fill out an event summary form on Orgsync after your event.

6.8.3 If a student organization qualifies for increased funding they may receive up to $15,000 a semester

6.8.4 A student organization’s operating budget will not be counted towards the amount of money they may be awarded per semester

6.8.5 An exception to where the event must be held (as stated in 6.8.2.3.2) and the limit on the amount of funding a student organization may receive (as stated in 6.8.1 and 6.8.3) may be made by the student activities funding committee if it is in the best interest of the students of Florida Tech.

7.0 OPERATING BUDGETS

7.1 Everyone that attends the mandatory procedures meeting and is considered active will automatically be given a basic operating budget with an amount and expiration date as determined by the Student Activities Funding Committee. Student Government Attendance will not be a limiting factor.

7.2 Student government will use the attendance reports from the general meeting of the previous year to determine if qualifying organizations are eligible for an extended operating budget as determined by the Student Activities Funding Committee.

7.3 A unique operating budget as well as respective guidelines may be given to any organization if felt appropriate by the Student Activities Funding Committee.

8.0 FUNDING RULES & GUIDELINES

8.1 Events funded through the Student Activities Funding Committee, with the exception of competitions and conferences, must be open to all students.

8.2 All advertising must say “funded by Student Government” or “funded by SAFC” on it

8.3 All events funded by the Student Activities Funding Committee must be free for all students to attend.

8.4 Competitions/conferences

8.4.1 A maximum amount of dollars, as set per year by the Student Activities Funding Committee, will be available per organization per academic year for conferences. It is only entitled to all who abide by the rules in this document. The money is only allowed to be spent on
registration, travel, and lodging. See section **Error! Reference source not found.** for more information.

8.4.2 Competitions will be treated differently than conferences. More money may be allocated for competitions with the intent that that the whole team gets to participate, and the competitions promote Florida Tech.

8.4.2.1 The distinction between competitions and conferences will be decided by the Student Activities Funding Committee.

8.5 Banquets

8.5.1 The Student Activities Funding Committee will only fund the room deposit.

8.6 Food Policy

8.6.1 Food purchases will only be allowed for public events held on campus that are available to all students. For further details, see the Non-Fundable requests section, section 9.0.

8.7 Travel

8.7.1 Travel Expenses will be funded for approved competitions and conferences. See the Competitions/conferences section for more details.

8.8 Property

8.8.1 All approved equipment purchases are property of Florida Tech, must remain on university property, and must have an up-to-date inventory at the end of each academic year. Individual members must pay for missing items before any organization can be considered for future funding. After the academic year, an organization may be ineligible for funding if an inventory list cannot be provided.

8.8.1.1 The Student Activities Funding Committee reserves the right to make an exception to 8.8.1 when deemed necessary.

8.8.2 The Student Activities Funding Committee may require that items purchased with Student Activities Funds be stored in the equipment storage room in the Evans Student Center.

8.9 Criteria considered when reviewing a funding request:

8.9.1 The amount of funding available.

8.9.2 The extent to which the requested event is likely to entertain, educate and/or strengthen the student body.

8.9.3 The historical performance and the projected needs of the activity for the period to be funded.

8.9.4 The amount of outside funding the activity has previously received and the potential for additional funding from other sources.

8.9.4.1 Organizations that fundraise and try to raise money themselves will be given more favorable consideration.

8.9.4.2 All outside funding and fundraising money must be tracked through the Financial Coordinator for Student Affairs in order for it to be considered during the funding review process.

8.9.5 Organizations that receive funding and/or a budget from another department at Florida Tech, will be reviewed with more scrutiny and will have a lower consideration for funding.

8.9.6 Event summary forms from previous years’ events will be considered for funding requests.

9.0 NON-FUNDABLE REQUESTS

9.1 Consumable alcohol

9.2 Equipment such as, but not limited to, furniture, computers, printers, VCRs, cabinets, chairs, uniforms, clothing, outing equipment, etc. Exceptions will be made at the discretion of the Student Activities Funding Committee.

9.3 Student Activity Funds may not be used to purchase capital equipment. Capital equipment is any tangible nonexpendable property having a useful life of more than one year and an acquisition cost of $500 or more per unit.
9.4 Paying off existing debts or financing loans
9.5 Individual membership dues or other items of personal benefit
9.6 Projects, programs, or services that are a duplication of another organization’s request already approved by the Student Activities Funding Committee.
9.7 Private lessons and tutoring.
9.8 Legal fees.
9.9 Charitable Organizations, donations, scholarships, fundraisers, or any other type of philanthropy.
9.10 Food and/or beverages purchased for consumption at general meetings of an organization.
9.11 Requests that have already been denied, unless it was denied due to lack of funds.

10.0 PROCEDURES
10.1 Funding for the academic year will be first available for request following the first mandatory procedures meeting hosted by the Office of Student Life during the fall semester.
   10.1.1 Requests will be continuously available until April, the end of the fiscal year.
   10.1.2 Request for the summer up through September must be made when the form opens for the new fiscal year (usually the first week of April).
10.2 Make sure all Qualifications, Funding Rules & Guidelines, and Non-Fundable Requests are met. See sections named accordingly.
10.3 Funding requests will be submitted only by using the online request form located in Orgsync’s Florida Tech portal.
10.4 Requests must be made at least 2 weeks prior to the scheduled event and no earlier than 6 months prior to the event.
   10.4.1 The Student Activities Funding Committee may waive the requirement that a request must be made no earlier than 6 months prior to the event if there are extenuating circumstances.
10.5 Requests must have an attached spreadsheet that includes a detailed breakdown of the event’s costs in order to be considered for funding.
10.6 The request will then be reviewed by the Student Activities Funding Committee.
10.7 Orgsync will notify the organization electronically and/or by mail entailing whether the request was “Approved”, “Denied”, or “Provide More Information”.
10.8 A “Denied” request cannot be resubmitted, unless it was denied due to the lack of funds. However, an appeal may be made. See section 12.0 for more details.
10.9 A “Provide More Information” status can only happen once per request. If it is denied on the second try, the organization still holds the right to appeal.
10.10 An appeal can be filed in the case an organization is dissatisfied with their results.
10.11 If “Approved”, the following steps must be taken to ensure funding.
   10.11.1 The event must comply with all rules as stated by Student Government, the Office of Student Activities, and Florida Tech.
   10.11.2 The event must also be accurate to the description written on the request form.
   10.11.3 The requested event can be paid either by the Financial Coordinator of Student Affairs directly or by using a receipt reimbursement form.
   10.11.4 All requests for reimbursement must be turned in within ten working days after the event.

11.0 CHANGE IN REQUEST STATUS
11.1 Designated funds must be used for the event purposes, however if the Student Activities Funding Committee is notified funds can be transferred for other purposes within the same event.
11.2 The Student Activities Funding Committee reserves the right to redistribute allocated funds from one event to another event on a case-by-case basis. However, funds can only be re-allocated once and the organization cannot re-apply for funding for the forfeited event.

12.0 APPEALS
12.1 In the case that an organization is dissatisfied with a decision the Student Activities Funding Committee has made regarding their request they have the right to file one appeal per request.

12.2 An appeal, stating the basis for the request for reconsideration, must be submitted in writing and delivered to one of the executive members of Student Government or the Financial Coordinator for Student Affairs.

12.3 The appeal must be submitted no later than the next Student Government meeting following the physical or electronic reception of the denied request.

12.4 The Student Government Executive Board will review the appeal during their next executive board meeting, and then have the senate vote on it during the next general meeting.

12.5 The verdict will be given then announced in that week’s Student Activities Funding Committee meeting by the Student Government Treasurer.

13.0 VIOLATIONS

13.1 By submitting a Student Activity Funding Request, the organization verifies that they have read and understand that they will follow all the rules within this document, the Student Activities Funding Document. It also verifies that they will follow the rules within the Student Handbook, and the Student Government Constitution and By-Laws. Lastly, it verifies that they will follow any regulations deemed necessary by Student Government, the Office of Student Activities, and Florida Tech. They shall follow all these rules throughout each funding requests phase, throughout each Student Activity Funded event, and throughout each after-event completion process.

13.2 Failure to comply may result in meeting with the Student Government Executive Board, The Assistant Dean of Students, and/or the Dean of Students depending on the severity of the infraction.

13.3 Immediate consequences include, but are not limited to, freezing of an organization’s funding, forfeiting allocated funds, and/or revocation of any Student Government, Office of Student Activities, or Florida Tech property.
Greek Life
Supplemental Material
Fraternities & Sororities Defined
For the purpose of this document, fraternities and sororities are defined as those private, voluntary associations with national and international affiliations with the National Panhellenic Conference (NPC), National Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC) or National Association of Latino Fraternities (NALFO) which meet the following criteria:

1. They have organizational goals which are social/service/fraternal rather than honorary, professional, service, religious or political. Membership in more than one such fraternal organization at once is not permitted.
2. They may select members according to subjective criteria, but they must act in accordance with the equal opportunity policy of the University. They may be entitled to single sex membership if they meet the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act Amendment of 1972.
3. They maintain a charter from their inter/national organizations and exist at Florida Tech with the approval of the Office of Student Life.
4. They agree to subscribe to the recommendations set forth in this document and the Greek Life Strategic Plan.

Mission
The Florida Tech Greek Community inspires academic excellence, leadership, diverse community and campus involvement within all aspects of our daily lives. We provide the grounds for the development of well-rounded and balanced individuals who understand their responsibilities within a safe, social atmosphere and create life-long bonds through principles encompassed in our rituals.

Our Greek community continuously promotes unity among all, while maintaining active involvement in each chapter and a commitment to lifelong service.

Vision
Our vision for the Florida Institute of Technology’s Greek Life Community is to be the community of first choice for, undergraduates, parents, headquarters, alumni, members of the surrounding community, faculty and staff and to be the most respected organizations. The Greek Life Community grows through service, leadership, and education.

Values:
- Leadership Development
- Scholarship
- Service
- Character
- Loyalty
- Unity
- Respect
- Lifetime Support
- Communication

Governance
Florida Tech recognizes Fraternities & Sororities through their Inter/national organizations appropriate membership in either NPC, NPHC, NIC, or NALFO; therefore, each local chapter is expected to actively participate in the respective council and abide by their policies, rules and standards.

InterFraternity Council Additional Documents- Constitution, By-laws, Recruitment Rules, Disciplinary Committee Document
Panhellenic Association- Constitution, By-laws, Recruitment Rules, NPC Manual of Information
Interfraternal Clause - Fraternities and Sororities are encouraged not to recruit those who are currently pledged to another fraternity or sorority. Also, members are not to slander the name of other fraternities or sororities to any potential new member at any time.

**Establishment of New Chapters**
The establishment of any new fraternity/sorority chapter at Florida Tech must follow the procedures of the appropriate governing council and parent organization. The establishment of the new chapter must also meet the approval of the Dean of Students and Assistant Dean for Student Activities.

**Housing**
Housed chapters either on campus in a suite style apartment or off campus in a free standing building have additional responsibilities in ensuring the safety of their membership. Each chapter in housing off campus **must** have an annual fire inspection by the local fire department and a copy of the report must be submitted to the Assistant Dean for Student Activities in charge of Greek Life in the Office of Student Life. In addition, all housed chapters must perform a semesterly fire drill with all members and a report of this drill must be submitted to the Assistant Dean for Student Activities in charge of Greek Life in the Office of Student Life.

Sorority housing- Per the National Panhellenic Conference all sorority housing will be alcohol free regardless of the resident’s age.

House Corporation Boards- The University believes that an active and involved HCB is an important component for the effective operation of chapter housing. This HCB entity can assist in the management of the affairs of the property.

Off-campus- Any chapter in off campus housing must meet state and local fire safety requirements and provide residents with copies of written leases.

**Alcohol Policy**
A. Members of the university community are reminded that the state laws of Florida pertaining to alcoholic beverages are applicable to the campus. In addition, all members of the university community are required to adhere to the following policies regarding individual, group or organizational/departmental events at which alcohol is present.

B. The minimum legal drinking age at all functions or activities on or off the Florida Tech campus is 21. Possession or consumption of alcohol on campus, by any person who is a student or a guest of a student, under the age of 21, is strictly prohibited. All students and/or guests of a student must be able to provide university officials with two valid forms of identification upon request.

C. Any person under the age of 21 who misrepresents his/her age to obtain alcohol, or any person who supplies or makes alcohol available to someone under 21 has violated Florida law and university policy and is subject to disciplinary action.

D. Consumption of alcoholic beverages outdoors and in public areas by individuals or groups is prohibited, except at scheduled events approved by the Office of the Dean of Students.

E. Public intoxication is the appearance on campus or at a university activity in a state of intoxication. Facilitating, arranging, or participating in any alcohol consumption activity that facilitates or encourages competitive, rapid, or excessive consumption of alcohol regardless of age is prohibited. Examples include, without limitation, keg standing, alcohol luges, and drinking games. Containers of alcoholic beverages over 40 ounces including but not limited to wine, beer, liquor, mini kegs, beer balls, trash cans, tubs, or punch bowls are prohibited. Individual
possession of alcohol is limited to either one six pack of beer or 40 ounces of liquor or wine per student who is at least 21 years old. Displays of alcohol beverages, funnels, and shot glasses are prohibited.

F. Events with Alcohol
Any event sponsored by an individual student, group of students or recognized student organization (on or off campus) where alcohol is present must be a CLOSED Event. A closed event is defined as one in which:

1. A Social Event Registration form is submitted to the Assistant Dean for Student Activities in charge of Greek Life in the Office of Student Life at least 24 hours before the event.
2. The event is BYOB or catered by a licensed third party vendor with distribution to individuals of legal age being monitored by a designated sober host or server.
3. If required by (inter)national headquarters, a copy of the guest list is maintained at the door during the entire event and guests are signed in upon their arrival. The signed guest list must be submitted to the dean’s office no later than three business day following the event.
4. At no time may the number of persons at the event exceed the capacity limit established by the fire code for that building or area.

G. Host Responsibility – The host of a registered event at which alcohol is present is responsible for the safety and behavior of all guests. The host is the individual, group or organization that holds the party or sponsors the event.

1. It is expected that hosts of social functions will have per 200 guests a minimum of one non-drinking member at the door, two non-drinking members as sober monitors and one non-drinking 21-year old or older member (or hire a person in place thereof) to distribute alcohol at a BYOB event.
2. If a group’s (inter)national organization requires additional sober monitors, they must follow those requirements as well.
3. In addition, sufficient food and nonalcoholic beverages other than water must be provided. These must be visible and readily available to all guests and displayed with the same prominence as the alcoholic beverages.

H. Advertisements – Reference to drinking or alcoholic beverages may not be made in any advertising or promotion of social events. Prohibited are words, pictures or drawings that denote alcoholic beverages, drinking alcoholic beverages or both.

I. No individual, group or organization may charge at an event where alcohol is present.

J. No organization may co-sponsor/host events with an alcohol distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

K. Transportation of alcoholic beverages in university vehicles is prohibited unless authorized by the Office of the Dean of Students.

L. Student organizations may not use university funds or organizational funds for the purchase of alcohol.

Advertisements
All chapter, council or colony fliers or mailings must be approved by the Assistant Dean for Student Activities/Greek Advisor in the Office of Student Life and have the STUDENT LIFE APPROVED stamp before distribution anywhere on or off campus. This includes any size fliers, table tents, and propaganda or event information printed for viewing or distribution.
Policy on Rosters
All chapter members must be listed on the roster as either active or new. Active membership is defined by Florida Tech as an initiated member and currently enrolled in classes. New membership is defined as a member who is currently in the chapter new member education process and has been pinned.

Policy on Bank Accounts
All fraternities and sororities are allowed to hold outside checking accounts as required by their Inter/national organization. Chapters are expected to conduct annual audits on the books. Chapters should have a duel signing account and not allow cash withdrawals.

Scholarship
To remain an active member of a fraternity or sorority at Florida Tech a member must have above a 2.0 cumulative grade point average. If a member drops below the required 2.0 grade point average he or she will have one semester to bring his or her grade point average above the 2.0 and remain on the chapter’s roster if and only if the member registers for ASC 1005 with the Academic Support Center. At the end of the member’s probationary semester and after taking the ASC 1005 course, if the member does not bring his or her cumulative grade point average above the required 2.0 he or she will be removed from the chapters roster with the Office of Greek Life.

Policy on the Calculation of Academic Reports
All chapter members are required to fill out and sign a Greek Life Bid Card upon his or her bid acceptance. The Greek Life Bid Card provides the Office of Student Life access to his or her grades for the entire length of the student’s membership in that chapter. All active chapter members are required to sign a grade release form if he or she hasn’t completed the Greek Life Bid Card. Grades will not be released to chapters if a member has not signed a grade release form or Greek Life Bid Card; however, the grades will be reflected in the chapter average. This roster is used to determine the membership of the chapter for the purpose of calculating academic reports. Any members who earn incompletes may have a lower cumulative grade point averages until the work is completed; this will be reflected in the chapter’s academic averages. All data is extracted on the same day for all chapters to ensure fairness. No changes will be made to the report after it is compiled unless an error is made by the Assistant Dean for Student Activities in charge of Greek Life in the Office of Student Life.

Recognition Requirements
Fraternities & Sororities have additional recognition requirements from the university based on the complexity of their organizations and the status granted by the federal government.

Additional Recognition Requirements:
1) Membership in the appropriate governing council and abide by all rules, policies and standards of said councils
2) Provide the required number of delegates in governing council
3) Recognized by Inter/National Organization that holds membership in the NIC, NPHC, NPC or NALFO organization
   a. Insurance Coverage for all members including social host
4) 80% chapter member attendance at all In-Service Events. In-Service Events will be determined by the governing councils and the Assistant Dean for Student Activities in charge of Greek Life in the Office of Student Life
5) 80% chapter member attendance at Town Hall Meeting and Greek Life Move-In
6) Chapter participation in retreats, workshops, and symposiums provided at the required attendance minimum set for the event
7) Chapter President active participation in Council of Presidents and the Peer Leadership Course
8) Chapter President meetings set up with the Greek Advisor
9) Chapters must have a risk management plan, social event procedures plan, and hurricane plan
10) Chapters must submit New Member Education Requirements and program outline
11) Housed chapters must have a pandemic flu plan
12) Housed chapters must have a House Corporation Board
13) Chapters must have an Alumni Advisory Board
14) Must have an annual fire inspection and perform semesterly fire drills (housed chapters)

Additional Required Registration Materials Required
In order for a chapter to become recognized and maintain recognition additional materials are required from the chapter at the beginning of every academic year (August).

Additional Required Registration Materials Required:
1) Proof of Insurance
2) Copy of New Member Education Program Sessions Outline
3) Chapter Risk Management Policy & Social Event Procedures
4) Chapter Membership Roster indicating active or new members
5) Complete Officer Roster
6) HCB Roster (if housed)
7) Alumni Advisory Board Roster
8) New Member Education Program Outline and signed cover sheet
9) Signed Anti-Hazing Statement

Ongoing Documentation and Forms Required
1) Greek Life Bid Cards - Due one week after bid signing
2) Chapter Membership Roster
3) Officer roster - Due one week after any changes

End of Semester Materials Due
1) Chapter Membership Roster indicating active or new members
2) Fire Inspection Report (if housed)