



**Goldey-Beacom**  
**COLLEGE**

**Goldey-Beacom College**  
**Student Organization Resource**  
**Guide**  
**2023-2024**

**A Comprehensive Guide for Student**  
**Organizations**

\*Subject to change

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## **Welcome to the World of Student Organizations!**

In any college community, there is a responsibility to provide opportunities for students to express their individuality and to satisfy their needs and interests. At Goldey-Beacom College, the student clubs, and organizations, in cooperation with Student Engagement, provide many of those opportunities.

Student Engagement seeks to compliment the traditional programs of study and enhance the overall educational experience through development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance activities. Student Engagement seeks to provide an environment in which students are:

- Encouraged and assisted in the development of activities that expand involvement in the college community and society.
- Exposed to various cultures and experiences, ideas and issues, art and global experiences.
- Informed about institutional policies, procedures, and aided in the awareness and utilization of facilities and other campus resources.
- Assisted in the development of leadership through opportunities to practice leadership, decision-making, and other related skills.

The primary purpose of this publication is to serve as a guide to our campus organizations and supporting partners in leadership development. GBC is home to over 15 different student organizations of several types: academic, social, media, multicultural, faith-based, political, fine/performing arts, sports, service, and leadership/experiential learning.

The Student Organization Resource Guide pages are for student leaders and advisors and include all you need to know about running an organization. It will aid you in successfully leading your student organization and will familiarize you with the rules and policies related to recognize student organizations. As an important part of campus life, student organizations and other co-curricular activities provide leadership development opportunities to enhance your college career. Through Student Engagement, Goldey-Beacom College provides certain privileges to student organizations in good standing. This opportunity will enhance the overall educational experience of students through development of exposure to, and participation in social, cultural, intellectual, recreational, and governance programs.

## **Student Engagement Mission Statement**

As the center of campus community life, Student Engagement is an integral part of the educational mission of Goldey-Beacom College. By offering a variety of programs, services, and facilities that meet the needs of the GBC Community, we create an environment for individuals to interact and learn from one another. We provide opportunities for student, faculty, and staff involvement in campus life.

Student Engagement, a student-experience focused department, values participatory decision making, self-directed activity, and the open exchange of ideas. Through service to the campus community in volunteerism, committees, and student employment opportunities, we foster interactive and developmental experiences in leadership and social responsibility. Furthermore, we enhance the academic experience through an extensive array of cultural, educational, recreational, social, and leadership programs.

Student Engagement honors individuality and values the diversity of the campus. We provide opportunities to celebrate traditions that will shape our future. We are committed to fostering a community that cultivates enduring dedication and pride in the College community.

## **Running a Meeting**

### **Leading Your Organization Meeting**

The first activity that directly affects the membership is the first meeting of the year. A dynamite first meeting makes a winning first impression on members and creates optimistic expectations for the term ahead. The first meeting should be light in content, make newcomers feel welcome, state the mission & goals of the organization clearly, and set the course for the rest of the semester.

Next, we suggest your leadership team read through the next few pages, consider ideas, select those that seem to fit your needs, then create a definite plan for your own meetings.

### ***Before The Meeting Starts...***

1. Make sure you have the space for the meeting reserved through the Student Affairs Office
2. Have a "team plan"... make sure that everyone knows the total plan and is prepared for his/her part in it.
3. Make sure the meeting place can be easily identified from the outside, that it is well lit for a night meeting. Put up signs to get people to the room and a sign at the entrance, visible when the door is open or closed, that says something friendly, such as "Welcome New Members!"
4. Be sure that the agenda is ready beforehand, have copies for everyone, or be ready to project it on a screen, write it on newsprint, or otherwise post it for all to see.
5. See that the seating encourages maximum interaction among members and guests, that everyone can see the podium and hear what is going on, and that extra chairs are easily accessible. If you can, set up the room so that latecomers will enter at the rear, minimizing interruptions once you are under way
6. Bring nametags and several marking pens.

7. Bring Membership Information Cards and a quantity of pens and pencils.
8. Prepare a display of club mementos... photos, your scrapbook, awards, newsletters, brochures, etc.
9. Prepare and bring enough copies of a printed handout about the organization for every person. Include a statement of the group's mission/purpose, a list of the officers and how to contact them, a list of opportunities for future involvement and whom to contact about each one, and a summary of recent organizational achievements.
10. In the 2 weeks leading up to the meeting, make sure that if you need technical equipment (projector, microphone, etc.) that all of this has been requested through the proper forms in Student Engagement. (See sample forms section)

### ***As People Enter the Room***

Remember... you don't want their first impression of the organization to be their last!

Have old members come early and greet newcomers as they arrive, help them make out nametags, and talk with them individually or in groups of two or three. The "veterans" can also help with the other pre-meeting suggestions below.

- Give everyone a Membership Information Card. Ask them to fill it out, and then collect them immediately.
- Give everyone the printed handout about the organization; invite him or her to look it over before the meeting starts.
- Give everyone a copy of the meeting agenda and/or program, explaining those items that require further information.
- Take everyone on a tour of whatever displays you have, or at least invite them to look them over.
- Invite each person to join, in a friendly, non-pushy way. If they're interested, take them to the membership table; follow up after the meeting with those not yet ready to join.

### ***Starting the Meeting***

1. Ask team members and all other veterans present to help get everyone settled. Announce that it is time to get under way. At this point it is helpful to move membership and handout tables just outside the door to greet and sign-up latecomers before they enter.
2. Introduce yourself. Personalize it and give people some information about who you are. Something like this: "Hi, everybody. Welcome to the Club! My name is Charlie Brown, and I am your president for the coming year."
3. Welcome all new people attending and give them individual recognition, if possible. If time allows, let them introduce themselves.
4. Welcome all returning members and give them individual recognition similar to new members.

5. Acknowledge continuing members who have achieved special recognition (e.g.: community leaders, scholarship recipients, class, or school officers, etc.).

### ***Presenting Your Organization***

- Allow each officer to participate in the meeting in some major way. This helps the president, gives them recognition, and lets others know who they are.
- Explain the purpose of the organization, referring to the preprinted handout you gave to each attendee.
- Explain the organization's committee structure. If it is the least bit complex, visual aids will be a big help, keep it short and simple.
- Highlight major past accomplishments and refer to the displays.
- Review those continuing projects that will require involvement of the membership in the coming year.
- Describe important upcoming events and emphasize how members and newcomers can get involved.
- Explain important decisions the group may face during the year.
- Announce committee appointments or name the appointments that will be made. Tell members how they can get on a committee.
- Encourage members to come up with new program ideas (speakers, films, and fundraisers). Pass out cards on which they can jot down ideas; collect them at the end of the meeting.
- Just for fun, have an auction, a drawing, a simple contest, or play a get-acquainted game.
- Show slides or videos of past activities of the group.
- Have refreshments.
- End the meeting by introducing the key members again and ask them to go to designated areas of the room when you adjourn to be accessible to interested persons.
- Invite everyone to visit with the key members, and to turn in their idea and Membership Information cards.
- Announce the next meeting -- date, time, place, any items of business and the program.
- End the meeting on time and at a high point of interest, not when members are exhausted or impatient.

### ***After Adjournment***

1. Make it easy for folks to locate individual leadership team members to chat with or to volunteer for various projects or a committee.
2. Have old members seek out first timers who were not quite ready to join at the beginning of the meeting. Encourage veterans to ask newcomers if they have any questions, but not to oversell!
3. Have the "put-it-back-together" team clean up and put things away.

4. After it's all over, be sure the secretary writes up the minutes and the treasurer records any past or upcoming transactions.
5. The membership chair should begin to set up the Membership Information Card file to help various committee chairpersons identify and recruit new committeemembers.
6. The leadership team should evaluate the meeting, share individual feedback, and plan for the next meeting.

The meeting we've just described seems a little "heavy" compared to anything you have ever experienced. It is, but if your team puts together the right combination at the outset, you have a good chance of a successful season ahead. Such a carefully prepared meeting gets a lot of people acquainted, involved, and on their way home early. And -- most important -- they will probably be back next meeting! You probably will not want to do everything suggested above-- few groups do! Your leadership team's jobs are to select the important things and do them well!

## **Student Organization Executive Roles**

The following information is supplied as a guideline for executive positions. Keep in mind that the goals of the club may dictate other responsibilities. Officers do not run the club; they coordinate and implement the goals and ideas of the club. It is the responsibility of the officers to:

- See that business is conducted in an orderly, efficient, and proper manner.
- See that the club operates according to its constitution.
- Provide good role modeling and show appropriate leadership behavior to other members and to the college community.
- Be enthusiastic, to follow through, to promote a friendly and harmonious environment for the group to function within, and to work within the policies of Goldey-Beacom College in providing quality standards.
- Balance your time as a student scholar and as a student leader

### ***To Be an Effective President:***

- Know the proper procedure for conducting a meeting & practice this procedure.
- Remain impartial & objective.
- Prepare & post an agenda for each meeting.
- Understand your constitution & bylaws, make sure your group operates accordingly.
- Carry out decisions of the group, although they may be contrary to yours
- Provide good role modeling, showing appropriate leadership to the organization & the College. Balance time effectively to provide effective results.

### ***To Be an Effective Vice President:***

- Be prepared to take over the presidential responsibilities at anytime
- Be prepared to assist the president in any way
- Be prepared to take on any specific duty that is requested of you, i.e. represent the club on committees
- Model appropriate behavior and be aware of your limitations
- Call issues to the attention of the President

***To Be an Effective Treasurer:***

- Maintain accurate records of monies received, paid or owed
- Understand and accept responsibility related to student funds
- Maintain a good relationship with the Student Engagement Fiscal Advisor and Manager and follow all procedures for requesting payment
- Prepare a budget and make sure that the club or organization keeps within budgetary guidelines
- Keep records that can be easily obtained and understood
- Give a treasurer's report at each meeting or upon request
- Meet with Student Engagement Fiscal Advisor and Manager periodically to ensure accuracy
- Review budget before requesting money or spending money

***To Be an Effective Secretary:***

- Be knowledgeable of office procedures
- Keep an updated membership roster
- Be responsible for all correspondence
- Maintain all files for future use
- Maintain minutes at each meeting and provide copies of these to all members of the club. Minutes should reflect date, time, and place of the meetings, agenda topics, all motions and votes, new business, and adjournment time

## **Starting a New Club/Organization**

*New clubs and organizations start every semester at Goldey-Beacom College. The process is relatively simple and involves first gaining recognition from Student Engagement.*

\*Interested students will pick up a packet including all forms and information that needs to be completed for the new organization to be accepted within Student Engagement (Forms available at Student Affairs Office)



Interested students will submit to the Student Engagement member who oversees student organizations a **roster** of at least ten current GBC students interested in starting the club/organization, **advisor agreement**, **mission statement**, and **proposed constitution**. This **roster** must comprise of names, contact information, and student ID numbers. Students will also submit via email a copy of their **completed constitution**, which follows the example constitution included in their introductory packet & **mission statement** including goals, examples of intended programs, and purpose of the club, i.e., the need that is met by the creation of this club on the GBC campus.

The Student Engagement member who oversees student organizations will review and request revisions as needed.

Must be a currently enrolled GBC student

GPA requirement of 2.0 for all new members

GPA requirement of 2.5 for all students who wish to be officers in the new club/organization

Every club/org must have at least one **advisor**, however, it may be in your best interest to have 2, so that if one cannot attend your event, the other can. See Student Engagement policies on advisor responsibilities & chaperoning for further detail. Advisors should know exactly what they are signing up for before they agree to help your organization to make sure events will not be cancelled.

After the preceding steps are completed, the Student Engagement member who oversees student organizations will ensure all documents are verified and eligible. Once any amendments have been made, the organization seeking recognition will be placed on an agenda for a meeting between the Student Engagement member who oversees student organizations and the Dean of Students.

The first meeting is a presentation of the club's mission, purpose, and goals in the New Business portion of the meeting agenda. It is an opportunity for the Dean of Students to ask questions regarding the proposed new club.

## **Reinstatement**

If your organization has been active before at GBC, you may be eligible for "reinstatement." Reinstatement follows generally the same approval process as a brand-new club. The Student Engagement member who oversees student organizations for details if you think your club may be eligible for a reinstatement.

## **Active Status**

To maintain your "active" status within Student Engagement, which is needed in order to

program; organizations must adhere to the following:

- Submit an organization roster by the given date
- Turn in necessary paperwork (i.e., room reservation forms, check requests, etc.) two weeks in advance
- Attend mandatory organization meetings
- Turn in an updated constitution every year
- Turn in the Advisor Information Form at the start of every year
- Submit an annual budget proposal, adhering to Student Engagement proposal guidelines, in the Spring semester
- Fulfill mission statement as noted in organization constitution through service, programs, and actively engaging the GBC community

## **Sample Constitution**

All student clubs must submit a constitution to the Student Engagement Office in order to be recognized.

### Article I NAME

State what the club will be called.

### Article II PURPOSE

State what the club will do to fulfill the needs of the membership. The more general the statement the better. Example: The purpose of this club or organization is to broaden the horizons of the intellectual reasoning through readings and discussions.

### Article III MEMBERSHIP

Membership in a student club must comply with Title IX of the U.S. Higher Education Amendments of 1972. There shall be no restriction on membership based on race, religion, nationality, gender, physical ability, sexual orientation or preference, or political conviction. Members must be Goldey-Beacom College students.

### Article IV OFFICERS

State what positions will comprise an executive board and what some of the responsibilities for each are. Officers must maintain a 2.5 semester GPA and overall GPA during their term. Officers of student clubs must be full-time registered Goldey-Beacom College students in good academic, financial, and disciplinary standing.

### Article V ELECTIONS

Indicate what time of the year elections will be held, and who is eligible.

## Article VI MEETINGS

State when this club will have its regularly scheduled meetings, what constitutes a quorum, and under what circumstances a special meeting may be called.

## Article VII FINANCES

State if funding will be sought directly from Student Government. Fundraisers should be mentioned here.

## Article VIII RECALL

State whether a member can be expelled for not attending meetings and/or events. (Please make an appointment with professional staff member in the Student Engagement Office if there is consideration of an expulsion)

## Article IX AMENDMENTS

Any other information should be included in the form of amendments.

## Article X RATIFICATION

State the manner in which the constitution can be changed, quorum vote.

By-laws are usually listed here; however, they are not essential to all constitutions. These by-laws can be issues related to forming committees, creating honorary member status, a commitment to programming certain events each year, and so on.

# **Role of the Student Organization Advisor**

## **Introduction**

Education, the central goal of a college environment, takes place in many different ways. One way is through co-curricular involvement. Educators facilitate learning in different ways as well. Role modeling and mentoring are two very important modes of helping people learn. The advisor helps the student take full advantage of co-curricular learning and serves as a role model and mentor for members of student organizations. All organizations are expected to communicate all activities with their respective advisors, in advance and in complete transparency.

## ***Principal Duties of Student Organization Advisors***

1. An advisor must be a full-time employee or graduate assistant Goldey-Beacom College, exceptions at the discretion of the Dean of Students.

2. The advisor must sign the Goldey-Beacom College Advisor Information Form and be fully acquainted with the manual that follows and understand all policies and procedures used by the Student Affairs Office.
3. Advisors are required to attend the various functions of their student organization held after normal business hours and/or in accordance with the attendance policy below (see items a. - c.). The advisor's signature on the room reservation form is a commitment to attend the event. Advisors should arrive at least one-half hour before the event and must remain until the dissipation of the crowd.
4. In the case of an emergency at such an event, the advisor should exercise his/her best judgment and work closely with Campus Security.
5. Advisors are required to sign off on all check requests and facility reservation requests.

Advisors will be required to attend any registered organization event that meets the following criteria:

- a. Overnight trip - must have at least 1 professional staff for groups of 20 or less, for groups of 20+ contact the office to discuss coverage.
- b. Off-campus daytime trip – A professional staff member or graduate assistant is acceptable at a minimum of 1 per bus or van.
- c. Large-scale events after normal business hours & weekend's on-campus – A professional staff member or graduate assistant must represent their organization at events with a history of a large turnout (50 people or more) some examples would be: Lightning Bash, concerts, banquets etc. If a new event is expected to have a large turnout, we would like an advisor to attend as well.

*Advisors must agree to attend any of the types of events outlined above or find a suitable replacement BEFORE the trip is approved by Student Engagement. By signing room reservations, check requests, or any other document related to these events, you are thereby agreeing to these terms.*

### ***Secondary Responsibilities of Student Organization Advisors***

1. In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below.
2. Take an active role in advising the student organization.
3. Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and by-laws.
4. Meet with the organization president on a regular basis (at least twice each month is recommended as the minimum requirement).
5. Remain informed of all activities sponsored by and conducted by the student organization.

6. Establish with the student organization president the manner and frequency in which the advisor will participate in the organization's activities, i.e., programs, social events, and meetings.
7. Know the officers of the organizations.
8. Know the number of current members of the organization.
9. Know the organization's process for obtaining new members.
10. Be knowledgeable of the extent of any insurance coverage that is carried by the student organization either locally or nationally.
11. Offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation.
12. To be knowledgeable of and adhere to college policies and procedures which pertain to student organizations, and to inform the student organization president of his/her responsibility to do the same.
13. Be knowledgeable of policies and procedures listed in the Code of Conduct.
14. Report immediately to the Dean of Students any activities that may or will violate College policies.
15. Review and adhere to the policies in the Student Organization Handbook.

## Programming Basics

In order to provide top quality programs to our students and not to duplicate programs or to have multiple programs on the same day/night, all clubs must contact the Student Affairs Office to approve and conduct their programs.

### Programming - Basic Steps

**Conception:** Programs evolve from many beginnings. They may stem from a group discussion of fund raising, an informal discussion about students' favorite campus traditions, or from a discussion on how to increase pride at GBC. What is specific to programming is that the idea evolves into a planned event, with clear goals and objectives, and with a certain finished project in mind.

In the "Age of Information," there are countless ways to research programming ideas. Here are some suggested resources:

1. Social media sites like Pinterest
2. College/university websites – look up the semester events schedules & see what other campuses are participating in
3. Professional associations like Association of College Unions Intl. ([www.acui.org](http://www.acui.org)), National Association of Campus Activities ([www.naca.org](http://www.naca.org)), and Association for the Promotion of Campus Activities ([www.apca.com](http://www.apca.com))
4. Ask Student Engagement for the latest catalogs from local event vendors, entertainment companies, and professional association resources (We have plenty on file)

5. Google terms like, “campus life events,” “college student activities,” and “student union events.”
6. Tap into current trends (escape rooms, group painting sessions were trends we used this year for our calendar)
7. Take advantage of local & regional events happening during the semester; your club could host an amazing trip to Philadelphia, or wide array of happenings right here in Wilmington/nearby counties

Other ways that a group can get ideas for programs is to review past evaluations of programs and research what other schools are programming.

**Budgeting:** Design programs which fit your budget, the mission statement of your organization and the student body. Remember, co-sponsorships are an option if you have exhausted most or all of your allocated/unallocated funds.

**Facilities & Approvals:** Fit the program to the facilities available. Check the reservations schedule with Student Engagement & follow all Room Reservation procedures. Plan well in advance for any additional approvals needed outside Student Engagement.

**Paperwork:** Is your Reservation Form complete & approved? If you are using an outside company, did you obtain a quote? Are there contracts involved? Will you need a Check Request or Reimbursement Form? Sometimes, it can be overwhelming – ALWAYS ask Student Engagement for help if you need help.

**On-Campus Communications:** In the case of events outside of GBC, has the department approved use of another facility? Is your advisor aware of your event plans? Will you need Public Safety, Food Services, or other approvals? Make sure you copy all parties in your email communications, so everyone is on the same page.

**Off-Campus Communications:** Maybe a guest speaker is coming to your meeting; have you completed all necessary paperwork? Have you followed-up with the catering manager at your prospective banquet facility? Be sure to make a checklist & ask our staff to help you go over it.

**Marketing:** Use every available resource: flyers, the online calendar, tabling, word-of-mouth, large-format posters, table tents, social media, and Student Engagement. There are countless marketing ideas for campus events available on the internet – flyers are the minimum effort, most expensive, and often least effective means of communication. Think outside the box.

**Observe Deadlines:** Remember, most forms are due APPROVED & COMPLETE 2 weeks in advance minimum before your event. Contract agreements, multiple approvals from departments, and more complex programs require more time. Please be respectful of the

process & graceful when late submissions are denied. We aim for quality over quantity for our student organization events.

***Delegate & Execute:*** Be clear with your assignments & expectations; hold members accountable for their duties for your program. Set tangible deadlines for each step. The day of the event, set up early, begin on time, & clean up after the event has concluded. Thank your guests for coming & be gracious & friendly while the event is happening. And most importantly, have fun!

## Programming Policies

### ***Reservations***

- *\*ALL events must be on file on a Reservation Form with Student Engagement, even if they are not in the Jones Building or on campus at all. If you are doing any activity in the name of the student organization, it needs to be on record and approved.*
- ***Minimum Deadline: 2 weeks in advance. This means ALL approvals have been met & form is approved & signed by Student Engagement within this timeframe. Please observe the semester deadlines for this form; we do not accept reservations beyond this date.***
- *Read the Reservation form carefully & acknowledge and necessary signatures from cooperating offices (Food Services, Campus Security, etc.)*
- *State clearly what your set-up requirements will be (if you need tables & chairs, how you want furnishings arranged, etc.) We won't know how to help if you don't tell us what you need!*
- *Follow-up: Submission of a Reservation Form **DOES NOT** guarantee you have the space, or the set up you requested. Sometimes, the space, time, date, equipment, or other permissions you are asking for are not available. It is your responsibility to follow-up with Student Engagement to check the status of your requests.*
- *If you are requesting meeting/event space outside the Jones Building, you need to speak with a representative of Student Engagement at least 2 weeks in advance so approval from the office(s) that oversee those spaces can confirm that the space is available for a particular date and time.*
- *Informal gatherings of individual's off-campus at parties at a private home or venue, meeting as a group at an off-campus location without affiliation to the College, or any other non-affiliated activities do NOT need to be registered. The name of the College or student organization name cannot be associated with these types of events, specifically but not limited to any printed or electronic materials for promotion/recognition. Similarly, use of official College logos is strictly prohibited for these types of activities.*

## **Hosting Events with Food**

- *Student organizations are required to use Goldey-Beacom College Catering Services when hosting events with food. When organizations host events with food, student organizations should consult with their advisor to order food. Catering requests should be completed through the [Student Organization Catering Request Form](#). Even if you wish to go through an outside caterer, it must be approved by the Food Services Manager.*

## **Public Safety**

- *Occasionally, events on campus will require additional security. This commonly applies when events have a large turnout expected or present a degree of risk that warrants caution from liability. If you are unclear if your event will need additional security, consult with Student Engagement professional staff for guidance. If you request Public Safety, it must be noted on your Reservation Form.*
- *Events that host large check-ins (think Lightning Bash) will require officers on duty. Don't forget, your advisor or an appropriate substitute (as outlined in guidelines) should also be present to assist.*
- *Some events do not require a "check-in" but are still large enough or present a degree of risk. Student Engagement may request that you notify Public Safety to have officers on their regular shifts do "walk-throughs" periodically of the event & remain on standby. Your advisor should still be present for the duration of such activities.*
- *Organizations are responsible for payment of extra security through their organization budgets unless notified otherwise by Student Engagement.*
- *Public Safety will sometimes need to approve events that take place on parking lots, common College space, or other areas under their jurisdiction. Keep in mind during the planning process that if your event is taking place outside the Jones Building on campus, other offices need time to approve those spaces.*

## **Facilities/Electric**

- *Large or complex event setups may require assistance from our Facilities Dept. Facilities does not accept work orders initiated by students; please ask Student Engagement to assist with this process (2 weeks minimum).*

## **Tech & Equipment Requests**

- *If you need technology or other AV equipment for your event, you must submit an Equipment Request form (separate from Reservation Form) to Student Engagement (2*



weeks advance minimum). Ask for assistance from a professional Student Engagement staff if necessary.

### **Transportation**

- *If an organization is going to host a trip using a bus, contact the office (2 weeks minimum advance) to gain assistance booking transportation. Student should not be signing any contracts with the transportation provider or booking reservations. Student Engagement will book all buses for student groups.*
- *If a student organization is traveling alone (as opposed to hosting a trip), the use of the GBC vans is highly encouraged. The van driver must have been approved prior to the outing.*

### **Food Handling & Bake Sales**

- *When handling food, all participants must wear gloves. Food items for bake sales must be individually wrapped or come in sealed boxes. Under no circumstances can items be baked at home. If food items are provided from a bakery, Student Engagement must have a current, valid, health certificate of the provider.*
- *Student organizations **must** provide itemized receipts for baked items. Failing to provide itemized receipts may hinder the organization to be eligible for reimbursement for such goods. The receipt should always have the name of the place the food was purchased, when the items were purchased, what the items were specifically, and the store/restaurant's contact information.*

### **Posting Policy**

- *All GBC-recognized student clubs and organizations must have programs and events approved by Student Engagement before distributing related publicity.*
- *All posters, flyers, banners, etc. must be approved and stamped by Student Engagement before posting.*
- *Posting is permitted on bulletin boards only. Any bulletin board not designated as an official College or departmental bulletin board may be used to post flyers. Do not post organizational flyers on Career Services' bulletin boards*
- *Posting is not permitted on windows, doors, glass, vehicle windshields, trees or painted walls. Materials posted in these areas are subject to removal.*
- *Twenty-five (25) copies will be approved by Student Engagement for posting. One flyer may be posted per bulletin board. Flyers and other advertisements must be removed immediately after the event has taken place.*
- *Flyers may be posted for a maximum of three weeks or until the date of the event (Whichever comes first).*
- *Residence hall events only may be posted with the approval of the Student Engagement. All posters and flyers are to be approved by Student Engagement.*

- *All information on any flyer must be written clearly, including the time, date, name, place, and sponsor of the event.*
- *If a flyer is to be written in a language other than English, the flyer must include the full English translation.*
- *There will be no posting of alcohol-related events, obscenities, slanderous materials, or material containing racist or sexist statements. This would include, but not be limited to advertisements which show/promote violence, racism, sexism, etc. Profanity or vulgarity is not permitted on advertisements.*
- *There will be no posting of notices or flyers that support or endorse candidates for political office.*
- *Use of any bulletin board or authorized space at GBC or on campus does not constitute an endorsement or guarantee of any product, service, or information by Student Engagement or Goldey-Beacom College.*
- *Activities sponsored by GBC recognized student clubs and organizations may not be advertised off campus, including print, radio, television, flyer distributions, email and/or web sites. This includes use of the official GBC logo.*

There will be separate bulletin board space for different categories of advertisements including:

- **On-Campus Events**
- **Off-Campus Events**
  - For Sale/Items Wanted
  - Off-Campus Housing
  - Job Opportunities

### ***Social Media Policy***

*Students should familiarize themselves with all aspects of the College's online & social media guidelines. Here are the official university guideline links for your reference:*

*However, specifically in the case of student groups recognized GBC, you need to make sure your online presence keeps in mind the College's mission and appropriate public image of both your group & the institution. Our philosophy in the Student Engagement Office is to maximize the outreach of the positive impact of our involved students. We trust the students running social media accounts to remember the following points:*

- *Before creating any social media or email accounts on behalf of your organization, seek out approval from the Student Engagement Office & Marketing department.*

- *Any use of the official College logo or any copied images (fonts, pictures, graphics, for example) must be approved by the Student Engagement Office, who will also obtain approval from the College's Marketing department.*
- *Any use of your club's name in an image/ad or reference to that organization must be approved in the same aforementioned manner.*
- *\*Only approved off-campus events (those that are on file on a Reservation Form) are recognized by Student Engagement; promotions for events on social media that are not recognized by the College should not be present on organization pages or accounts.*
- *Your organization shall not authorize, support, or repost the use of the College's name, logo, or likeness on third-party promoter's materials. We often see this on party flyers for bars & clubs. GBC does not support this type of ad and anyone using the College's likeness in an unauthorized manner is subject to legal action.*
- *Think before you post: is this promoting the goals/mission of my organization? Is it productive? Would the founders of my organization be proud of this post? Would the College be supportive of this post? We often get requests for "reposts" of students and organizations doing great things on & off-campus – we want to show off the great things you accomplish!*
- *On comments: make sure followers realize this is a campus organization page and your image is important to you. Both the page admins & the followers should realize that the internet is public and be mindful of the full scope of potential consequences – both positive & negative.*
- *Last, if you're unsure, just ask. If you don't know if the post/ad is within the College/ Student Engagement guidelines, please come see us so we can guide you in the right direction.*

## Helpful Resources

Below are several links to forms for student organizations!

Event Request Form: [Click here to access form](#)

Student Organization Catering Request: [Click here to access form](#)

Student Organization Renewal Form (2023-2024) : [Click here to access form](#)

Student Organization Advisor Form: [Click here to access form](#)