



# **Policies and Rules** for Student Organizations

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# Policies and rules for recognized student organizations

## Introduction

The policies and rules enumerated herein are intended, in part, to clarify the University's relationship to RECOGNIZED STUDENT ORGANIZATIONS and also are intended to reflect the institution's concerns and interests for promoting awareness, values, and responsible behavior. **It is important to note that when persons are functioning in the capacity of members of a recognized student organization, a student group/organization and its officers may be held collectively or individually responsible for violations of the Code of Conduct.** Student groups/organizations may be charged with violations of the Code of Conduct without regard to whether members of such groups/organizations are individually charged with violations arising from the same misconduct. A position of leadership in a student group/organization entails responsibility. Student officers or leaders cannot knowingly permit or condone any violation of the Code of Conduct by the group/organization. In your role as a student leader, you have a responsibility to take action to prevent violations of the Code of Conduct and, at minimum, to notify the appropriate staff/adviser if you become aware of a potential violation of the Code of Conduct.

Policies and rules for student organizations are subject to change throughout the academic year.

Administrative clarification and interpretation of policies administered by the World Campus Office of Student Affairs can be obtained by submitting a written inquiry or request to the Director of Student Affairs — World Campus or their designee. The Director of Student Affairs — World Campus will furnish a written response within fifteen business days. The Vice President for Student Affairs can review the response of Director of Student Affairs — World Campus, upon written request by the original individual/organization, within fifteen business days of receiving the response of the Director of Student Affairs — World Campus.

## I. Recognition of Student Organizations

### A. Conditions for recognition of all student organizations

1. All recognized student organizations will be held responsible by the University for abiding by federal, state, and local laws, as well as all University regulations. The University may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a Substantial University Interest.
2. No organization which discriminates on the basis of any protected category as set forth in University policy AD-85 and AD-91 shall obtain or maintain University recognition. **The Pennsylvania State University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated at The Pennsylvania State University.** Considerations shall be given to organizations which may be exempt from Title IX of the Education Amendments of 1972, relating to discrimination on the basis of gender. Attendance and participation in programs and activities which are open to all students and/or the public at large must comply with the University's non-discrimination policies.

3. Recognized student organizations may not engage in hazing activities. In accordance with [policy AD98](#), the following definitions apply.
  - a. Hazing is defined as when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces, or forces a minor or student to do any of the following:
    - i. violate federal, state, or municipal law or University policy or procedure;
    - ii. consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm;
    - iii. endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
    - iv. endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
    - v. endure brutality of a sexual nature;
    - vi. endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
  - b. Aggravated Hazing is defined as when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and
    - i. the person acts with reckless indifference to the health and safety of the minor or students; or
    - ii. the person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.
  - c. Organizational Hazing is defined as when an organization intentionally, knowingly, or recklessly promotes or facilitates a violation of hazing or Aggravated Hazing.
    - i. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a recognized student organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any recognized student organization that commits hazing is subject to disciplinary action.
4. The official name or title of a recognized student organization must not be misleading as to the purpose or nature of the organization (including the use of acronyms). Organizations cannot use trademarked or registered names in their official title (except either as permitted in Section I.C.1 of this handbook or as permitted by an authorized third party). Names and titles of student organizations must be unique and distinguishable from existing student organizations.
5. Only currently registered students shall be eligible for active membership status in student organizations. All other persons, including but not limited to, faculty, staff, and community members may be admitted to associate membership. All associate members must be 18 years of age or older. Dual enrolled high school students are not eligible for active membership. They may be associate members if 18 or older.

6. Undergraduate and graduate students must be enrolled at least part-time at the time of their appointment or election to be eligible to serve as appointed or elected officers within their organizations. Additionally, all officers of all student organizations must be enrolled at the campus where the organization is recognized and remain a degree-seeking student for the duration of their term. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers if the criteria do not violate the University's non-discrimination policy (Section I.A.2).
7. The purpose or purposes of a student organization must not conflict with the educational functions or established policies of the University. It is incumbent upon any person presenting objections to the application for recognition or continuance of an organization to demonstrate how and in what manner the registration or continuance of that organization would conflict with the policies of the University. These concerns should be directed to the Office of Student Affairs.
8. The purpose and/or functions of a student organization must not duplicate those of an existing recognized student organization. This requirement, however, is not applicable to an organization with religious or political purposes and/or functions as declared in its constitution on file with the World Campus Office of Student Affairs. The World Campus Office of Student Affairs may rescind the recognized status of an organization upon a determination that the organization is no longer fulfilling the purposes and/or functions described in its constitution. If an organization feels that a newly recognized organization duplicates its stated purpose as set forth in its constitution, it may seek a review through the Director of Student Affairs — World Campus. This is accomplished by sending a letter to Director of Student Affairs — World Campus explaining how another organization duplicates its stated purpose. Preference is given to the organization that has had recognized status longer and is in good standing.
9. If there is reasonable cause to believe that the organization seeking recognition is merely a reconstitution, in some form, of an organization that has lost University recognition, the request for recognition may be denied. Reasonable cause to draw this conclusion may be based on any of multiple factors, including overlapping membership, similarity of purpose, and the timing of both the prior loss of recognition and the request for new recognition. If it is determined that a recognized student organization is a reconstitution of a previous organization that lost University recognition, recognition shall be revoked if there is reasonable cause to do so.

## **B. Relation of the University to student organizations**

Recognition of student organizations shall not be construed as agreement, support, or approval by the University, but only as acknowledgement of the rights of the organization to exist at the University, subject to the conditions enumerated herein.

## **C. Privileges of student organizations**

With these rights goes the responsibility of each recognized student organization for the consequences of its decisions and activities as a group.

1. Recognized Student Organizations (RSOs) are considered to be "at Penn State World Campus." RSOs are not required to use "Penn State World Campus" naming in their official organization names. If an RSO would like to use University names in their RSO name, they may do so under the following guidance. Recognized student organizations may use one of three registered names of the University:
  - a. If RSO name includes Club, Chapter, Society, Association, etc., it can use Penn State, PSU, or The Pennsylvania State University in the beginning of the organization name

**Example:** Penn State World Campus Cosplay Student Association

- b. If RSO name does NOT include Club, Chapter, Society, Association, etc., it can use at Penn State, at PSU, or at The Pennsylvania State University at the end of the organization name

**Example:** Cosplay at Penn State World Campus

Recognized student organizations may NOT use any other University name, trademark, or logo in their official title.

If an organization does not currently have a “Penn State” name in their official name, they are still permitted to utilize those names on merchandise and advertising as long as the above conditions and regulations for ordering through approved vendors are met.

**Example:** Cosplay can order shirts through an approved vendor that say Cosplay at Penn State World Campus. They cannot order shirts that say Penn State World Campus Cosplay (because their name does not say club, student, association, etc.)

- 2. Approval required for uses of University marks by RSOs. Use of certain University names, trademarks, images, and logos is a privilege of recognized student organizations. Recognized student organizations are permitted to use the University Recognized Student Organization Shield Mark and the University Paw Mark according to the templates created by the University for Recognized Student Organizations available by contacting World Campus Student Affairs at [studentaffairs@worldcampus.psu.edu](mailto:studentaffairs@worldcampus.psu.edu). The University Recognized Student Organization Shield Mark may not be graphically modified. For guidelines related to all uses of the University Recognized Student Organization Shield Mark and the University Paw Mark (e.g., websites, marketing materials, promotional items), please contact the World Campus Student Affairs Office. Any approved use of the Marks must comply with all University policies and guidelines.

Merchandise featuring University Recognized Student Organization Shield Marks or other approved marks must be manufactured by a licensed vendor. For a list of approved licensed vendors, please visit <https://clc.com/license-search/>. Note that Penn State is listed under T as The Pennsylvania State University.

Recognized student organizations are not authorized to allow others to use the University’s Marks and may not use any other University name, trademark, or logo in any manner that is not explicitly provided for in this Handbook, University Policy AD 7, or any other established guidelines.

- 3. Use of University facilities. Recognized student organizations may use University facilities subject to the duly established written rules governing such use (Section VI).
- 4. Insurance. Recognized student organizations are covered by the General Liability and Non-owned Auto Liability Insurance policies for student organizations (Section VIII).
- 5. Sales tax. Recognized student organizations may qualify for sales tax exemption for purchases made by the University when conducting student organization business under The Pennsylvania State University umbrella.
- 6. Marketing assistance. The University offers several ways for student organizations to market themselves to students who want to become involved.
  - a. All recognized student organizations may create a website at [sites.psu.edu](http://sites.psu.edu).
  - b. At World Campus, the Office of Student Affairs coordinates a virtual World Campus Club and Organization Involvement Fair at the beginning of both the fall and spring semesters. All recognized student organizations are given an opportunity to register for the fairs, during which they can present information about their groups and meet with interested students. Sign-ups for the fairs are on a first-come, first-served basis.

- c. Student organizations are not given access to mailing information for students or parents at either their local or permanent addresses.
- d. Student organizations are encouraged to utilize the Engagement App to connect with students interested in joining the organization. In addition, with enough advance notice, student organizations can request to promote the organization and/or its events through the newsletter and other World Campus brand marketing channels. Contact World Campus Student Affairs about any promotion requests.

#### **D. Delegation of authority for recognition**

##### 1. At World Campus

The authority to recognize student organizations is delegated by the President through the Vice President for Student Affairs to the campus Chief Student Affairs Officer or to their designee (e.g., Office of Student Affairs).

#### **E. Procedures for obtaining recognition**

##### 1. Any student group seeking recognition at Penn State World Campus must contact the World Campus Office of Student Affairs.

a. Complete the “Intent to Organize” e-form and submit to the World Campus Office of Student Affairs (this includes, but is not limited to, undergraduate, graduate, service, and religious organizations). The group will receive the Information Packet to complete the recognition requirements. The requirements are:

- i. Create a constitution based on policies and procedures as outlined in Policies and Rules for Recognized Student Organizations and guidelines in the Information Packet.
- ii. Complete an officer report form. The President and Treasurer of the organization cannot be the same student.
- iii. Submit a membership list with a minimum of 10 active members. If your organization is an undergraduate student organization, the majority (50%+1) of members must be undergraduate students at Penn State World Campus. Similarly, if your organization is a graduate organization, the majority of members must be graduate students Penn State World Campus.
- iv. Secure a University adviser (must be a full-time faculty or staff member employed at Penn State).
- v. Recognition also includes completion of required officer training and New Student Organization Orientation.

##### 2. Organizations can be recognized in the following categories. Organizations can only choose one category and the World Campus Office of Student Affairs reserves the right to change the category as deemed necessary in its sole judgment. These are the categories and their definitions:

- a. **Academic/Professional:** groups that provide an opportunity to discuss and share information related to a specific academic discipline and/or career.
- b. **Honor Societies:** groups that recognize superior academic achievement and leadership qualities and are usually based on professions and/or academic programs.

- c. **International/Multicultural:** groups that provide an opportunity to increase campus understanding of a specific nation and/or culture(s), provide students with an avenue to explore and celebrate their own cultural heritage, and provide programs and services designed to support students of various cultural heritages at the University.
  - d. **Media/Publication:** groups that provide opportunities for members to gain hands-on experience through various means, including TV, radio, and print.
  - e. **Music/Performing Arts:** groups that provide opportunities for involvement and exposure to the performing arts (music, dance, theater).
  - f. **Philanthropic:** groups that seek to raise funds and/or support for a particular charity or cause.
  - g. **Political:** groups that provide a forum of support and debate involving political parties, political issues, and/or candidates seeking office.
  - h. **Religious/Spiritual:** groups representing diverse faith communities and belief systems that observe and follow religious and/or spiritual practices and traditions. These groups offer fellowship and outreach through a variety of programs, activities, and services, as well as provide resources and support for students seeking spiritual wellness.
  - i. **Regional Clubs and Groups:** Groups representing specific regional locations as defined by the student organization.
  - j. **Service:** groups that function mainly to provide service to the campus and/or community and surrounding areas.
  - k. **Special Interest:** groups that provide communities for students to discuss and share information about specific topics and common interests, raise awareness about a variety of issues, and/or cover topics that are not included in another category.
  - l. **Student Council:** groups that serve as student councils in various colleges, schools, departments, and residence areas.
  - m. **Sorority/Fraternity (Service or Honor):** these are fraternal organizations registered by the World Campus Office of Student Affairs.
  - n. **University Affiliate:** groups that are created and supported by the University.
  - o. **Temporary:** groups that will exist for a specified period of time, or have a purpose that has a definite timeline (examples include class projects, political campaigns, etc...)
3. Once the required materials have been reviewed and approved, the organization will be notified via email of the organization's status.
  4. Decisions made within these processes can be appealed within three business days of the original decision by submitting a written request for appeal to the Director of Student Affairs — World Campus or their designee. Appeals will be accepted from the students wishing to create an organization, members of an already existing organization, or an individual group within the University community. Appeals will only be granted in cases where new evidence is discovered after the decision was made or if applicable procedures were not followed. If the Director of Student Affairs — World Campus (or their designee) determines that there are grounds for the appeal, a panel composed of faculty/staff and members of the World Campus Student Advisory Board will be chosen to review and rule on the appeal. The decision of the panel will be made within 10 business days of their receipt of the appeal request and will be final.



## **F. Procedures for maintaining recognition**

1. Training will be determined by the World Campus Office of Student Affairs.
  - a. All officers must complete mandatory officer training modules to maintain recognition status. Additional module(s) with content and guidelines specific to their roles will be assigned to the president and treasurer.
2. All recognized student organizations must update their officer information with the Office of Student Affairs. This information must be submitted within two months of the most recent election date. Failure to update officer information could result in the suspension of the organization and loss of privileges.
  - a. A suspended student organization must apply for reinstatement within two years of the date of suspension to be reinstated.
  - b. If a student organization is suspended for more than two years, it will become inactive. A student organization will need to submit a new Information Packet to become recognized after it has been inactive.
  - c. Additional information may be required as requested by the Office of Student Affairs, including but not limited to a new constitution and adviser approval form.
3. The president and treasurer of an organization cannot be the same student.
4. Recognized student organizations must maintain a minimum of 10 active members, unless an exception is granted by the World Campus Office of Student Affairs for demonstrated cause. If your organization is an undergraduate student organization, the majority (50%+1) of members must be undergraduate students at Penn State World Campus. Similarly, if your organization is a graduate organization, the majority of members must be graduate students at Penn State World Campus.
5. The World Campus Office of Student Affairs shall have the authority to suspend the recognition of any student organization due to the organization's failure to abide by these procedures for maintaining recognition.
6. Recognized student organizations, officers and members must accurately represent the organization and their roles within the organization.
7. When a recognized student organization changes its name, constitution, and/or bylaws, those changes are to be submitted to the World Campus Office of Student Affairs for its review, information, and approval prior to the changes becoming official. The most recently approved version of an organization's constitution on file with the World Campus Office of Student Affairs is the official constitution for the organization.
8. Failure to meet the terms and conditions of a group holding recognized status could result in the organization being classified as inactive.
9. Inactive Status:
  - a. Organizations may request to become inactive. This is accomplished by submitting a letter or email, signed by the president of the organization, to the World Campus Office of Student Affairs.
  - b. An inactive organization has no privileges of an active organization.

## **G. Violations of University policy**

1. Allegations of misconduct by any student group at Penn State should be directed as follows:

All alleged behaviors which may be considered Code of Conduct violations will be directed to the Office of Student Accountability and Conflict Response. Additional information about this process can be found at <https://studentaffairs.psu.edu/student-accountability/code-procedures/student-organization-misconduct-procedures>.

## **H. Student organization advisers**

1. All recognized student organizations are required to have faculty or staff advisers. For all student organizations, a full-time University faculty or staff member must be appointed as an adviser to the organization. The adviser can assist the organization by providing counsel on specialized subjects in which the adviser is experienced or expert, and on general matters relating to the conduct of organizational affairs. Advisers are encouraged to offer constructive criticism and guidance without domination. The guidelines pertaining to the role and responsibility of student organization advisers and responsibilities of the organization to the adviser are available upon request through the World Campus Office of Student Affairs.
2. Some recognized student organizations may have specific staff or faculty assigned to work with them as part of the person's work assignment. Other University faculty/staff may request assignment as an adviser by notifying in writing the Director of Student Affairs – World Campus (or their designee). University officials will render a decision based on established policies and practices. Assignment is not guaranteed. Some high-risk activities may be excluded or acceptable only under limited circumstances. Those faculty and staff who are assigned to be advisers are accountable to their supervisors and shall be covered under the provisions of University liability insurance for acts arising within the scope of the adviser role.
3. The Director of World Campus Student Affairs (or their designee) will verify that faculty and staff advisers are full-time. Those who choose to volunteer as an unofficial adviser and are not listed as a co-adviser shall do so in a personal capacity and not as employees, representatives, or agents of the University. Such individuals **are not** covered by University insurance for liability associated with their adviser activities.
4. Graduate students may serve as a student organization co-adviser only in the event that there is also a full-time University faculty or staff member serving as the primary adviser.
5. All student organization advisers at Penn State have been identified as Campus Security Authorities (CSAs), as defined by the Clery Act (The Student Right to Know and Campus Security Act of 1990). One of the requirements of being a CSA is the completion of training annually about the responsibilities of a CSA. The training module can be found at [lrn.psu.edu](http://lrn.psu.edu). For more information, please visit <https://www.police.psu.edu/clery>.

## **II. Funding and financial affairs of recognized student organizations**

### **A. Use of University funds by recognized student organizations**

The primary source of funding for recognized student organizations, outside of funds raised by the organization itself, is the World Campus Office of Student Affairs. Student organizations may receive funding allocations by submitting a funding request form to the World Campus Office of Student Affairs.

## **B. Impact fee for University Park**

All student organizations selling tickets of \$5.00 or more for entertainment events using University facilities will have a \$0.75 impact fee assessed for each ticket sold. For events held in Eisenhower Auditorium and the Bryce Jordan Center or for which the Eisenhower/Bryce Jordan Center box office handles ticketing, the impact fee will be collected by the box office for transfer to the University. Patrons should be made aware of this impact fee at the time of purchase by an indication on each ticket.

## **C. Use of funds raised by recognized student organizations**

1. Funds raised by recognized student organizations may be expended consistent with the stated purposes of those organizations.
2. Such funds are subject to local, state, and federal laws, and to financial accountability. \*Financial accountability may include an annual audit conducted under the direction of World Campus Office of Student Affairs.
  - a. The liability insurance provided to recognized student organizations DOES NOT include product liability coverage. If a recognized student organization intends to buy and resell products or to buy component parts for assembly and resale (beyond food for bake sales etc., subject to University policies), they should be aware that this incurs substantial liability from consumers, for which there is no legal or financial protection to the recognized student organization, its officers or its members, AND IS STRONGLY DISCOURAGED. Recognized student organizations intending to pursue such a program should consult first with the World Campus Office of Student Affairs, which may request consultation with the Risk Management Office and others.

## **D. Fundraising**

1. Within parameters established by the University, student organizations may sell materials related to the purpose of the organization and may collect dues, initiation fees, donations, and admission charges for their activities. All funds raised are to be used for the ongoing support of the organizations' activities. Within the context of recognized student organizations' University-approved fundraising programs, only currently enrolled students and currently employed faculty and staff members may benefit from the sale of personal property, which has not been purchased solely for resale purposes.
2. At World Campus, approval is required from the Director of Student Affairs — World Campus or their designee.
3. Fundraising activities shall be defined as (a) donations without products or services being rendered or (b) activities that raise funds through direct sale of merchandise or service for the benefit of recognized student organizations with all funds to be used for the ongoing support of the organization's (non-charitable) activities.
  - a. Fundraising activities are subject to the following restrictions:
    - i. Commercial relationships between University organizations and off-campus agents must be articulated in a contract. Student organizations must use a University Vendor Agreement. These agreements will be issued by the Director of Student Affairs — World Campus or their designee during the program registration process.
    - ii. No individual can use University facilities in such a manner as to be performing on his or her own commercial behalf, outside the context of a recognized student organization's program.

- iii. Funds representing a portion of the value of individuals' property may be returned to those individuals by the sponsoring organization, according to a predetermined formula agreed upon by the sponsoring organization and the participating individuals.
  - iv. All recognized student organizations at World Campus, including Greek-letter service fraternities and sororities, using the campus to raise funds must promptly deposit all funds the first University business day after the event.
  - v. A proposed fundraising program of a student organization will not be approved if it is determined that the program is in direct conflict with the ongoing business operations or business interests of the University.
  - vi. All fundraising activities must be registered in advance.
  - vii. Lectures, concerts, demonstrations, displays, or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services unless approved by the University and University Vendor Agreements are completed.
  - viii. Chain letters are not permitted.
  - ix. As required by law, raffles, lotteries, games of chance, or the use of premiums are permitted only after securing a permit and license. Student organizations must maintain accurate records of revenues, expenses, and prize winners, and submit an annual report as required by law.
  - x. At University Park, the sale or service of food and/or beverages at any function or program open to the public and/or community by any entity other than authorized University departments such as Housing and Food Services, Penn State Hospitality Services, University Creamery, or by an accepted external food and beverage provider contracting for food and beverage services, is prohibited. For recognized student organizations at World Campus, requests for exceptions to the above policy requirements at University Park are submitted to the World Campus Office of Student Affairs, which will review the request and work with the Office of Events Management or event space facility manager at University Park. Requests for exception from other University locations are submitted to the World Campus Office of Student Affairs, which will work with the respective campus/college Housing and Food Service Office or Director of Business Services at locations with no Housing and Food Services Operations. After the application is reviewed with the respective offices as appropriate, actions relative to the request will be issued in writing by the Office of Student Affairs. Refer to University Policy AD-26 for more information. If an exception to the policy is made, food sales by recognized student organizations will be limited to products: 1) prepared by an external food and beverage provider or University food service, 2) that are not required to be temperature controlled, and 3) that are prepackaged for resale.
- b. Fundraising in non-residence hall campus locations is subject to the following additional restrictions:
- i. Fundraising activities of recognized student organizations shall be conducted at locations authorized by the Director of Student Affairs – World Campus.
  - ii. Fundraising activities shall be restricted to the hours of 8:00 a.m. to 2:00 a.m. unless an exception is given by the Director of Student Affairs – World Campus (or their designee).
- c. At World Campus, all recognized student organizations that sponsor events or programs for which an admission fee is charged are subject to the following conditions:
- i. Facilities must be scheduled with approval of the World Campus Office of Student Affairs.

- ii. Ticket sales and ticket accountability procedures are to be established.
- iii. All generated income is to be deposited within the appropriate cost center, along with the necessary forms, including a ticket accountability report form.

## **E. Solicitation within the community**

1. Solicitation activities shall be defined as:
  - a. Donations without products or services being rendered.
  - b. Activities that raise funds through direct sale of merchandise or service for the benefit of non-University charitable organizations.
2. Recognized student organizations desiring to solicit funds for non-University charitable organizations that they deem worthy of support may do so subject to the following restrictions:
  - a. All charities will require verification of their existence to the satisfaction of the University.
  - b. All solicited proceeds must be deposited promptly in the appropriate account.
  - c. The University will take appropriate precautions to protect soliciting groups and potential contributors from undue outside pressure from professional fund raisers.
3. Solicitation is also subject to the following:
  - a. Solicitations shall be conducted only at locations that authorize activity in advance.
  - b. All solicitation by recognized student organizations must be scheduled in advance.
  - c. At all locations, solicitors for a specific activity must be active members of the recognized student organization conducting the solicitation. Non-University interests must be sponsored by a recognized student organization. Incorporation of non-University interests may necessitate the use of a University Vendor Agreement to articulate the relationship between the recognized student organization and the other party. This determination will be made by the Director of Student Affairs – World Campus or their designee.

## **III. Publications and other communication media**

Any organization wishing to sell publications can see the Director of Student Affairs — World Campus for permission.

## **IV. Information Technology**

### **A. Obtaining a web address**

1. Student organizations may utilize web space through sites.psu.edu. Sites at Penn State is powered by WordPress, a personal publishing platform. When an organization is registered, it must choose a domain name (URL). Website URLs are in format <http://sites.psu.edu/> + “the name of your choosing”. Social fraternities and sororities will use the domain <http://greeks.psu.edu/> + “the governing council” + “the name of your choosing”. All web space must adhere to the guidelines set forth by the University: <http://guru.psu.edu/policies/AD52.html>. Organizations may not change domain names (URLs). Exceptions to this policy may be granted by the Director of Student Affairs — World Campus.

2. Recognized student organizations that use the sites.psu.edu platform must adhere to the University Privacy Policy AD 53 (<https://guru.psu.edu/policies/AD53.html>) and are not permitted to store the personally identifiable information (PII) of any student, faculty, staff, vendor, etc., unless the information is redacted or encrypted.

## **B. Use of directory information**

1. The contact information included in the Student Organization Directory is intended for the sole purpose of communicating with student organization representatives regarding membership, events specific to the purpose and mission of each respective group, or other business related specifically to the function of each respective group.
2. Any other use of email addresses, phone numbers, or other contact information requires prior approval from the World Campus Office of Student Affairs.
3. Examples of uses that require prior written approval include but are not limited to: solicitation; political campaigning; advertising; spamming; or other mass communication unrelated to specific respective functions of the groups.
4. See University [policy AD 56](#) for more information regarding group emailing regulations.

## **C. Responsible use**

1. Organizations are expected to follow all University policies regarding use of technology. A list of existing policies specific to information technology can be found at: <https://policies.psu.edu/policies/ad96>.
2. Organizations/persons found in violation of any policy may be referred to the Office of Student Accountability and Conflict Response.

# **V. Sponsoring events**

## **A. At off-campus sites**

1. Student organizations planning programs and events must register the event in advance with the World Campus Office of Student Affairs via the program registration form.
2. Student organizations may have the opportunity to co-sponsor events with the Director of Student Affairs — World Campus. Student organizations should submit the co-sponsor request in writing to the Director of Student Affairs — World Campus (or their designee).
3. Student organizations may be able to submit a request for reimbursement or a check for payment in advance for limited event functions with proper supporting documentation. The reimbursement or check request should be submitted in writing to the Director of Student Affairs — World Campus (or their designee).

## **B. At University Park**

1. Student organizations planning programs and events that they would like to hold on campus should submit the request in writing to the Director of Student Affairs — World Campus (or their designee), who will facilitate the request process with the Event Management Office.
2. The following types of activities will require completion of the Program Registration and Facility Request Form:
  - a. Information tables on ground floor of HUB-Robeson, if the group will be:

- i. Collecting money (either donations or selling products)
  - ii. Conducting commercial activities
  - iii. Holding giveaways
- b. Events/programs in which groups must reserve space through the Event Management Office.
- 3. Groups planning regular organizational meetings are not required to register with the Director of Student Affairs — World Campus unless the meetings will be hosted at a campus. Permission for meetings held on a campus should be submitted in writing to the Director of Student Affairs — World Campus (or their designee), who will facilitate the process.
- 4. Programs sponsored by recognized student organizations involving minors must comply with University Policy AD-39 (<http://guru.psu.edu/policies/AD39.html>).
- 5. All events/programs, sponsored by a recognized student organization, which contain sexually explicit or graphically violent material will need to be reviewed in advance by the World Campus Student Government Association or their designee before the request for space will be approved. The group requesting the use of University space may need to agree to certain accommodations before space is assigned.
- 6. When reserving a facility to show movies or use copyrighted materials, a release form, or receipt for the purchase of rights giving the student organization approval to show the movie in public or use the material must be provided to the Event Management Office prior to the release of the room.

### **C. At Commonwealth campuses**

Student organizations must work with the Director of Student Affairs – World Campus to host events at the Commonwealth campuses. The World Campus Student Government Association shall be the co-sponsor of student-initiated and student-funded public entertainment events held on campus for which admission is charged or donations received and involving contracts in the amount of \$500 or more and anticipated attendance of 500 or more. With the approval of the Office of Student Affairs at that campus, other recognized organizations may co-sponsor public entertainment events. Such public entertainment events are subject to the concurrence and approval of the Chief Student Affairs Officer and the Chancellor.

## **VI. Use of University facilities, grounds, and property**

(Please refer to the University Policy Manual, AD-1, AD-2, AD-15, AD-21, AD-51 and SY-44 for more information.)

### **A. Authorized users**

- 1. Scope and purpose
  - a. The following regulations provide the basis for authorization for use of University grounds and facilities and establish procedures for such authorized uses. The rights, obligations, and liabilities of authorized users and of other persons seeking to use the campus are defined below. While on University property, persons who are not students or employees of the University are required to adhere to the standards of conduct applicable to members of the University community and to abide by University policies and regulations. The University may require student, staff, or faculty identification for admission to events scheduled in University facilities. The purpose of these regulations is to facilitate the effective use and enjoyment of the facilities of the campus as an educational institution, and to ensure the right of free

expression and advocacy. Orderly procedures are necessary to promote use of facilities and free expression and advocacy, in order to conserve and protect facilities for educational use, and to minimize potential conflict between the right of free expression and the rights of others. Further, these regulations exist to prevent possible interference with University functions and responsibilities as an educational institution.

- b. The word “commercial” as used in the following regulations means any activity or event that results in a personal financial gain to the vendor or organization. Activities shall not be deemed commercial if vendors were invited by a student organization, the activity was approved, and appropriate vendor agreements were completed.

## 2. Scheduling and use of University facilities, grounds, and property

### a. Conditions for use of University facilities, grounds, and property:

- i. assurance that all University regulations, local, state, and federal laws concerning fire and safety regulations, property or equipment use, security, and conduct can and will be followed
- ii. assurances that any financial obligations arising from the activity can and will be satisfied by the sponsor
- iii. precautions to assure the physical safety and health of the participants
- iv. coordination of timing of each event to prevent conflict with previously scheduled activities
- v. no person or group other than the reserving sponsor may use the reserved space
- vi. recognized undergraduate student organizations may serve alcoholic beverages at on-campus locations as approved by the University
- vii. recognized graduate student organizations may serve alcoholic beverages at on-campus locations as approved by the University
- viii. any student organization requesting the use of alcoholic beverages in areas open to the public must send their request to the Director of Student Affairs – World Campus or their designee for review in partnership with the Assistant Vice President of Student Affairs. After review, appropriate requests will be forwarded to the appropriate administrative office for approval as set forth in University policy AD-18
- ix. no recognized student organization may schedule or sponsor any events on or off campus beginning at 8:00 a.m. Saturday after the last day of classes, through 8:00 a.m. the Monday following final exams. Ceremonial events with the purpose of honoring graduating seniors are permitted during finals week. Participation in events scheduled by conference, regional, or national affiliates is also permitted during this time. Exceptions to this policy can be made by the Director of Student Activities – World Campus
- x. In the event that the University has reasonable concerns about security and safety caused by the possible attendance of non-University individuals, the University will limit admission to the event to students, faculty, and staff with University identification cards.

## 3. Charges for use of University facilities

- a. For events at which admission is free or no donations solicited, the University may charge, based on the cost to the University, for:
  - i. special arrangements needed by the user of the facility that impose identifiable costs on the University



- ii. identifiable increments to the University's operating or overhead expense imposed by the use of the facility
    - iii. events after building closing hours or on weekends; the University also may impose costs necessary to assure adequate protection of University buildings and facilities
  - b. For events at which admission is charged or for which donations are solicited, the University may charge rental charges for its facilities as well as for charges indicated in Section (VI)A.3.a. above.
  - c. Records showing the events for which charges were made by the University and the amount and basis of the charges will be public information.
- 4. Use of University facilities by non-University speakers or performers
  - a. A student organization inviting and providing compensation (honoraria, travel expenses, meals, etc.) to a non-University person to speak or perform at a meeting or other event on the campus must complete a University Standardized Agreement before the event. At University Park, students must contact the World Campus Office of Student Affairs to go through the Program Registration process. Deadlines regarding University Standardized Agreements will be determined during Program Registration.
  - b. In accordance with the free traditions of a university community, audiences shall be allowed to ask questions of speakers unless considerations of time, format, or the like indicate otherwise.
  - c. At University Park, the President or the President's designee, and at Commonwealth campuses the Chancellor or the Chancellor's designee for such matters, may require that the event be chaired by a tenured member of the teaching or administrative staff. In such circumstances, the University will assist the organization in securing a chairperson.
  - d. At University Park, the President or the President's designee and at Commonwealth campuses, the Chancellor or the Chancellor's designee for such matters must approve the use of University facilities by non-University organizations, whether or not affiliated or acting jointly with sponsors authorized to use University facilities.
  - e. It is assumed that all events are open to those wishing to attend unless previous publicity indicates these events are for students or members only.
- 5. Outdoor meetings and other events
 

Please refer to Policy AD-51 (<http://guru.psu.edu/policies/AD51.html>).
- 6. Procedures for reserving facilities and registering events
  - a. Students/Student organizations must contact the Director of Student Affairs – World Campus, who will partner with the Event Management Office at University Park or appropriate contact at Commonwealth campuses.
- 7. Posters, notices, handbills, banners will be managed in partnership with World Campus Marketing
  - a. Except as permitted herein, no poster, handbill, banner, or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as doors, poles, gates, fences, trees or other vegetation, windows, sides of buildings, the surface of walkways or roads, fountains, posts, waste receptacles, or stakes.
  - b. An individual or organization may have noncommercial announcements posted on the University's general purpose bulletin boards. General purpose bulletin boards are those bulletin boards not specifically labeled for or dedicated to a specific purpose. The names of all employees, students, and/or recognized student organizations must be prominently displayed on all announcements and banners.

- c. Any student organization that defaces or damages any University property will be referred to the Office of Student Accountability and Conflict Response. Sidewalk chalk is not permitted on University property.

## **B. Procedure for student organizations**

1. At World Campus
  - a. Any student group wishing to sponsor student activities that requires the use of University facilities must initiate its request with the World Campus Office of Student Affairs, which will advise the group of the availability of the facilities and determine if the group is eligible to use University facilities.
  - b. A recognized student organization may reserve campus facilities only through one of its officers or a designated active member authorized to apply for such reservations.
  - c. No use of residence halls is permitted.
  - d. No reservation is complete until approved by the World Campus Office of Student Affairs, which may refuse to approve an application for reservation or may cancel a previously approved application for reservation if the conditions for use of University facilities have been violated or are unenforceable. Appeals of decisions may be made through the World Campus Office of Student Affairs.
  - e. Responsibilities of organizations using University facilities: A recognized student organization, its officers, and any authorized individual applying to reserve facilities on behalf of the organization are responsible for:
    - i. damages to the facilities used, including any financial loss to the University or a recognized student organization because of a temporary closing of facilities
    - ii. the use to which the facilities are put during the time reserved
    - iii. any violations of University regulations and/or local, state, and federal laws that occur in connection with their use of the facilities
    - iv. not permitting the reserved facility to be used by other groups or individuals.

An officer or individual applying for the reservation is not subject to disciplinary action for violation of items (a–d) above, unless he/she has planned or participated in the violation or should have foreseen the possibility of violation.

## **C. Information tables**

There may be opportunities for student organizations to have virtual information tables/fairs. For scheduling, contact the Director of Student Affairs – World Campus or their designee.

# **VII. Student organization travel**

## **A. Required travel registration form**

All students and/or student organizations must register their trip prior to the departure date. Student Organization travel includes, but is not limited to, all modes of transportation, lodging, and registration for conferences, competitions, performances, service trips, field trips, and student organization retreats. Trips that are out of the local area or overnight must be registered.

1. Contact the World Campus Office of Student Affairs to inquire about the registration process and travel support.

## **B. Approved transportation**

1. Students may book their transportation using any nationally recognized company through the company itself, a travel agency, or the internet. To charter a bus, the company must be listed on the Risk Management's approved charter bus list (<https://purchasing.psu.edu/vendors/bus-lines>). These companies have met the University's insurance requirements. These policies apply regardless of the source of funding.

## **VIII. Student organization insurance**

### **A. Insurance coverages:**

1. General liability — This provides liability insurance to Recognized Student Organizations\* for bodily injury and property damage to third parties (any entity or person unrelated to the Student Organization). Claims could arise from the premises used (such as trip and falls), activities and operations, service of food, or contracts entered into. This general liability insurance coverage will apply in excess of other primary liability insurance that Recognized Student Organizations may already have (such as from a national association). If no other primary liability insurance is in place, then this insurance is primary.

This coverage should suffice when external entities insist that the organization show evidence of liability insurance before permitting an organization event to take place on the outside entity's premises (such as a car wash, spaghetti dinner, etc.). This insurance does not apply to Penn State's recognized social Greek-letter organizations (social fraternities and sororities). If there are any questions, please ask the World Campus Office of Student Affairs.

Sample Coverage Exclusions (Items Not Covered) — this list is not exhaustive:

- Expected or intended injury
  - Workers' compensation
  - Employer's liability
  - Pollution liability
  - Aviation liability
  - Electronic data liability
  - Violation of statutes
  - Liquor liability — if the student organization manufactures, distributes, sells, serves, or furnishes alcoholic beverages, there is no coverage for resulting injury.
2. Excess non-owned auto liability — This provides Recognized Student Organizations\* with limited auto liability insurance for bodily injury or property damage that arises out of the use of vehicles for Student Organization activities and business (such as making a delivery or going to the post office in someone's personal car), for vehicles not owned by the Student Organization. This is not primary automobile insurance suitable for driving motor vehicles of any type, including rented vehicles, nor does it provide insurance coverage to the driver or to the vehicle owner. Rather, it covers the Recognized Student Organization for liability arising from vehicle use on the organization's behalf. The vehicle owner must carry their own auto liability and physical damage (comprehensive and collision) insurance on the vehicle. This insurance is excess of the vehicle owner's liability insurance. If there are any questions, please ask the World Campus Office of Student Affairs for clarification.

Sample Coverage Exclusions (Items Not Covered) – this list is not exhaustive:

- Expected or intended injury

- No-fault injury coverage to passengers
- Workers' compensation
- Employer's liability
- Pollution liability
- Cargo
- Racing
- Physical damage (comprehensive and collision) to the vehicle itself

## **B. Proof of insurance coverage — insurance certificates**

Recognized Student Organizations\* may be required to provide proof of insurance coverage to an outside entity (such as when using or renting a facility). In those situations, there are 2 ways to obtain an Insurance Certificate:

1. Standard certificates – a standard insurance certificate can be viewed and downloaded from: <https://studentaffairs.psu.edu/involvement-student-life/student-organizations/policies-procedures/student-organization-insurance>.

This certificate should satisfy most situations.

2. Special request certificates — should the above standard certificate not be satisfactory, contact the World Campus Office of Student Affairs.

## **C. Claims, incidents, and other circumstances**

1. If any member, officer, or adviser of a Recognized Student Organization becomes aware of any incident that results in an injury or property damage or learns of circumstances which could lead to a claim against the organization, the officers and adviser have an immediate duty to notify the appropriate office by the next business day.

Awareness of circumstances may come in the form of a letter, email, or telephone call from a person or entity claiming to have been injured or suffered property damage, or from an attorney on their behalf, or by the nature of the event itself.

Incident report for insurance claims — When an incident occurs during a recognized student organization function where someone has been injured, property has been damaged, or anything else out of the ordinary has happened, please email the World Campus Office of Student Affairs. In the email, please describe the incident and include information such as name of student organization, President's name and contact information, and adviser's name and contact information.

*Note: \* = Recognized Student Organization includes all organizations recognized by the Division of Student Affairs through their recognition process, regardless of campus, including club sports where officially recognized.*

For additional information, contact the Director of Student Affairs — World Campus at 814-865-0915 or [studentaffairs@worldcampus.psu.edu](mailto:studentaffairs@worldcampus.psu.edu).

**This publication is available in alternative media upon request.**

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