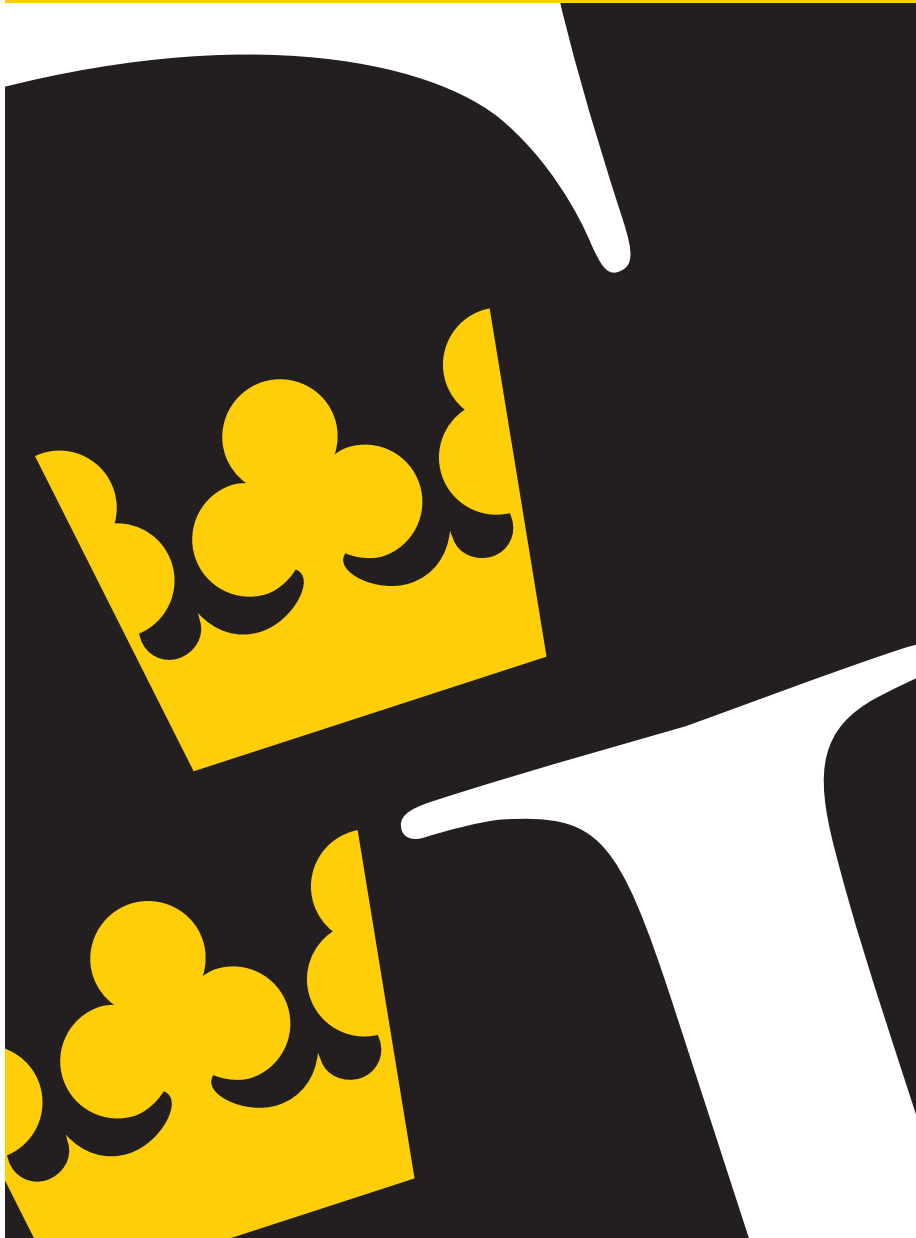


# STUDENT ORGANIZATION HOW-TO GUIDE 2022-2023



This **“How To” Guide** is designed to provide you with all the information you need as a member of a student organization at Gustavus.

To make suggestions for future publications or to get additional resources, contact Garrett Meier in the Campus Activities Office, x7597, [garrettmeier@gustavus.edu](mailto:garrettmeier@gustavus.edu).

For an electronic file of this book, please visit [\*\*gustavus.edu/studentorgs\*\*](http://gustavus.edu/studentorgs) and click on Policies and Forms.

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# **STUDENT LEADERSHIP ORGANIZATION TRAINING (S.L.O.T.)**

This required training is offered online at [gustavus.edu/studentorgs](http://gustavus.edu/studentorgs). The training must be completed for all new groups and each fall for existing groups. Students completing the training may represent up to two different organizations and are responsible for relaying this information to their fellow organization members. The form at the end of the training indicates that you finished the training and is essential for its completion.

Please contact Garrett Meier, Assistant Director of Campus Activities, for any questions about this process.

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# CAMPUS ACTIVITIES OFFICE

## MISSION

The mission of the Campus Activities Office at Gustavus Adolphus is closely linked to the mission of the College, with leadership development, student learning, opportunities for service to the College and community, and personal well-being at its core.

## The Campus Activities Office

- Promotes student engagement through experiential education
- Provides opportunities for students to learn and utilize leadership skills
- Fosters an environment that connects students and builds community
- Facilitates a comprehensive series of intellectual, multicultural, recreational, social, and campus governance programs
- Helps students realize their individual and collective potential

## Utilizing Campus Activities

### Resources

- Leadership resources (see [gustavus.edu/cao/leadershipresources](http://gustavus.edu/cao/leadershipresources))
- Support and training of organizations
- Program development
- Event implementation training
- Conflict mediation

### Services

- Gustie Den space and materials
- Reserving rooms and equipment
- Requesting tech support for events
- Ticketing
- Tabling sign-up
- Purchase orders
- Credit card checkout

### Items for checkout

- Chalk
- Markers
- Glue
- Scissors
- Large banner paper
- Paint Markers
- Game equipment
- Ice Breakers/Team Building ideas
- Low ropes course guide and obstacles (Schedule appointment with Andrea)

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The Campus Activities Office is staffed by professionals who are ready and willing to serve as resources for your club or organization!

**Andrea Junso**, Director of Campus Activities, [ajunso@gustavus.edu](mailto:ajunso@gustavus.edu)

**Garrett Meier**, Assistant Director of Campus Activities,  
[garrettmeier@gustavus.edu](mailto:garrettmeier@gustavus.edu)

**Lindsay Powers**, Administrative Assistant of Campus Activities,  
[lpowers@gustavus.edu](mailto:lpowers@gustavus.edu)

Reach us by phone at 507-933-7598 or check out our website:  
[gustavus.edu/cao](http://gustavus.edu/cao).

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## **Student Organizations Philosophy Statement**

Student clubs and organizations at Gustavus Adolphus College provide the campus community with activities, programs, and resources that enhance the quality of student life. Students who participate in co-curricular activities are more likely to succeed at personal and professional goals, develop leadership skills, form lasting friendships with peers, and learn more about a chosen career field.

This growth is only possible when organizations promote Gustavus' core values of Excellence, Community, Justice, Service and Faith. Groups and individuals live these values by:

- Supporting members' physical, mental, and emotional wellbeing.
- Contributing to members' academic goals and successes.
- Promoting civility and respectful treatment of one another.
- Protecting members from manipulation, exploitation, or degradation of any nature.
- Fostering relationships built on trust, acceptance, honesty, and mutual respect.

## **Recognition of Student Clubs & Organizations**

Gustavus provides a comprehensive activities program that encourages student participation in clubs and organizations related to both their personal and professional interests. The student organization recognition process serves new and prospective students, College departments, and staff by providing accurate information about those groups. The recognition of student groups is intended to clarify the rights, privileges, and responsibilities of each. All student groups wishing to function officially on campus are required to complete this recognition process annually. Students with like interests may, of course, meet informally.

Unlike recognized clubs and organizations, however, they may not use “Gustavus Adolphus College” in their name, utilize campus facilities and services, sponsor fundraisers on campus, or apply for Student Senate funding. They may partner with recognized student groups and/or College departments if they wish.

Students are expected to know and abide by the regulations governing student organizations/groups including, but not limited to, groups recognized by the Campus Activities Office, Greek organizations, athletic teams/clubs, and national honor societies/clubs. Failure to abide by these regulations may result in action through the Student Conduct system.

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## Recognition Process for New Clubs and Organizations

1. All organizations must complete the Student Leadership Organization Training (S.L.O.T.) online each fall semester.
2. All CONTINUING organizations will then log on to the student organization website, [www.gustavus.edu/studentorgs](http://www.gustavus.edu/studentorgs), and make the necessary updates to their organization's information.
3. All NEW organizations must submit a completed Recognition Application for review by the Recognition Committee.

This submission will be reviewed by the Recognition Committee. In most cases, the committee will ask a founder of the group to attend a meeting to answer questions.

## College Recognition Committee

All requests by student groups to become newly recognized student clubs, club sports, or organizations will be reviewed by the Gustavus Adolphus College Recognition Committee. The Recognition Committee consists of:

- A member of Student Senate or designee;
- A representative from the Dean of Students' Office;
- A representative from Athletics;
- The Assistant Director of Campus Activities, who will serve as the chair of the committee;
- A faculty representative

All committee members will have a vote, and the Campus Activities Office will then make a final decision with the input of the committee. All appeals to this process will be directed to a member of the Dean of Students' Office who does not serve on this committee.

The College Recognition Committee will meet at least once each semester no more than two weeks after the Involvement Fair.

## Criteria All Groups Must Meet in Order to Be Recognized

At a minimum, all student groups requesting official recognition from the College must meet the following standards before their application is considered:

- A group must have at least 6 currently enrolled full-time students. Honor Societies may be allowed to have fewer members and are subject to review by the Recognition Committee
- A group must establish a purpose for the group that is consistent with the mission of the College



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- A group may not duplicate the purpose and/or activities of an existing student organization. This provision safeguards limited resources and encourages students to work cooperatively when their interests and intentions are similar.
  - No group may discriminate against any person based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state, or local laws. (Exceptions are granted for fraternities and sororities to remain single gender.)
  - All groups must agree to the Gustavus Adolphus College anti-hazing policy.
  - All groups must be non-profit in nature.
  - A group must disclose if it is known by any other name or affiliated with any other organization or parent group (e.g., Amnesty International, Fellowship of Christian Athletes, etc.).
  - All College policies will supersede any policies of national affiliate.
  - A group must abide by all federal, state, and local laws, College policies and in the case of affiliated groups, the policies of their parent organization.
  - A group must select an adviser who is a full-time member of the Gustavus Adolphus College faculty, staff, or administration.
  - All leaders/officers of each organization must be selected by Gustavus Adolphus students.
  - All groups must establish a purpose that is consistent with the mission of the College.
  - All groups must warrant that they will not present undue risk to participants or the College.

## Loss of Recognition

Recognized organizations may lose their recognized status for any of the following reasons:

1. Governing documents, adviser contract, and/or list of officers are not submitted within 30 days of notice of recognition.
2. The organization fails to meet the minimum established criteria for annual recognition.
3. Through an assessment or annual recognition process, it is determined that an organization lacks member support and is no longer sustainable or that the organization's activities or mission are no longer consistent with the mission of the College.
4. The organization is found to be in violation of one or more of the policies outlined in the Student Code of Conduct found in the College Gustie Guide.

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5. The organization fails to remain in good financial standing with the College.

Organizations that lose their recognition may reapply for recognition after the organization has taken steps to correct any actions that contributed to its loss of recognition or after the organization has met any College-imposed sanctions, including any period of suspension prescribed.

### **Statement on Unrecognized Organizations**

Students who pledge, accept membership, or affiliate in any way with an organization whose recognition has lapsed, been withdrawn, or suspended, are in violation of Gustavus policy and are subject to referral to the Student Conduct system. This may result in individual disciplinary action up to and including suspension or expulsion. Students who assist in perpetuating these organizations are subject to the same disciplinary action. For the purposes of this policy, “affiliation” and “perpetuation” apply to representing oneself as a member of one of these organizations through the wearing of members-only apparel, exhibiting letters or other symbols unique to the organization, and/or coordinating or attending functions of the unrecognized organization. Students may not join these organizations.

Repeated violations of Gustavus Adolphus College policies may result in a group losing recognition either temporarily or permanently from the College because they have damaged the reputation of the community, violated students’ rights, and/or endangered their welfare. In the case of fraternities/sororities, the governing council or Inter/National Office may also suspend recognition. Students may not join or be active in these organizations.

### **Rights & Privileges of Recognized Student Organizations**

Recognized student clubs and organizations are entitled to:

- Schedule and use Gustavus Adolphus College facilities.
- Apply for funds from Student Senate and/or other campus sources.
- Associate Gustavus Adolphus College’s name with that of the organization.
- Be included in Gustavus Adolphus College publications when appropriate.
- Use Gustavus Adolphus College’s mail services.
- Sponsor campus programs and activities.
- Conduct fundraising activities on campus.
- Receive information from the College regarding policies, procedures, and liability.
- Receive any and all benefits the College may extend to recognized groups now or in the future.

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## Responsibilities of Recognized Student Organizations

Recognized student organizations are expected to:

- Use the Gustavus Adolphus College Finance Office for the administration of all College-approved funds and funds raised by the organization.
- Have current bylaws on file on [gustavus.edu/studentorgs](http://gustavus.edu/studentorgs).
- Have only Gustavus Adolphus College students as members and faculty and staff as its advisers.
- Maintain a current list of officers and advisers on [gustavus.edu/studentorgs](http://gustavus.edu/studentorgs).
- Ensure that any official Web presence is updated annually.
- Adhere to all federal, state, and local laws and College policies.
- Ensure that its membership will not practice any physical or psychologically abusive behaviors, either intentionally or unintentionally.
- Consistently fulfill recognition criteria.
- Stay up-to-date with officer training(s).

## Student Organization Space

A limited number of office and storage spaces are located in the Gustie Den in the lower level of the Jackson Campus Center and in the lower level of the Johnson Student Union. Applications are available in the spring of each year for the following academic year. All groups with space must reapply each spring.

## Adviser Agreement

Gustavus Adolphus College encourages faculty and staff to serve as organization advisers. The College recognizes service as an adviser to student groups as an important contribution to the College community and involvement with College activities. In order to be a student organization

“recognized” by the College, each group must have a faculty or staff adviser.

1. The adviser must be a full-time employee of Gustavus Adolphus College and not be on sabbatical leave. If an adviser is going to be gone for an extended period of time, it is their duty to assist the organization in finding a proxy.
2. The adviser should be aware of the organization’s meetings/events and should try to attend as often as possible. If it is impossible to attend, the adviser should meet with the president to review the minutes of the meeting and follow-up as needed.
3. The adviser should know who is on the executive board of the organization and meet with them on a regular basis to establish a meaningful working relationship.

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4. The adviser should be available as a resource for the organization.
  5. The adviser should have an updated list of all members and their contact information.
  6. The adviser should receive and review the organization's financial reports monthly.
  7. The adviser should be knowledgeable of the organization's purpose and constitution to help the members abide by it.
  8. The adviser should help the members develop self-responsibility and self-discipline; allowing the students to use skills they are learning in classroom experiences in addition to learning from mistakes.
  9. The adviser should introduce new ideas and suggestions for programs.

While the extent and nature of the advising role may vary, generally advisory duties include:

- Consulting with student leaders on programs, activities, and events.
- General oversight of the group's budget and finances.
- Interpretation of College policies and procedures.
- Signature authority for College vehicle reservations and funds use.

Should the adviser's organization ever be under investigation, involved in the conduct process, or generally questioned about events or behaviors, the adviser agrees to be truthful, encourage truthfulness and cooperation of the members, and abide by College policy. If it is found that the adviser does not comply with previous assertions, the adviser will be removed from their role as adviser by the Campus Activities Office or Dean of Students Office.

As a College employee, the adviser has a responsibility to both the College and the organization. The adviser is expected to use his or her knowledge to inform the group and to discourage illegal, damaging, or embarrassing behavior that would damage College facilities and/or the physical, financial, and public reputation of the College. Such behavior could subject both the adviser and the College to civil liability. The adviser is duty-bound to report any such activities to the Dean of Students Office. The presence and/or participation of a College adviser in no way relieves student organization members of their responsibility to abide by the law and expectations of the College, nor does the singular presence of the adviser constitute College approval of the event.

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## Attributes of a Good Adviser

- **Aware:** Know what is happening with the organization at all times— problems, dates of meetings and activities, etc.
- **Dedicated:** Always willing to assist the organization when necessary. Enjoy being associated with the group and be involved.
- **Visible:** Attend meetings, social functions, and other events with the group members.
- **Informed:** Be familiar with the rules, policies, and regulations of the College in addition to the bylaws and constitution of the organization.
- **Supportive:** Provide encouragement and praise to group members.
- **Open-minded:** Consider new ideas and approaches.
- **Respected:** Demonstrate a genuine interest in the welfare of the organization and the student members.

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# GENERAL POLICIES AND PROCEDURES

## Recognized Student Organization Disclosure

A fully recognized student organization is one which has completed a process by which financial solvency, social responsibility, compliance with College policies, rules, and regulations, the dignity of the individual, and the good of the greater community are guaranteed to Gustavus Adolphus College by the organization and the members who act or speak on its behalf. In exchange for such recognition, the organization has the privileges set forth on page 8. The Campus Activities Office serves as the clearinghouse for all student organizations on campus.

Such privileges may, in whole or in part, be revoked or suspended by the College at its discretion under the direction of the Dean of Students' Office. Recognition of an organization does not in any way imply responsibility assumed by the College for actions of such an organization.

## Digital Signage at the Information Desk

- All digital signs must be approved by the Campus Activities Office.
- All digital signs must include the organization sponsoring the activity as well as the date, time, and location of the activity.
- Only one (1) digital sign per event will be approved for the television at the Information Desk.
- The digital sign submission must have a start date and an end date.
- Digital signs will be approved for a maximum of seven-second intervals.
- Design expectations are as follows:
  - Must not violate copyright law. Anything with a trademark symbol is not usable NOR able to be amended.
  - No alcohol or alluding to any alcohol or drugs is allowed.
  - Nothing that defames a person or group of people.
  - Must follow all College policies including the anti-discrimination policy.
  - No slogans promoting violence, drugs, alcohol, or offensive material.
  - All Marketing and Communication policies are to be upheld.

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## Fan Bus Expectations

If you are interested in coordinating a fan bus to a Gustavus event, the College has the following expectations:

1. You must coordinate all components of the planning and implementation process (e.g., soliciting quotes, reserving the bus, advertising to students, collecting money, etc.).
2. A full-time employee of the College must ride the bus with your group to and from the event.
3. You may utilize the Information Desk to coordinate a signup, but the money must be collected through other avenues.
4. Submit a Travel Plan to the Dean of Students Office.

## Film Viewings for Student Organizations & Non-Academic Departments

If you or your student organization wishes to show any films publicly, you must pay for the rights to do so.

### *What is considered a film?*

Movies, documentaries, and television shows.

### *What is considered public?*

- Any space that does not have restricted access.
- Any viewing that is promoted to the public (i.e., advertisements have been put up around campus, on social media, and/or off-campus, the viewing has been promoted via word of mouth, etc.).
- Any event that is not restricted to those registered for a specific course where the film is related to the course content.
- In the residence halls, any space that is not your personal room (i.e., lobbies, hallways, lounges, etc.).

### *What if the film is available at the library?*

- Even if the film is available in the library, you still need to purchase rights to show the film publicly. Contact Mark Kump (mkump@gustavus.edu) for information on the limited films that the library has purchased rights to show publicly.
- If you are privately viewing a film from the library in your room with friends, you do not need to purchase the rights.
- If an instructor is showing a film from the library to students registered for a specific course where content is related to the course, the rights do not need to be purchased. Showing a film at an organization meeting does not constitute a course with registered students.

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*What if I have a Netflix, Hulu, or similar subscription?*

These platforms are intended for personal use not commercial use; therefore, your subscription does not grant you the necessary rights to show a film publicly.

*If I'm a CE, can I view a film with my residents in my room without purchasing the rights?*

If you are watching the film in your room and you have not publicized it in any way (print, virtual, or otherwise), you do not need to purchase the rights. However, if you watch a film in your room that you have publicized in any way (even word of mouth), you must purchase the rights.

*What else do I need to know?*

- Charging admission does not impact whether or not you have to purchase rights to show the film publicly.
- Contrary to popular belief, it is NOT legal to publicly show a film without purchasing the rights even if:
  - There is a discussion by a faculty member afterwards
  - You don't advertise
  - You don't say the name of the film

**Err on the Side of Caution!**

If it's copyrighted material, you need to pay for the rights to show it publicly.

**I understand everything above and want to show a film publicly.**

There are a few ways to go about acquiring the rights to a film.

- You can partner with the Campus Activities Board Films executive. Most new releases cost about \$800 to bring to campus and older films typically cost \$300.
- Contact SWANK Motion picture licensing ([www.swank.com](http://www.swank.com)) or Criterion Pictures to license it directly.
- For documentaries, contact the filmmaker or visit their website directly for information specific to the film.



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## Fundraising Policy

Gustavus Adolphus College makes a distinction between solicitation and canvassing. The College defines canvassing in terms of political expression and permits this to occur with advance notice. The College defines solicitation in terms of advertising/sales and restricts the number and type of student-run fundraisers, sales, and solicitations that may be directed to students and other members of the Gustavus community. Only recognized student organizations and department-sponsored student groups may engage in fundraising efforts. Such activities are subject to approval by the Campus Activities Office and are restricted to specified areas only. General solicitation is prohibited in all other public spaces and well as the campus residence halls.

Groups that wish to solicit (sell merchandise and/or raise funds) are subject to the following regulations:

- All recognized student organizations desiring to sell merchandise or services on campus or host an event whose primary purpose is to raise funds must schedule that activity through the Campus Activities Office at least 1 week prior by completing the fundraising form online.
- Campus Activities does not approve any fundraisers during First Year Orientation.
- Campus Activities does not approve any fundraisers involving mobile payment transactions including Venmo, Paypal, and all others. Payments or donations must be collected with cash, check, or credit card (if applicable).
- If a student organization wishes to conduct fundraisers in College residence halls or Lund Center, the approval of the Director of Residential Life or Athletics Director will be required in advance and should be indicated by his/her signature on the application form.
- Under no circumstance are constituents allowed to sell homemade food anywhere on the Gustavus Adolphus College campus.

The Campus Activities office reserves the right to determine what items can be sold on campus and cancel tabling reservations accordingly.

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## Off-Campus Fundraising Policy

Recognized student organizations asking for in kind or monetary donations from community partners and vendors should not represent themselves as fundraising for Gustavus Adolphus College but rather use the organization's name and the purpose of your fundraising. If your organization is interested in soliciting constituents of the College (parents, friends, family, alumni) you must work through the Office of Advancement. If a solicitation is deemed in accordance with the fundraising priorities of the College, a mailing will move forward. Any mailing or solicitations require permission from advancement. Fundraising collected from establishments serving alcohol may only come from food purchases.

## Non-Campus Affiliated Organizations or Individuals

Individuals or groups whose purpose is selling merchandise or services are prohibited from activity on campus unless sponsored by a recognized student organization, department, or approved by the Campus Activities Office. Vendors are limited to two visits per month and must pay a vendor fee prior to tabling.

## Student Organization Apparel Policies

Student Organizations may provide the opportunity for their members to purchase membership apparel as well as for other students and Gustavus community members to purchase apparel as a fundraiser. However, all "Gustie Gear"/apparel must follow the guidelines below and be approved by the Campus Activities Office prior to order placement.

### Design:

The rules of designs:

- Gustavus owns the rights to the Gustavus Adolphus College name. You must follow the guidelines issued from the Marketing and Communication department when using ANY/ALL "G" symbols, the terms GAC, Gusties, or Gustavus Adolphus College.
- The design must not violate copyright law. Anything with a trademark symbol requires permission to be used, and then may not be manipulated, distorted, or changed in any manner.
- No alcohol or alluding to any alcohol or drugs is allowed.
- Nothing that defames a person or group of people may be displayed.
- All College policies, including the anti-discrimination policy, must be followed.
- No slogans promoting violence, drugs, alcohol, or offensive material are permitted.

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## Marketing and Communication Guidelines:

- If using a Gustavus trademarked logo, the Campus Activities Office must proof the final design.
- The athletics shield logo and the Circle G logo are not available for use under any circumstances.
- The lion logo is available for all to use; however please pay particular attention to the scale/proportion of the logo.

## Finding a Vendor:

**4 the Team.** – 108 S. Minnesota Ave, Saint Peter, MN, 507-931-5966

**Brand-It Marketing** – [www.brand-itmarketing.com](http://www.brand-itmarketing.com)

**B Stark and Company** – 1621 Adams St, Mankato, MN 800-742-1352

**Coed Monkey** – [www.coedmonkey.com](http://www.coedmonkey.com)

**Campus Tshirt** – [www.campustshirt.com](http://www.campustshirt.com)

**Custom Ink** – [www.customink.com](http://www.customink.com)

**Goodtimes, mfg.** – [goodtimesmfg.com](http://goodtimesmfg.com)

**Night Hawk Graphics** – 1522 N Riverfront Dr. Ste. 120, Mankato, MN 507-720-3055 – [nighthawkgraphics.com](http://nighthawkgraphics.com)

When talking with a vendor about your apparel, have an idea about the design. Different apparel will cost different amounts depending on the type of clothing you choose, the number of colors that you pick for a design and how many designs you have (i.e., if you print front and back or use a sleeve). The number of pieces you order also makes a difference in the price. **Make sure you get the exact price before you start selling apparel so your organization doesn't run short on money or charge too much. All orders must come with an invoice including delivery dates so both parties are clear.**

## Selling Apparel

There are two ways for organizations to sell apparel. You can either order a sample item and display it while tabling and take pre-sales OR you can purchase a number of items to sell with the chance that your organization may not make all of the money back. Either way you **MUST** have enough money in your account **PRIOR** to ordering the items. You are **NOT** allowed to count on all items to be sold to replenish your funds.

If organizations are interested in selling apparel to the general campus community as a fundraiser, officers must complete a fundraising form for approval **PRIOR** to scheduling tabling times.

**\*\*\*All final designs MUST be approved by the Assistant Director of Campus Activities BEFORE an order is placed!\*\*\* Please complete the apparel form online for approval.**

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## Student Organizations Philosophy Statement

Student clubs and organizations at Gustavus Adolphus College provide the campus community with activities, programs, and resources that enhance the quality of student life. Students who participate in co-curricular activities are more likely to succeed at personal and professional goals, develop leadership skills, form lasting friendships with peers, and learn more about a chosen career field.

This growth is only possible when organizations promote Gustavus' core values of Excellence, Community, Justice, Service and Faith. Groups and individuals live these values by:

- Supporting members' physical, mental, and emotional wellbeing.
- Contributing to members' academic goals and successes.
- Promoting civility and respectful treatment of one another.
- Protecting members from manipulation, exploitation, or degradation of any nature.
- Fostering relationships built on trust, acceptance, honesty, and mutual respect.

## Gustavus Adolphus College Hazing Policy

### Minnesota Statute

Subdivision 1. Definitions. (a) “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. (b) “Student organization” means a group, club, or organization having students as its primary members or participants.

### Introduction

From a legal perspective, hazing is a crime. From an individual student's perspective, hazing damages the self-esteem of those being hazed. From an organizational perspective, hazing degrades the values of the organization. From a campus community perspective, hazing creates an environment of disrespect that contradicts the College's values of excellence, community, justice, service, and faith. For all these reasons, the College takes a strong position against any and all forms of hazing.

Hazing is an activity in which high-status group members require or suggest that members engage to join or continue affiliation with the group. Individuals, organizations, and groups affected by this policy are expected to take primary responsibility for implementing the policy and for periodically reviewing their activities with respect to compliance. Officers and members of the organization may be held individually responsible for violation.

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- Protecting members from manipulation, exploitation, or degradation of any nature.
- Fostering relationships build on trust, acceptance, honesty, and mutual respect.

### **College Policy**

Gustavus Adolphus College does not tolerate hazing in any form by any individual, group, or organization. Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off campus to produce mental or physical discomfort, fatigue, humiliation, intimidation, embarrassment, harassment, or ridicule or that disrupts community life or academic commitments regardless of the intent or end result. Such actions may be perpetrated by an individual, group, or organization against an individual or individuals.

This list of examples is not exhaustive because many things can be hazing or non-hazing activities depending upon the context and many other factors.

- Break laws or College policies
- Compromise personal morals or values
- Endure physical abuse or harm
- Endure psychological abuse or harm, such as deception of members which is designed to convince a member that s/he will not be accepted to the organization or that s/he will be hurt during the activity
- Submit to abuse of power or power differential

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- Undergo branding, tattooing, or any mutilation of the skin
  - Have substances thrown at, poured on, or otherwise applied to the body
  - Consume alcohol, drugs, food, or beverages
  - Undergo exposure to the environment without appropriate dress
  - Exercise that serves no purpose (e.g., calisthenics)
  - Undergo physical detention, kidnapping, being held against one's will, or abandonment
  - Perform or participate in dangerous, degrading, or embarrassing public stunts, dares, displays, games, or activities
  - Undergo prevention or deprivation of sleep, normal amounts of food or water, or adequate study time
  - Perform an excessive number of tasks such that they encroach upon time needed for sleeping, studying, and attending to personal matters
  - Participate in activities that interfere with scheduled class meetings, study sessions, or school-sponsored extracurricular activities
  - Wear uncomfortable or inappropriate apparel or otherwise alter appearance which is conspicuous and/or atypical
  - Experience public degradation
  - Experience verbal harassment (such as degrading nicknames, derogatory references, yelling, or screaming)
  - Create or use explicit songs or perform sexist or racist acts
  - Assume a submissive role
  - Perform acts of personal servitude (such as cleaning, buying gifts, or making meals)
  - Make excessive purchases (such as gifts, food, and clothing)
  - Implementing ambiguous rules that serve no purpose, including but not limited to:
    - Keep silent or refrain from visiting non-group members
    - Not permitting members to talk for extended amounts of time
    - Carrying items for any period of time
  - Having members line up to report facts, count off, or perform other unnecessary acts
  - Learn trivia about members and about the group; ask members to learn chapter history or information if such a request interferes with academic study

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Hazing can take place with or without the consent of the hazed. The consent of those hazed will not be accepted as a justification for hazing activities. Apathy or acquiescence in the presence of hazing are not neutral acts.

### **Consequences**

Gustavus Adolphus College takes violations against the College hazing policy very seriously. Individuals, groups, and organizations are held accountable for acts of hazing. Furthermore, the College will treat the hazing action of even one member of a group as constituting hazing by the group. Those found responsible for hazing may be subject to severe sanctions including suspension or expulsion of the individual, group, or organization from the College.

Additionally, anyone who knew or who reasonably should have known of the hazing and did not make an attempt to prevent it may be adjudicated through the College's conduct system. Every member of the campus community is required to report any incidents of hazing or suspicions of hazing that come to their attention.

### **Reporting**

Campus community members are expected to report any practice or action believed to constitute hazing immediately. Reports may be made 24 hours a day to the Dean of Students (507-933-7526) or Campus Safety (507-933-8888). In addition, online reporting capabilities are available at [www.gustavus.edu/safety/silentwitness/](http://www.gustavus.edu/safety/silentwitness/). The College will not tolerate harassment of or retaliation toward individuals who have reported hazing incidents and will investigate any allegations of hazing that are reported.

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# RISK MANAGEMENT MANUAL

As a College, our goal is to assist the students in implementing engaging events and activities with minimal risk and liability. Additionally, the student organization's leaders should realize that the ultimate goal of any risk management program is to achieve the safest environment possible for members and guests. Every student organization must identify an active member to serve in the role of risk manager. The following document and information are guidelines to assist student organizations in successfully managing inherent risk. It is the responsibility of student organizations and the appointed president and risk manager to establish a working relationship with the Risk Management Committee for Student Life and comply with risk management procedures, not the responsibility of the Risk Management Committee to monitor compliance.

## Role of Student Organization President and Risk Manager

The student organization's president is considered the ultimate person responsible for implementation of the risk management manual; however, demonstrated commitment by the student organization's entire leadership group is essential.

The president must understand and be able to take charge in a crisis situation, follow a crisis management plan and serve as the spokesperson since he or she is almost always the first person to be contacted when more information is needed or when a concern arises. It is the responsibility of the president to work with other officers to make certain that all events and activities comply with the risk management manual. More specifically, the president must:

- Exhibit leadership in risk management efforts
- Appoint a trusted member as the risk manager and a committee to assist him or her
- Draft, understand, and be prepared to administer a crisis management plan
- Review College policies and those of national affiliates with new members every year
- Make certain student organization policies and bylaws comply with federal, state, and local laws and with College policies
- Assist with planning events that are in compliance with the risk management manual
- Keep the executive board actively involved with risk management and setting the example of positive behavior



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The risk manager has the responsibility of developing and implementing the risk management program for the student organization. Responsibilities include:

- Developing an educational program that includes a general risk management review for members and new members each year
- Raising awareness of special risk management issues with members
- Working with other officers to develop and maintain a Crisis Management Plan
- Meeting regularly with other officers to ensure compliance of all events with College policy
- Advising the student organization president and/or other officers of any situation or conditions that place the student organization, its members, or guests at risk
- Being called upon to assist the president or others in conducting investigations and preparing reports regarding accidents, injuries, and situations

It is better to err on the side of caution and make certain that any and all events, even those that involve only a few members, comply with the risk management manual.

## **Liability**

All events that are physical in nature, including eating competitions, or that require the completion of the event management plan must have participants sign Gustavus's Waiver of Liability, which can be found at [www.gustavus.edu/studentorgs](http://www.gustavus.edu/studentorgs).

## **Organization Liability**

It is the responsibility of every member to ensure that risk is assessed, addressed, and reduced in all activities of the organization. The risk managers are the organization's representatives regarding the group's activities. As such, they are expected to give reasonable and sound advice to their organization about such things as programs, use of facilities, and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization. Liability can be greatly reduced by having all members make a "good faith effort" to ensure low risk events and activities and by communicating any concerns, no matter how small, to the Campus Activities Office.

If an organization is a member of a larger organization (ex. coordinates through a regional or national office) and that organization offers general liability insurance, the organization should work with the Campus Activities Center staff to purchase that protection.

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## Adviser Liability

Advisers are the College's representative regarding student organizations' activities. As such, they are expected to give reasonable and sound advice to their organizations about such things as programs, use of facilities, and operational procedures. If you, as an adviser, have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

Three actions on the advisers' parts will help greatly reduce their liability.

1. Make a "good faith effort" to fulfill the responsibilities of an adviser (keeping in touch with the organization throughout the planning of the event, asking to be informed of plans and problems, being a regular presence) and discourage decisions which would result in dangerous situations or violations of College policy or civil or criminal law.
2. Register your concern(s), no matter how minor it may appear at the time, with the Campus Activities Office in advance about these decisions/actions of the group. This allows another staff member to serve as a support in deterring potentially illegal, damaging, or embarrassing behavior.
3. Complete advisor training provided by the Campus Activities Office.

To learn more about advising for risk management, contact a staff member in the Campus Activities Office.

## Event Management Plan

The College requires all organizations hosting an event that has the potential to harm individuals or to damage the physical, financial, and/or emotional reputation of the College community to complete an *Event Management Plan* that can be found at [www.gustavus.edu/studentorgs](http://www.gustavus.edu/studentorgs). Examples of events requiring an *Event Management Plan* are:

### *Dignitary Visits*

- events that are identified as major one-time events (e.g., political VIPs, celebrity visits, etc.)

### *Complex and/or Hazardous Activities*

- hazardous incidents such as requests for tasers, pepper spray, paintball, parachuting, staying overnight on campus, or practicing driving squad car
- helicopters landing on campus
- events that are specific to physical structure of buildings
- fireworks, candles, fire dances, indoor & outdoor pyrotechnics

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- waterslides, car smashes, snow sculptures, dog sledding, roller skating
  - any event that is physical in nature, requires specialized personnel, or additional event insurance
  - any race, benefit run, or test of physical endurance

#### *Large and/or Mixed Crowds*

- concerts or other events that include several hundred attendees
- attendees other than college students (such as high school students) to include:
  - basketball games
  - track meets
  - science fairs
  - post prom events
  - summer camps, etc.
- attendees other than college students (such as elementary students) to include:
  - science fairs
  - summer camps
  - boy/girl scout events
  - athletic events, etc.

#### *Inexperienced Organizers & Staff*

- includes departments that don't typically hold events

#### *Temporary Site & Services*

- includes events that are going to require special equipment or conversion of what the facility is normally used for:
  - concerts
  - electricity
  - tents
  - vehicles on the mall
  - parking lots for movies, events, etc.

#### *Events that include the request to have alcohol present*

*All athletic endurance events such as 5Ks, Fun Runs, organized walks — on and off campus*

#### *Unanticipated Last-Minute Decisions*

- can include events for which the College is having trouble collecting adequate information (e.g., request to use swimming pool, and verification of lifeguards is not able to be made)

This list is not all encompassing. The Campus Activities Office reserves the right to request additional information for any events associated with the College. Additionally, completion of the Event Management Plan does not guarantee approval of any event.

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## Established College Expectations

The following are expectations the College has established for common events and circumstances.

### 5Ks

All 5Ks must be either 100% ON or OFF campus—no combination is acceptable.

#### *On campus*

- Campus Safety must be made aware of the event.
- You must complete a Special Events form at least four weeks prior to the event.
- All participants must sign the College Release of Liability Waiver.
- The start and finish line cannot be on Ring Road.

#### *Off-Campus*

- You must purchase event insurance unless all participants will be walking AND you have members of your organization stationed throughout the walk to ensure there is no running.
- You must contact the local police department and emergency responders so they can assist in traffic control and emergency response.

## Athletic Events

The following guidelines are to be followed for any club sport game, match, or tournament held on or off campus:

- The Risk Manager should inspect the facility/field before practice or games for hazards, debris, or any other unsafe conditions.
- All team members must sign the *Gustavus Adolphus College Waiver of Liability and Release* prior to participating in practice or competition. All signed waivers need to be turned into the Assistant Athletics Director to be kept on file.
- All visiting team participants must sign the *Gustavus Adolphus College Visiting Team Waiver of Liability and Release* prior to the start of the game. Signed waivers should be turned in to the Assistant Athletics Director to be kept on file. This waiver does not need to be signed by every member of the visiting team, just the coach/team leader.
- All club participants must use appropriate protective gear during contact practices and competition.
- All club sport teams are expected to follow College policy with regard to inclement weather and cancel/move practice or games accordingly. Inclement weather can include, but is not limited to, lightning, hail, flooding, snow, tornadoes, and ice.
- Alcohol is not allowed at any club sport practice, game, or contest. It is the responsibility of the entire team to make sure visiting teams respect and follow this rule. Failure to follow this rule will jeopardize the ability of the club team to host future events.

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## Bonfires

- A bonfire application can be found at <https://gustavus.edu/safety/> and must be completed and returned to Campus Safety no later than 3 days prior to the scheduled event.
- Bonfires are permitted in the fire rings located in front of Complex and Pittman; or in a Gustavus-issued fire container at College View Apartments, Arbor View Apartments or Southwest Hall.
- If the bonfire application is approved, a copy will be forwarded to Facilities Management and the firewood will be delivered. Only the amount of firewood delivered by Facilities Management may be burned at any bonfire. Gathering additional firewood is strictly prohibited.
- The requesting group/sponsor shall be responsible for completely extinguishing the bonfire. All bonfires must be extinguished no later than 12:00 a.m. (midnight).
- In the event Campus Safety must extinguish the fire, the sponsoring organization will be charged for the cost of recharging the extinguishers used.
- High winds or other dangerous factors may cause the bonfire to be extinguished in the interest of public safety at any time.

## Endurance Events

To reduce the risk of injury and liability, the following limitations are placed on endurance events:

- Events that include running, walking, or skating (or anything on your feet) must be 5K or less.
- Events that include swimming (anything in water) must be 500 meters or less.
- Events that include biking (anything on non-motorized transportation) must be 10 miles or less.
- Events may not be longer than six hours in duration.

Additional expectations are as follows:

- No combination events are allowed.
- Organizations that are hosting and/or sponsoring an event, must execute the event in its entirety on campus.
- Organizations that are not hosting or sponsoring the event, but rather are simply participants, may engage in off-campus activities that are hosted and/or sponsored by non-Gustavus organizations.
- Organizations are required to meet with the Risk Management Team to determine an appropriate course of action.

The spirit of this policy is to discourage endurance or high-exertion activities that would create undue risk and liability to participants hosting organizations and the College.

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## Food, Beverage, and Catering

All food and beverages served in the Banquet Rooms and Interpretive Center must be purchased/coordinated through Dining Service. If food/beverage is to be given away or sold, other policies may apply. Please discuss your event with Dining Service well in advance to give the staff ample time to meet your needs.

When organizations have received exemption from purchasing food through Dining Service, the following expectations must be followed:

- No homemade goods may be served.
- All food items must be purchased from the grocery store or from a restaurant with a catering license.
- The catering license must be provided to the Dining Service and/or Campus Activities Office no later than 24 hours prior to the event.

Anytime food is served at an event, you must contact Facilities to ensure the appropriate number of garbage cans are available and to make the cleaning staff aware of the event.

## Hazing

To reduce the likelihood of hazing activity within your student organization, ask yourself the following questions about every activity in which your members engage:

- Is this activity an educational experience?
- Does this activity promote and confirm to the ideal and values of our student organization?
- Will this activity increase respect for the student organization and its members?
- Is it an activity that all members participate in together?
- Would you be willing to allow parents to witness this activity? A judge? The College president?
- Does this activity have value in and of itself?
- Would you be able to defend it in a court of law?
- Does the activity meet both the spirit and letter of the standards prohibiting hazing?
- Is alcohol involved?
- Will active members of the group refuse to participate with new members and do exactly what they are asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

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## Insurance

All events that involve physical activity must contract an insurance policy for liability purposes.

## Physical Environment

Some questions that clubs should be asking related to fire and other safety issues are below, along with some resources that may help mitigate risks associated with fire and other safety issues.

### *Fire*

As a group, are you aware of the fire safety protocols and rules related to the facilities that you utilize?

- Do you know where the fire exits and extinguishers are located?
- Do you know that x8888 is the emergency number on campus?
- Have you worked to make sure that decorations and props that may be used by your club are not flammable and are being utilized in an appropriate manner?
- Have you contacted the Gustavus Environmental Health and Safety Office to make sure that you are meeting fire code and laying out your event in a safe manner?
- Do you know what to do in case of an emergency?

### *General Safety*

- Are you as a group planning events that put your students' health and safety as a top priority?
- Has the activity area been inspected and made free of any recognized hazards?
- Are you aware that there are blue lights on campus that link directly to Campus Safety in case of an emergency?
- Do you know that x8888 is the emergency number on campus?
- In event planning are you considering security, location, lighting, and fire safety?
- Do you encourage your members to travel in groups?
- Do you discourage drowsy driving and any unsafe habits while traveling?
- Do you as a group discourage behavior and 'tradition' that may lead toward physical danger?
- Are you aware of how to report risk and inappropriate conduct?

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## Security

For all events that involve large crowds or risk of physical injury, the organization must contract security staff who are trained in the discipline of the activity. This should be arranged through Campus Safety. Contact the Campus Activities Office to discuss the necessary safety needs of your event.

## Sexual Assault and Harassment

No student organization should tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment, to sexual assault by individuals, or members acting together.

Sexual harassment is defined as

- Unwelcome conduct of a sexual nature that is, sufficiently severe, persistent, or pervasive that it:
  - has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the College's educational program and/or activities, and is
    - based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual Misconduct offenses include, but are not limited to:

- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

Individuals should take the following actions to minimize opportunities for sexual abuse:

- Understand that you are responsible for your own actions as an individual and as a member of a group. Understand your own sexuality and be aware of social pressures.
- Don't assume that previous permission for sexual activity applies to the current situation.
- Don't assume that just because someone dresses in a "sexy" manner and flirts that she/he wants to engage in sexual activity. Understand that these actions may be misinterpreted. Consent is always needed.
- Don't get into a vulnerable situation with someone you don't know or trust.
- Don't participate in or allow sexist behavior to occur. Verbal harassment, whistles, snide comments, and stares are assaults on any woman's or man's sense of well-being. The underlying intention is to intimidate the person.
- Take an equal role in your relationships with the opposite sex.



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- Reject sexual stereotypes that define women as passive, weak, and irrational, and men as aggressive, macho, and dominating.
  - Avoid excessive use of alcohol and other drugs that will impair your judgment and interfere with effective communications.
  - Sexual assault is an extremely serious crime. Sexual intimacy is a free exchange between free people. Intimidation, coercion, and force have no place in love-making.

Student organizations should take the following actions to minimize opportunities for sexual abuse:

- Review the student organization's "traditions" and eliminate sexist, degrading practices that signal to members that it is acceptable to demean or disrespect others. Party themes and T-shirts are two primary areas of concern for men's and women's groups.
- Host educational programs for your student organization. Hold a program on human sexuality. Aggressively address problems of substance abuse that lead to other problems.
- Invite a campus counselor to conduct a program on male-female relationships and assertive communication and invite a men's or women's group to join your student organization in the discussion.
- Take a leadership role in the campus community to condemn sexual harassment and abuse and to promote a safe environment for all.

## **Traveling**

The following conditions apply to recognized student organizations for all travel to and from off-campus events and activities. This policy is meant to help ensure student safety during travel and allow for protection of organizations while away from Gustavus. Student organizations are expected to plan ahead, show environmental stewardship, and represent Gustavus in every aspect of their travel. This policy is in effect year-round, including breaks and summers.

### ***General Travel Requirements***

- Mileage does not include distance between destinations within the same town/city.
- In any case in which students are traveling in an individual's personal vehicle, the individual's auto insurance will be the primary coverage to which claims are made.
- College vehicles may only be used by student organizations for travel that an adviser has approved by means of his/her signature on the vehicle reservation form.
- At least one student, adviser, or proxy in every vehicle must have a cell phone and charger.

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- Organizations may amend their plans at the permission of their adviser, but no later than one day before the scheduled leave time.
  - Student Organizations will not be approved to travel between the last day of classes and the last day of final exams during any semester.
  - Any decision regarding travel or desired divergence from policy may be appealed to the Dean of Students' Office.

### *Travel Plan*

Any travel taking more than one vehicle, or over 60 miles roundtrip, or overnight must have a Travel Plan. All Travel Plans must be completed and submitted online for review no less than five business days before the trip begins. Go to [gustavus.edu/studentorgs](http://gustavus.edu/studentorgs).

Because some travel plans require extra planning to ensure safety:

- Any travel over 400 miles roundtrip (considered a “full day of travel”), OR more than one night away from campus, OR with more than 20 travelers must turn in a Travel Plan at least 10 business days before the trip begins.
- Any travel over 1000 miles roundtrip must turn in a Travel Plan at least a month before the trip begins.

### *Adviser Supervision*

All travel must be communicated to advisers prior to leaving, including the names of travelers, destination, and emergency contact information. If travel requires a Travel Plan, the adviser must further supervise the trip in one of the following forms:

- By traveling with the organization in person
- By appointing a staff/faculty proxy to travel with the organization in person
  - Long-distance via phone - Phone contact must happen on a predetermined schedule; the following schedule is recommended: on arrival to the destination, each evening of an overnight stay, and on arrival back at campus.
- Methods for notifying advisers of emergency situations must be planned before departure; emergency situations include serious illness or injury, inclement weather, automobile accidents, etc.

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## Alcohol & Drugs

### *Guidelines for the Implementation of College Alcohol and Drug Policies for Student Groups Traveling Off Campus*

Gustavus is committed to maintaining a safe and healthy living and learning environment free from alcohol and chemical abuse. This commitment applies both on campus as well as in College programs off campus. Students' behavior directly reflects upon Gustavus and affects the relationships that the College enjoys with communities both near and far.

The College encourages students to develop healthy habits and attitudes toward the use of alcohol. Abstinence is always an appropriate option; moderation is acceptable if it does not violate either College policies or the law. The use of any illegal drug will not be tolerated, nor will the consumption of alcohol by underage students. Participation in off-campus activities is a revocable privilege. Students who do not adhere to host site standards as well as the Gustavus Code of Conduct are subject to disciplinary action by the College.

Students and their staff/faculty advisers should be aware of College policies and federal, state, and local or foreign laws related to alcohol and other drug use. For students participating in credit-bearing academic courses which occur in other countries, please consult the Center for International and Cultural Education for applicable policies.

The following guidelines apply to “student groups,” i.e., recognized student organizations or groups of students who are traveling off-campus in connection with co-curricular programs. Faculty or staff members who accompany student groups traveling off-campus are expected to follow the same guidelines as the group.

- A. Underage drinking and illicit drug use are illegal and will not be tolerated. Anyone who provides alcohol to an underage person or is found in possession of illegal drugs will be subject to disciplinary action as noted in the “Procedures” section below.
- B. Group leaders and coaches are expected to clarify the standards and expectations regarding the use and abuse of alcohol and other drugs, and the consequences of noncompliance.
- C. The following are minimum standards to be followed by every student group that travels off campus.
  1. No alcohol use in College vans or buses.
  2. Students of legal drinking age are expected to use good judgment if consuming alcohol at private homes, at group meals, or other settings at all times.

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3. If a group spends the night in a hotel, it is incumbent upon each member to behave responsibly as representatives of the College. No abusive, illegal, or irresponsible use of alcohol or drugs will be tolerated. Hotel management will be encouraged to deal with disruptive or illegal activities just as they would with other hotel guests. This may include involvement of local police authorities.
  4. Members should support one another in complying with these standards. Members who have an alcohol or drug abuse problem are encouraged to advise the group leader.

### *Hosting events with Alcohol*

As a condition of recognition student organizations are prohibited from directly providing alcohol to any persons at organizational events, activities, programs, and any other functions. The appropriate student conduct authority may place organizations that do not abide by this provision on unrecognized status. Any organization serving alcohol at an event must utilize a third-party vendor for managing alcohol consumption. A copy of the third-party vendor license must be provided to the Campus Activities Office at least 7 days prior to the start of the event.

Additionally, the following guidelines must be followed:

- The possession, sale, use or consumption of alcoholic beverages while on campus or during a student organization-sponsored event, in any situation sponsored or endorsed by a student organization, or at any event an observer would associate with a student organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with the Third-Party Vendor Guidelines.
- No alcohol beverages may be purchased through or with student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage (e.g., kegs or cases) is prohibited.
- Open parties, meaning those with unrestricted access by non-members of the student organization without specific invitation, where alcohol is present, are forbidden.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale, or use of any illegal drugs or controlled substances while on campus or during a student organization event or at any event that an observer would associate with the student organization is strictly prohibited.

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- No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes events held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of third-party vendor and guest list.
  - At events in which alcohol is present, the student organization must provide at least one “sober monitor” for every 10 attendees to monitor behavior and safety concerns.

### *Third-Party Vendor Guidelines*

“Third-party vendor” is a hired bartending service for events or functions. The vendor must meet the following requirements:

- Be properly licensed by local and state authority.
- Be properly insured, evidence by completed certificate prepared by insurance provider.
- No students may serve as a third party vendor.

The organization, which hired the third-party vendor, must adhere to the list of responsibilities:

- Submit a completed “Agreement Between Gustavus Adolphus College Student Organization and Third-Party Vendor” form to the Campus Activities Office at least seven days prior to the event.
- Checking identification card upon entry to event/function
- Not serving minors
- Not serving individuals who appear to be intoxicated
- Maintaining control over all alcoholic beverage containers
- Collection of all excess alcohol at the end of the event/function
- Removing all alcohol from the premises

### *Procedures Followed for Alcohol or Other Drug Violations*

Policy violations are to be addressed as follows:

For violations of Gustavus Guide policy, College student conduct procedures should be invoked upon return to campus. These procedures are described in the Gustavus Guide. If there are other violations, in addition to alcohol or other drug use, they should also be addressed through campus student conduct procedures.

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If a group member violates an alcohol or other drug policy established by the coach/adviser, one or more of the following sanctions may be involved independent of College student conduct proceedings.

- Suspension from participation in subsequent activities during the travel period.
- Dismissal from the program or event (the violator may have to travel home at his/her own expense). Underage or illegal use of alcohol or other drugs are grounds for such dismissal.
- Suspension from participating in the group for a period of time after returning from the event or trip.
- Financial restitution for damaged property, compensatory conversations with affected parties, etc.
- Whenever possible, coaches/advisers are encouraged to consult with the Dean of Students' Office prior to imposing sanctions directly.

### ***Modes of Transportation***

All travel must be in College-owned vehicles, in rented vehicles, 1) or through licensed commercial carriers (buses, airlines, etc.), UNLESS the travel is less than 400 miles roundtrip, 2) is completed within a single day, AND 3) is accommodated by a maximum of five personal vehicles. Note: all three conditions must be satisfied in order to use personal vehicles as a primary mode of transportation. In the event that personal vehicles are used, the owner of that vehicle accepts all responsibility and liability of any and all activity during the trip.

### ***Individual Deviations***

Organizations must travel together; any individual deviations must be documented in the Travel Plan.

- A. For travel that is less than 400 miles roundtrip, deviations cannot account for more than 30% of the travelers.
- B. For travel between 400 and 750 miles roundtrip, deviations cannot account for more than 20% of the travelers.
- C. There may be no deviations for travel over 750 miles roundtrip.

### ***Travel Tips***

Prior to the Trip

- Distribute the travel itineraries to all participants and encourage them to give copies to parents/guardian.
- Discuss behavioral expectations for all group participants.
- Review safety precautions for the trip and talk as a group about safety prevention.

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- Collect emergency contact information from each participant and complete other trip information forms online. File all materials with the Dean of Students' Office.
  - Maintain emergency information for each participant for the duration of the trip that is accessible to trip leaders.
  - Have functioning phone chargers in vehicles used often for travel.
  - Arrange to have a mobile phone and charger with you on the trip.
  - Gather local (trip destination) resources for emergency use (hospital, police, etc.).
  - Talk as a group about the goals of the trip and encourage individuals to invest in getting the most out of the experience.

#### During the Trip

- If traveling in multiple vehicles, set designated meeting places in case you are separated. Have access to directions in each vehicle. Don't assume that you will be able to stay together in a caravan—this can be especially tricky in heavy traffic.
- Use a buddy system (especially in large groups) to make sure all are present.
- If the group splits up, make sure everyone knows the meeting place and time.
- Upon arrival at your destination, pick up a city map to help orient the group to the area (Chamber of Commerce offices or Visitor Centers are generally helpful).
- Make it a practice for all group members to inform someone of their plans before leaving the group.
- Acquaint all group participants with agreed upon safety parameters.
- Have check-ins at specific times to assure that everyone is present.
- Have a backup plan in place and make sure everyone knows what it is.
- Notify appropriate people (Dean of Students' Office, parents) if your schedule changes. This includes early returns, delayed departures, etc.

#### After the Trip

- Notify your adviser that you have returned to campus.
- Share with the larger community how this trip benefited your group and what you learned or gained from the experience.
- Sponsor a session for group participants to reflect and debrief (contact the Campus Activities Office for assistance).

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# STUDENT SENATE

## Financial Allocations to Student Organizations

Student Senate allocates money to student groups in the spring for the following year. The total amount allocated is based on Senate's portion of the student activity fee and expected number of students in attendance for the next school year. Money that is not allocated during the annual spring budgeting process is left in the Senate Contingency Fund. This fund is then made available to student organizations for mid-year allocations.

The Gustavus Student Senate encourages individual organizations to seek outside sources of funding, such as fundraisers and dues, to show a level of commitment on the part of the organization's members. Other factors considered when reviewing requests include but are not limited to: collaboration between groups in planning and holding events, quality of planning for the event, and precedent set by similar events.

For all activities, organizations requesting funding from Senate must include the date, place, methods of publicity, and a quote of the cost from the speaker or entertainer, or organization upon presentation of their proposal to the Finance Committee. Without such information, the organization's request will be postponed until more research has been done.

The Student Senate has adopted specific finance guidelines, which are detailed in Article VI of the Senate bylaws (available at <https://studentsenate.blog.gustavus.edu/finance/>). Questions about Senate funding can be directed to the Senate Controller, Senate Finance Director, or Senate Adviser. Contact information for each is available on the Student Senate website at <https://studentsenate.blog.gustavus.edu/aboutus/meet-your-senators/>. Following are some of the most often referenced finance guidelines:

- a. Funding for events over \$1000 must be approved by the full Senate 15 business days prior to the event.
- b. No funding will be provided for any meal or banquet that is closed to the general public.
- c. Funding will not be provided for food offered at general meetings of organizations.
- d. Personal items such as apparel, personal equipment, or anything purchased for members of the group to keep will not qualify for funding.
- e. Funding may be provided for the rights to movies that are shown on, advertised, and open to the whole campus.
- f. No funding will be provided for any meal or banquet that is closed to the general public.



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- g. Student Senate will not pay for any dues set upon organizations.
  - h. Student Senate will not allocate funding retroactively.

## How to Get Involved

### What can Senate do for me and/or my organization?

1. Senate is a policy-making body. They work to improve policies that govern many aspects of student life. These can be anything from changes to the Gustie Guide or Travel Policy to advocating curriculum changes and student activity fee increases. As the voice of the students to the administration and faculty, they want to hear from you to make Gustavus a better place.
2. Senate also allocates all funds from the annual student activity fee revenues to student organizations. Yearly allocations are done in the spring, but your organization can also request a mid-year allocation. All payments and purchase orders from your allocated budget are handled through the Senate (via the Finance Director and Controller), with the Senate being the actual payer.
3. Senate is an organization that requires help from students-at-large (non-Senator students). Committees formed for specific tasks can have voting members who aren't even senators. We encourage students who have a special interest in a specific goal or project to get involved in Senate.
  - Pick up an application at the Senate office or Information Desk beginning on the first day of classes.

Campaigning starts as soon as the application is turned in.

There are representatives for each class and representatives for each residence hall, depending on size. Also, check the application for other positions such as an international student and off-campus student representatives.

- Go to the Senate meetings held every Monday from 7–9 p.m. in the Konferensrum. Community Comment is a section set aside at the beginning of every meeting for students to voice concerns and share ideas with the Senate.

Community Comment is limited to ten minutes per speaker, unless the Senate votes to extend this limit.

Committees are formed during Senate meetings and later report back to the full Senate.

- Join a Committee. Committees can be formed for any number of reasons, each of them having their own purpose and goals. Students and senators alike can be a part of these committees. If there is an existing committee you would be interested in, it's best to contact the committee chair.

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If you would like to see a committee formed to investigate a new initiative, then it's best to get in contact with your senate representative. This can be your class representative or your residence hall representative. A list of all reps can be found on the Student Senate office door in the Gustie Den. Make sure to mention that you would like to be on that committee as well!

### **DID YOU KNOW?**

**Each residence hall representative has at least one office hour every week, either in their room or another public space in the hall.**

### **How to Stay Up To Date**

**Senate-I:** The Student Senate has its own e-mail list called the Senate-I. You can subscribe to this list at <http://lists.gustavus.edu/mailman/listinfo/senate-l>. Senate-I subscribers receive “student-friendly minutes” from meetings, calls for appointments to committees, and other postings and updates from various senators and cabinet members.

**Senate Calendar:** You can access the official Senate calendar on the Gustavus Google Calendar system. This will map out meeting dates and times, as well as special events put on by the Student Senate.

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# EVENT PLANNING

## Event Planning Checklist

### One month (or more) prior to the Event:

- Check the College Calendar for programming conflicts
- Meet with the Director or Assistant Director of Campus Activities to discuss details of your event
- Reserve location at [gustavus.edu/events/reserve](http://gustavus.edu/events/reserve)
- Submit contract/rider to Julianne Watterson, Assistant Director of Campus Activities
- Register event on College Calendar
- Contact Marketing and Communication for assistance with off-campus publicity (if appropriate)
- Arrange set-up of technical services and special needs with Event Services (if event is on campus)
- Contact Facilities for assistance or special needs
- Brainstorm for creative on-campus advertising ideas
- Submit advertising or news release to the *Weekly*

### Two weeks (or more) prior to the event:

- Arrange for refreshments with Dining Service
- Discuss needs with Campus Safety (unlocking doors, personnel, off-campus guests)
- Publicize event (get approval of all materials posted in Union/Campus Center from the Information Desk)
- Arrange for members to clean up and take down after event
- Request purchase orders for payment, supplies, decorations

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# PLANNING ACCESSIBLE EVENTS

## Early Event Planning

- When possible, include people with disabilities in event planning to plan an accessible event for all attendees
- Designate an Access Point Person to your event team

## Access Point Person

- Receive, confirm, and track all access requests from participants and presenters (via registration or other)
- Implement and manage accommodation(s)
- Communicate accommodation arrangement with participants and staff
- Identify someone, who will be available to help with access-related tasks for all stages of event planning
- If applicable, coordinate all materials for accessible distribution several days in advance
- Consider that people may attend your event who are hard of hearing, use a wheelchair, are blind/low vision who have not contacted you in advance. Being aware of potential needs in the planning process will prevent last minute adjustments.

## Venue/Location

Conduct an early site visit to assess accessibility and what may require additional planning:

- Know the location and direct people to the nearest
  - Accessible entrances
  - Elevators
  - Restrooms (accessible, all gender, family)
  - Parking
- For larger events, provide a map indicating accessible entrances, bathrooms, and elevators. The campus Accessibility Map is available here: <https://gustavus.edu/maps/>
- Review audio technology, and see if a microphone is available
- Consider lighting, which may impact visuals
- Ensure space is large enough for people of all abilities and sizes
- Plan for wheelchair seating and paths through space (aisles should be minimum of 36")
- Plan for table heights that are accessible to people in wheelchairs

Contact the Academic Support Center or Campus Activities Office for more information on planning accessible events.

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## **Emergency Plans**

- Review the Gustavus Emergency Preparedness Guidelines
- Be sure that designated volunteers know where and how to direct attendees in case of emergency
- If you have questions about emergency planning, please contact Director of Environmental Health, Safety and Risk Management, currently Dale Plemmons, at 507-933-7494 or dplemmon@gustavus.edu

## **Promotional and Presentation Materials**

### **Documents (online, presentation slides, handouts)**

- In Google Docs, Word, or Pages use headings, title, and subtitles.
  - This will help people who use screen readers better navigate the document.
- In Powerpoint, Slides, or Keynote use predefined layouts, and make sure information appears in the order in which you are presenting.
  - Make slides and handouts available in electronic format in advance, if possible. Participants can print or access with technology if needed.
  - An easy way to share your documents is through Google Drive.
- Have a large print format ready

### **Use of Images**

- Add an alt tag. This is a descriptor for people who are blind or low vision.

### **Use of Font Color and Types**

- Consider color, contrast, and font choices in making the presentation clean and readable.

### **Videos/Embedded Videos**

- Any video you show should have accurate captions.

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## Promotional Materials

- Include language to invite accommodation requests:
  - "Gustavus is committed to the full participation of all people. If you anticipate needing disability accommodations please contact (Access Point Person) by (date). OR:
  - "If you require assistance to attend and participate in this event/ activity, please contact:
    - NAME  
PHONE NUMBER  
EMAIL OR LINK (to complete accessible form)
    - Access Point Person should follow the guidelines and make adjustments as possible. If the Access Point Person has any questions, they should contact Accessibility Resources in the Academic Support Center (carresupport@gustavus.edu or 507-933-7227)
  - A two-week advance deadline is recommended. It is encouraged to try to make accommodations after that date if possible.

## Food

- If serving food, plan ahead for a variety of food needs (gluten free, vegetarian, dairy free, kosher, halal, etc.)
- Label food and keep options separate to avoid cross contamination.

## Making a Reservation

A number of facilities are available for Gustavus clubs and organizations to use. Space is limited, so reservations should be made well in advance of an event or meeting. Information needed to make a reservation should include the date, number in attendance, start and end time of event, amount of time needed for set-up and tear down, the name of your event, the type of set-up you will need, and a contact person's name, phone number, and e-mail.

## Event Services, Staging, and Set-Up

Event Services coordinates set-up and technical requests for student organization events planned on campus. These services must be requested at least two weeks ahead of time.

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Capacity	
Rundquist Room	8–10
49er Room	18
Konferensrum	25
Alumni Hall	300–400
Courtyard Café	75

The following spaces for an academic year (mid August – May) are supported by the Campus Activities Office.

### Campus Center

Rundquist	Konferensrum
49er Room	Gustie Den
Courtyard Café	

### Student Union

The Dive	Cec Eckhoff Alumni Hall
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### Outdoor Spaces

Johns Family Courtyard	Eckman Mall
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### Lund Center

All Lund Center/athletic facilities may be requested. Brett Petersen (bpeters4) oversees Lund Center requests.

Any request needing special set-up or event services needs, please see the staff in **Facilities** or **Event Technical Services**. Requests for space may not be granted until event needs are included and approved. Contact Event Services in the one month or more list to discuss technical support needed. Please contact the Information Desk staff at x7590.

### NOTES:

**Cec Eckhoff Alumni Hall** may only be reserved through Campus Activities x7598 for reservations.

**Banquet rooms** may only be reserved through the Catering Office x6245. This includes: Three Crowns, Heritage, St. Peter, and the President’s Dining Room.

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## Reservation Directory

When you have the information necessary to make a reservation, call the number designated below to reserve the facility you need:

Cec Eckhoff Alumni Hall .....	#7598
Anderson Theatre .....	#6280
Björling Recital Hall .....	#7013
Campus Center meeting rooms.....	#7590
Christ Chapel .....	#7001
Classrooms (Daytime reservations) .....	#7495
Confer Computer Classrooms .....	confer231@gustavus.edu
Confer/Vickner.....	confer231@gustavus.edu
Dive .....	#7590
Guest House.....	guesthouse@gustavus.edu/#7001
Interpretive Center .....	#6181
Library .....	#7556
Library AV Classroom .....	#7571
Beck Academic Hall .....	#7414
Nobel .....	#7333
Old Main .....	#7548
Olin.....	#7483
Schaefer Buildings:	
Art .....	#7019
Music .....	#7364
Theatre .....	#7353



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## On-Campus Publicity

### **Printing Services** ..... #7536

Printing Services can provide a variety of services for your organization—colorful paper, flyers printed and cut to a specific size, and enlargements.

### **Sandwich Boards** ..... #7590

Sandwich boards are available for clubs and organizations from the Information Desk by reservation. Sandwich boards may only be used outside.

### **Table Tents** ..... #7590

Table tents should be turned into the Campus Activities Office by 4 p.m. on Monday. Make sure the Campus Activities staff approves your design before you make copies!

### **Tables** ..... #7590

There are six tables in the Campus Center (4 upstairs, 2 downstairs) available for club and organization use. They may be reserved at the Information Desk. Please reserve these at least one day in advance.

### **Display Cases** ..... #7590

Six display cases on the upper level of the Campus Center are available for general organizations and are managed by the Campus Activities Office.

### **Posters** ..... #7590

Up to 10 posters may be approved for posting in the Campus Center and Student Union. All items must be stamped by the Information Desk staff prior to posting. No posters may be hung on painted walls.

### **College Calendar** ..... #7520

The calendar can be accessed and items can be submitted at <http://www.gustavus.edu/Admin/News/Calendar/calhp.htm>

### **Dining Service/Information Desk**

Electronic signs: [https://gustavus.edu/gts/Guide\\_to\\_Creating\\_Digital\\_Signage\\_Images](https://gustavus.edu/gts/Guide_to_Creating_Digital_Signage_Images) The digital signs are wall-mounted televisions which display a looping series of image slides and are moderated solely by the departments that have purchased them.

### **The *Gustavian Weekly*** ..... #7636

Advertising space may be purchased or editors may be contacted with your story ideas.

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### ***Inside Gustavus***

*Inside Gustavus* is a campus newsletter distributed weekly via e-mail to all employees during the academic year. Clubs and organizations are welcome to submit announcements and events. E-mail information to the editor at <http://gustavus.edu/news>. Information must be submitted by the Tuesday prior to publication.

#### **Posters ..... #7590**

Up to ten posters may be approved for posting in the Campus Center and Student Union. All items must be stamped by the Information Desk staff prior to posting. No posters may be hung on painted walls, pillars, or artwork.

#### **PO Mass Mailing**

Visit the Post Office for information regarding PO stuffers. Approval is required by the Director of Mail Services, the Provost, or the Dean of Students PRIOR to making copies.

#### **Press Releases ..... #7510**

The Marketing and Communication Office can edit news releases for events that are open to the public.

#### **Printing Services ..... #7536**

Printing Services can provide a variety of services for your organization—colorful paper, flyers printed and cut to a specific size, and enlargements.

#### **Residential Life**

Bring a copy of your flier to the Residential Life Office for approval and posting

#### **Sandwich Boards ..... #7590**

Sandwich boards are available for clubs and organizations from the Information Desk by reservation. Sandwich boards may only be used outside.

#### **Tables ..... #7590**

There are six tables in the Campus Center (4 upstairs, 2 downstairs) available for club and organization use. They may be reserved at the Information Desk. Please reserve these at least one day in advance.

#### **Table Tents ..... #7590**

Table tents should be turned into the Campus Activities Office by 4 p.m. on Mondays. Make sure the Campus Activities staff approves your design before you make copies! Table tents should be printed on card stock and not exceed 4 x 5.5 inches. Space is available for 72.

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## **Distribution of Materials Policy and Campus Center Tabling Policy**

We are pleased to offer campus hospitality to all recognized student organizations and departments and to those they sponsor who are interested in distributing information and literature to constituents of the College through approved methods. Such activities are subject to approval by the Campus Activities Office and are restricted to specified tabling areas. Distribution is prohibited in all other public spaces on campus.

The tables in the Jackson Campus Center may be reserved at the Information Desk. All groups interested in distributing information or materials must do so through the approved tabling process.

All groups utilizing the Campus Center tables must follow these tabling guidelines:

- All individuals must remain behind tables
- There is a five day scheduling maximum per location per reservation
- No amplified sound other than computer or small radio (reasonable volume)
- You must have a member or adviser of a recognized student organization present at all times
- No taping of materials on painted walls or art work (Core Value posters)
- All fundraising and/or sales must be approved through the Campus Activities Office
- Tables cannot be moved to alternate locations without prior permission from the Campus Activities Office.
- Please clean up and remove all materials following your scheduled tabling times or when a member of your organization is not present
- We encourage you to be as creative as possible while tabling but to always remember to be respectful of those who are not interested and to others who are tabling
- All off-campus guests must table in the lower level of the campus center. These reservations cannot exceed more than four times per semester.
- If all tables are reserved, no additional space will be allocated.

All policy and enforcement decisions are at the discretion of the Campus Activities Office staff.

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## Posting in the Campus Center and Student Union

- All posters must be stamped by the Campus Activities Office.
- All posters must include the organization sponsoring the activity as well as the date, time, and location of the activity.
- A maximum of 10 posters will be stamped for the Student Union and Campus Center. Include 1 extra copy for Campus Activities Office files.
- All posters must be less than 6 feet in size.
- Signs CANNOT be posted on walls or pillars.
- Signs CANNOT be posted on windows, except on the glass walkway between the Union and Campus Center, and the Union and Library.
- Signs CANNOT promote alcohol.
- Bulletin boards in the Student Union and Campus Center are specified by categories (campus events, off-campus events, and preferred size of posting). Post only on appropriate boards to avoid removal of your postings.
- Employment Postings: these will be stamped by Career Development and posted on the employment board in the Campus Center. One copy will also be placed in Career Development. These are the only copies allowed in the Union and Campus Center.
- All publicity in the Evelyn Young Dining Room and/or Market Place facilities must be approved by the Dining Service Office. Any window paint used should be acrylic paint mixed with soap—not car chalk or window paint.

*The Campus Activities Office reserves the right to remove postings after one month to free up space for newer materials and/or refresh the look of bulletin boards.*

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## Residential Life Posting Policy

In order to provide an organized and environmentally friendly way of notifying students of campus and community events and services, the following guidelines have been created for the posting and/or distribution of advertising materials in residence halls. All groups and individuals wishing to publicize events, services, or sales in residence halls must follow these established guidelines. Inquiries into this policy may be directed to the Residential Life office. The Residential Life office will only allow posting for college-sponsored activities/events.

Note: Approval is valid for 30 days; or until Event Date listed on poster (whichever comes first). The Residential Life staff will be responsible for taking down signs after thirty days/the date of the event. All posters submitted must meet the following requirements to be eligible for approval:

1. All signs and posters that you would like posted in residence halls must be taken to the Residential Life office for stamped approval.
  - Must be a Gustavus recognized organization or department
  - Sponsoring organization/Department must be shown on poster
  - Maximum size of 11x17”
2. Group/Org representatives will fill out a request form and drop off their posters for approval/stamping. Upon approval, posters can be picked up (after 1 business day) from the Residential Life office for distribution.
  - Approved posters must only be posted in the listed/approved areas; requester will specify areas they will be placing posters on the request form - look for ‘Approved Posting’ area(s).
  - Posters must be posted with masking tape, taking care not to damage walls. Posters cannot be placed on windows or in bathrooms.
  - We strongly encourage those wishing to have posters placed in residence halls to save resources by putting multiple announcements on one poster, such as schedules of upcoming events, programs, and performances. Residential Life reserves the right to limit the number of posters for a given group or organization to be posted in the residence halls.
  - Businesses may NOT advertise alcohol prices in Gustavus residence halls. Any local business advertisements (including posting or distribution of menus) must be sponsored by a Gustavus org and approved by the Residential Life office.

Posters not meeting these guidelines will be removed by Residential Life staff. Groups are expected to plan ahead in order to meet these guidelines. Posters placed in residence hall spaces without approval will be removed.

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Those with special requests to do creative advertising or poster campaigns which are not addressed by this policy must visit with a staff member in the Residential Life office for guidance and permission prior to posting materials. Residential Life has final say in granting special requests for advertising in residence halls.

- Norelius Hall – 20 total: 3 by main entrances; 17 in sections.
- Sorensen, Gibbs, North (Complex) – 14 total: 2 for general entrance areas; 12 on floors
- Rundstrom Hall – 5 total: 2 general entrances; 3 stairwell lobbies
- Sohre Hall – 7 total: 3 for general areas; 4 on floors.
- Pittman Hall – 7 total: 3 for general areas; 4 on floors.
- Southwest Hall – 7 total: 3 for general areas; 4 on floors.
- Arbor View Apartments – 2 total: 1 per building
- Prairie View – 2 total: 1 per hallway
- College View Apartments – 2 total: 1 per floor
- Uhler Hall – 6 total: stairwells
- Carlson International Center – 4 total: 1 for general lounge/entrance areas; 3 on floors

### **General Signage/Poster Policy for Academic Buildings**

- One poster (no larger than 11" x 17") per event per bulletin board/designated space.
- Posters should include the name of the group/department sponsoring the event.
- Approval stamps are not required.
- Posters will be removed after the event has occurred or after a reasonable time has passed. (Bulletin boards are checked regularly by student office workers.)
- *It is not necessary to contact the Administrative Assistant per building per posting, they are only listed in the case of special circumstances.*

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## Specific Instruction for Postings in Each Academic Building:

Anderson Hall (Vicki Fischer)

- Bulletin boards only.

Beck Hall (Jane Chouanard)

- Bulletin boards only.

Confer-Vickner Halls (Jenny Tollefson or Receptionist)

- Posters and flyers (8½" x 11" only) may be hung on the three large bulletin boards located on the first floor. These boards are in the north and main entries (between the glass doors) and on the far south end across from Confer 128. On second floor, posters and flyers may be hung on the second floor entry bulletin board above the couch for a total of 4 bulletin boards. All other areas are reserved for specific departments.
- Posters/flyers are not allowed on walls, doors, or windows.

Interpretive Center (Sam Warburton '14)

Library (Jeannie Peterson)

- All signs/flyers are to be posted in the library's foyer on the brick wall to the right of the library's entrance doors.

Lund Center (Barb Rodning)

Mattson Hall (Lisa Koppelman)

Nobel Hall (Jennifer Kruse and/or Judy Helmeke)

- Posters and flyers may be hung on the four large bulletin boards located in the North, South and two East entrances of the building.
- Posters/flyers are not allowed on walls, doors, windows, nor bathroom stalls in Nobel Hall.

*(However, under special circumstances, special permission may be given by one of the Administrative Assistants and masking tape must be used.)*

Old Main (Janine Genelin)

- Posters and flyers may be hung on the three bulletin boards. Two are located in the stairwells with the third in the basement.
- Posters/flyers are not allowed on walls, windows, nor bathroom stalls.

Olin Hall (Laura Boomgaarden)

- Posters and flyers may be hung on the first floor bulletin board, or on the stairwell doors of first, second and third floors.
- Posters and flyers are not allowed on walls, glass or bathroom stalls.

Schaefer Fine Arts Center (Kristi Borowy)

Schaefer Fine Arts Center – Art Building (Colleen Hanson)

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## Post Office Mass Mailing Guidelines

On-campus service is limited to members of the Gustavus community. All other mail must be delivered to the College through a third-party vendor (i.e., U.S. Post Office, Federal Express, UPS). All on-campus mass mailings must comply with the following guidelines:

- Mail must be at least 3" by 5".
- Any campus mailing numbering 10 or more must be alphabetized.
- Return information is required.
- Must include the sponsoring organization on the mailing.
- Mass mailings are all mailings of unaddressed materials intended for a significant part or all of the community. Approval must be submitted with the mailing.
- The Dean of Students or their designee must approve mass mailings sent by students, student groups and student organizations prior to having copies made.
- Mailings advertising an event where alcohol is identified as the focus of the activity are prohibited.
- No soliciting or political campaign materials can be sent through the campus mail.

## Recognized Organization PO Assignments

All recognized student organizations are assigned a College Post Office Box. The president, co-presidents, or their designee are responsible for the post office box. The combination and box assignment are sent to the president when the organization is initially recognized. The organization must pass the assignment and combination information on to future leadership (the College Post Office does not notify student leaders after the initial setup). If leadership fails to provide the information, it can be obtained at the College Post Office during regular business hours.

*All posted material must be consistent with the mission of the College and not be in violation of College policy or civil law.*



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## Guidelines for Political Campaigning

We are pleased to extend campus hospitality to all registered political candidates. As a way of supporting legitimate campaigning efforts on campus while abiding by federal laws and guarding against adverse impacts on our educational programs and the personal lives of campus community members, we've established the following guidelines for campus political campaigning:

- Candidates who have filed for election may access the Gustavus campus for campaigning purposes. To facilitate campus campaigning, candidates are asked to secure campus sponsorship for campaigning activities. Student political groups are often eager to serve as campus hosts for candidates.
- Public and semi-public areas designated for political campaigning on campus include:
  - Sidewalks, pathways, and malls in the immediate vicinity of the Jackson Campus Center and the Johnson Student Union.
  - The Market Place dining facility (and adjacent areas) on the upper level of the Jackson Campus Center
  - Designated areas in the Jackson Campus Center available to campus departments or registered organizations for which reservations must be made at least 24 hours in advance through the Campus Activities Office on the lower level of the Center.
- Candidates or campaign workers may access Gustavus student residential facilities for door-to-door campaigning under the following conditions:
  - The candidate or campaign workers must make arrangements through the Office of Residential Life, located on the lower level of the Jackson Campus Center, at least 48 hours in advance of the day they wish to access the residence hall.
  - A Residential Life staff member or currently enrolled Gustavus student must accompany the candidate and campaign workers, if any.
  - Gustavus will provide advance notice to residential students. Students may deny admittance into their personal residential units. They will be advised that they may post notices on doors asking not to be bothered if they do not want candidates or campaign workers to knock.
  - Candidates must furnish reasonable and proper identification, upon request.
  - Visits by candidates and campaign workers accompanied by the candidate for the sole purpose of campaigning are limited to 3 or fewer people and to the hours of noon to 9 p.m.

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- Candidates and/or campaign workers may also meet and greet students in the lobbies of residence halls by making arrangements to do so with the Residential Life Office at least 48 hours in advance of the day they wish to campaign. If the candidate and/or campaign worker(s) make arrangements to greet students in the lobby area they may not go door-to-door in the same residence hall.
  - Due to Internal Revenue Code regulations, we are not permitted to place advertisements on College property.
  - Political notices that are distributed through the campus mail room must have appropriate postage affixed to the envelope.
  - Campus based postings (including chalkings) must identify an on-campus sponsor and adhere to the Posting and Publicity Guidelines in the Gustavus Guide.

### **How to...**

- Secure campus sponsorship for campaigning activities:
  - Request that one of the following serve as your campus host. Gustavus Adolphus College Democrats or College Republicans.
- Arrange to campaign in specific campus locations
  - Contact the appropriate administrator.
  - For the Campus Center, the Johnson Student Union and contiguous areas: Andrea Junso, Director of Campus Activities, Campus Center Room 108, 507-933-6282.
  - For campus residence halls and contiguous areas: Anthony Bettendorf, Director of Residential Life, Campus Center 105, 507-933-7529.
  - For all other locations: Megan Ruble, Assistant VP for Student Life, Jackson Campus Center 201, 507-933-7526.

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# CLUB SPORTS MANUAL

## Staff

Jared Phillips ..... 507-933-8493, jphilli2@gac.edu

*Assistant Athletics Director and Clubs Sports Director*

Garrett Meier .....507-933-7597, garrettmeier@gustavus.edu

*Assistant Director of Campus Activities*

## Emergency Contacts

**If one of the following should occur:** death of a student, serious accidents or injuries involving students, or assault of a student, you must call the personnel below *IN THE ORDER LISTED*, until one person is reached.

Gustavus Adolphus College Campus Safety .....507-933-8888

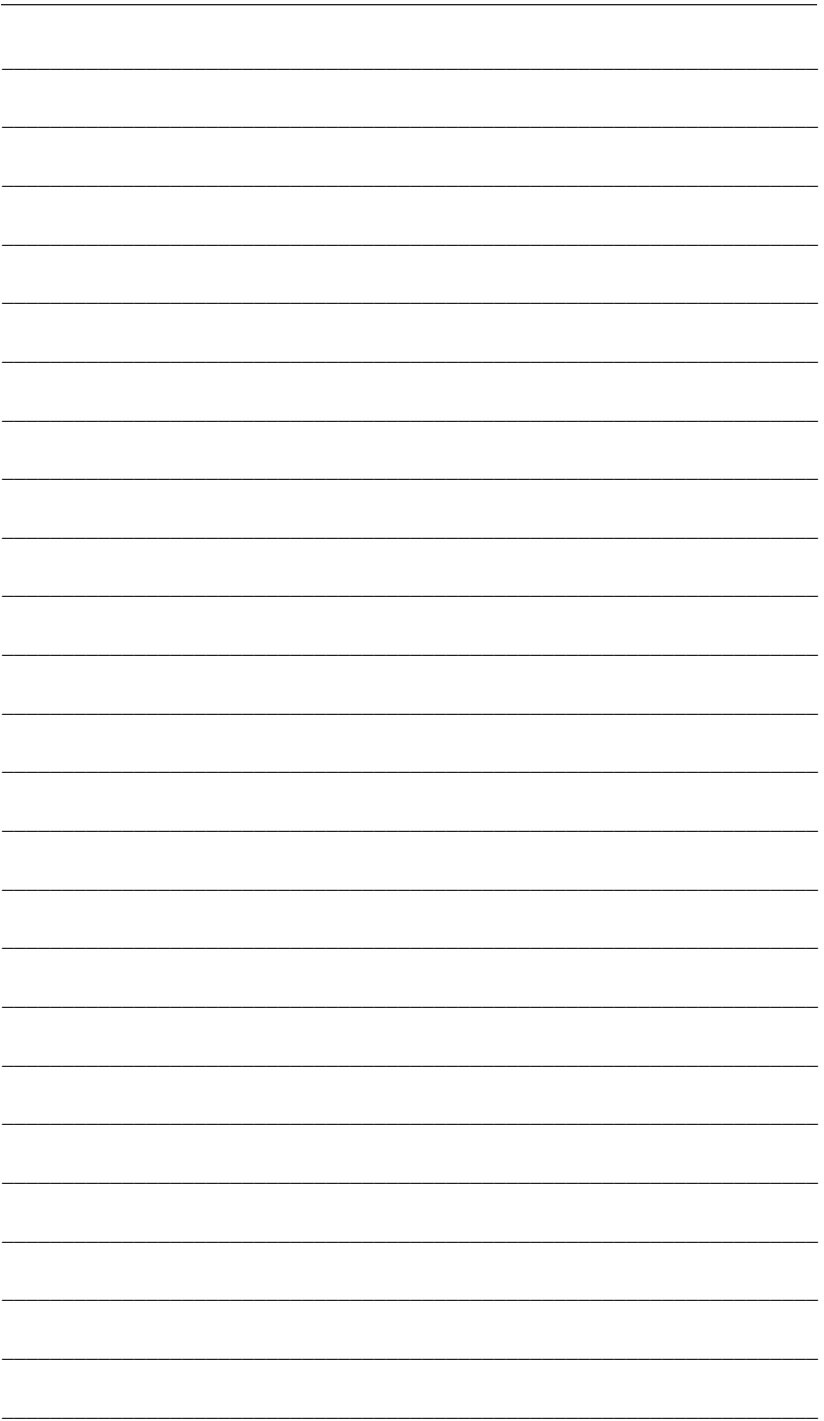
Jared Phillips .....507-933-8493

For more information on club sports, please check out the Club Sports Manual.











GUSTAVUS 

GUSTAVUS ADOLPHUS COLLEGE

Make your life count.®

800 West College Avenue  
Saint Peter, MN 56082

[gustavus.edu](http://gustavus.edu)