

Student Organization Guidelines

One of the goals of the Office of Student Life is to provide support to student organization leaders and members. The following guidelines have been established for all GSU Student Organizations:

Requirements

Submit all paperwork requested by the Office of Student Life

Consequences

Failure to meet guidelines or submit paperwork will result in the Student Organization being placed on probation for one semester. Officers must meet with the Office of Student Life to outline a plan of action for bringing the organization back into compliance

If the Student Organization does not meet requirements during the probationary semester, the Office of Student Life will make the recommendation to the Vice President of Student Life and the Student Government Association that the Student Organizations recognition be suspended.

Failure to attend **mandatory Student Organization Meetings**, will automatically result in being placed on probation with. This will be reported to the Office of Student Officey 0102 0612 72 r

Student Organization Guidelines for Events

1. The president or designee of the organization submits the online event request form to the Office of Student Life for approval.
2. Once approved by the Office of Student Life, they will communicate with the University's Events Coordinator to check the master schedule to see if there are any conflicts on the schedule. They will then notify The Office of Student Life and then the Student Life staff will notify the organization of any conflicts or approval.
3. No advertisement may take place until the organization has received approval from the Office of Student Life. All flyers will need to be approved by the Office of Student Life which can be uploaded in the online event request form.

When planning an event, please remember the following:

Event Name:

Organization's Name:

Organization's Representative Contact Information (GSU email and phone number):

Organization's Advisor:

Time of Event:

Date of Event:

Preferred Location:

Please also include any additional resources needed (e.g., microphone, audiovisual, sound, and etc.)

Please submit all event requests no later than one week prior to your event.

In making each request, know that for certain events such as dances, physical activities, and full-time faculty/staff designee), must be present for the duration of the activity.

Student Organization Fundraising Policy

Fundraising activities by Student Organizations should offer a benefit to the University community that is consistent with the University's educational mission. The sponsor of a fundraising activity must complete a fundraising request form, available through the Office of Student Life. All fundraising events must be approved in advance by the Office of Student Life.

Glenville State University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with the respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to time, place and manner of fundraising activities. These restrictions may be in addition to or in lieu of those set forth in the policy.