

DENISON

Alford Community Leadership & Involvement Center

Campus Organization Resources & Handbook



COMMUNITY
LEADERSHIP &
INVOLVEMENT
CENTER

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Table of Contents

[CLIC Mission, Values, and Vision](#)

[Mission](#)

[Values](#)

[Vision](#)

[Introduction](#)

[Defining a Campus Organization](#)

[Core Values of Campus Organizations](#)

[Types of Campus Organizations](#)

[Privileges of Campus Organizations](#)

[Loss of Campus Organization Privileges](#)

[WhatToDU Organization Management](#)

[Officers](#)

[Members](#)

[Emails](#)

[Events](#)

[Group Page](#)

[Surveys & Forms](#)

[Files](#)

[Budget](#)

[Service Hours](#)

[Registration and Renewal](#)

[Potential Campus Organizations](#)

[Renewing Current Campus Organizations](#)

[Events](#)

[Event Requests](#)

[Recurring Events](#)

[Off-Campus Events](#)

[Slayter Tabling](#)

[Event Requests Space Nuances](#)

[Bandersnatch](#)

[ESL Spaces](#)

[Moon Hall](#)

[Event Support Services](#)

[Facilities Work Orders](#)

[RedTech Sound Production](#)

[Bon Appetit Catering](#)

[Off-Campus Food](#)

[Social Events](#)

[Social Event Requests](#)

[Social Event Manager \(SEM\) Role and Responsibilities](#)

[Social Event Manager \(SEM\) Training](#)

[Travel](#)

[Off-Campus Events](#)

[University Vehicle Reservations](#)

[Non-University Vehicle Reservations](#)

[Defensive Driving Course](#)

[Finances](#)

[Funding Sources](#)

[DCGA Funding](#)

[DCGA Funding Eligibility](#)

[DCGA Budget Requests](#)

[Fiscal Responsibility](#)

[Payment Requests](#)

[Reimbursements](#)

[Purchasing Card \(P-Card\) Checkout Process](#)

[On-Campus Purchases](#)

[Contracts](#)

[Fundraising](#)

[Fundraising Request](#)

[Depositing Funds](#)

[Cash or Checks](#)

[Electronic Funds Collected via What To DU](#)

[Marketing & Promotion](#)

[Print Marketing](#)

[Printing On Campus](#)

[Campus Organization Resource Area \(CORA\)](#)

[Digital Marketing](#)

[Denison Emails](#)

[WhatToDU Emails](#)

[Social Media](#)

[Social Media Best Practices](#)

[Conduct](#)

[The Code of Student Conduct](#)

[Hazing Prevention](#)

[Hazing Prevention 101 Training](#)

[Advisors](#)

[Advisor Selection](#)

[Advisor Responsibilities](#)

[Organization Leaders' Responsibilities](#)

[Resources](#)

CLIC Mission, Values, and Vision

Mission

The Alford Community Leadership and Involvement Center (CLIC) is dedicated to empowering Denison students through **involvement** and **engagement** experiences, with a focus on meaningful connections and **sense of belonging** within the Denison **community**. CLIC aligns values, passions, and interests, preparing students for a lifetime commitment to **leadership** and **service** both on and beyond the Hill.

CLIC provides these opportunities and experiences by:

- Celebrating Denison traditions and annual events
- Providing campus organization support
- Mentoring student leaders
- Highlighting involvement and engagement opportunities
- Serving our communities through volunteering and civic engagement
- Managing student-centered spaces
- Supporting a vibrant social life

Values

CLIC's mission statement is supported by the following values:

- **Involvement** = interactions that allow for intentional participation and consumption of experiences which allow participants to choose a level of investment in the university experience.
- **Engagement** = Sustained and shared interactions that create experiences for personal meaning making, emotional responses, and/or further personal development.
- **Sense of Belonging** = sensing that one's authentic self is respected, accepted, supported, and cared about and that their presence and contributions make a positive difference in their communities
- **Leadership development** = the cultivation of leadership motivation, efficacy, capacity, and enactment (which include: leadership motivation, efficacy, capacity, and enactment)
- **Community engagement** = a mutually beneficial relationship between local communities and its members in an effort to address social issues through positive change and direct service and education

Vision

Offering experiences and supporting communities where every Denisonian can belong.

Introduction

Greetings Campus Organization leaders, members, and advisors!

[The Campus Organization Resources and Handbook](#), compiled by The Alford Community Leadership & Involvement Center (CLIC), is a resource for student leaders, members, and advisors with important information related to operations and management of an organization at Denison University. The Campus Organization Resources and Handbook provides a foundation to ensure the success of your organization, including processes, policies and procedures, event planning and management, finances and funding sources, and marketing and promotion. Throughout this document you will find links and videos as resources.

Please share this Handbook with your organization because it provides all of the information you need for day-to-day operations, on-going leadership training, and organizational transition.

Best wishes for a great year!

Dana Pursley

Director, Alford Community Leadership & Involvement Center

Defining a Campus Organization

A campus organization is defined as a group of students in pursuit of a common purpose that supports Denison University's mission and values. Denison supports all organizations through the Alford Community Leadership & Involvement Center (CLIC). CLIC coordinates the potential organization process, the organization renewal process, and organization funding. Some organizations are provided additional support by the Office of Fraternity and Sorority Life, the Center for Belonging and Inclusion, Spiritual Life, and Athletics.

Core Values of Campus Organizations

1. Campus organizations must be formed and administered by Denison students.
2. Campus organizations must comply fully with the [University's Non-discrimination Policy](#).
3. Campus organizations must welcome Denison students based on their constitution's membership article.
4. Accountability for campus organization members and/or officers must be based on clearly established [campus organization constitutions](#) and/or bylaws.

Types of Campus Organizations

Campus organizations are categorized by mission and purpose. Below are the categories:

<ul style="list-style-type: none">• Arts• Club Sports & Intramurals• Cross-cultural community (C3)• Events & Programming• Honoraria & Academic• Fraternities & Sororities	<ul style="list-style-type: none">• Fraternities & Sororities• Media• Religious & Spiritual• Service (Denison Community Service Association)• Social Justice & Advocacy• Special Interest• Student Government
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A comprehensive list of all campus organizations can be found on [WhatToDU](#).

Privileges of Campus Organizations

Organizations that have been recognized and are active within the Denison community benefit from the following privileges, including:

- Participation in both the Fall and Spring Involvement Fairs
- Participation in both the Fall and Spring Leader Trainings
- Access to [WhatToDU for Organization Management](#)
- [Funding requests](#) through the Denison Campus Governance Association (DCGA)
- Campus space and [vehicle reservations](#)
- [Slayter tabling](#)
- Register organization [fundraisers](#)
- Ability to host campus-wide and organization [events and programs](#)
- Organization email addresses
- Receipt of University mail
- Support from Division of Student Life staff
- Ability to request [RedTech sound and tech services](#)
- Use of the [Campus Organization Resource Area \(CORA\)](#)
- Marketing and promoting campus events via [WhatToDU](#) and [Advertising/Posting on Campus](#).

Loss of Campus Organization Privileges

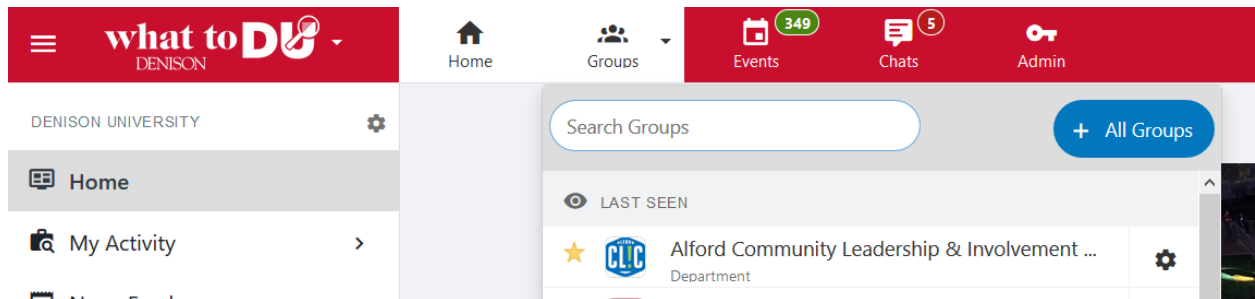
Campus organizations that fail to meet expectations outlined by CLIC may be subject to losing the privileges outlined above. Loss of privileges may result due to:

- Failure to complete the organization re-registration process
- Failure to participate in the Involvement Fair and/or required organization trainings
- Violation of University policies, [the Student Code of Conduct](#), and/or local, state, or federal laws

WhatToDU Organization Management





The Division of Student Life and CLIC use [WhatToDU](#), an all-in-one campus experience management platform, which allows students to join, organize, manage, and communicate with organizations and their members. Students have a unique profile, allowing them to join organizations and attend campus events. WhatToDU allows campus leaders to manage their organizations, store and share important documents, communicate with members, plan and publicize events, and track service hours and meeting attendance.



Officers are able to manage their group in order to send emails, create events, manage group settings, and more! To do so, click on **Groups** → Click on the **Gear Icon** next to the group you would like to manage.



Group Officers will have access to their Group Dashboard and a variety of Tools. Below are images, descriptions, and helpful links for frequently used Tools to successfully manage your Group. If you are a Group Officer and you do not see the **Gear Icon** and cannot access your Dashboard, get in touch with an Officer or [contact CLIC](#).

	<h2>Officers</h2> <p>Officers are members in leadership roles that can manage a group. Officers can send emails, create events, manage files and budgets, and change/edit group settings.</p> <p>Click here for more information regarding Officers. Click here for more information regarding adding Officers to a Group.</p>
	<h2>Members</h2> <p>Officers have the ability to manage, communicate with, add/edit tags, and edit member access settings.</p> <p>Click here for more information regarding Members. Click here for more information regarding managing Members.</p>

 <p>Emails Send emails, open/click rates and templates.</p> <p>49 Sent</p>	<h2>Emails</h2> <p>Officers can send emails to group members, including customized emails. Emails sent through WhatToDU include open/click rate statistics. You can select email recipients based on member tags/positions. Emails can be either: 1) Email Composer (standard) or 2) Email Builder (highly customized).</p> <p>Click here for more information about Emails.</p>
 <p>Events All your events, registrations, sales and attendance.</p> <p>33 Upcoming</p>	<h2>Events</h2> <p>By default, you have to be an Officer of your Group in order to Submit an Event in WhatToDU. However, Group Officers can choose to add a setting that will allow Group Members to submit Events. These Events will be saved as Drafts for the Officers to review and finalize.</p> <p>See the section below on Events and Social Events.</p>
 <p>Group Page Communicate and make resources available to your members.</p> <p>View</p>	<h2>Group Page</h2> <p>Each Group Page can be customized and designed to communicate with and recruit new members.</p> <p>Click here for more information about managing your Group Page settings.</p>
 <p>Surveys & Forms Collect any data and survey users.</p> <p>27 Created</p>	<h2>Surveys & Forms</h2> <p>Officers can use different tools to collect data;</p> <ul style="list-style-type: none"> - Form = collect any data or documents from individual users - Survey = survey multiple users and review aggregate results - Poll = ask one question and view live results - Election = create positions/candidates and vote - Quiz = create questions and attribute points to correct answers <p>Click here for more information about creating different surveys & forms.</p>

 <p>Files</p> <p>Upload photos and documents, share publicly or privately.</p> <p>645 Uploaded</p>	<h2>Files</h2> <p>WhatToDU allows you to upload documents and share them with your Group. Files can be sorted into folders. Files and Folders can also be public or viewable to only Group Members and Officers.</p> <p>Click here for more information about uploading and sharing files.</p>
 <p>Budget</p> <p>Track your budget requests and payment requests.</p> <p>View</p>	<h2>Budget</h2> <p>Organizations that have DCGA Budgets or are looking to request funding from the DCGA Reserve Fund will find their budget allocations and line item requests here. See the section below for more information regarding Finances.</p> <p>Click here for more information about budget requests and budget management.</p>

Service Hours

Many campus organizations missions include a commitment to and engagement in direct service. Students can submit and keep track of individual service hours in WhatToDU. Campus organizations Officers can also submit and keep track of members' service hours in WhatToDU.

[Click here for step-by-step directions on adding Service Hours.](#)

[Click here for more information about adding Service Hours as an Officer.](#)

[Click here for a video on adding Service Hours.](#)

Registration and Renewal

All campus organizations must be registered and recognized through CLIC. Students interested in proposing a potential campus organization must do so through CLIC and the Denison Campus Governance Association (DCGA) Rules Committee.

All campus organizations must renew their registrations annually during the spring semester per details announced by CLIC. The annual organization renewal process is completed on [WhatToDU](#).

Potential Campus Organizations

Proposals for new campus organizations are considered when the purpose of the potential campus organization is explicitly different from all other [currently registered campus organization](#) at Denison University. Students interested in possibly starting a new campus organization should start by cross-referencing the list of recognized campus organizations available on [WhatToDU](#).

In order to submit a proposal for a new campus organizations, students must have:

- Two organization officers
 - President (or equivalent)
 - Treasurer or Secretary.
- [Organization constitution](#) and/or bylaws
- A Denison University staff or faculty to serve as an advisor
- A defined mission and purpose that aligns with [Denison University's mission](#)

Organization officers must have a minimum cumulative GPA of 2.00. If the potential organization intends to request DCGA funding, that organization must have a Treasurer.

Potential service organizations must be first proposed to the Denison Community Service Association (DCSA) and the [CLIC Associate Director](#) before additional approval can be granted. Potential club sports or intramurals must be first proposed to the [Director of Club Sports and Intramurals](#). Students interested in fraternity or sorority expansion/extension must meet with the [Director of Fraternity and Sorority Life](#).

Once submitted, the DCGA Rules Committee will meet to review the application. Meeting minutes will be taken and a decision regarding approval will be made within seven (7) business days.

[Click here for step-by-step instructions on proposing a new campus organization.](#)

Renewing Current Campus Organizations

All campus organizations must complete the renewal process annually during the spring semester. The campus organization renewal process is completed on [WhatToDU](#).

When prompted by CLIC, the President (or equivalent position) will be asked to submit the following:

- President and Treasurer or Secretary
- Denison faculty/staff Advisor
- Updated constitution
- Logo
- Mission
- Updated Group Member list

The renewal process is required of all campus organizations to maintain 'active' status and receive the [privileges of campus organizations](#). Campus organizations that fail to complete the renewal process by the stated deadline will be considered 'inactive' and will not receive the privileges afforded to campus organizations, including access to room reservations and DCGA funding.

Once submitted, the campus organization Advisor will receive an email prompting them to confirm the details of the renewal.

Changes, including to changes to both Members and Officers, implemented prior to or after the renewal process must be promptly reflected within the organization's WhatToDU page. Campus organizations may update renewal materials, such as a change in the constitution or bylaws, at any time throughout the year.

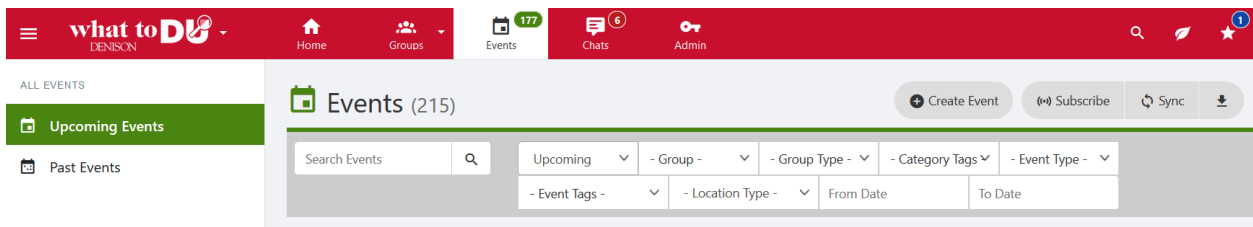
[Click here for more information regarding adding Officers to a Group.](#)
[Click here for more information regarding managing Members.](#)

Events

Campus organizations host a wide variety of events, programs, meetings, and experiences, both on- and off-campus. Event planning information, including logistics, procedures, policies, deadlines, and contacts are included in this section.

Event Requests

All campus organization event requests, including on- and off-campus and Slayter Tables, must be submitted via [WhatToDU](#). Once logged into [WhatToDU](#), select **Events** → **+ Create Event** → Select the organization hosting the event → complete the form fully, including the preferred event location.



Event requests should be submitted as soon in advance as possible. **An event request submitted less than 24 hours before the intended event may be denied, depending on additional event management requests (e.g, catering, work orders, A/V).** All event requests will be reviewed on a rolling basis.

Once submitted your event request will be reviewed by the following University staff, as applicable. University staff will communicate through the chat feature on WhatToDU, directly with the individual who has submitted the event request.*

**Note: University staff complete these processes during regular business hours (Monday - Friday, 8:30am-4:30pm).*

- **Space Availability + Reservation Confirmation:** Event Management Staff
- **Event Support Services:** CLIC
- **Food and/or Third Party Vendor Requests:** Bon Appetit
- **Final Approval:** Department sponsoring the organization

Spaces required for large scale University events (e.g., Week of Welcome, Big Red Weekend, Senior Send Off, Board of Trustees Meetings, etc.) may take priority over campus organization events. Decisions made regarding event status (e.g., declines, cancellations) are final. Once your event is reviewed, you will receive an email confirmation from [WhatToDU](#), either approving or denying the registration.

Recurring Events

To submit a recurring event, you will follow the process just like submitting a single event. Underneath “when,” you will then click “recurring event settings,” and select the dates you want the event to repeat on. You can book up to 32 recurrences at a time, but the more recurrences you submit, the more time the form will take to write directly into EMS.

[For step-by-step instructions on submitting a recurring event request ,click here.](#)

Off-Campus Events

All campus organization events, including off-campus, must be submitted for request via [WhatToDU](#). Campus organizations can indicate in their Event Request the event includes **Off-Campus Travel**. A Denison faculty/staff member will review your request and discuss University expectations and policies with the organization leaders prior to the event. Off-campus events may require a certificate of liability insurance (COI) of the off-campus vendor/location, a full participant list, transportation plan, and/or proof of car insurance.

All participants must register for the event on WhatToDU and fill out the participant waiver. Organizations that host off-campus events without registering the event on [WhatToDU](#) may be referred to the [Office of Community Values and Student Conduct](#).

Slayter Tabling

Tables can be reserved in Slayter Union or on the Academic Quad. Campus organizations are responsible for cleaning and returning tables to the table cart upon conclusion of the event. Failure to do so can result in the revocation of the privilege to reserve table space and/or conduct future fundraisers. Storage of signage, product, money collected or other miscellaneous supplies is the sole responsibility of the campus organization. To request a Slayter table, submit an [Event Request](#).

Event Requests Space Nuances

Denison is a unique place and we have some unique spaces! Please consider the following when submitting an event request on What to DU:

Bandersnatch

If your campus organization is looking to host an event in the Bandersnatch, please reach out to the Bandersnatch Programming Manager, [Julia Assis Azevedo](#) , prior to submitting your Event Request on What to DU. While the Bandersnatch is a reservable space on What to DU, the Bandersnatch staff have final say on the events that take place in the space.



FSL Spaces

IFC Lodge Spaces, Panhellenic Houses, and MGC/NPHC's Chamberlain spaces are reservable spaces on What to DU. However, these spaces are intended for the use of the respective FSL organization and/or governing council and are not available to other campus organizations for reservation.



Moon Hall

If your campus organization is looking to host an event in Moon Hall, note that there are four different sections of Moon Hall. If you are looking to reserve the entire space, please select all four sections (Moon FM, GM, NM, CM). If you are looking to reserve half of Moon Hall, please ensure you select the two sections that go together (Moon GM & FM **OR** Moon NM & CM):

Moon GM/FM (Gibbous Moon 1E & Full Moon 2E; East Side/Left Side if looking from entrance)

 Capacity: 40	Moon FM Full Moon 2E	Book
 Capacity: 40	Moon GM Gibbous Moon 1E	Book

Moon NM/CM (New Moon 3W & Crescent Moon 4W; West Side/Right Side if looking from entrance)

 Capacity: 40	Moon NM New Moon 3W	Book
 Capacity: 40	Moon CM Crescent Moon 4W	Book

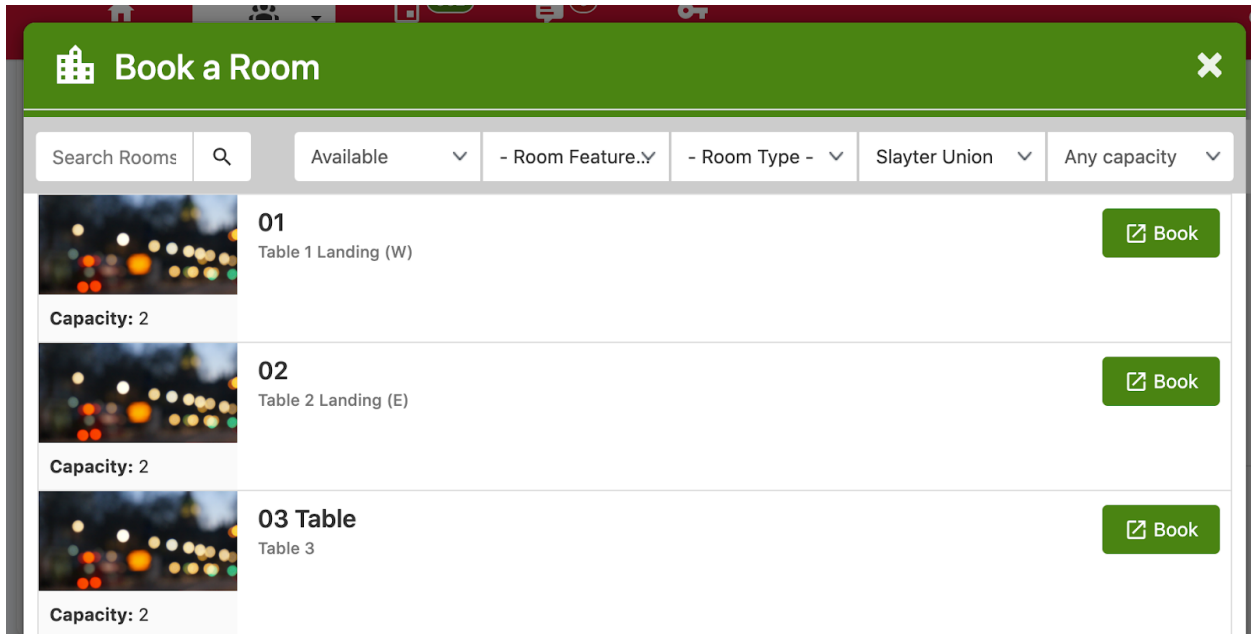


Table 1 Landing (W) refers to the West entrance on the inside of Slayter. Table 2 Landing (E) refers to the East entrance on the inside of Slayter. The other tables (3 - 10) can be used inside, or directly outside of Slayter, as long as they are not impeding the flow of traffic, or impeding another tabling event.

If your table is for a fundraiser, ensure that you have selected **Fundraiser** as your event type. CLIC will work with your organization on [Fundraising](#), taking donations, and the proper ways to handle and deposit the funds.

Event Support Services

Some campus organization events may require additional support services, such as Facilities, RedTech Sound Production, and/or Bon Appetit Catering. These additional support services can be added to your WhatToDU event request. These additional support services are then routed directly to the University staff member for approval. **Event requests that require Facilities work orders, RedTech Sound Production, and/or Bon Appetit Catering must be submitted at least 2 weeks in advance.**

Facilities Work Orders

Some campus organization events can be held in University spaces “as is” without additional Facilities needs. Whereas others may require additional setup from Denison Facilities.* Below are frequently requested Facilities work orders:

- Tables
- Chairs
- Trash cans
- Event set up
- Event tear down/reset the space to “as is”
- Cleaning

**Note: additional setup from Denison Facilities will result in an associated cost for the campus organization. Expenses incurred for additional cleanup/repair by Facilities may be billed to the responsible campus organization(s). Significant damage to the space may be referred to the Office of Community Values and Student Conduct.*

RedTech Sound Production

RedTech Sound Production services are only available for campus organizations and are provided at no cost. Below are frequently requested RedTech support:

- Portable outdoor sound system, including speakers and microphones
- Large capacity, indoor sound systems; including 2 speakers, 2 subwoofers
- Soundboards, live sound mixing
- Wired/wireless microphones
- Stage lights and washlights

Bon Appetit Catering

Campus organizations may work with Bon Appetit catering to meet their event food needs. Slayter Union and Burton Morgan are licensed to Bon Appetit catering, as such, they have the right of first refusal on any food event in those spaces. Campus organizations must seek approval for outside catering by contacting [Dylan Price, Bon Appetit Director of Sales and Catering](#). [Click here to view the Bon Appetit Catering Menu](#).

Off-Campus Food

When purchasing food from an off-campus vendor, campus organizations are responsible for picking up the food, taking care of set-up, clean-up, and supplies. Organizations may not bring food from an off-campus vendor to Slayter Union and Burton Morgan, which are licenses to Bon Appetit catering (without prior written approval). Outside business caterers are generally not permitted to provide food and services on campus. Campus organizations must seek approval for outside catering by contacting [Dylan Price, Bon Appetit Director of Sales and Catering](#).

Social Events

Denison affirms students' capacity to make responsible choices and supports students' desire to engage with one another through social events and parties.

[Per the Social Event Management Policy](#), social events or parties are defined as events sponsored by individuals or campus organizations, with more than fifteen (15) people where alcohol is being consumed and/or if the event is registered in a University social space. Additionally, University-sponsored or campus organization-sponsored off-campus travel where alcohol may be consumed is also defined as a social event or party. All social events or parties that meet the aforementioned definition must be registered through [WhatToDU](#), hosted in an authorized social event space, have an assigned Social Event Manager (SEM), and approved by the Alford Community Leadership and Involvement Center (CLIC) and/or the Office of Fraternity & Sorority Life (FSL).

[Click here for the Social Event Management Policy](#), which includes authorized locations and times, appropriate alcohol usage, types of social events with alcohol, food and beverage expectations, and information regarding Social Event Managers roles and training.

Social Event Requests

On-campus social event requests should be submitted **at least three (3) business days in advance** of the anticipated event; for example an event taking place on Friday should be submitted by Tuesday at noon.

Off-campus social events should be submitted **at least ten (10) business days in advance** of the anticipated event, in order to provide adequate time to review any contracts, transportation plans, and risk management plans.

University staff will communicate through the chat feature on WhatToDU, directly with the individual who has submitted the social event request. Please note: University staff complete these processes during regular business hours (Monday - Friday, 8:30am-4:30pm). Once submitted, your social event request will be reviewed by the following University staff, as applicable:

- **Space Availability + Reservation Confirmation:** Event Management Staff
- **Risk Management + Policy Compliance:** FSL and/or CLIC Staff
- **Event Support Services:** FSL and/or CLIC Staff
- **Food and/or Third Party Vendor Requests:** Bon Appetit Catering
- **Organizational and/or Individual Disciplinary Status:** OCVSC staff
- **Final Space Approval:** CLIC staff (with notification to the department overseeing your organization)

To allow for legal compliance, sufficient resources, and timely and appropriate response in the event of an emergency or incident requiring health and safety response, a maximum number of simultaneous events can be held on campus, which is managed through the WhatToDU event registration and approval process.

Spaces required for large scale University events (e.g., Big Red Weekend, Senior Send Off, etc.) may take priority over social events. Decisions made regarding event status (e.g., declines, cancellations) are final. Once your social event is reviewed, you will receive an email confirmation from [WhatToDU](#), either approving or denying the registration.

[For step by step instructions on submitting a social event request, click here](#)

Social Event Manager (SEM) Role and Responsibilities

A **Social Event Manager (SEM)** is defined as a student (ages 19+) that has completed the Social Event Management Training and is willing to serve as the primary contact for an approved social event. Students on Disciplinary Probation are unable to serve as SEMs. All social events with alcohol, both on- or off-campus, are required to have at least 2 SEMs, with at least one SEM being 21+. It is required that SEMs support social events with alcohol at a 1:20 ratio. This means that for every 20 guests, there should be one SEM supporting and managing the event. All on-campus social events without alcohol are required to have at least 1 SEM.

Social Event Managers are responsible for the following:

- **Maintain an environment that promotes respect and safety**, including adherence to occupancy restrictions of the space, unwanted physical or sexual disrespect, and unmonitored and unsafe alcohol consumption.
- **Be present throughout the entire event**, which includes the set-up of the event and the time needed to conclude the end of event procedures.
- **Abstaining from alcohol consumption and drug use before and during the event**, individuals not in compliance with this expectation may be ineligible to further serve as future SEMs for the remainder of the semester and/or referral to the Office of Community Values and Student Conduct for further disciplinary action.
- **Organize the distribution of non-alcoholic beverages and food**, which the organization or individuals are required to provide.
- **Obey state and local laws regarding the possession, consumption and distribution of alcohol.** SEMs are expected to ensure that no person under 21 years old and no visibly intoxicated person is served alcohol at events where alcohol is present, and to ensure that no alcohol is present at events where it is registered as a no alcohol event.
- **Call for assistance from Campus Safety when a guest's behavior adversely affects their event or guests**, this includes when guests may be displaying symptoms of over intoxication or when damage has occurred within the space. The SEM is encouraged to call Campus Safety for help if a guest may be exhibiting signs of emergency due to over-consumption of alcohol or other drugs, as articulated in the Medical Assistance (MA) Policy within the [Code of Student Conduct](#).
- **Conclude the social event if conditions become unsafe or if policy violations occur** and to comply with University staff members authorized to close down the event.
- **Preserve the condition of reserved, campus spaces.** The SEM is responsible for ensuring the organization restores the spaces to their previous condition at the end of each event, including removal of all trash, general clean-up of the space and surrounding areas, and returning all moved furniture to the pre-event location. If additional support is needed, they must contact Facilities to address the additional cleaning needed.
- **Participate in the social event checklist meetings 30 minutes before the event and immediately after the event has concluded with Campus Safety at the location of the event.** During the first meeting, Campus Safety will confirm that your event is prepared to meet event expectations and take several photos of the event space before the event. At the conclusion of the event, each SEM is expected to be present and participate in the checklist walk through where Campus Safety will ensure the space has been cleaned, no destruction has occurred, and to take several photos of the space. To reach Campus Safety for the meeting, call the Operator (740-587-0810) when a SEM is in place. Due to varying needs, checklist meeting times are determined by Campus Safety's availability.
- **Submission of risk management plan** to be approved by the campus organization advisor and department support staff (CLIC / FSL)

Social Event Managers are responsible for the behavior of individuals at their event including any harm, policy violations, outstanding cleanliness concerns, or damages that occur during the event. The hosting campus organizations and/or SEM(s) (for events hosted by individuals) may likely be financially charged following the social event for damages and/or cleaning fees via the Office of Community Values and Student Conduct (OVCSC). For first time instances of damage or cleanliness concerns at social events, OVCSC will provide a notice to the campus organization and/or SEM(s) (for events hosted by individuals) with a letter outlining the process for paying any financial charges associated with the social event.

For any other behavioral/policy violations or additional reports of damage/cleanliness concerns at a social event, the campus organization or individual SEM(s) may be referred to participate in the formal student conduct process overseen by OCVSC. In instances where a campus organization is referred to the formal student conduct process, SEMs will be the first point of contact for the Office of Community Values and Student Conduct in investigating the situation. SEM's have the responsibility to provide accurate information to help resolve the issue, and identify who is responsible for the alleged violations, damages, or prohibited behaviors that may have occurred. Following conversations with the SEM for campus organization hosted events, the campus organization may be charged under the Code of Student Conduct for alleged policy violations.

In the event that individuals or organizations have frequent alleged violations and/or damages, the Student Life Social Event Management Team reserves the right to deny upcoming or requested social event requests.

[Click here for more information regarding Social Event Manager \(SEM\) Training.](#)

Social Event Manager (SEM) Training

To host social events on- or off-campus, students must participate in Social Event Manager (SEM) Training. Students who complete the training will learn about the rights and responsibilities of a social event manager (SEM), learn how to manage small and large scale social events, and how to recognize the signs of alcohol or substance abuse and respond appropriately.

The Social Event Management Team will upload all semester training opportunities in WhatToDU; students are encouraged to register ahead of time. The SEM team will also maintain accurate records of individuals who have completed the SEM training, and those individuals will be tagged as SEMs in [WhatToDU](#).

Travel

Campus organizations may use Denison vehicles for in-state travel off-campus for events, such as conferences, cultural experiences, and regional meetings, and event needs, such as picking up event supplies. There is no cost associated with University vehicle use (unless damage is sustained as a result of the organization's use of the vehicle). Campus organizations looking to utilize larger transportation options in-state (e.g., charter bus) or travel out of state will be financially responsible for the associated costs.

Off-Campus Events

All campus organization events, including off-campus, must be submitted for request via [WhatToDU](#). Campus organizations can indicate in their Event Request the event includes **Off-Campus Travel**. A Denison faculty/staff member will review your request and discuss University expectations and policies with the organization leaders prior to the event. Off-campus

events may require a certificate of liability insurance (COI) of the off-campus vendor/location, a full participant list, transportation plan, and/or proof of car insurance.

All participants must register for the event on WhatToDU and fill out the participant waiver. Organizations that host off-campus events without registering the event on [WhatToDU](#) may be referred to the [Office of Community Values and Student Conduct](#).

University Vehicle Reservations

Denison has University vehicles available for campus organizations to utilize for in-state, short-term travel. Campus organizations can indicate in their WhatToDU Event Request if the event includes **Off-Campus Travel**.

When you indicate Off-Campus Travel, you will be prompted with additional questions that gather the specific information needed in order to reserve University vehicle(s) for your organization's event. These details may include (but are not limited to):

- Names and phone numbers of at least two students drivers who have completed the [Defensive Driving course](#)
- Destination
- Purpose of travel
- Departure date/time
- Return date/time
- Names of vehicle passenger(s)

University Vehicle requests must be submitted at least three business days in advance of the request. For example, weekend University Vehicle requests must be submitted by Tuesday.

Non-University Vehicle Reservations

Denison University vehicles can only be utilized for in-state, short-term travel use. **Denison University vehicles are prohibited from traveling out of the state of Ohio.** Campus organizations may have the need for non-University vehicles when Denison vehicles are not available, not approved for the desired travel, or are needed for an extended period of time (e.g., overnight). Campus organizations that wish to reserve non-University vehicles should [contact CLIC](#) at least two weeks in advance of desired travel and consider the following information:

- Campus organization name
- DCGA account number* or [funding source](#)
- Names and phone numbers of at least two students drivers who have completed the [Defensive Driving course](#)
- Destination
- Purpose of travel
- Departure date/time
- Return date/time

- Names of vehicle passenger(s)

Defensive Driving Course

Drivers of Denison University owned, leased, or rented vehicles are required to successfully complete a Defensive Driving course and pass a motor vehicle records check to ensure the safety of our students, faculty, staff, and vehicles.

[Click here for more information regarding completing the Defensive Driving course and upcoming Road Test dates/times.](#)

Finances

Funding can be critical to the success of campus organizations and their events. The following section outlines the process for applying for funding through the Denison Campus Governance Association (DCGA) as well as how to maintain funds, ordering supplies, tracking expenses, and DCGA Funding eligibility.

Funding Sources

As a campus organization, there are a few different types of accounts a group may have:

- **DCGA Account:** These accounts include all funds allocated to your organization from DCGA. It is based on the fiscal year model, and any funds in it do **not** roll over at the end of the academic year. DCGA accounts must be spent within the allocations that your organization submitted on WhatToDU. To request DCGA funds, your organization must submit a budget request during the Spring semester. DCGA may elect to allocate additional funds throughout the year on an as-needed basis.
- **Agency/Gift Account:** These accounts include funds your organization has gathered through donations, fundraisers, or dues. These accounts operate in perpetuity - they are rolled over at the end of the academic year. Agency/Gift accounts require a consistent need to accept donations, fundraisers, or dues. If you feel your organization needs an Agency/Gift account, [contact CLIC.](#)
- **Endowed Account:** These accounts include funds from endowments, alumni donations, and university fundraising efforts. They may be tied to scholarships, specific programs, or even specific spaces. These accounts are monitored with our partners in Alumni + Family Engagement. These accounts operate in perpetuity - they are rolled over at the end of the academic year. Endowed accounts may not necessarily be able to be used for purposes outside of the scope for which they were created.
- **Fraternity and Sorority Bank Accounts:** These accounts include funds that are tied to a National Fraternity or Sorority, with oversight from the National or Regional Team. Denison University does not provide oversight for these accounts. Only Fraternities and Sororities with National or Regional teams are able to maintain off-campus bank accounts.

- **Office Sponsored Funds:** Offices within the Division of Student Life may offer additional funding opportunities. These will be listed as additional funding sources that your organization can access through the Money tab for your organization on WhatToDU.

DCGA Funding

The DCA Finance Committee affirms to uphold the following rules in funding all DCGA sponsored organizations. These rules serve as the basis of all DCGA's funding procedures with the intention to equitably serve the Denison community. Campus organizations must adhere to the [DCGA Finance Funding Rules](#). For specific questions, review the DCGA Funding Rules or contact the [DCGA Finance Committee Chair](#).

DCGA Funding Eligibility

Any campus organizations can apply annually for funding from the Denison Campus Governance Association (DCGA). To be considered for funding, organizations must be a recognized campus organization, have completed their annual renewal process via WhatToDU and have attended a DCGA Treasurer's training.

DCGA Budget Requests

All annual DCGA budget requests must be submitted via [WhatToDU](#) by the posted deadline. The DCGA Finance Committee will complete a Spring Budget Process where budget requests will be reviewed and funded. Annual budget requests should include evidence of thoughtful research including names, dates, times and multiple price quotations.

If a campus organization fails to submit an annual budget request prior to the posted deadline, it forfeits the privilege to submit a request to the DCGA Finance Committee for the duration of the impending academic year. New campus organizations that are approved after the DCGA Spring Budget Process has been completed are permitted to submit budget requests.

There are two types of budget requests for campus organizations:

- **Budget Allocation:** Submitted during the Spring Budget Process and sometimes subsequently for additional funding requests.
- **Budget Reallocation:** Used to reallocate previously allocated (but not spent) money for a different purpose.

[For step-by-step instructions on submitting a DCGA Budget Request, click here.](#)

Fiscal Responsibility

Campus organization leaders must be good stewards of allocated DCGA funds, which include:

- Being fiscally responsible for all funds allocated by DCGA and making well informed decisions and purchases. Organizations who misuse funds will lose their privilege to request DCGA funding, and their accounts will be frozen until further notice. Organizations and their leaders may be referred to the Office of Community Values and Student Conduct.
- Abiding by the itemized budget approved by the Finance Committee. All organization transactions and expenditures must be maintained with the organization's WhatToDU budget.

- Keeping accurate financial records. The DCGA Finance Committee reserves the right to perform an audit at any time.
- Attending training provided by the DCGA Finance Committee and CLIC about budget allocations, reallocations, and spending rules.

Payment Requests

When University Funds (including DCGA, Fundraising, or Endowed accounts) are being used for a payment associated with a Campus Organization, staff within the university have multiple ways to ensure that we handle the financial transaction on your organization's behalf.

All payment requests for a campus organization will begin with a Payment Request. Payment Requests are directly tied to the line items of your approved budget. There are a few requirements for a payment request:

- Payment must be for approved allocations. We are not able to override DCGA funding allocations. If you are asking for funds to be reallocated, there will be a radio button where you can indicate this as you move through the payment request process. We will not be able to fulfill the payment request for a reallocation until DCGA approves it.
- All payment requests must be for one vendor. We cannot process payment requests that contain multiple vendors.
- Payment requests should be submitted in as much advance as possible. We cannot guarantee a payment request submitted late will be able to be processed. Below are the typical timelines required for different types of payment requests:
 - **Purchasing Card (P-Card):** Submitted a minimum of five (5) business days prior to the anticipated pick-up date.
 - **Contracts:** Submitted a minimum of six (6) weeks in advance to the performance date. Staff are also able to submit these on your behalf if you are working closely with a Student Life, CLIC, or FSL staff member.
 - **Purchases to be delivered to campus:** Submitted a minimum of five (5) business days prior to the date they must arrive. While we do have Amazon Prime Business, there are often delays from many suppliers. The more time you leave for your items to arrive, the higher the likelihood that all of them will be present when you need them.

[For step-by-step instructions on submitting a Payment Request, click here.](#)

Reimbursements

If you choose to utilize personal funds for an organizational expense and ask CLIC for a reimbursement via a Payment Request, ensure that your organization has funding approved for the expense incurred. Choosing a Payment Request for reimbursement without prior, written approval means that your reimbursement may not be able to be processed. Denison University is a 501(C)(3) non-profit organization and thus does not pay sales and use taxes. When making a purchase on behalf of the University, organizations must make sure to bring along a [Blanket Certificate of Exemption](#). Denison will not reimburse you for tax incurred.

Purchasing Card (P-Card) Checkout Process

CLIC has two purchasing cards (P-card) that can be checked out to campus organizations. When you submit a Request for Payment, you may select the use of a P-card. When using a University P-card, it is important to ensure that your organization understands following requirements:

- A request for a P-card is not a guarantee that one will be provided.
- The signee and CLIC will work together to find an appropriate pick-up time during business hours.
- P-cards are available on a first come, first serve basis.
- The signee will be solely responsible for the card and all purchases on the card.
- P-cards cannot be given to or used by individuals who were not submitted on the Payment Request form.
- P-cards may not be used to purchase gas, alcohol, tobacco, cell phones, or personal food items.
- P-cards must be returned to CLIC by 3:00pm the day after it is checked out.
- P-cards must be returned with all itemized receipts.
- If there are lost receipts, the signee must go back to the vendor to get a receipt.
- Any individual who fails to return the card and/or receipts will automatically lose the right to borrow a P-card and may be referred to the Office of Community Values and Student Conduct.
- Lost or P-cards will be disabled immediately.
- University P-card information cannot be stored on any personal device (e.g, computers, phones).

Denison University is a 501(C)(3) non-profit organization and thus does not pay sales and use taxes. When making a purchase on behalf of the University using a P-card, CLIC will provide vendor-specific sales tax exemption or a [Blanket Certificate of Exemption](#).

On-Campus Purchases

Campus organizations can purchase approved items with DCGA funds on-campus at the Bookstore, Dining Services, and the Copy Center, by using the organization's DCGA expense account. If you are in need of your DCGA expense account, contact your campus organization President, Treasurer, or [CLIC](#).

Contracts

Musicians, food trucks, speakers, and most novelty acts require a contract to be on file with Denison University. **Students are never permitted to sign contracts on behalf of the University.** If you are hoping to have a contract approved for your campus organization, [contact CLIC](#) as soon as possible. Since campus organizations are not able to enter into contracts or agreements on behalf of the University without the signature of a designated signer of the University, it is important to work with CLIC staff when you begin the planning process.

After you have identified a potential performer/act/vendor and gathered information regarding their availability, contact information, and pricing, campus organizations should set up a meeting with CLIC staff to begin the process of making an offer and requesting a contract. When setting up this appointment, campus organizations should be prepared to provide the approved budget from DCGA, all communication with performers and representatives, ideal dates, the

organization account number, venue reservations and any other information specifically requested by CLIC. CLIC staff will help to make an official University offer and negotiate the contract. Payments to performers and vendors are often made on completion of service or receiving of goods.

[For step-by-step guidelines on requesting and initiating a contract, including a sample email request, click here.](#)

Fundraising

Campus organizations are encouraged to fundraise for the benefit of their organization or for charitable causes. No fundraising activities may occur without prior written consent of CLIC. The following guidelines must be followed by approved campus organizations interested in fundraising or sponsoring business activities on campus.

- Campus organizations may sponsor fundraising events to benefit their organization or for a cause that is clearly communicated during any fundraising activities.
- Campus organizations must ensure the receiving organization is a [registered non-profit organization](#) in good standing with the appropriate government agencies; receiving organizations should have missions and activities that both align with and further [Denison University's mission](#).
- Campus organizations are not allowed to raise funds to benefit any specific individual unless the circumstance for fundraising is approved by CLIC.
- All fundraising activities are subject to appropriate laws and regulations (e.g. raffles are often considered games of chance and subject to special regulations).
- Campus organizations may sponsor commercial or business ventures on campus when their efforts further a fundraising or academic goal of the organization with the approval of CLIC.
- Any fundraising activity that involves the signing up or solicitation for credit cards is not allowed on campus.

[For the Business and Commercial Activities Policy, which can be found in the Student Handbook, click here.](#)

Fundraising Request

Organizations wishing to fundraise, including through a [Slayter Table](#), must submit an [Event Request](#) through [WhatToDU](#). When submitting a fundraiser event, ensure that you have selected **Fundraiser** as the event type. No fundraising activities may occur without either an approved Event Request through WhatToDU or prior written consent of CLIC. Some fundraising activities may require a meeting with CLIC staff to ensure compliance with the University's [Business and Commercial Activities Policy](#). CLIC can work with your organization on [Fundraising](#), taking donations, and the proper ways to handle and deposit the funds.

Depositing Funds





Cash or Checks

Campus organizations that collect cash or checks must submit those payments within one week of receiving to the Student Accounts Office, unless otherwise arranged with the Office of the

Controller. Cash and checks should remain in a locked location at all times limiting access to only those who need to have access. CLIC can assist campus organizations in submitting a deposit using the [Deposit Form](#). With the campus organization leader, CLIC staff will use this form to deposit checks and/or cash received and payable to your campus organization.

Electronic Funds Collected via What To DU

Campus organizations are able to collect electronic funds and donations via credit/debit card using What To DU. Funds and donations collected through What To DU will then be deposited directly into their [agency/gift account](#).

	 Thu, Sep 28, 2023 12 PM – 2 PM	 Slayter Union, 3rd 	30 Registered	\$90.00 Sales	5 Checked In
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**The use of electronic payment services and personal banking applications
Campus organization leaders are prohibited from using personal banking applications (e.g., Apple Pay Cash App, Zelle, Venmo, Zelle, etc.). Campus organizations are not permitted to collect, request, or provide funds or donations using electronic payment services, with the exception of What to DU.**

Marketing & Promotion

Campus organizations may promote their events, opportunities and programs on campus via several advertising methods. The following section covers the policies, resources and best practices for campus organization marketing and promotion.

Print Marketing

Campus organizations may post print materials, including flyers, posters, and banners, to promote opportunities and events for the Denison community. All print materials must be event-specific and list "who," "what," "where," "when," and the sponsoring campus organization(s). All print materials must include a valid email address or active website where contact information is listed.

Marketing may be posted when a campus organization has received approval for an event request via [WhatToDU](#) to ensure all appropriate reservations and event support services (e.g., Facilities work orders, RedTech Sound Production, and/or Bon Appetit Catering) have been confirmed. Campus organizations are encouraged to post their print marketing at least seven (7) days in advance of the event. Denison reserves the right to remove any posting at its discretion. Expired promotions must be removed by the organization within one (1) day by the sponsoring organization.

[For the Advertising/Posting on Campus Policy, which can be found in the Student Handbook, click here.](#)

Printing On Campus

Campus organizations may print materials, including flyers, posters, banners and other promotions, at the Denison University Copy Center, located in Doane 001.

Copyrighted material may not be printed unless receiving written permission from the person(s) holding the copyright.

To request print materials send files, preferably PDFs, via email to the [Copy Center](#). This email should include the following information:

- Organization name
- DCGA expense account number
- Number of copies
- Whether printing is single sided or back to back
- Whether printing is in color or black and white
- Paper size/color/weight
- Other directions, such as hole punching, binding, stapled, etc.

Students must ensure they have the appropriate funding prior to submitting a print request; the Copy Center can provide a quote prior to completion of the print request. If you are in need of your DCGA expense account, contact your campus organization President, Treasurer, or [CLIC](#).

Campus Organization Resource Area (CORA)

CLIC and DCGA maintain the Campus Organization Resource Area (CORA) on the third floor of Slayter for the sole use of campus organizations. Campus organizations have access to these supplies free of charge to help promote upcoming organization events and involvement opportunities. CORA items may include: paper cutter, banner paper, scissors, glue, rulers, pencils, markers, paint, brushes, glitter, and craft supplies. To request additional supplies or refills, [contact CLIC](#). Students using CORA are expected to put away all supplies, recycle or dispose of materials as appropriate and clean up after using the space. Report spills or damages to CLIC.

Digital Marketing

Denison Emails

Campus organizations may request a @denison.edu email account. Requests should be submitted to helpdesk@denison.edu. If your organization has an existing @denison.edu email account but you do not have access to it, contact helpdesk@denison.edu and clic@denison.edu to request a password reset and access.

WhatToDU Emails

Officers can send emails to group members, including customized emails. Emails sent through WhatToDU include open/click rate statistics. You can select email recipients based on member tags/positions. Emails can be either: 1) Email Composer (standard) or 2) Email Builder (highly customized). [Click here for more information about WhatToDU Emails.](#)

Social Media

Social media, when used effectively, can benefit your campus organization in a variety of ways. You might find that social media is useful in:

- recruiting new members
- communicating with current members
- advertising events and programs
- sharing information about a cause your organization cares about spreading
- general awareness of your organization

Social Media Best Practices

When using social media, consider the following best practices:

- **Be strategic** - build a strategy that outlines your organization's goals, audience, voice, platforms, and management.
- **Be accurate** - check your facts before posting. Always proofread for grammar and spelling. **Make sure your [Event](#) or [Social Event](#) has been confirmed in WhatToDU before posting.**
- **Be active** - don't spread yourself too thin. Focus on one or two social media platforms that will help you be strategic and reach your goals and target audience.
- **Be respectful** - not only of your organizations and its members, but of Denison University.
- **Be responsive** - include your organization's contact information and ensure you are responding to messages, mentions, and comments quickly.
- **Be smart** - be mindful of policies within [the Student Handbook](#) and [the Code of Student Conduct](#).

Conduct

The Code of Student Conduct

[The Code of Student Conduct](#) reads that every Denison student is expected to abide by the University's policies and rules, and to help mitigate situations when they observe others violating those rules, including directly intervening when it is safe to do so, and/or reporting the behavior and seeking assistance from university officials or law enforcement. The expectation extends to all campus organizations. Alleged violations by campus organizations are referred to [the Office of Community Values & Student Conduct](#) (OCVSC) and are resolved in accordance with the expectations and procedures outlined in the Code of Student Conduct. Organization leaders, as well as their membership, are strongly encouraged to read the Code to become familiar with the University's procedures for resolving alleged violations.

Where a reported violation may be determined to involve a campus organization and result in a formal charge under the Code, the campus organization's President will most often be the receiver of notice from the OCVSC. In reviewing alleged incidents of misconduct, the OCVSC in consultation with Campus Safety will first assess the need for any interim measures to be placed on organizations until the conclusion of the matter. These interim measures may be put in place related to concern of the health and safety of the members within the organization. On

behalf of the campus organization, the President (and sometimes the organization's risk manager or other officers) will be required to meet with an OCVSC staff member to learn the next steps within the review process.

After the completion of further investigation into the allegations, as applicable, the organizational leader will have the opportunity to review allegations and information gathered regarding the allegations against the organization and they will have the opportunity to admit or deny responsibility on behalf of the organization. As articulated in the Code, if charges can be resolved administratively within the Community Values Meeting (CVM), the case shall be considered resolved. If the organization denies responsibility for one or more of the pending charges against the organization or the proposed sanctions for resolving the case are declined, the organization will be provided an opportunity to address the university via a formal hearing, per the Code of Student Conduct. Generally, organizational cases that proceed to a formal hearing are adjudicated administratively. Formal conduct findings and outcomes are subject to the appeal process outlined by the Code. Organizations should also be aware that if there are outstanding sanctions the student organization has not completed, additional disciplinary action may be taken until the completion of the assigned sanctions.

It is the practice of the OCVSC to collaborate and provide direct communication with CLIC when addressing alleged misconduct by campus organizations. CLIC administrators may be asked to participate in conduct meetings or hearing proceedings at the discretion of the OCVSC. Incidents involving Greek-letter organizations and those organizations who enjoy inter/national recognition and affiliation are communicated to the respective inter/national office. The University relies on open and frequent communication with inter/national offices to preserve and develop fraternity and sorority involvement on campus. When possible, the University strives to resolve conduct issues collaboratively with inter/national offices, with shared learning outcomes and accountability. These decisions, however, are not binding; the University reserves the right to issue sanctions or other requirements independent of accountability being communicated by inter/national offices.

Hazing Prevention

Hazing behavior is strictly prohibited at Denison and is a criminal offense under [Ohio Revised Code Section 2903.31](#), also known as Colin's Law, when it causes mental or physical harm to another person, or creates a substantial risk of such harm.

Denison encourages student participation in campus organizations and Athletics. These involvements enrich the college experience and contribute to student's social and leadership development. Hazing is entirely contrary to the purpose and values of Denison campus organizations and teams. Denison condemns hazing behavior of any kind. Hazing carries the risk of physical or mental harm, including serious harm or death, and harm to the personal dignity of individuals and to Denison's community values.

The potential for hazing typically arises as part of a student's recruitment, orientation, or initiation to an organization (such as fraternity, sorority, athletics team, campus organization, or other student group) in which there is often a power differential between established members of the organization and those being recruited or newly joining.

Failure by individuals and/or campus organizations to comply with the [Anti-Hazing & Hazing Prevention Policy](#) constitutes a major violation of the Code of Student Conduct and may result in

sanctions for the organization and/or individuals, including but is not limited to: disciplinary probation, deactivation, suspension, expulsion, withdrawal of recognition and/or suspension of operations.

Protecting against hazing behavior is the responsibility of every member of the University community. As required by [Ohio law](#), no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of Denison (or any of its organizations or teams) shall recklessly permit hazing. Recklessly permitting hazing is a second-degree misdemeanor under [Ohio law](#), and a third-degree felony when the hazing includes coerced consumption of alcohol or drugs resulting in physical harm to a person.

There are multiple ways to report an incident of hazing:

- Call the Office of Campus Safety - 740-587-6777
- [Report hazing behaviors anonymously](#)

Hazing Prevention 101 Training

Denison University's [Anti-Hazing & Hazing Prevention Policy](#) and [Ohio Revised Code Section 2903.31](#), also known as Colin's Law, require all students to complete educational training on hazing awareness, prevention, intervention, and on the elements of this policy. This training program is offered as part of new student orientation. Any student who does not participate in the educational training on hazing awareness must make other arrangements to fulfill this obligation by working with CLIC staff.

Students must participate in this educational training before they are allowed membership into any University-recognized campus organization or athletics team. Students who do not participate in the training will be barred from participating in any campus organization or athletics team and may be subject to additional educational or disciplinary outcomes under the Student Code of Conduct.

[Click here to complete Denison's Hazing Prevention 101 Training.](#)

Advisors

All campus organizations must have at least one full-time Denison staff or faculty member that serves as an advisor.

Advisor Selection

Campus Organization advisors should be familiar with the mission and goals of the organization as well as be willing to support the group throughout the year to meet the organization's mission and purpose. Selecting someone who can dedicate time to meet with organizational leaders and members is pertinent to the success of the organization. If you are in need of a campus organization advisor or would like to discuss your current advising model, [contact CLIC](#).

Advisor Responsibilities

Campus Organization advisors should be accessible to the organization and its members. Advisors are often needed to give advice and provide support and guidance. Advisors can

complete and sign forms regarding organization registration, finances and other business. Additionally, advisors should be informed of Denison policies and procedures, encourage the organization to follow them for the betterment of their success, provide supervision in the administering of organization funds, and attend organization meetings and events as often as possible.

Organization Leaders' Responsibilities

Organization leaders should keep their advisor(s) informed concerning overall progress and notify their advisor(s) in advance of the schedule of meetings and events. Organization leaders should communicate with the advisor regarding issues that affect the welfare of the organization and changes in policies and procedures. Maintaining a relationship based on trust, communication and mutual interest will help the organization perform to its highest ability.

Resources

While not exhaustive, these resources include links to important resources for campus organizations and will provide your organization tools for success.

Denison University

- [myDenison](#)
- [Denison University's mission](#)
- [Student Handbook](#)
 - [Business and Commercial Activities Policy](#)
 - [Advertising/Posting on Campus Policy](#)
- [Social Event Management Policy](#)
- [Non-discrimination Policy](#)

Alford Community Leadership & Involvement Center (CLIC)

- [WhatToDU](#)
- [Google Drive - Campus Organization Resources & Handbook](#)

WhatToDU Organization Management

- [Group Officer Overview](#)
- [Adding Officers to a Group](#)
- [Group Member Overview](#)
- [Adding Members to a Group](#)
- [Using the WhatToDU Email Building](#)
- [Managing your Group Page settings](#)
- [Creating Surveys and Forms](#)
- [Uploading and Sharing Files](#)
- [Budget Requests and Budget Management](#)
- [Adding Service Hours - step-by-step](#)
- [Adding Service Hours as a Group Officer](#)
- [Video on adding Service Hours](#)

WhatToDU Help

- [CampusGroups Help Center](#)
- [CampusGroups Training Videos](#)

Registration and Renewal

- [Current list of all Denison campus organizations](#)
- [New Campus Organization Proposal](#) - step-by-step
- [Denison University's mission](#)
- [Non-Discrimination Policy](#)
- [Standard Constitution for Campus Organizations](#)
- New Community Service organization? Contact the [CLIC Associate Director for Service & Civic Engagement](#)
- New Club sport or intramural? Contact the [Director of Club Sports and Intramurals](#)
- Fraternity or sorority expansion/extension? Contact the [Director of Fraternity and Sorority Life](#)

Events

- [Recurring Event Request Process](#) - step-by-step
- [Social Event Request Process](#) - step-by-step
- [Social Event Management Policy](#)
- [Social Event Management Training](#)
- [Advertising/Posting on Campus Policy](#)
- [Residential Quad Pictures](#) (for event planning purposes)
- Catering questions? Contact [Dylan Price, Bon Appetit Director of Sales and Catering](#)
- [Bon Appetit Catering Menu](#)

[Office of Community Values & Student Conduct](#)

- [Student Code of Conduct](#)

[Hazing Prevention](#)

- [Anti-Hazing & Hazing Prevention Policy](#)
- [State of Ohio Revised Code Section 2903.31](#)
- [Report Hazing](#)
- [Denison Hazing Prevention 101 Training](#)
- [HazingPrevention.org](#)

Travel

- [Defensive Driving Course](#)

Finances

- [DCGA Finance Funding Rules](#)
- [DCGA Budget Requests](#) - step-by-step
- DCGA Finance or Budget questions? Email the [DCGA Finance Committee Chair](#)
- [Blanket Certificate of Exemption](#)
- [Payment Requests](#) - step-by-step
- [Requesting and initiating a contract](#) - step-by-step
- [Business and Commercial Activities Policy](#)

Marketing

- [Advertising/Posting on Campus Policy](#)
- Print requests? Email the [Copy Center](#)
- [Create emails through WhatToDU](#)

Fraternity and Sorority Life

- [North-American Interfraternity Conference](#) - NIC/IFC
- [National Pan-Hellenic Council](#) - NPHC
- [National Panhellenic Conference](#) - NPC/Panhellenic
- [Multicultural Greek Council](#) - NMGC/MGC
- [Membership Recruitment and Intake Form](#)
- [Unrecognized Organizations](#)

Local and State Laws

- [Village of Granville Charter](#)
- [Village of Granville Ordinances](#)
- [State of Ohio Revised Code](#)