



AUGUSTA UNIVERSITY  
Student Leadership

# STUDENT ORG HANDBOOK

2021 -2022

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## DISCLAIMER

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This handbook is available to assist registered student organizations in understanding their rights and responsibilities and ways to operate effectively at Augusta University. Along with this document, the Student Code of Conduct can be utilized for detailed university rules and policies.

## AUGUSTA UNIVERSITY CORE VALUES

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**Collegiality:** reflected in collaboration, partnership, commitment to community and teamwork

**Compassion:** reflected in caring, advocacy, empathy, service and social responsibility

**Excellence:** reflected in distinction, effectiveness, efficiency, enthusiasm, passion, quality and scholarship

**Inclusivity:** reflected in diversity, equality, fairness, impartiality and respect

**Integrity:** reflected in accountability, ethical behavior, trust, honesty and reliability

**Leadership:** reflected in courage, honor, professionalism, transparency and vision

## STUDENT LIFE AND ENGAGEMENT

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Student Life and Engagement is committed to providing innovative programs to help students get involved on campus to give our Jaguars opportunities to develop leadership skills and pursue their interests through experiential learning. Our team supports nearly 200 student organizations, an engaged Greek Community, provides leadership training, and advises the largescale institutional student organizations, such as the Jaguar Production Crew, Master Leaders and Student Government Association.

## CONTACT LIST

Student Organizations – [studentorgs@augusta.edu](mailto:studentorgs@augusta.edu)

Student Life and Engagement – [sle@augusta.edu](mailto:sle@augusta.edu)

Reservations – [classroomscheduling@augusta.edu](mailto:classroomscheduling@augusta.edu) / [jsac\\_reserve@augusta.edu](mailto:jsac_reserve@augusta.edu)

## OFFICE LOCATION

Jaguar Student Activities Center (JSAC)

Suite 127 & 221

Monday through Friday

8:00AM – 5:00PM

(706) 737 – 1610

# STUDENT ORGANIZATION BASICS

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## PURPOSE OF STUDENT ORGANIZATIONS

To support the University: Student organizations exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University community, and as such are obligated to contribute to the scholastic attainment and general development of the individual student

To support the students and compliment the curriculum: Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curriculum. An active, involved student is a successful student. Through participation in activities and student organizations, students can complement the classroom curriculum with related experiences.

To offer beneficial outcomes: Student organizations form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking and more. Student Organizations help create a sense of community and spirit on campus. Broaden your horizons in ways you could never imagine – get involved!

## RIGHTS AND RESPONSIBILITIES

Student organizations are not only members of the academic community, but also are members of the larger society. As part of the University community, members of student organizations have a responsibility to know and follow all University rules and regulations in the Student Code of Conduct. Student organizations may be held accountable under the Code of Conduct. A student organization and its officers may be held collectively and individually responsible when violations of the Code of Conduct by those associated with the organization have received the consent or encouragement of the organization, or of the organization's leaders or officers.

To determine whether a student organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to:

- Whether the misconduct was committed by one or more members of the organization;
- Whether officers of the organization had prior knowledge of the misconduct;
- whether organizations funds were used;
- Whether the misconduct occurred as a result of an organization-sponsored function; and
- Whether members of the organization lied about the incident.

It is the responsibility of all student organization officers to familiarize themselves with Augusta University policies, procedures, and Code of Conduct, and to share this information with membership.

- The Student Code of Conduct can be found at:  
<https://www.augusta.edu/studentlife/conduct/documents/code-of-conduct-07-2016>.

## **STUDENT ORGANIZATION CATEGORIES**

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Registered student organizations are classified by the following categories based on the primary mission of the organization. Categories gives student organizations the opportunity to collaborate, communicate and develop under similar interest within the Presidents Roundtable. The categories are as follows:

### **ACADEMIC**

Organizations whose primary purpose may be one or more of the following: (1) to provide an opportunity for individuals to discuss and share information related to a special academic discipline, topic or interest, (2) recognize students for excellence in academic achievement, and/or (3) prepare members to enter a specific profession. These organizations may receive assistance from an academic department but is not managed or funded by the department.

### **CULTURAL/RELIGIOUS**

Organizations whose primary purpose is build engagement, service or awareness to a specific religion, culture, ethnicity, or marginalized group/identity.

### **FRATERNITY & SORORITY LIFE**

Organizations whose fall under the umbrella for the following councils: (1) College Panhellenic Council, (2) Interfraternity Council, or (3) National Pan-Hellenic Council.

### **INSTITUTIONAL**

Organizations who are managed and funded by a department at Augusta University.

### **SERVICE**

Organizations whose primary purpose is to participate in community service events and engage in philanthropic endeavors.

### **SOCIAL**

Organizations whose primary purpose is to offer members with a specific interest an opportunity to share information and fellowship. This also includes sports clubs, special interest organizations, and political organizations.

# STAR RECOGNITION PROCESS

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Throughout each academic year, student organizations are required to complete the Star Recognition process with the Student Life and Engagement Office to be verified as a registered student organization. An organization will be classified as deactivated upon failure to complete the Star Recognition process. Deactivated organizations cannot exercise any of the privileges granted to registered student organizations.

The Star Recognition ensures that every registered student organization abides by the rules and regulations set forth by the University Student Code of Conduct and the Student Life and Engagement office. The Star Recognition will provide student leaders the opportunity to cultivate programming that fosters a sense of community and spirit on campus.

In order to earn a star for each requirement, the student organization must meet the full expectation listed under each category of the Star Recognition outline.

## All student organizations must complete the following stars to remain registered on campus:

- **Registration Star (Fall Semester)**
  1. Complete the Student Organization Renewal form in JagLife – Every August, our office will email this form to the Presidents of each organization for completion. It includes:
    - a. Organization’s Name
    - b. President Contact Information
    - c. Advisor Contact Information
    - d. Mission/Purpose
    - e. Category
    - f. Constitution and By-Laws Agreement
    - g. Reservation Guidelines Agreement
    - h. Star Recognition Agreement
  2. Complete Advisor Agreement Form – Our office will email the Advisor Agreement Form to the advisor listed in the Student Org Registration/Renewal Packet
  3. Attend Student Org Training – All registered student organization Presidents must attend Student Org Training. The dates for Student Org Training will be included in the Student Org Registration/Renewal Packet.
- **Operations Star (Fall Semester)**
  1. Complete the Student Org Yearly Plan form in JagLife – This form must be submitted exactly two weeks after Student Org Training by the student org president.
  2. Upload Membership Roster in JagLife – Each registered student organization must add the members of their organization to the “Roster” section of JagLife **AND** identify the members who hold an office position
- **Assessment Star (Spring Semester)**
  1. Submit the Student End-of-Year Evaluation in JagLife – Every April, this form will be emailed to the Presidents of each registered student organization for completion. This form will give student leaders the opportunity to reflect and assess the goals created in the Student Organization’s Yearly-Plan. This form must be submitted by the last Friday in May.
- **Rising Star**
  1. Submit the Leadership Reflection form in JagLife – This form is for **PRESIDENTS ONLY**. Presidents of each registered student organization will provide insight on their service as a student leader and offer a

valuable assessment on ways our leadership initiative was helpful during their tenure and the initiative can improve.

Registered student organizations interested in the following Student Leadership Awards, must earn a star in the respective category to be nominated:

- **Service & Philanthropy Star – Outstanding Organization in Volunteer and Service Award**  
(Recognition for hosting/participating in a service/philanthropy event)
- **Diversity & Inclusivity Star – Diversity Engagement Award**  
(Recognition for hosting an event to promote diversity and inclusivity across campus and within the community)
- **Excellence in Collegiality Star – Outstanding Organization in Collegiality Award**  
(Recognition for hosting a campus wide event in collaboration with a department or student organization)

To earn a star in either category, registered student organizations must complete the online form at (<https://www.augusta.edu/student-life/organizations/starrecognitionprocess.php>). The form will ask for the following information:

- Organization's Name
- President's Contact Information
- Name of the Event
- Date, Time and Location of Event
- Purpose of the Event
- Description of how the event directly encouraged service, diversity or collegiality
- Upload Pictures

*Registered student organizations can earn more than one star in the above areas.*

## **Definitions:**

**Suspension of Recognition** – a designated period which a student organization loses access to all University services and is required to suspend all activities. Organizations under this suspension are not allowed to host events on or off campus, apply for SGA funding or reserve spaces on campus.

**Deactivation** – the withdrawal of recognition for a registered student organization by the University. A registered student organization that has its recognition withdrawn must cease all organization activities. All deactivated organizations must complete the New Student Organization packet the semester after deactivation to become a registered student organization along with additional Educational Sanctions.

# **STAR RECOGNITION STRIKE POLICY (DEACTIVATION)**

## **Purpose**

To define the penalties when an organization is faced with deactivation(s) during any given semester(s). The three-strike policy is set forth to provide clear instruction and accountability for organizations that fail to adhere to the instructions, responsibilities, and/or deadlines provided by Student Organizations and Leadership, supported by the Department of Student Life & Engagement.

## **Scope**

This policy applies to all registered student organizations here at Augusta University.

## **Policy**

Student org deactivation notices are distributed during the end of Fall and Spring semesters. In the case that a deactivation notice is emailed to an organization due to the failure of completing the Star Recognition Process or failure to abide by the Student Org Handbook will receive the following consequences:

### **Strike 1:**

- A. The organization must complete and submit the Org Reactivation Form by a due date given by the Coordinator of Student Organizations to be reactivated for the incoming semester.  
**\*If the organization fails to submit the form by the due date, the organization will face deactivation for one semester.**
- B. The organization will have the opportunity submit their Org Reactivation Form to be reactivated by the incoming semester.
- C. Complete and email any of the Star Recognition forms that has not been submitted.
- D. The organization will be required to complete the New Student Organization Process and additional training to become an RSO.

### **Strike 2:**

- A. The organization will face one semester of deactivation.
- B. Complete and email any of the Star Recognition forms that has not been submitted.
- C. A meeting must be scheduled between a representative(s) of the organization and the Graduate Assistant for Student Organizations and Leadership to review forms and provide any learning components necessary.
- D. The organization will have the opportunity of submitting their Org Reactivation Form to be reactivated by the incoming semester.
- E. The organization will be required to complete the New Student Organization Process and additional training to become an RSO.

### **Strike 3:**

- A. The organization will face one year of deactivation.
- B. Complete and email any of the Star Recognition forms that has not been submitted.
- C. A meeting must be scheduled between a representative(s) of the organization and the Graduate Assistant for Student Organizations and Leadership to review forms and provide any learning components necessary.



- D. After one year of deactivation, the organization will have the opportunity of submitting their Org Reactivation Form to be reactivated by the incoming semester.
- E. The organization will be required to complete the New Student Organization Process and additional training to become an RSO.

**Responsibility**

Registered student organizations will be held responsible for adhering to the policy. All decisions regarding to the policy may be subject to change under the discretion of Student Organizations and Leadership.

## STARTING A NEW STUDENT ORGANIZATION

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Students enrolled at Augusta University are welcomed to create a new student organization when a registered student organization does not meet the current need or interest. Below are the steps to create a new student organization.

1. Check our current list of registered student organizations (<https://augusta.presence.io/organizations>) to be sure the organization you wish to start is original.
2. Contact the Student Life and Engagement Office for the official New Student Organization application – [studentorgs@augusta.edu](mailto:studentorgs@augusta.edu)
3. Complete the Organization Registration application in JagLife (<https://augusta.presence.io/form/organization-registration>) which includes:
  - a. Name of Student Organization
  - b. Mission/Purpose of the Organization
  - c. Student Organization's Category
  - d. President's Information
  - e. Advisor's Information
  - f. Membership Expectations
  - g. Meetings Dates and Times
  - h. Social Media Handles
4. After the application is approved, our office will send the Advisor listed on the Student Organization JagLife form an electronic copy of the Advisor Agreement form to submit.
5. If all submissions are correct, the office will email the contact person with steps to begin the Star Recognition process (see pg. 6 for more on Star Recognition)
6. The deadline to apply for a new student organization is September 1 in the Fall and February 1 in the Spring.

## **BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION**

- May reserve rooms on Summerville and Health Science Campuses for the use of events and meetings as well as use of University facilities and equipment
- A JAG Life page to house events, members, documents, forms, etc.
- A Card Swiper for event attendance that will benefit in analytics on JAG Life
- May apply for Student Government Funding for events and travel
- Sponsor and publicize campus wide activities
- Advertise student organization and its meetings or events on campus
- Recruit Augusta University students as members
- Sponsor fundraising events
- Ability to reserve one mailbox outside the Office of Student Life and Engagement and one locker in the Game Room of the Jaguar Student Activities Center 10
- Copies provided in the Student Life and Engagement Office (up to 25 black and white, per day; must provide own paper)
- Local fax services
- Use of resource books, manuals, videos, leadership opportunities
- Faculty and staff consulting with your organization and/or providing presentations
- Opportunity to have a Health Center Credit Union checking account
- Use of the University's name in the organization's title

## **EXPECTATIONS OF REGISTERED STUDENT ORGANIZATIONS**

- Complete the annual Star Recognition process
- Make timely changes to important organization information by updating JagLife and informing the Student Life and Engagement staff ([studentorgs@augusta.edu](mailto:studentorgs@augusta.edu))
- Follow and abide by all federal, state, and local laws and regulations as well as policies and procedures of Augusta University as outlined in the Code of Conduct and the Student Organization Handbook
- Remain in good standing with all aspects of Augusta University and operate in a manner consistent with the mission of the university
- Adhere to the organization's constitution and review the constitution and bylaws every two or three years
- Ensure proper planning and execution of organization events and consult with staff for help with event policies and contract management
- Ensure proper education and communication for officers in transition periods
- Establish consistent communication with the organization adviser and keep them informed of organization activities and decisions
- Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization

## ADVISOR INFORMATION

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### WHO CAN BE AN ADVISOR?

All registered student organizations must have an advisor. This advisor does not have to be a faculty or staff member, but it is preferred. Graduate Assistants and student assistants are not eligible to serve as advisors.

### SELECTING YOUR ADVISOR

Registered student organizations may choose their own advisors from any department or college within the campus or community who support the purpose of the organization. The usual appointment or assignment is for one academic year. Continuity of advising from year to year is desirable. In these cases, the organization generally requests the assignments to be renewed. The relationship between advisor and organization is to be determined by the two parties themselves.

### TIPS FOR ADVISOR/ORGANIZATION COMMUNICATION

- Sit down and talk as an organization about your expectations of an advisor
- Before making a selection, consider finding someone who will have the time to devote to your organization, and finding someone who will take the role willingly and seriously
- If possible, choose someone who shares some of the same interests of your organization and someone with whom you are in contact
- If your organization is departmental, try to find someone in that department to be your advisor
- When approaching your potential advisor for the first time, make certain they have a clear understanding of your organization's purpose as well as what will be required of them in their role, duties and time commitment as advisor
- Allow the person a reasonable length of time to consider the decision
- Once a faculty/staff member has agreed to be your advisor, they should complete an online Advisor Orientation in order for your organization to begin the Student Organization recognition process.

### ROLES AND EXPECTATIONS OF ADVISORS

- Guide the group in accordance with the purpose and ideals of Augusta University and the organization
- Assist the group in setting realistic goals and objectives
- Assist in orientation and training of new officers
- Counsel and advise the officers and members
- Meet with the officers of the student organization regularly and be available to sign paperwork
- Attend as many organizational meetings/events/activities as possible
- Be sure they are following Augusta University policies
- Be sure to follow the procedures and regulations established by the Office of Student Life and Engagement
- Know their financial status and keep track of it
- Keep students informed of policy changes Assist students in maintaining balance between the academic and co-curricular aspects of student life
- Be enthusiastic about them, their activities, and Augusta University

### ADVISOR EVALUATION

It is important to know how your organization perceives the advisor. Here are some example questions to be mindful of when thinking the relationship your organization has with the advisor. Either have the officers or the organization take a few minutes to score (1 being not satisfied and 5 being highly satisfied) and share your thoughts on the statements listed below. This feedback is important to know if you may need to work on aspects of the relationship or find a new advisor.

1. I am satisfied with the amount of time our advisor spends with our group.

2. I am satisfied with the quality of time our advisor spends with our group.
3. I am satisfied with the amount of information our advisor shares with our group.
4. I am satisfied with the quality of information our advisor shares with our group.
5. Our advisor is familiar with the goals of our group.
6. Our advisor advises our group in a way consistent with our goals.
7. Our advisor adjusts his/her advising style to meet our needs.
8. Our advisor is a good listener.
9. Our advisor understands the dynamics of our group.
10. Our advisor role models balance and healthy living.
11. Our advisor challenges me to think.
12. Our advisor allows me room to make and execute decisions.
13. Our advisor is able to answer questions and connect our group with resources on campus

# JAGLIFE

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## PURPOSE OF JAGLIFE

- Offer students a platform to stay up-to-date on campus activities & student organizations
- Provide a virtual space for student organizations to manage organization materials, advertise events and track performance

## ACCESS TO JAGLIFE

- Go to <https://augusta.presence.io>
  - Also available via the app store at JagLife
- Login using your campus email and password
- Phone App: JAGLIFE
- Phone App for Attendance: Presence CheckPoint

## DOCUMENTS TO UPLOAD

- Membership Roster with officers identified on the roster

## EVENT APPROVAL

- Registered Student Organizations **MUST** complete the JagLife Event Registration form for all events/meetings.
- Register Student Organizations **MUST** complete the JagLife Event Registration form before reserving a space on/off campus.
- Registered Student Organizations **MUST** add events to JagLife for approval
- To create an event:
  - Login to JagLife
  - On the left of your screen, click “Manage” then click “Events”
  - Go to your organization’s page and click “Create Event”
  - Fill out the “Create Event” page
  - Option – You can hide this event from non-members if this is a meeting and not a campus-wide event.
  - When complete, click “Submit for Approval” then click “Save”
- SLE will approve events as they come in. If we have any questions, we will contact the person listed as the Contact Person. Please ensure the President’s phone and email is correct and listed as the contact person for the organization.
- You will receive an email once the event is approved.

## EVENT ATTENDANCE

- All organizers are required to take attendance for each event being hosted. The organizers will have 24hrs to add attendance. Not adding attendance could result in the organization being deactivated.
- Options for taking attendance at an event:
  - Card Swipe
  - Sign-In Sheet
  - JagLife App

## CARD SWIPER ATTENDANCE

One of the benefits of JAG Life and being recognized is the card swiper tool. This tool, much like Square, will read a student’s ID card to add them as an attendee to the event. Later, you will be able to tell a few things about the attendees for the event by utilizing the analytics of JAG Life, such as the majority age group, majors, year, etc. This is not broken down individually, but gives you a clue as to whom your organization has attracted by an event.

**\*Taking attendance on JAG Life is mandatory.**

1. Find the event's PIN.
  - a. The Event PIN is a unique 4-digit number that is generated when an event is created.
  - b. The PIN allows someone to use the CheckPoint app to check students in to an event. The app will not give attendance takers access to anything else.
  - c. The Event PIN can be found on the Event page after an event is created. It is also shown in the PIN column of the Events listing page.
2. On the Checkpoint App, enter the event PIN.
3. By inserting your card reader into the headphone jack, you can now swipe students' ID cards.
4. After swiping, their name should show up on the list.
  - a. Manual Entry: You can also add attendees manually if they don't have their ID card – use their student ID number or their e-mail.
5. When you have added attendees via the CheckPoint app, they will populate on the event's JAG Life page. a. Another option to add attendees to JAG Life is to manually enter them on the JAG Life website's event page. Refer to the JAG Life tutorial.

## **BORROWING ITEMS FROM THE JSAC**

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JSAC Operations provides a few items for student organizations to utilize for their events at no cost.

Items available for borrowing include:

- Popcorn Machine
- Cotton Candy Machine
- Movie Projector Screen
- Red Carpet
- Corn Hole Boards
- Large-Scale Board Games

Guidelines:

- The items may only be used in the Jaguar Student Activities Center or on the JSAC Patio.
- Each organization must complete a Borrowing Items Request Form through the JSAC EMS system.
- Must request to borrow an item at least 10 business days in advance.
- If the Borrowing Items request is approved, the borrower will be contacted via email to schedule a time to pick-up the item(s).

### **Collaborative Events**

Student Life and Engagement promotes student organizations working together to host events. Working with another student organization improves the scope, popularity, and success of an event. Generally, two or more organizations who have similar interests come together to share ideas, the work, and the possible financial obligations as well. Additionally, organizations learn about one another, their aims, and resources. The CREW is the student programming board and will welcome any collaboration of any student organization.

It is advisable to create an arrangement that details what each organization is responsible for in regards to tasks and financial issues.

## EVENT MANAGEMENT SYSTEM (EMS)

The Event Management System or EMS will be the portal in which you will reserve space on campus. Only faculty, staff, or student organizations' designated EMS coordinator is able to reserve space. Reserving space is free for student organizations.

Please keep in mind that you can only reserve a space in current semester. Additionally, spaces are on a first come, first serve basis with classes taking precedence. Audio and visual equipment have the same requirements. It is advised that you plan your events early and create reservations as soon as your organization decides.

When a student organization is recognized, they will have designated a specific person to create reservations. Please contact Classroom Scheduling EMS questions: [classroomscheduling@augusta.edu](mailto:classroomscheduling@augusta.edu).

While EMS is the system to reserve spaces, there are two authorities that assist in reservations and room setups:

- JSAC Reservations ( [jsac\\_reserve@augusta.edu](mailto:jsac_reserve@augusta.edu) )
  - All rooms in the JSAC
  - Outdoor Plaza (JSAC Patio)
  - Classroom Scheduling Reservations ( [classroomscheduling@augusta.edu](mailto:classroomscheduling@augusta.edu) )
  - Amphitheater
- Both Sports Fields
  - Summerville Campus Classrooms/Computer Labs
  - Health Science Campus Classrooms/Computer Labs
  - Health Science Campus Outdoor Space

In order to reserve a space on campus, follow the steps below:

1. Create and event in JagLife for approval:  
To create an event:
  - a. Login to JagLife
  - b. On the left of your screen, click "Manage" then click "Events"
  - c. Go to your organization's page and click "Create Event"
  - d. Fill out the "Create Event" page
  - e. Option – You can hide this event from non-members if this is a meeting and not a campus-wide event.
  - f. When complete, click "Submit for Approval" then click "Save"
2. SLE will approve events as they come in. If we have any questions, we will contact the person listed as the Contact Person. Please ensure the President's phone and email is correct and listed as the contact person for the organization. You will receive an email once the event is approved.
3. Log into EMS: <https://ems.augusta.edu/> a. If you have issues logging into EMS, please contact the Office of Classroom and Event Scheduling at 706-721-0902.
4. Browse by events or locations.
5. Select the campus, then building you wish to reserve in.
6. Reserve your space as early as possible to ensure its availability. \*It is advised by the Facilities Specialist to book two (2) weeks prior to your event.

In order to cancel a reservation, follow the steps below:

1. While logged in to EMS, select "My Events"
2. EMS will populate all future events associated with your net ID
3. Click the name of the event to cancel
4. Under "Reservation Tasks" you will find the option to cancel
5. **If canceling same day, please call the office directly, 1-0902**

For a step-by-step guide, please utilize the Virtual EMS Guide: <http://www.augusta.edu/its/virtualemsguide.pdf> 20



A few quick things to know:

- Audio Visual Technician Rates: On the Health Science Campus, Monday through Friday, any non-academic event that runs before the hour of 8:00am or after 5:00 PM, reserving Audio/Visual support will be charged an hourly fee for every hour the event runs outside the 8:00am-5:00 PM business work day.
  - Before/After Hours and Weekends A/V Technician Fee \$30.00/hr.
  - **\*\*Minimum charge of 3 hours (\$90.00) applies on weekend events.**
- Any requests for chairs, tables, grills, etc. will be made through Facilities Operations. This must be received at least ten (10) business days prior. Please contact them at 706-737- 1593.

### **Reservation Update due to COVID-19**

- All student-focused events and meetings outside of the classroom **must be registered through JagLife (augusta.presence.io).**
- **Attendance must be taken and uploaded within 24hrs of the event.** Event attendance will be used for contact tracing purposes when necessary.
- Face coverings are required for all in-person events taking place inside AU facilities/buildings. Face coverings use will be **in addition to** and is not a substitute for social distancing.
  - Failure to wear a mask can result in the individual being asked to leave the area.
  - If a student is seeking accommodations, please contact Testing and Disability Services (augusta.edu/tds/)
- In person student events/meetings must take place on-campus or at a venue within the immediate Augusta area.
  - On-campus events/meetings cannot exceed any room occupancy guidelines for social distancing set by the Division of Facilities Services.
  - Off-campus events/meetings must employ all CDC physical distancing guidelines.
- In-person students events/meetings are capped at 50 participants, including organizers, and must be planned with physical distance measures.
- Outside guests are not allowed to participate in students events/meetings.
- Events/meetings may employ an appointment schedule or rotation system if they need to accommodate multiple groups of 50 people.
- Service vendors are allowed on-campus only when they follow CDC cleaning and physical distancing guidelines.

## CO-SPONSOR EVNETS

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SLE promotes student organizations working together to host events. Working with another student organization improves the scope, popularity, and success of an event. Generally, two or more organizations who have similar interests come together to share ideas, the work and the possible financial obligations. Additionally, organizations learn about one another, their aims, and resources. It is advisable to create an arrangement that details what each organization is responsible for in regards to tasks and financial issues.

### Potential Collaborations

- Student Organization + Student Organizations
  - o Review the list of student organizations on JagLife and look into collaborating to host an on-campus event. Choose organizations with similar interest and mission as your own
  
- Student Organization + Campus Department
  - o With several academic areas and departments, there is plenty of opportunities to get support from the faculty and staff at Augusta University. Set up and appointment with a faculty/staff member to review potential collaborations
  
- Student Organization + The Crew
  - o The Crew strives to offer opportunities for recognized student organizations and university departments to collaborate with and co-sponsor events and programs
  - o Co-sponsorship opportunities are led by The Crew's Vice-President of Membership and Collaboration Committee for approval
  - o The student organization must complete and submit the event co-sponsorship proposal from at least 2 months prior to the proposed date of the event
  - o A representative of from the student organization will be invited (within 24hrs of submitting the co-sponsorship form) to attend a meeting to provide more details on the collaboration request
  - o The Crew will not fund or contribute more than 40% of the event budget
  - o The Crew logo and the Student Activity Fee Seal must be placed on all promotional materials for any co-sponsored events

## ON-CAMPUS MARKETING

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Want to make your event a success? Well let's get your marketing on point!

Step 1: Take time to ensure your marketing pieces are eye-catching and easy to read. Remember this will be your audience's first impression of your event

Step 2: Utilize JagLife to build interest around your event. Add your flyer and send emails to other student organizations inviting them to your event.

Step 3: The Augusta University's News and Information website is another useful platform to spread the word. Create an account at [calendar.augusta.edu](http://calendar.augusta.edu) and use your AU email to login. You can send events to JagWire for promotion in the weekly digital newsletter.

Step 4: Utilize the on-campus marketing displays listed below:

- A Boards – Located with the JSAC and other buildings on the Summerville campus.  
[http://www.augusta.edu/student-life/advertising/submission\\_form.php](http://www.augusta.edu/student-life/advertising/submission_form.php)
- Stall Walls – Located in the restrooms on the Summerville and Health Science campus. Limited space available.  
<http://www.augusta.edu/student-life/advertising/featuredstallwall.php>
- Tear Drops – When space is available, student organizations may be able to post their advertisement as using one of the signs in the Teardrop area of the Summerville campus  
[http://www.augusta.edu/student-life/Student\\_Life\\_and\\_Engagement/jsac/digital-services.php](http://www.augusta.edu/student-life/Student_Life_and_Engagement/jsac/digital-services.php)
- Digital Signage – There are four digital monitors located within the JSAC. Approved submissions will remain on display for a two-week period unless extended time has been approved by SLE.  
[http://www.augusta.edu/student-life/Student\\_Life\\_and\\_Engagement/jsac/digital-services.php](http://www.augusta.edu/student-life/Student_Life_and_Engagement/jsac/digital-services.php)

### Submission Guidelines

- All submissions must be submitted by their posted deadlines. These deadlines allow our office to collect, sort and format the submissions to be used. Submissions not received by the deadline may not be used.
- Should there be any questions or concerns regarding the submission, the submitter will be contacted via email. Any concerns must be addressed prior to the submission deadline.
- All student organization events, activities, and fundraisers must be approved through SLE via JagLife before they can be advertised/promoted.
- Due to space limitations, any announcement that are submitted will only be posted for a 2-week period.
- Stall Wall submissions must be submitted by 5:00PM the Tuesday before posting. Stall Walls are posted every Friday after 12:00PM.
- A weekly rotating schedule for Twitter updates is created every Friday after 12 PM (excluding holidays and summer) to be tweeted over the upcoming week. All information must be submitted by 12 PM on Friday.
- The Featured Stall Wall & Teardrop schedules are planned a semester in advance by Student Life and Engagement. However, there are sometimes openings in the schedule. Therefore, if you are interested in these features, email [sle@augusta.edu](mailto:sle@augusta.edu) to request further information.
- To ensure that your submission is considered in a timely manner, please do not submit information more than one month in advance.

Any questions regarding your submissions or advertising on campus should be directed to [sle@augusta.edu](mailto:sle@augusta.edu)

To advertise successfully, the following information will be helpful:

- The Event Name
- Location
- Date & Time
- Sponsoring Organization
- Contact: email, website, RSVP sites, etc.
- A fun graphic

# HOSTING STUDENT ORG EVENTS

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## EVENT PLANNING CHECKLIST

Here is a basic checklist as a resource to help guide your organization through event planning:

- Come up with an idea
  - What do you hope to accomplish?
  - Does it align with your organization's mission and vision?
  - Is anyone else doing something similar? Can you collaborate?
- Budget
  - Create a budget for the event
  - How are you funding it?
- Reserve a Space
  - Utilize EMS or Classroom and Event Scheduling to reserve a space for your event
  - If you are having an outdoor event, also reserve an indoor space for back up if needed from inclement weather
- Submit Event on JAG Life for Approval
  - Before you continue with the event planning, the Office of Student Life and Engagement must first approve the event
- Review Contracts if needed
- Advertise your event
- Make sure the event is properly staffed and everyone knows their roles
- After the event:
  - Evaluate your event and decide what to improve in the future
  - Send thank you cards

# STUDENT GOVERNMENT ASSOCIATION

Acting as the voice of all students enrolled at Augusta University, the Student Government Association (SGA) actively works to improve the quality of life for the Student Body, along with the University and surrounding community as a whole. Believing in the right of self-governance, all students enrolled at Augusta University are eligible to be a member of the SGA.

The structure of the SGA is comprised of an executive and a legislative branch. The executive Cabinet serves as the executive branch for both undergraduate and graduate students, while the Senate and House of Representatives shall constitute the legislative branch. The Senate represents the undergraduate students, while the House of Representatives serves the graduate students of Augusta University.

## Funding for Student Organizations

Student organizations can request additional funds from Student Government to aid in covering the cost of student organization events and/or travel. Requests must be made in the same semester that the event or travel is hosted in. For additional questions on policies regarding SGA funding please visit the SGA website:

<http://www.augusta.edu/student-life/sga>

### Funding CAN be used for:

- Hiring and paying travel for performers: Meals and travel expenses are subject to per diem and non-employee travel regulations (Section 19.9). If all costs of performing group, 27 including travel expenses, are included as part of a lump-sum contract, travel regulations would not apply.
- Consultant expenses
- Prizes/awards from raffles: Participation in raffle must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be minimal in value (not to exceed \$100). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in raffle.
- Food and refreshments for student group events: Appropriate if event is open to all students within specific identifiable group.
- Promotional Items: Associated with promotional events for students, such as student recruitment. Acceptable items would be T-shirts, mugs, plaques, click drives, etc. Individual value should not exceed \$ 50. Cash awards are strongly discouraged. The institution may be subject to additional prohibitions on promotional items resulting from athletic conference regulations.
- Event costs: Appropriate to stage events (e.g., decorating event area, printing programs, and advertising).

### Funding MAY NOT be used for:

- Donations: Except where proceeds of fundraiser go directly for that purpose
- Scholarships: Prohibited unless based on some performance measure or service requirement. Performance measures would require some academic or student activity skill to be displayed (e.g., athletics, music, literary, math, etc.). Simply being an enrolled student would not qualify as a performance measure.
- Tips: Unless covered by State travel guidelines or service contract.
- Faculty salaries and benefits: Student activity fees should not be used to directly fund instructional costs of credit hour courses.
- Intercollegiate Athletic program costs: Normally these costs should be paid from Athletic fees. Possible exceptions could be for support groups, such as dance teams, student organization sports or cheerleaders, if included in the budget as reviewed by the student fee advisory committee.
- Alcoholic beverages or any illegal substances.
- Individual or student organization memberships in civic organizations
- Political campaigns or events

## JAGUAR PRODUCTION CREW

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The Jaguar Production Crew, better known as The CREW, is the main student programming board at Augusta University. They aim to provide fun activities and events that will enrich the quality of your experience on campus! All events are funded by your student fees, so they can plan events that are free for you! Co-Sponsor an Event The CREW strives to offer opportunities for recognized student organizations and university departments to collaborate with and co-sponsor events and programs. For an event to be co-sponsored by The CREW, the following requirements shall be met:

- The co-sponsored event shall be an event in which the recognized Student Organization and The CREW's desires, expectations, missions, and visions are all met in a mutually inclusive manner.
- The co-sponsorship must go through The CREW's Vice-President of Membership and Collaboration Committee for approval.
- Each organization must complete and submit the event co-sponsorship proposal form at least two (2) months prior to the proposed date of the event.
- A representative of your student organization will be invited to attend a meeting to provide more details on the collaboration request.
- Once the co-sponsorship form has been submitted, The CREW Vice President for Membership will contact your representative within 24 hours of the next meeting to confirm attendance.
- The CREW shall not fund or contribute more than 40% of the event budget.
- The CREW logo and the Student Activity Fee Seal must be placed on all promotional materials for any co-sponsored event, unless otherwise discussed.

## FUNDING

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### SGA FUNDING

*Please see the SGA Funding section.*

### Student Organization Incentive Program

In an effort to increase student organization participation in educational and leadership events, Student Life and Engagement will be offering an incentive program each semester. Student organizations that successfully complete the incentive program will be awarded with money to be used towards a future event. For more information, please visit the Student Organizations webpage or contact the Student Life and Engagement office.

### POSSIBLE FUNDRAISING OPPORTUNITIES:

Many local restaurants will host percentage nights that can be used as a fundraising opportunity for your organizations – especially if you have a EIN or tax ID number.

### STUDENT ORGANIZATION CHECKING ACCOUNT

Student Life and Engagement works with the Health Center Credit Union (HCCU) to provide student organizations with checking accounts. Please note that is not a requirement for student organizations. It is designed to be convenient for student organizations as it was created with them in mind.

HCCU provides a step by step guide for student organization account set up, as well as all the necessary forms for new accounts or established accounts in need of changes/updates. The Student Organization Starter Kit can be found on the HCCU website or you can contact the HCCU for a hard copy.

Checklist of documents you will need:

#### New Accounts:

- Organization Tax ID Number
- New Account Card
- Student organization and Organization Account Agreement
- Organization Contact Form
- State issued ID or Driver's License  
(Copies for all Signers)
- Student ID / Jag Card

(Copies for all Signers)

- Social Security Card  
(Copies for all Signers)

**Existing Account Changes:**

- Existing Account Change Card
- Student organization and Organization Account Agreement
- Organization Contact Form
- State issued ID or Driver's License  
(Copies for all NEW Signers)
- Student ID / Jag Card  
(Copies for all NEW Signers)
- Social Security Card  
(Copies for all NEW Signers)

The HCCU has 5 locations (3 on campus) and 13 ATMS (5 on campus). You can reach the HCCU by phone at 706-434-1600 or email at [mbrsvc@hccu.coop](mailto:mbrsvc@hccu.coop).

## **STUDENT ORGANIZATION AWARDS**

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The Student Organization Award Banquet is held at the end of each spring semester to recognize and celebrate the hard work and achievements of Augusta University's student organizations.

*Awards Presented at the Student Organization Award Banquet:*

- Academic Organization of the Year
- Advisor of the Year
- Community Engagement/Service Organization of the Year
- Cultural/Religious Organization of the Year
- Emerging Leader Award
- Excellence in Collegiality Award
- Excellence in Diversity and Inclusivity Award
- Excellence in Service and Philanthropy Award
- Fraternity Man of the Year
- Graduating Student Service and Leadership Award
- Greek Organization of the Year
- Institutional Organization of the Year
- Most Spirited Organization Award
- New Student Organization of the Year
- Overall Organization of the Year
- President of the Year
- Program of the Year
- Social Organization of the Year
- Sorority Woman of the Year
- Student Leader of the Year
- Unsung Hero Award



Forms to fill out:

Nomination forms will be released by November 23rd, 2020 and will close on March 1st, 2021. Nominations will not be accepted after the due date. An email will be sent to the president of each organization with the nomination link by November 23rd. Nominations should be made for the 2020-2021 year.

The nomination form for the Excellence Awards will be based on organizations submitting a star recognition for that category.

- Excellence in Collegiality Award: <https://augusta.presence.io/form/excellence-in-collegiality-star-form>
- Excellence in Diversity and Inclusivity Award: <https://augusta.presence.io/form/diversity-and-inclusivity-star-form>
- Excellence in Service and Philanthropy Award: <https://augusta.presence.io/form/service-philanthropy-star-form>

# **POLICIES**

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## **STUDENT ORGANIZATION RIGHTS AND RESPONSIBILITIES**

Students and organizations are not only members of the academic community, but also are members of the larger society. As part of the University community, members of student organizations have a responsibility to know and follow all University rules and regulations. Student Organizations may be held accountable under the Code of Conduct (<https://www.augusta.edu/studentlife/conduct/documents/code-of-conduct-07-2016.pdf>). A student organization and its officers may be held collectively and individually responsible when violations of the Code of Conduct by those associated with the organization have received the consent or encouragement of the organization, or of the organization's leaders or officers. To determine whether a student organization is responsible for a violation of the Code of Conduct, all circumstances will be considered, including, but not limited to: whether the misconduct was committed by one or more members of the organization; whether officers of the organization had prior knowledge of the misconduct; whether organization funds were used; whether the misconduct occurred as a result of an organization-sponsored function; and whether members of the organization lied about the incident.

## **HAZING**

Augusta University prohibits hazing in any form. According to [hazingprevention.org](http://hazingprevention.org), hazing is any "action taken or situation created, regardless of the person's willingness to participate, that causes embarrassment, ridicule, or risks emotional and/or physical harm to members of a group or team". Examples include but are not limited to the following:

- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and drills/tests on meaningless information
- Expecting certain items to always be in one's possession
- Asking new members to wear embarrassing or humiliating attire
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc.
- Student Life and Engagement deprivation
- Forced or coerced alcohol or drug consumption
- Forced or coerced ingestion of vile substances or concoctions
- Expecting illegal activity

*In addition to sanctions from the University conduct system, students and organizations who participate in or condone hazing may subject themselves to criminal prosecution and/or civil liability.*

## **DISCRIMINATION**

Augusta University is strongly committed to ensuring that its learning and working environments are free of discrimination based on a person's race, color, creed, national origin, gender, age, veteran's status, sexual orientation, genetic information, or disability. Consistent with the policies of Augusta University and the laws of the State of Georgia, student organizations must conduct business accordingly. Student organizations found to have initiated or participated in acts of illegal discrimination may be subject to disciplinary action through the AU Student Code of Conduct, as well as criminal and/or civil liability.

## **EVENT POLICY**

All student organizations are required to follow the in-person event guidelines when hosting events on or off campus. The in-person event guidelines can be found at: <https://www.augusta.edu/student-life/sle/events.php>. Below is the Violation Rubric for in-person events:

<b>Failure to Register Events in JagLife</b>	
1 <sup>st</sup> Offense	Written Warning emailed to the president of the organization from the Coordinator of Student Involvement
2 <sup>nd</sup> Offense	Organization will be placed on <b>SUSPENSION OF RECOGNITION</b> for 30 days
3 <sup>rd</sup> Offense	Organization will be deactivated for the remainder of the semester

<b>Failure to Enter Attendance in JagLife after an In-Person Event</b>	
1 <sup>st</sup> Offense	Written Warning emailed to the president of the organization from the Coordinator of Student Involvement The organization will have an additional 24hrs to enter the attendance.
2 <sup>nd</sup> Offense	Organization will be placed on <b>SUSPENSION OF RECOGNITION</b> for 30 days
3 <sup>rd</sup> Offense	Organization will be deactivated for the remainder of the semester

<b>Failure to Meet In-Person Event Guidelines</b>	
1 <sup>st</sup> Offense	Written Warning emailed to the president of the organization from the Coordinator of Student Involvement
2 <sup>nd</sup> Offense	Organization will be placed on <b>SUSPENSION OF RECOGNITION</b> for 30 days
3 <sup>rd</sup> Offense	Organization will be deactivated for the remainder of the semester

<b>Failure to Enter Attendance in JagLife after an In-Person Event</b>	
1 <sup>st</sup> Offense	Written Warning emailed to the president of the organization from the Assistant Director of Student Engagement, FSL
2 <sup>nd</sup> Offense	Organization will be placed on <b>SUSPENSION OF RECOGNITION</b> for 30 days
3 <sup>rd</sup> Offense	Organization will be deactivated for the remainder of the semester

**SOCIAL EVENTS POLICY**

The purpose of this policy is to clearly define the roles and responsibilities for student organizations, the governing councils, the Office of Student Life and Engagement, and the University as it relates to social events sponsored by student organizations at Augusta University. Additionally, this document provides a process for when the stated requirements are not met.

The guidelines set forth in this policy are intended to help organizations manage risks and provide a safe environment when managing and hosting social events. This policy applies to all social events, both on and off-campus, planned by student organizations.

**Guidelines**

- The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, 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 either the BYOB or Third Party Vendor Guidelines.
- No alcoholic beverages may be purchased through or with chapter funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter (e.g. bar tabs, slush funds, “pass the hat”, separate bank account for socials, etc.).
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverage (e.g. kegs, cases, mixed punch, vending machines, liquor or wine bottles, trash cans containing alcohol, etc.) is prohibited.
- OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, 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 chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
- No chapter 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 any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter 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 a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

- No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- All recruitment, rush, or intake activities associated with any chapter will be non-alcoholic. No recruitment, rush, or intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No member, pledge, associate/new member, novice, or potential shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No alcohol shall be present at any pledge/associate member/new member/novice/potential program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother/big sister night", initiation, and new member presentations.
- All social events are BYOB (bring your own beverage) with the exception of events where alcoholic beverages are sold by or held at a third party vendor. Individuals are responsible for bringing their own, individual consumption beverages. No members, collectively or individually, shall purchase for, serve to, or sell these alcoholic beverages to others.
- Security guards required for chapter events: At least one (1) security guard must be present for the entire event. Third Party Vendor security is acceptable.

### Definitions

#### Chapter Event:

- The chapter pays for any part of the event, through chapter account or collection of funds from individual members
  - property rental/cleaning
  - security guards/DJ/band
  - transportation
- The event is advertised by or associated with the chapter in any way
  - flyers/handouts
  - announcements at chapter meetings
  - email/listserv distributions
  - website calendar of events
- Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative.
- The event can be held at any location.

#### Social Event:

- An event whose primary purpose is to provide attendees the opportunity to socialize.
- Generally includes any of the following:
  - Alcohol
  - Amplified music
  - More than one gender in attendance
  - Theme and/or costumes

### Social Event Types:

- Alcohol-Free social event (dry event)
- BYOB social event at a venue with proper insurance coverage
- Third Party Vendor event at an off campus location

### Open Party:

- A social event with unrestricted access by non-members of the organization, and without specific invitation. Open parties where alcohol is present is prohibited.

### Dry Event:

- A social event in which no alcoholic beverages are provided and/or consumed at the event, and persons in attendance are legally sober.

### Wet Event:

- An event in which alcoholic beverages are permissible. However, alcohol may only be consumed by those individuals who are of legal drinking age. Please refer to the Student Manual, section 2.52 for further clarification on the university's alcohol policy.

NOTE: Alcoholic beverages must be either 1) provided by a licensed third party vendor, or 2) purchased by an individual for personal consumption purposes only with a limit of one six-pack of 12oz beers per person, or one four-pack of wine coolers.

- Bring Your Own Beverage (B.Y.O.B): BYOB means that the organization will allow attendees of legal age to drink to bring and consume at the social event their own alcoholic beverages. Alcoholic beverages are limited to beer and wine. Individuals are limited to either six 12oz beers or four wine coolers.

### **Social Event Requirements**

- Organizations must be in good academic, social, and disciplinary standing as determined by the Office of Student Life and Engagement.
- Organizations must be in good standing with their (Inter)National organization.
- All social events, with or without alcohol, must be registered on JAG Life with the Office of Student Life and Engagement 10 days prior to the event by the sponsoring organization(s).
- If it's a wet event, a list of sober monitors must be submitted two days prior to the event. Additionally, an official guest list must be submitted to the Office of Student Life and Engagement at least two days prior to the event. Guests may not be added at the door.
- If the event is to have a third party vendor that will serve or sell alcoholic beverages, the organization must submit a copy of the vendor contract, certificate of insurance, and liquor license to the Office of Student Life and Engagement 10 days prior to the event.
- All organizations must utilize JAG Life for check-in and attendance.
  - It is highly preferred and encouraged that organizations use the CheckPoint app to check guests in.
  - In the case of electronic malfunction, organizations are permitted to manually enter guest attendance into JAG Life, but must be done within 24 hours of the event's completion.

- In the case of an open party where guests are not Augusta University students, an electronic attendance sheet must be sent to the Coordinator of Greek Life and Student Organizations, or his/her designee, within 24 hours of the event's completion.
- All social events can be no longer than four hours in length and must end by 12 a.m. Sunday through Thursday and 2 a.m. on Fridays and Saturdays.
  - Events held during academic breaks (e.g. fall pause, spring break) may be granted approval to extend past these hours at the discretion of the Coordinator of Greek Life and Student Organizations.
- No social events may be held during finals, beginning the night before the first scheduled exam until the end of finals week.
- Chapters may be denied approval for hosting events due to disciplinary findings of the University, NPHC, IFC, and/or CPC.
- All facilities used for social events must be in compliance with all applicable local codes and be properly covered by insurance. Organizations must provide the Coordinator of Greek Life and Student Organizations with proof of compliance upon request.
- If the social event has taken place outside, clean-up will begin immediately following the event to maintain the appearance of the neighborhood.
- It is strongly encouraged that organizations do not allow guests to leave and re-enter during a wet social event.
- Organizations may not charge an admission fee or collect money from attendees at or during a wet social event.
- Organizations must follow the Fraternity Insurance Purchasing Group (FIPG) Risk Management Policy, their individual (inter)national organization's risk management guidelines, all applicable university policies, and/or all applicable city, state, and federal laws. In all situations the organization is required to follow the stricter of policies.

#### BYOB Event:

- The sponsoring organization will use the BYOB Checklist as a guide for managing the social event.
- A \$10.00 registration fee will be assessed for all events where the BYOB alcohol management process is being used. This fee will off-set all costs associated with the supplies for BYOB events.
- The sponsoring organization(s) will follow their organizations inter/national fraternity or sorority guidelines for the limits of alcohol that are allowed to be brought by an individual guest to the social event. For jointly sponsored events, the most restrictive policy is to be followed.
- BYOB Event Checklist
  - Wristbands for those 21 years of age who brought alcohol
  - Those guests who are under the age of 21 or did not bring alcohol with them, both hands will be marked with an X.
  - Punch cards for alcohol check-in
  - All BYOB packets must be picked up by 5:00pm in the Student Life and Engagement Office, two days before the event.
  - Failure to pick up the packet will result in failure to properly register the social event.
- Individual guests who are over 21 years of age will only consume the alcohol that they personally brought to the event.
- Individual guests who are under 21 may not bring in any open containers, including: water bottles, open plastic drink bottles, open cans of soda, cups, flasks, Yetis, etc.
- The sponsoring organization(s) will not charge for admission.
- At least one security officer must be present for the duration of the event. Please contact the Richmond County Sheriff's Office or a bonded security company for your security needs.
- Guest list Management and ID check

- All guests will be checked against the guest list and their legal identification will be checked by a professional third-party vendor (e.g. security officer, bartender, etc.).
- Those guests who are over 21 years of age and brought alcohol with them to the event will be wrist banded.
- Alcohol Management
  - Any guest that brings alcohol to the event will check it into a central and identified area at the event.
  - The guest will receive a punch card indicating his or her name, the type of alcohol, and the amount.
  - Alcohol will be dispersed one drink at a time in a cup provided by the sponsoring organization.
    - Attendees will self-pour their drink and the event monitor responsible for dispersing drinks will dispose of the can or bottle.
  - All alcohol must stop being served or dispersed 30 minutes before the event is scheduled to end.
  - Any remaining alcohol brought by a guest can be picked up at the end of the social event.
- Event Themes
  - Sponsoring organizations will list the theme of the event on the Fraternity and Sorority Event Registration Form.
- Social Event and Alcohol Distribution Monitors
  - The sponsoring organization(s) will have a minimum of two (2) current members serving as sober event monitors per event. The Coordinator of Greek Life and Student Organizations may require additional sober event monitors depending on size of the event and other factors. If additional sober event monitors are required, the amount will be determined by the guest list to ensure one (1) sober event monitor per 20 guests.
  - At least one of these monitors must be an Executive Board Member.
  - Event monitors are encouraged to be responsible for: alcohol collection and distribution, guest list management, general event management, and any other duties the organization deems necessary.
  - The monitors are expected to be sober and will not consume any alcohol at least six hours before the event or during the event.
  - The event monitors will manage the event and be the point of contact for any and all responses to the event.
- Guest List
  - Open parties, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are forbidden.
  - Member organizations are responsible for developing and managing a guest list for their events that does not exceed the maximum building occupancy for the facility where the event will be hosted.
  - Member organizations are expected to follow their (Inter)National fraternity and sorority guidelines for guest list management.
- Alternative Food and Beverage
  - The sponsoring organization(s) are expected to provide alternative food and beverages.
  - It is encouraged that sponsoring organization(s) provide non-salty foods.
  - At a minimum, sponsoring organizations will provide:
    - Unlimited access to water
    - Non-salty foods with servings equal to the number of people on the guest list
- Other Requirements
  - Alcohol is not to be sold, given away, or provided to any members, guest, alumni/ae, parents, or others at any social event.
  - Drinking games in any form, with or without alcohol, are forbidden.
  - The sponsoring organization(s) will provide the number for a local cab company to provide rides home for guests.



- The sponsoring organization(s) will make an effort to ensure that no members or guests are using borrowed or fake IDs at event.

#### Wet Event with Third-Party Vendor:

- Organizations must use a licensed alcohol vendor, and proof of that license must be made available to the Coordinator of Greek Life and Student Organizations.
- As per national standards, the vendor must carry a minimum of \$1,000,000 General and Liquor Liability Insurance and provide proof, if requested, to the Coordinator of Greek Life and Student Organizations.
- Individual guests who are under 21 may not bring in any open containers, including: water bottles, open plastic drink bottles, open cans of soda, cups, flasks, Yetis, etc.
- The sponsoring organization(s) will not charge for admission.
- At least one security officer must be present for the duration of the event. Please contact the Richmond County Sheriff's Office or your Third-Party Vendor for your security needs.
- Guest list Management and ID check
  - All guests will be checked against the guest list and their legal identification will be checked by a professional third-party vendor (e.g. security officer, bartender, etc.).
  - Organizations are encouraged to utilize a method to distinguish guests who are of legal drinking age (e.g. wristbands).
- Event Themes
  - Sponsoring organizations will list the theme of the event on the Fraternity and Sorority Event Registration Form.
- Social Event and Alcohol Distribution Monitors
  - The sponsoring organization(s) will have a minimum of two (2) current members serving as event monitors per event. The Coordinator of Greek Life and Student Organizations may require more sober monitors depending on size of the event and other factors.
  - At least one of these monitors must be an Executive Board Member.
  - The monitors are expected to be sober and will not consume any alcohol during the event.
  - The event monitors will manage the event and be the point of contact for any and all responses to the event.
- Guest List
  - Open parties, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are forbidden.
  - Member organizations are responsible for developing and managing a guest list for their events that does not exceed the maximum building occupancy for the facility where the event will be hosted.
  - Member organizations are expected to follow their (Inter)National fraternity and sorority guidelines for guest list management.
- Alternative Food and Beverage
  - The sponsoring organization(s) are expected to provide alternative food and beverages.
  - It is encouraged that sponsoring organization(s) provide non-salty foods.
  - At a minimum, sponsoring organizations will provide:
    - Unlimited access to water
    - Non-salty foods with servings equal to the number of people on the guest list
- Other Requirements
  - Alcohol is not to be sold, given away, or provided to any members, guest, alumni/ae, parents, or others at any social event.
  - Drinking games in any form, with or without alcohol, are forbidden.

- The sponsoring organization(s) will provide the number for a local cab company to provide rides home for guests.
- The sponsoring organization(s) will make an effort to ensure that no members or guests are using borrowed or fake IDs at event.

### **Emergency Information**

This following is an appropriate notification list when dealing with an emergency situation at an organization sponsored social event:

1. Call 911
2. Notify your advisor
3. Notify the Coordinator of Greek Life and Student Organizations

Augusta University's amnesty policy can be found in Section 2.2 of the Student Code of Conduct;  
<https://www.augusta.edu/student-life/conduct/documents/code-of-conduct-07-2016.pdf>

### **Progressive Discipline**

Progressive discipline is a series of disciplinary actions, corrective in nature, taken to provide each fraternity and sorority on campus the opportunity to gain knowledge and improve performance and comply with departmental and University policies. Violations will remain on record for two years. Such actions may include:

- Loss of privileges
- Having to attend and/or conduct a presentation/workshop
- Restitution
- Written or public apology
- Social probation for a determined amount of time
- Disciplinary probation/disciplinary suspension for a determined amount of time
- Suspension
- Loss of university recognition

All alleged violations of this policy will be investigated by Coordinator of Greek Life and Student Organizations. The Office of Student Life and Engagement leadership, Office of the Dean of Students, and/or a student-led judicial board may also be utilized to adjudicate potential violation cases. Any sanction(s) placed on a chapter for violating this policy will be measurable to the violation. Chapters are encouraged to self-govern and are welcome to bring an action plan to any sanctioning meetings to assist in the sanctioning process. The following are a list of minimum sanctions for violations of this policy.

#### **First Violation:**

- Disciplinary actions may include, but are not be limited to:
  - Verbal or written warning
  - Chapter attendance at workshop or presentation
  - Restitution in the form of monetary fine or community service
  - Loss of privileges

#### **Second Violation:**

- Disciplinary actions may include, but are not be limited to:
  - Social probation for up to one semester
  - Attendance at a professional led workshop
  - Chapter-led workshop or presentation
  - Additional loss of privileges
  - Any combination of the above mentioned sanctions

Third Violation:

- Disciplinary actions may include, but are not be limited to:
  - Social probation for up to one year
  - Disciplinary probation for up to one year
  - Attendance at and/or requirement to host a professional consultant/company-led workshop, presentation, and/or retreat
  - Potential Suspension
  - Any combination of the above mentioned sanctions

Fourth Violation:

- Disciplinary actions may include, but are not be limited to:
  - Suspension
  - Loss of university recognition
  - Any combination of the above mentioned sanctions

**FREEDOM OF EXPRESSION**

**Designated Public Forum Areas:** To facilitate robust debate and the free exchange of ideas, the University has designated visible areas on campus as “Public Forum Areas.” Designated Public 35 Forum Areas are generally available for reservation, except during scheduled University holidays, between the hours of 8:00 a.m. and 12 midnight, Sunday through Saturday and include:

- a) Teardrop in the Grove area on the Summerville campus,
- b) South Side of the Jaguar Student Activity Center (JSAC), and
- c) East Side of the Student Center on the Health Sciences campus.

The Public Forum Areas are generally available, and may be used by any person including nonstudents and other campus guests, as long as the areas have not been previously reserved or scheduled for a particular function and the participants do not violate other University policies or applicable law. However, members of the University community who anticipate drawing a crowd of at least 30 individuals, and non-campus guests must reserve the Public Forum Areas prior to use of the space. If an individual or group plans to use the space, they should contact the University as soon as possible to minimize scheduling conflicts, accommodate all interested users, provide for campus safety, and ensure that the academic and other operations of the University are not disrupted.

Individuals interested in reserving the designated public forum areas should contact the Office of the Dean of Student Life. Reservations of the Public Forum Areas will be granted by the University unless the reservation request implicates one of the following situations: (1) the reservation request contains a material falsehood or misrepresentation; (2) the designated public forum areas have already been reserved; (3) the use or activity planned by the applicant would conflict with or disturb previously planned programs organized and conducted by the University or would present a danger to the health or safety of any individual; or, (4) the use or activity intended by the applicant is prohibited by law, Augusta University policy, or Board of Regents policy. University officials will respond to all reservation requests within

two University business days. Any denial of a reservation request may be appealed to the Office of the Vice President for Enrollment Student Affairs who will respond to the appeal within two University business days.

If an individual or small group of individuals within the University community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the University with as much notice as circumstances reasonably permit. The University reserves the right to direct a group of 30 or more persons to one of the Public Forum Areas or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the University. When relocating expression, the University official must not consider or impose restrictions based on the content or viewpoint of the expression. This provision does not apply to classroom instruction or University-sponsored events.

To find a listing of scheduled University holidays please visit the following website:

<http://www.augusta.edu/hr/campuscheduledholidays.php>

**Written Materials:** Members of the University community may distribute non-commercial written materials on a person-to-person basis in open outdoor areas of the campus. An individual who is not 36 a member of the University community may only distribute written materials within the Public Forum Areas and only during the time in which the individual has reserved the Public Forum Area.

Designated building coordinators, or other University officials may designate areas in classrooms and or in or around University buildings for students or student organizations who wish to post handbills, posters, flyers, banners, signs, and other similar items on campus. However, the University prohibits the posting or display of these items by students or student organizations outside of these designated areas, including on the exterior of any University building, telephone/utility pole, tree, sidewalk, window, trash can, or any other exterior surface located on the campus, including vehicles. For information about where material may be posted, please call the Office of the Dean of Student Life at 706-737-1411.

Requests to post fliers within on-campus housing must be submitted to the Department of Housing and Residence Life. Requesters should provide an appropriate number of flyers to be posted on bulletin boards within the residence halls. Housing staff are responsible for posting the flyers and removing them after the event or noted expiration date. Solicitation or advertising for non-university sponsored functions is not allowed.

**General Provisions:** In addition to the requirements set forth above, all individuals expressing themselves on Augusta University's campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic, including the ingress and egress to buildings on campus, is permitted.
- No disruption of the orderly conduct of classroom instruction or other University activities is permitted. If a demonstration or other expressive behavior by any individual or group, regardless of the size of the group, disrupts any University-sponsored event, including class or clinic, or poses a threat to the health or safety of any individual, the University reserves the right to direct the individual or group to one of the Designated Public Forums or to another suitable location where the individual or group may continue the demonstration, if such an area exists on campus, or to end the event.
- Buildings, grounds, University property, and property belonging to others may not be defaced, damaged, or destroyed.
- Sidewalk chalk is permitted; however, the use of chalk may be used only on concrete sidewalks where the chalking can be washed away easily by rain, and at least 10 feet from the entrance to any University building.
- Persons expressing themselves on Augusta University's campus must comply with all applicable federal, state, and local laws, Board of Regents' policies, and Augusta University policies, rules, and regulations.

The full Freedom of Expression policy can be found at:  
<https://www.augusta.edu/compliance/policyinfo/policy/freedom-expression.pdf>

### **GAMBLING**

Augusta University prohibits any student from unlawfully conducting, organizing, or participating in any activity involving games of chance or gambling on campus including within any University operated residence hall.

### **MARKETING & SOCIAL MEDIA**

- Follow posted guidelines on [augusta.edu/social](https://www.augusta.edu/social)
- New account requests must be approved by Division of Communication and Marketing (DCM)
- Account Names and Handles
  - [Student Organization] at Augusta University
  - AUG\_[Student Organization]
- University email must be listed as an account contact