

**STUDENT
ORGANIZATION**
handbook



Tulane

Division of Student Affairs

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KEY DATES

FALL 2018

- August 27: First Day of Class
- August 31: Fall Activities Expo
- September 5: Recognized Student Organization Welcome Back Meeting
- September 11: Advisor Meeting (Uptown)
- September 12: USG Fall Budget Workshop
- September 14: Advisor Meeting (Downtown)
- October 1: USG Late Budgets Due
- November 13: Advisor Meeting (Uptown)
- November 16: Advisor Meeting (Downtown)
- November 16: USG Motivation Money Applications Due
- December 7: Last Day of Class & Last Day for Recognized Student Organization (RSO) Programming

SPRING & SUMMER 2019

- January 14: First Day of Class
- January TBD: Spring Activities Expo
- January 22: Advisor Meeting (Uptown)
- January 23: USG Spring Budget Workshop
- January 25: Advisor Meeting (Downtown)
- February 15: USG Budget Requests Due for 2019-2020
- March-April: USG Budget Presentations
- March 12: Advisor Meeting (Uptown)
- March 15: Advisor Meeting (Downtown)
- April TBD: GAPSA Budget Review
- April 15-26: RSO Renewal Workshops
- April 30: Last Day of Class & Last Day for Recognized Student Organization (RSO) Programming
- June 1: Deadline for all Deposits, Payment Requests, and Interdepartmental Transfers (ITs)
- June TBD: RSO Renewal Deadline

RECOGNIZED STUDENT ORGANIZATION (RSO) OVERVIEW

What is an RSO?

An RSO is an autonomous student organization that is formally recognized by Tulane University. An RSO is formed by currently enrolled students sharing a common goal or interest that have completed the RSO recognition process and agree to adhere to all university policies and procedures. An RSO should have a clearly articulated mission consistent with the university mission and be open to all students without regard to race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law. Social fraternities and sororities, where applicable, are permitted to retain their same-sex membership status. Recognition as a Tulane University student organization is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by Tulane University.

Types of RSOs

An RSO is placed into one of the four following sponsorship categories based upon its members' interests and goals, organization funding, organization advising, and/or mission of the organization.

The sponsorship categories include:

- **Undergraduate Student Government (USG) sponsored student organization:** student organization that is open to Tulane students and may be eligible for USG funding
- **Graduate and Professional Student Association (GAPSA) sponsored student organization:** student organization representing a graduate or professional school and is eligible for GAPSA funding
- **Department sponsored student organization:** student organization that is affiliated with a Tulane University department, advised by a faculty or staff member from that department, and may receive departmental funding
- **Office of Fraternity and Sorority Programs (OFSP) sponsored student organization:** social Greek student organization that is affiliated with the Office of Fraternity and Sorority Program

Sponsorship categories are confirmed by the LBC Director or designee during the chartering process. Sponsoring entities may have additional recognition requirements and/or processes.

USG and OFSP sponsored student organizations are additionally placed in councils related to the organization type:

- **USG councils:** Academic, Community Action Council for Tulane University Students (CACTUS), Club Sports, Gender and Sexuality Advisory Council (GSAC), Interest, Media, Multicultural, Performance, Political, Programming, Religious
- **OFSP councils:** Interfraternity, Multicultural, National Pan-Hellenic, Panhellenic

Newcomb College Institute Affiliate Status: USG or GAPSA sponsored student organizations can additionally apply for Newcomb College Institute (NCI) Affiliate Status. Organizations that obtain affiliate status can receive a yearly operating budget of up to \$1000, apply for additional monetary support from NCI for campus-wide events, and use NCI meeting spaces in Caroline Richardson and NCI House located at 7025 Freret Street. Affiliate organizations are not required to submit a constitution to NCI or participate in Newcomb programming, but are limited in the amount of funding and support they can receive from NCI. To apply for affiliate status, please complete the application form found on the [NCI OrgSync portal](#).

Benefits of Being an RSO

An RSO benefits by receiving access to university facilities, support, and services not available to non-recognized groups or to the general public. RSOs are expected to abide by all university policies related to these resource/service benefits. The benefits include the ability to:

- Reserve meeting/event space on campus
- Participate in the Fall and Spring Activities Expos
- Advertise programs and events on campus
- Have access to an OrgSync portal for event registration, organization management, communication, access to organization resources, and publicity
- Utilize the Student Organization Center for assistance with organization management
- Be listed in the online student organization directory and other publications of the university
- Use the university's trademarks for organization materials
- Create a university fiscal account

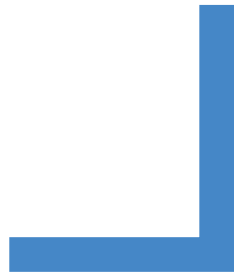
Recognition Eligibility

In order for a student organization to be eligible for and maintain university recognition, the following must be true:

- Organization represents the interests of its members and control of the organization is maintained by Tulane students
- Organization complies with Tulane's non-discrimination policy, which prohibits discrimination on the basis of race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law (Note: social fraternities and sororities are permitted to retain their same-sex membership status. Members of a club sport organization may be restricted from league or association competition based on eligibility requirements for that sport's governing body. Please contact the Club Sports office at clubsports@tulane.edu and/or review the governing body's eligibility guidelines for more information.)
- Membership is open to Tulane students only (unless special permission has been granted)
- Membership consists of at least 10 currently enrolled Tulane students
- Organization completes the Register New Organization form on OrgSync
- Organization creates and maintains an OrgSync portal, including a copy of the organization constitution, roster of currently enrolled Tulane student members, and listing of officers and advisor(s)
- Organization has a Tulane faculty or staff advisor who understands and annually signs the Advisor Role & Responsibilities Agreement
- Members manage the organization's governing document(s)
- Members determine their own leaders (election and removal) through a process defined and outlined in their governing document(s). This includes:
 - o Officer/Leader eligibility and selection criteria
 - o Officer/Leader election and/or appointment
 - o Officer/Leader roles and responsibilities
- Organization does not operate as a business
- Organization completes the annual organization renewal process by the annual renewal deadline
- Organization leaders attend required trainings included, but not limited to, Welcome Back Meeting, Budget Workshop (USG & GAPSA sponsored organizations only), and Student Organization Renewal Workshop
- Organization must comply with the Code of Student Conduct, university policies and procedures, local, state, and federal laws

Inactive Student Organizations

An RSO that does not complete the annual organization renewal process and/or ceases to meet the eligibility requirements listed in Section IV will be deemed inactive immediately by the LBC and/or the sponsoring entity. Inactive organizations will not be eligible to utilize any RSO benefits. Inactive organizations may contact the LBC to complete the renewal process and reactivate the organization. If an organization is inactive for more than two consecutive semesters, the organization will have to complete the full RSO chartering process to become a RSO.



START A RECOGNIZED STUDENT ORGANIZATION

Any group of 10 or more Tulane students desiring to establish a student organization may apply to become an Recognized Student Organization (RSO) at Tulane University. The process for chartering an RSO is listed below:

Step 1

[Search the list of RSOs at Tulane](#) to determine if a similar organization exists. If so, explore if you can join the similar RSO or determine what would make your proposed RSO distinctive.

Step 2

Apply for recognition via the Register New Organization OrgSync form.

- Log in to [OrgSync](#)
- Select “Browse Organizations”
- Select “Register New Organization”
- You will need the following information to complete the form:
 - o Electronic copy of the proposed membership roster (students’ first and last names and Tulane email addresses) of at least 10 Tulane students
 - o Electronic copy of the proposed organization constitution. Need help writing the organization constitution? [See a sample organization constitution.](#)
 - o Electronic signed copy of the [Recognized Student Organization Advisor Role & Responsibilities Form](#). Form must include the proposed advisor’s signature and their direct supervisor’s signature. For questions about the form, contact Heather Seaman, LBC Director, at hseaman@tulane.edu or 504-865-5193.

Step 3

New organization requests will be reviewed by the LBC Director for completion of all required materials. The request will then be directed to the appropriate sponsoring entity - Undergraduate Student Government (USG), Graduate and Professional Student Association (GAPSA), Office of Fraternity and Sorority Programs (OFSP), or university department for further review and approval.

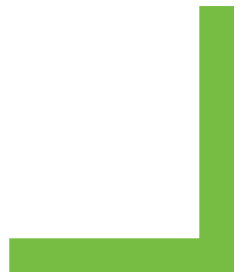
- **USG sponsored student organization:** The proposed organization will be contacted by the USG Vice President of Student Organizations (VPSO) and invited to a Student Body Administrative Council (SBAC) meeting to lead a 10 minute presentation on the organization’s behalf and answer questions. Topics that should be addressed in the presentation may include, but are not limited to the following:
 - o What is the purpose of your proposed organization?
 - o Describe the activities/programs of the proposed organization.
 - o What is the organizational structure of your organization?
 - o How do you plan to draw interest and recruit students into the proposed organization? Describe the expressed interest in the organization at this point.
 - o How do you plan to sustain the proposed organization financially?

Following the presentation, SBAC will vote to determine if the committee will recommend recognition for the proposed organization to the USG Senate. If SBAC has voted to recommend the organization to the USG Senate, the proposed organization's information will be presented to Senate by the USG VPSO. Senate will vote on recognition status for the organization.

- **GAPSA sponsored student organization:** GAPSA sponsored student organizations represent each graduate school. Organizations affiliated with the graduate school are reviewed and approved by the corresponding executive board.
- **OFSP sponsored student organization:** All OFSP sponsored student organizations must complete the expansion process directed by the OFSP. For more information, contact the OFSP at 504-314-2160.
- **Department sponsored student organization:** The proposed organization will be reviewed by the proposed advisor and director of the corresponding university department. The advisor and director will determine approval and sponsorship of the organization.

Step 4

If the proposed organization receives recognition, the Director of the LBC or designee will approve the Register New Organization Form on OrgSync. The organization president and advisor will also be emailed introductory resources and a New Student Organization Orientation PowerPoint to review key student organization information.



RECOGNIZED STUDENT ORGANIZATION RENEWAL (RSO)

Each RSO is required to renew the organization annually by the last day of classes each spring semester. Renewal includes the following components:

- Attend an RSO Renewal Workshop
- Update organization's OrgSync portal
- Update contact information for organization officers
- Obtain advisor signature on Advisor Role & Responsibilities Form
- Review and update organization roster

Reminders regarding renewal workshops and deadline will be sent via email to RSO presidents and advisors beginning in March. Failure to complete the renewal process by the established deadline will result in the organization being placed on inactive status, freeze of all RSO privileges and activities, inability to participate in the Activities Expo, and inability to access organization fiscal account.



RECOGNIZED STUDENT ORGANIZATION ADVISORS

Recognized Student Organization (RSO) advisors play an invaluable role in contributing to the development and impact of both student leaders and student organizations at Tulane University. We value and thank you for your time, energy, and dedication to your organization(s).

Overview of Student Organization Advising

All RSOs must have a Tulane faculty or staff Advisor. The primary role of the advisor is to serve as a resource for the RSO officers and members. Advisors have four broad functions:

- **To contribute to the growth and development of students:** The advisor can assist students in the development of skills such as time management, problem-solving, delegation, communication, and leadership.
- **To ensure compliance with university policies and procedures as well as local, state, and federal laws:** Advisors are responsible for ensuring the organization's compliance with the policies and procedures of the sponsoring organization (ex. Undergraduate Student Government, Graduate and Professional Student Association, Office of Fraternity and Sorority Programs, or campus department) and the university by reinforcing institutional policies and applicable local, state, and federal laws. Advisors are expected to warn the organization if what they are planning or doing is not in compliance, inappropriate, illegal or risky, and offering alternative suggestions.
- **To add to the continuity of the organization:** The advisor can share the history of the organization, explain why past decisions were made to new officers, and assist with the transition of organization leadership.
- **To assist with program content and purpose:** The advisor will assist in the development of projects, events, and activities as it relates to the mission of the organization.

Additional expectations of an individual RSO advisor should be determined by the advisor and the RSO leadership. This role may vary from RSO to RSO, based on the group's needs and goals. The advisor should never be considered *just a signature* on required forms. The student leadership of the RSO and the advisor should have a conversation early on to determine roles and clarify the students' expectations of the advisor and the advisor's expectations of the students.

Time Commitment

The amount of time required of an RSO Advisor is based on the needs of the group. Minimally, advisors are expected to attend quarterly one-hour advisor meetings and spend two to three hours per month on organization issues during the academic year. An active advisor for a large RSO could expect to spend as many as two to four hours per week engaged in related activities. These activities may include:

- Attending meetings (executive and all-member)
- Attending various events sponsored by the student organization
- Meeting with the RSO president(s) or leader(s) to discuss and reflect on event programming, organizational development, budget, and assessment data

Risk Management and Liability

Agreeing to serve as an Advisor comes with a great deal of responsibility. Advisors are expected to stay well informed of their RSO's actions and decisions and to stay visibly involved in their role. RSOs must comply with all university policies and procedures, local, state, and federal laws. Advisors are expected to help RSOs understand their responsibilities and to ensure activities and events are in compliance with the aforementioned policies and laws.

Advisors do have potential liability exposure and it is important to remember when advising, advisors are serving as ambassadors of the University and are therefore covered by the university's insurance policies. This does not guarantee that advisors could not be personally named in a lawsuit as a result of RSO activities. It is important advisors not ignore any foreseeable risk and advisors educate the RSO to follow all university policies and procedures as well as local, state, and federal laws. Intentionally harmful, willful acts of negligence, or omissions by an advisor are not covered by the university's insurance policies.

Approvals – Events, Finances, Transportation

RSOs are required to get advisor approval for requests including, but not limited to, event registrations, motor pool vehicle requests, budget submissions, and financial transactions. When reviewing documentation for approval, advisors should read the information thoroughly, communicate with the RSO for questions or clarification, ensure that the activity is compliant with university policies and local, state, and federal laws, verify there is adequate designated funding to support the activity if applicable, and provide a timely approval or denial.

Requests for approval for event registrations, motor pool vehicle requests, and budget submissions will be sent to an advisor's Tulane email address. The email will include a link to the specified request and buttons to select approval or denial of the request.

Budget Management

RSOs may have one or more university fiscal account(s). RSOs are not allowed to have an off-campus bank account. Advisors should have access to financial information for their student organization(s). Advisors can be provided Cognos access to monitor account balances and to ensure adequate funding for organization activities and resources. If an organization has been provided a USG budget, advisors can view the budget in OrgSync.

For questions about RSO accounts and budgets, contact Jane Rushing, LBC Associate Director of Administration and Finance, at rushing@tulane.edu or 504-314-2915.

Clery Act, Campus Security Authority, Hazing & Incident Reporting

Clery Act & Campus Security Authority

One particular requirement of an RSO advisor falls within the purview of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or more widely known as the Clery Act. This piece of federal legislation requires TUPD to report "statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a 'Campus Security Authority.' RSO advisors are considered a Campus Security Authority (CSA) because they have "significant responsibility for student and campus activities." This means advisors have the authority and the duty to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.

To better understand the role of a CSA, advisors must annually complete the Clery Center CSA training video found at <https://vimeo.com/103610195>. The password for the video is CSAClery2014.

Incident Reporting

Advisors should report incidents to tulane.edu/concerns. For questions regarding reporting crimes or other issues, please contact Erica Woodley, Assistant Vice President of Student Resources and Support Services, or Catherine Yockey, Director of Case Management and Victim Support Services at 504-314-2160. If there is an emergency incident, advisors are directed to call TUPD at 504-865-5911 or NOPD at 911.

Hazing

Hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules an individual or otherwise is harmful or potentially harmful to an individual's physical, emotional or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group. A student violates this standard regardless of either the lack of intent to cause harm or the hazed individual's own willingness to participate. Advisors are expected to report any allegations of hazing to the University at <http://tulane.edu/concerns>.

Supporting Officer Transition & Organization Renewal

Some of the key elements to ensure an organization's smooth transition from academic year to academic year are to complete a timely renewal of their organization and to conduct a successful transition for their officers. An advisor can and should play an active role in the transition process. There are many methods of transition, including passing on notebooks/manuals and electronic records, having one-on-one meetings between incoming and outgoing officers, or planning day long retreats.

The following elements are important in organization transitions:

- Conduct an elections/selection process for new officers based on the timeline outlined in the organization's constitution
- Complete the annual renewal of the organization each spring, including updating officer information, on OrgSync
- Schedule transition meetings and communicate key information to new officers
- Coordinate an opportunity for the advisor to meet with the new leadership, particularly executive officers

Support and Assistance

The LBC supports RSO advisors through consultations, ongoing training and resources, and providing assistance with organization-specific issues. If you are in need of assistance, please contact Heather Seaman, LBC Director, at hseaman@tulane.edu or 504-865-5193.

Agreement Statement

Advisors must annually sign the Recognized Student Organization Advisor Role & Responsibilities form to acknowledge understanding of the expectations of advising. Advisors must also have signed acknowledgement by their supervisor to serve in this capacity. The completed form is uploaded in the RSO's OrgSync portal.

HAZING POLICY & PREVENTION

Definition of Hazing

Hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules an individual, or otherwise is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group. A student violates this standard regardless of either the lack of intent to cause harm or the hazed individual's own willingness to participate. Unless affirmative steps were taken by the responding student to prevent the hazing behavior, conduct charges may be brought against the group, officers of the group, and members of the group who are deemed to have encouraged the behavior, in addition to any conduct action against persons who engaged in the hazing behavior.

Reporting Hazing

Often people haze or tolerate hazing because they do not know if what they are participating in constitutes hazing. If you are unsure, ask yourself these questions:

- Does the activity involve mental distress such as humiliation or intimidation?
- Does it involve physical abuse (e.g., sleep deprivation)?
- Is there a significant risk of injury or a question of safety?
- Would you have any reservations describing the activity to your parents or a university official?
- Is alcohol involved?
- Would you be worried if the activity was shown on the evening news?

If the answer to any of the above questions is "Yes," the activity is probably hazing. If you think you or someone you know is being hazed, **REPORT IT**. Contact the 24-Hour Hazing Hotline at 504-862-3111. You may leave an anonymous or confidential message on the hotline.

Myths & Realities of Hazing

The following myths and realities were adapted in part from stophazing.org.

Myth: Hazing builds unity among new members.

Reality: Hazing may create unity among new members, but often there are costs as well. The effect of hazing on a group can be like the effect of a natural disaster on a community: residents feel closer to each other afterward but many are suffering. Would anyone suggest that it is good for a community to be hit by a natural disaster?

Myth: Hazing is the only method for holding new members accountable.

Reality: While holding new members accountable is important, there are effective ways to do so without hazing. Effective parents, teachers, and bosses all know ways to hold others accountable without humiliating, degrading or physically hurting them. Organization officers can work with their organization advisors and the LBC staff to develop programs that hold new members accountable without hazing them.

Myth: Hazing is okay as long as it is not physically dangerous.

Reality: Mental hazing can be brutal and leave lasting psychological scars. Some hazing victims report that the mental hazing they endured was worse than being physically abused.

Myth: A little hazing should be okay, as long as there's no mean-spirited or injurious intent.

Reality: Regardless of intent, some group bonding activities designed to be “all in good fun” still may raise some serious safety concerns.” For example, serious accidents have occurred during scavenger hunts. And when members are drunk, they sometimes subject the new members to more than they originally intended.

Myth: Hazing continues because everyone in the group supports it.

Reality: Many group members may not approve of hazing but go along with the activity because they mistakenly believe everyone else agrees with it. This “reign of error” helps to perpetuate hazing. The strongest supporters of hazing are often the most vocal and dominant members.

Myth: If someone agrees to participate in an activity, it can't be considered hazing.

Reality: In states that have laws against hazing, consent of the victim can't be used as a defense. This is because even if someone agrees to participate in a potentially hazardous action, it may not be true consent because of peer pressure, intentional or unintentional threats, and the withholding of information about what will occur.

Myth: Since alumni and current members were hazed it is only fair that the new members go through it too.

Reality: “Tradition” does not justify subjecting new members to abuse. Traditions are created by groups, and groups hold the power to change or eliminate them. It only takes one year to break a hazing tradition. Remember that the founding members of organizations were not hazed.

Myth: Hazing practices preserve the uniqueness and exclusiveness of the group.

Reality: Since hazing practices are secret, group members often don't realize that their “unique” practices are typically variations on common themes: extensive memorization with verbal abuse for incorrect answers, sleep deprivation, servitude, kidnappings, drinking rituals, calisthenics, lineups, cleaning up messes, isolation of members, theft, impossible games, sexual embarrassment, inappropriate clothing, absurd scavenger hunts, unpalatable food, and physical violence.

Myth: Other groups on campus will not respect an organization that does not haze.

Reality: A positive, educational program will result in a better all-around organization and the ability to attract the best new members. Being able to recruit the best students will earn the respect of other groups.

Myth: Hazing only exists in fraternities and sororities.

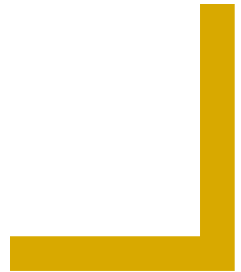
Reality: Hazing incidents have occurred across the country in athletic teams, military units, performing arts groups, religious groups, and other types of clubs and organizations. Hazing occurs in high schools as well as on college campuses.

Prohibited Activities

The following are a list of prohibited acts or activities. Other acts or activities that could be considered hazing are not limited to this list.

- Unwanted or harmful eating, smoking, or ingesting of legal or illegal substances
- Paddling and/or striking in any manner
- Forcing prospective or new members to drink alcoholic beverages by threat or peer pressure
- Placing prospective or new members in confining, uncomfortable areas or positions
- Acts of demeaning or unreasonable servitude for active or alumni members
- Requiring apparel of the opposite sex to be worn in public places

- Clothing requirements in which the sole purpose is to humiliate
- Assigning pranks such as stealing, vandalizing, or harassing other organizations
- Required harassment and/or fighting with other sororities or fraternities
- Calling prospective or new members demeaning names
- Screaming, cursing, yelling at prospective/new members
- Tying members up in any manner
- Activities in which the primary objective is to deprive sleep and/or food
- Carrying an object solely for the purpose of carrying the object
- Blindfolding of prospective or new members at any time other than actual initiation, big/little sister or big/little brother revealing, and/or trust activities
- Scavenger hunts
- Discriminating because of race, weight, religion, sexual orientation, or disability
- Required marking, tattoos, or branding during the new member or membership intake process
- Preventing/restricting/disturbing class attendance
- Preventing personal hygiene
- Demeaning line-ups



ORGSYNC GUIDE

Organization Profile

Having an **up-to-date and marketable profile** for your organization is a key element in the promotion of your organization to prospective members.

- Select the “Settings” tab in the top menu of your portal to view your organization’s profile.
- Review each tab of information to ensure the information is correct and communicates the content you want for your organization.
- You can also **add a profile picture** for your organization to gain interest visually as students scan the Student Org Directory. The recommended size of the profile picture is 150x150 pixels.

Invite Members to Join Portal

In order to best utilize OrgSync’s features such as messaging, news, and resource access for your organization, you will need to have your **members join your organization portal**.

- Select the “People” tab in the top menu of your portal.
- Select **“Invite People”** and enter in the email addresses of your members. You will need to use their Tulane email. This will send them an invitation to join the portal.
- Return to the “People” tab to approve their join requests. Check your “People” tab frequently for member requests.

Create Your Calendar & Manage Events

Through OrgSync you are able to **manage your organization’s calendar, create and share events with members, and promote events campus-wide**.

- To create an event, select the “Events” tab in the top menu of your portal.
- Select the “Create an Event” tab in the upper right menu.
- Enter in the details of your event – **the more details the better for your members and guests**. You can also select who the event is intended for – a certain group or committee within your organization, the entire organization, or open to the campus community.
- If you would like to **share your event campus-wide**, select the option to “Share on the Campus Life Calendar” at the bottom of your event details page.
- You can view your organization calendar by selecting the “Calendar” tab in the top menu of your portal. This calendar can also be shared with your personal Google Calendar and iCal.

Store Documents:

Begin to populate your portal! You **can store your organization documents in your organization’s portal** so that information can be accessed by members all in one place. This can include your organization constitution, officer resources, meeting minutes, organization files, and more. The file storage system is similar to a Dropbox or Google Drive.

- Select the “Files” tab in the top menu of your portal.
- Select the “Add a File” tab from the upper right menu and follow the prompts to add your file. You can also select who has access to view this file.
- If you have a series of files that go together you can **create a folder** for these files such as Officer Resources.

Create Groups

Do you have **various committees or groups within your organization such as an executive board**? You can create customized groups to help you communicate, share files and forms, and create events or meetings just for these groups.

- Select the “People” tab in the top menu of your portal.
- Click the arrows next to “All People”.
- Select the “Create Group” button and type in the name of your committee or group. You can add as many groups as you need.
- To **add members to a group**, click the checkbox next to members’ names and select “Add to Group”. Choose the appropriate group for those members. Members can be assigned to multiple groups.

Communicate with Members

Want to **simplify emailing your organization members**? Need to send a message to a specific group or committee? OrgSync has a great communication system for your organization. You can send both **email and text communication** to your members.

- Select the “Messaging” tab in the top menu of your portal.
- You can select Member Messaging for email, Text Messaging to send text communication, or Contacts List to create a frequent contacts list for your organization.
- Select your recipients from the list of organization members by clicking their name from the members roster listed.
- If you want to send a message to a specific group you have created, select “Lists” and choose the group you want to message.
- Create your message and send. Emails will go to your members’ Tulane email and their OrgSync page. Please be cautious to not overuse the text messaging feature because text messaging fees may apply for some of your members.

Make Officers or Other Members Administrators on your Portal

You can give officers and members administrative access to be able to edit and add to your organization’s OrgSync portal.

- Select the “People” tab in the top menu of your portal.
- Click the checkbox next to the member’s name you want to give administrative access.
- Click “Manage” in their Basic Details and select “Administrators”. This will automatically give them administrative access.



EVENT PLANNING & REGISTRATION

Recognized Student Organizations (RSOs) host a vibrant, diverse, and robust series of events for the Tulane community each year. There is a lot of time, communication, work, and dedication that goes into making each event successful. The following information will assist you in planning both on and off campus events on behalf of your RSO.

Event Registration

RSOs may host meetings and events throughout the fall, spring, and summer semesters with the exclusion of finals periods. Finals periods are defined as the first day of the study period through the last day of finals. All RSO events must be registered through the organization's OrgSync portal. An event is defined as anything outside of a general meeting which your organization hosts including, but not limited to, socials, lectures, movies, concerts, or conferences.

RSO* events that meet any of the following criteria must be registered at least **three weeks** prior to the event:

- Open to people outside of your RSO
- Includes alcohol
- Held off-campus
- Sponsored by more than one RSO
- Co-sponsored with a department
- Screening a movie or television show
- Requires a contract or university representative signature
- A 2-account will be used to fund a portion or all of the event expenses

A general meeting is defined as a meeting that is open only to members or prospective members of your organization and a meeting agenda can be provided. It is not required to be registered.

*This applies to USG, GAPSA, and department sponsored student organizations only. For questions about the OFSP sponsored student organizations event registration guidelines and process, contact Julia Hankins, OFSP Assistant Director, at jhankins@tulane.edu or 504-865-6377.

Event Registration Process

RSO events must be registered at least three weeks prior to the event. Complete the event registration through your organization's portal on OrgSync.

- Log in to OrgSync
- Go to your organization's portal
- Click "Events"
- Select the green "Create an Event" button
- Follow the prompts to enter your event information
- If you do not have access to create an event, contact your organization president to be given admin access to your portal. Presidents can refer to the OrgSync Guide section of this RSO Handbook for instructions on making someone an admin on the organization portal.
- Once all information is completed your event registration will be processed. All communication will be sent to your Tulane email and documented in the "Conversation" section of your event registration.

For questions about the RSO event registration process, contact Greg Feiling, LBC Associate Director of Campus Programming, at gfeiling@tulane.edu or 504-314-2918.

Pre-Planning Reflection

Prior to arranging logistics for an upcoming organization event, answer the following questions to help determine purpose, scope, and implementation of the event.

- What is the purpose of the event?
- Does the event fit with the mission of our organization?
- Who is the target audience?
- What is the theme of the event? How does that fit with the mission of our organization?
- What is the preferred date, time, and location for the event?
- Is the date more than three weeks away? Note that all events must be registered at least three weeks prior to the event.
- Have you checked the university calendar for conflicting events and/or holidays?
- What is the expected attendance?
- Who will assist in planning and implementing the event (ex. committee members, co-sponsorship with another RSO or department, community partners, etc.)?
- How will you delegate responsibility for planning the event?
- Do you have a budget for the event?
- Do you need to reallocate funds or seek alternative sources of funding for the event?
- How will you assess the success of the event?

Identify Logistics & Resources Needed

Don't miss any details you may need to plan for your event. Answer the following questions to identify resources needed for your event.

- Will you need to reserve a room or outdoor space?
- What size/type of space will you need for the event?
- If you plan to reserve an outdoor space, what is your rain location?
- Will food be served?
- Do you have members that have completed the Food Safety and Sanitation online training course?
- Will alcohol be served?
- Do you have members that have completed the Sober Event Monitor training?
- Will you require off-campus transportation?
- Will you utilize the motor pool, RIDES (<https://rides.tulane.edu/>), or other methods of transportation?
- Do you have members that have been approved or need to complete approval to be an authorized driver to utilize the motor pool?
- If the event is on campus, will you need parking for attendees or guests?
- Will you need tables or chairs?
- How many tables and chairs are needed?
- What set-up will you need for your event?
- Will you need audiovisual equipment, stage or sound production (ex. projector, microphone, speakers, etc.)?
- Will you need access to additional resources such as electrical, water, trash, etc.?

- Are there performers, entertainers, or speakers that will require a signed contract and payment?
- Will your venue require a signed contract and payment?

Reserving Space On Campus

It is important to reserve the space for your event as early as possible. Prior to requesting your reservation, determine the size, type, and location that is the most suitable. See the event space details below for on-campus venues and the corresponding reservation links:

Bea Field Alumni House

- o Capacity: varies
 - Conference Room (capacity: 10)
 - Great Room (capacity: 125)
- o Visit [here](#) for event location details and guidelines
- o Contact: Anissa Coleman, aeugene@tulane.edu, 504-865-5901

Classrooms

- o Capacity: varies
- o Email classschedule@tulane.edu to submit a reservation request
- o Contact: classschedule@tulane.edu, 504-314-2845

Cudd Hall, Room 203

- o Capacity: 40
- o Contact: Rosie Yates, ryates5@tulane.edu, 504-865-5678

Cudd Hall Main Lobby

- o Capacity: 40
- o Contact: Robin Hayes, rhayes@tulane.edu, 504-314-2822

Dixon Hall/Dixon Annex

- o Capacity: 1000
- o Contact: Michael Batt, mbatt@tulane.edu, 504-865-5124

Freeman Auditorium

- o Capacity: 200
- o Contact: Libra Pealer, llagrone@tulane.edu, 504-865-5327

Glazer Family Club*

- o Capacity: 1000
- o Contact: Jenn Thelen, jthelen1@tulane.edu, 504-862-8464

Goldring/Woldenberg Hall

- o Capacity: 130
- o Contact: 504-865-5322

Innovative Learning Center (ILC)

- o Capacity: 20
- o Inside Howard-Tilton Memorial Library
- o Contact: Ruth Peacock, rpeacoc@tulane.edu, 504-862-8594

Lavin-Bernick Center for University Life (LBC)*

- o Capacity: 12-734
- o Includes Pocket Park and indoor/outdoor tabling locations

- o Visit [here](#) for event location details and guidelines
- o Visit [here](#) for building and event policies
- o Visit ems.tulane.edu to submit a reservation request
- o Contact: Diana Noveck, dnoveck@tulane.edu, 504-865-5196

McAlister Auditorium

- o Capacity: 1880
- o No food or drink allowed
- o Visit [here](#) for event location details and guidelines
- o Visit ems.tulane.edu to submit a reservation request
- o Contact: Pam Palmer, ppalmer@tulane.edu, 504-314-7382

Myra Clare Rogers Memorial Chapel

- o Capacity: 200
- o No food or drink allowed
- o Visit [here](#) for event location details and guidelines
- o Visit ems.tulane.edu to submit a reservation request
- o Contact: Pam Palmer, ppalmer@tulane.edu, 504-314-7382

Newcomb Art Museum – Woodward Way

- o Capacity: varies
- o Visit [here](#) for more event location details and to submit a reservation request
- o Contact: Libra Pealer, llagrone@tulane.edu, 504-865-5327

Newcomb College Institute

- o Capacity: varies
 - Anna Many Lounge, Caroline Richardson Building (capacity: 125)
 - Media Lab, Caroline Richardson Building (capacity: 20)
 - Conference Room, NCI House (capacity: 19)
 - Wisdom Dining Room, NCI House (capacity: 12)
- o Visit [here](#) to submit a reservation request
- o Contact: Barb Bacharach, babacharach@tulane.edu, 504-865-5422

Pocket Park

- o Capacity: 200
- o Visit ems.tulane.edu to submit a reservation request
- o Contact: Diana Noveck, dnoveck@tulane.edu, 504-865-5196

Quads/Outdoor Spaces

- o Capacity: varies
- o Includes the following locations:
 - Academic/Gibson Quad
 - Benenson Plaza
 - Berger Family Lawn (formerly LBC Quad)
 - Bruff Quad
 - Glazer Gardens and Bocce Court
 - JL/Zimple Quad
 - McAlister Place Stage
 - Mayer/Warren/Weatherhead Quad

Monroe Quad
 Mussafer Quad/J. Bennett Johnston Quadrangle
 Newcomb Quad
 Sharp Quad & Sand Volleyball Court

- o Visit [here](#) to submit a reservation request
- o Contact: Jenn Thelen, jthelen1@tulane.edu, 504-862-8464

Reily Center

- o Capacity: varies
- o Includes the following locations:
 - Classrooms
 - Gymnasium
 - Fitness studio
 - Field or court
 - Pool
- o Visit [here](#) to submit a reservation request
- o Contact: Alicia Domangue, adomangu@tulane.edu, 504-247-1262

Residential Life

- o Capacity: varies
- o Includes the following locations:
 - Aron – Courtyard (capacity: 90)
 - Paterson – First Floor Lounge (capacity: 20)
 - Butler – First Floor Lounge (capacity: 50)
 - Sharp – Lobby (capacity: 30)
 - Greenbaum
 - *First Floor Lounge (capacity: 25)*
 - *Demo Kitchen (capacity: 30)*
 - *Front Patio (capacity: 50)*
 - *Classroom (capacity: 18)*
 - Weatherhead
 - *First Floor Lounge (capacity: 25)*
 - *Courtyard (capacity: 30)*
 - *Seminar Room (capacity: 16)*
 - Willow A – Conference Room (capacity: 21)
 - JL – Ballroom (capacity: 50)
 - Wall – Courtyard (capacity: 20)
- o Visit [here](#) for reservation guidelines and to submit a reservation request
- o Contact: Nick Ponthieux, nponthieux@tulane.edu, 504-865-5724

Stone Auditorium

- o Capacity: 75
- o Contact: Libra Pealer, llagrone@tulane.edu, 504-865-5327

* All events in these locations require the use of Olive Blue Catering or Simply to Go Catering.

Instructions for EMS Reservations

EMS is an online reservation tool used to make reservation requests for the following locations:

- Bea Field Alumni House
- LBC (includes meeting rooms, banner spaces, table tents)
- McAlister Auditorium
- Myra Clare Rogers Memorial Chapel
- Pocket Park

To submit a reservation on EMS, follow the instructions below.

- Log in to ems.tulane.edu with your Tulane credentials.
- Identify the location you want to reserve under “My Reservation Templates” and select “book now”.
- In the left hand navigation bar enter the following information:
 - Date
 - Start time and end time (leave time zone as Central Time)
 - If you are requesting a banner space, select “Add/Remove” and check the “Banner Spaces” checkbox
- Select “Search”
- Rooms will appear with a plus sign (+) to the left of the room number and room name. When searching for space, please note that the blue bars indicate when a room is not available. Thick blue lines represent the time the room is being used for an event and the thin blue lines represent the setup, cleaning and break down times.
- Once you have decided on an available room, press the plus sign (+) next to the desired room and a pop up box will appear.
 - Add number of attendees if not already entered.
 - Select setup type if applicable.
 - Select “Add Room”.
- Click “Next Step”.
- Follow prompts to enter equipment and technology information. There will be an area to leave special comments and instructions if needed.
- Click “Next Step”.
- Follow prompts for “Reservation Details”, “Customer Details”, and “Additional Information”.
- If your RSO name does not appear in the customer drop down, click on the magnifying glass on the right and enter in your RSO name.
- If your contact name does not appear in the drop down, leave 1st contact as ‘temporary contact’ and then in next box, add your name under 1st Contact Name.
- Click **“Create Reservation”**

Please note that this is a reservation request and your reservation is not confirmed until you receive an electronic confirmation from the reserving department. For questions, contact the reservation contact listed in the Reserving Space on Campus section above.

Recognized Student Organization Meeting & Event Catering Policy

Meetings in the LBC (LBC) & Athletic Facilities

- RSO meetings are defined as meetings with RSO members only.
- RSOs may utilize Olive Blue catering, Simply to Go catering, or bring in outside catering for meetings.
 - Outside catering cannot be delivered to any location inside of the LBC.
 - RSOs are responsible for clean-up if Simply to Go catering or outside catering is used for meetings. There will be a \$100 cleaning charge assessed to the RSO if rooms are not cleaned at the end of the meeting.

Events in the LBC & Athletic Facilities

- Sodexo has exclusive catering rights for events in the LBC thus RSOs must utilize Olive Blue catering or Simply to Go catering for all events.
- RSOs may not sell food as part of an event or fundraiser inside the LBC.

Meetings & Events in Outdoor Spaces, and Other University Locations

- RSOs hosting meetings and/or events in locations other than the LBC or athletic facilities may use Olive Blue Catering, Simply to Go catering, and/or outside catering.

Food Safety Online Training Course

Only those persons who have successfully completed the food safety online training course can serve, handle or prepare food at an on-campus RSO event. The successful completion of the food event course, SAF112CBT is an **annual requirement**. The OEHS training database is designed to allow one to access this course multiple times. Please retake this course if it has been one year since you have last taken the course.

Instructions for accessing the online training course:

- Step 1: Go to Gibson Online and sign in, or use direct link tulane.bridgeapp.com & skip to Step 4
- Step 2: Click on Staff or Student.
- Step 3: Click on Training Wave, in the left column under Services
- Step 4: You will either see “My Learning” or “Insights”

If you see “My Learning”

- Step 5: Select “Learning Library” at the top of the page
- Step 6: Search for food safety
- Step 7: Ensure pop-ups are allowed
- Step 8: Complete the course and quiz

If you see “Insights”

- Step 5: Select the icon consisting of five gray squares in the top right corner
- Step 6: Select “My Learning”
- Step 7: Select “Learning Library” at the top of the page
- Step 8: Search for food safety
- Step 9: Ensure pop-ups are allowed
- Step 10: Complete the course and quiz

Catering Exemptions

- RSOs requesting an exemption to the RSO Meeting & Event Catering Policy for events in the LBC must request the exemption at least 3 weeks prior to the event via the event registration on OrgSync. This includes requests for culturally specific food that Sodexo is not able to prepare with the exclusion of French and Italian dishes.

Olive Blue Catering

To request catering through Olive Blue, contact the Olive Blue/Sodexo office at 504-865-5254 or catering@tulane.edu. You will need to create an account at www.tulanecatering.catertrax.com to access the online ordering system.

Olive Blue offers a [student organization catering menu](http://www.tulanecatering.catertrax.com). Additional menu options can be found at www.tulanecatering.catertrax.com. Custom menus for your event can also be provided. When you contact the office, please have the following information prepared:

- Name of your RSO hosting the event
- Name and contact information of the event organizer
- Event date
- Number of event attendees
- Event location
- Event start and end times
- Estimated budget for catering
- Menu ideas

Once all details are finalized, you will receive a banquet event order (beo) for confirmation that includes all details arranged for your event. Upon receipt of the event order, you should review all of the items listed and click the green confirmation button in the email provided. This will serve as your contractual agreement. Your final guest count must be turned in a minimum of 72 hours prior to your event. Certain events may require a 5-day guarantee. Any changes to the count after receipt of the contract may be subject to additional charges.

Coca-Cola Product Request

If your RSO is interested in requesting Coca-Cola product for your event, complete the [Coca-Cola Product Request form](#) on OrgSync at least three weeks prior to the event. Products include the following items while supply lasts:

- Coca-Cola
- Diet Coca-Cola
- Sprite
- Diet Sprite
- Water

Events with Alcohol

RSOs hosting events with alcohol are expected to abide by the Tulane Alcohol Policy and the events with alcohol protocol.

Undergraduate Recognized Student Organization Event with Alcohol Protocol

- Event must be registered through the RSO event registration process at least 3 weeks prior to the event date.
- Schedule an appointment at least two weeks prior to the event with Greg Feiling, LBC Associate Director of Campus Programming for the LBC, at gfeiling@tulane.edu or 504-314-2918, to review event with alcohol protocols.

- Alcohol must be served by a third-party vendor utilizing a cash bar.
- RSO funds may not be used to purchase alcohol.
- The event must have a guest list. Open parties where there is access to the event without specific invitation are prohibited.
- The security plan must be submitted in the event registration.
- The guest list must be emailed to Greg Feiling, LBC Associate Director of Campus Programming, at gfeiling@tulane.edu or 504-314-2918 (USG and department sponsored student organizations) or to Julia Hankins, OFSP Assistant Director, at jhankins@tulane.edu or 504-865-6377 (OFSP sponsored student organizations) no later than 5:00 pm on the day of the event.
- The price of alcoholic beverages sold at an event will be offered at a minimum price of \$2.00 per standard drink serving.
- One Sober Event Monitor (SEM) is required for every 50 people in attendance at the event. In addition, one SEM is required to serve as a monitor for entry control at every designated entrance and exit of the area where alcohol is being consumed. SEMs must be at least 21 years old and have completed the SEM Agreement form on OrgSync for the event.
- Free and sufficient food must be provided.
- Unlimited water must be provided at no charge.

Graduate/Professional Recognized Student Organization Event with Alcohol Protocol

- Event must be registered through the RSO event registration process at least 3 weeks prior to the event date.
- Alcohol must be served by a third-party vendor.
- If utilizing an open bar, a drink management mechanism (i.e. wrist bands or drink tickets) must be put in place to keep consumption to 1 drink per hour per person.
- The security plan must be submitted in the event registration.
- The price of alcoholic beverages sold at an event will be offered at a minimum price of \$2.00 per standard drink serving.
- One Sober Event Monitor (SEM) is required for every 50 people in attendance at the event. In addition, one SEM is required to serve as a monitor for entry control at every designated entrance and exit of the area where alcohol is being consumed. SEMs must be at least 21 years old and have completed the SEM Agreement form on OrgSync for the event.
- Free and sufficient food must be provided.
- Unlimited water must be provided at no charge.

Contracts & Agreements

If your event requires a signed contract/agreement, it must be submitted with your event registration. All contract paperwork must be uploaded as a single .pdf file. Contracts may only be signed by the Vice President of Student Affairs or their designee. Students and/or advisors are not permitted to sign contracts.

For contracts or agreements with performers, venues, catering, or other services, use the [Tulane Services Contract](#). The Services Contract should be applicable for the majority of your event needs. If your event includes a large scale performer (over \$10,000) or the performer provides their own contract, contact Greg Feiling, LBC Associate Director of Campus Programming, at gfeiling@tulane.edu or 504-314-2918, for details on how to proceed.

TUPD Event Security Detail

A form of crowd management may be required at events on and off campus that are open to the public. Depending on the nature of the event, crowd managers can be uniformed police officers, uniformed security officers, or a combination of both.

- For closed events on campus, a crowd manager may be required even when expected attendance is less than 50 people. A minimum of one crowd manager is required when attendance is expected to be between 50 and 250 persons. Depending on the nature of the event, additional crowd management may be required.
- For closed events off campus, crowd management is not required when the expected attendance is less than 250 people. Crowd management is required when expected attendance is 250 people or more. Depending on the nature of the event, additional security may be required.

Crowd managers will ensure that all university policies concerning the event, whether open or closed, are adhered to and that safety and general order prevail. Security should arrive no later than 30 minutes prior to the start of the event and remain on site until 30 minutes after the event has ended or until the crowd has dispersed.

Requesting Security Coverage for an On-Campus Event

To request security coverage for an event, follow the steps below:

- Submit a [Request for Coverage](#) to TUPD at least 3 weeks before the event.
- Submit a [Request for Interdepartmental Transfer form](#). This form is also located in your organization's OrgSync portal under the "Forms" section.
- TUPD will send a confirmation to the requestor to confirm that security coverage has been scheduled.

Parking

All vehicles parked on the Uptown campus between the hours of 8:00am-5:30pm, Monday-Friday, are required to display a university parking permit or park in a metered parking place.

Arrange Parking for a Special Guest

If you have a guest for your event that requires parking, your organization can purchase a visitor's permit from Campus Services, LBC Room 107, prior to your guest's arrival on campus. Your guest must display a permit during hours of regulation and the university host is responsible for notifying guests of applicable parking regulations. If your guest is on campus Monday-Friday after 5:30pm and before 8:00am or on weekends, they may park on campus without a permit.

All payments for parking can be paid via an Interdepartmental Transfer (IT). Submit a [Request for Interdepartmental Transfer form](#). This form is also located in your organization's OrgSync portal under the "Forms" section.

Arrange Parking for Event Attendees

If your event requires parking for multiple off-campus attendees, contact Parking Services at 504-865-5424 at least two weeks before the event date to obtain and mail parking permits and receive parking instructions. Visitors should arrive on campus with a parking permit, directions to a convenient parking area, and information about parking. Information about parking locations can be found at tulane.edu/parking.

Loading or Unloading for an Event

Although loading/unloading may be a legitimate need for your event, this is not recognized as a reason to park in a prohibited or reserved area. Unloading zones are available near many academic buildings and residence halls. When parked at a meter to unload, take care to pay the meter. If there isn't a convenient unloading zone, think about whether you can load/unload from a regular parking space or meter and take care to pay the meter before unloading. If you need to load/unload from a reserved space or a loading dock, you must first call the Parking Services office

at 504-865-5424 prior to parking. If you need to load/unload from an area that is not a parking space (sidewalk or campus grounds) you must first call the Parking Services at 504-865-5424 office prior to parking.

Amplified Sound (Outdoor Events & Tabling)

To maintain the academic environment at the university, the use of amplified sound is moderated. The amplified sound policy is designed to protect instructional and learning activities, administrative offices, and academic departments from sound interference during normal business hours. If you plan to have amplified sound at your event or table, your organization must adhere to the amplified sound guidelines and provide specific information related to amplified sound on the reservation request.

Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced. Additionally, any live music without the use of amplified equipment that is loud enough to impact the academic environment must follow the guidelines below.

Amplified Sound Times

Amplified sound may be used during the following times:

- Friday: 4:00-10:00pm
- Saturday: 12:00-10:00pm
- Sunday: 12:00-7:00pm
- University holidays: 12:00-10:00pm

The use of amplified sound will not be permitted if such use would disrupt a previously scheduled event or function. If your organization will have amplified sound, you should designate a person responsible to control sound volume as necessary to ensure compliance with this policy.

Sound Levels

The Code of the City of New Orleans, Sections 66-22, sets forth maximum permissible sound levels based on the use of the property that the sound is affecting. This policy is intended to comply with, and be at least no less restrictive than, the Code. If at any time the Code is amended so that it is more restrictive than this policy, this policy should be deemed amended to conform to the Code.

At a distance of 45 feet in front of the sound source, the sound pressure level may be no more than 70 decibels at any time. LBC (LBC) staff will work with the organization(s) sponsoring the event to periodically monitor the sound pressure level. In order to keep the sound pressure level below 60 decibels inside of classroom buildings, all sources of amplified sound should be directed away from all classroom buildings.

Facilities Services Event Equipment & Resources

Facilities Services can provide event equipment and resources such as tables, chairs, tablecloths, trash cans/trash service, electrical access, water access, and more for your event. All Facilities Services requests must be submitted via [Request for Interdepartmental Transfer form](#) at least 10 days prior to your event.

Get a Quote for Facilities Services Equipment & Resource Needs

Your organization can obtain a quote in advance for the equipment and resources you need. This may help in planning your event budget and determining affordability. To obtain a quote, contact Andie Strain at astrain@tulane.edu or 504-862-8546. Be prepared to share your full event needs in order to get a comprehensive quote. See the Facilities Services price list below for commonly requested event equipment & resources.

- Tables (6' or 8') - \$10 per table, per day
- Chairs - \$2.50 per chair, per day
- Tablecloths - \$18 per tablecloth, per day**
- Table skirts - \$19.50 per table skirt, per day**
- Trashcan delivery & removal - \$25.00 (regular); \$37.50 (overtime)
- Custodial - \$21.00 (regular); \$31.50 (overtime)*
- Electrician - \$33.00 (regular); \$49.50 (overtime)*
- Support Services Labor - \$26 per hour (regular); \$39 per hour (overtime)*

*Prices subject to change

**Multi-day events may require additional tablecloths/table skirts

Submitting a Request for Facilities Services Equipment & Resources

All Facilities Services requests must be submitted via an Interdepartmental Transfer (IT). You can access a Request for Interdepartmental Transfer form in your organization's OrgSync portal under the "Forms" section. All ITs must be submitted to Facilities Services at least 10 days prior to the event.

Damaged and/or Missing Equipment

Your organization may be held responsible for any damaged or missing equipment reserved through Facilities Services. Fees will be assessed by Facilities Services based on the level of damage and/or amount and type of missing equipment.

Movie Viewings & Licensing

Federal law prohibits the public display of copyrighted material. This includes videos and DVDs that may be purchased or rented. A public display would be considered any showing outside of someone's home. Although the language is not specific, any showing of a video or DVD for social purposes to groups could be considered a violation of federal law. To avoid copyright violations, groups must obtain the proper license to show copyrighted material. A license is required for all public performances regardless of whether admission is charged. The personal rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home unless the screening is properly licensed.

A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home. Licenses are valid for a specific, designated time frame. There are no annual licenses available to colleges and universities.

For questions or assistance in obtaining a license, contact Greg Feiling, LBC Associate Director of Campus Programming, at gfeiling@tulane.edu or 504-314-2918.

Raffles

Before conducting a raffle in which money is exchanged for raffle tickets, your organization must first obtain a raffle license from the Louisiana Department of Revenue, Office of Charitable Gaming. The completed form should be submitted to the address on the application form along with the required supporting documents. This includes your organization constitution and signature from your organization advisor.

Once the state license has been obtained, your organization needs to obtain a Bingo, Keno or Raffle License from the City of New Orleans. To obtain the license, the following documents must be submitted:

- A written application on Department of Finance forms 30 days before the event will take place.
- A copy of the IRS letter indicating that Tulane has tax-exempt status in accordance with 501c3 statute. This letter is available in the Student Organization Center.

An affidavit from each person conducting the games stating that they are active members of the organization, are responsible for the operations of the game(s), and reside in Orleans Parish.

- A sworn affidavit by the applicant that they do not conduct a bingo or raffle in any other parish in Louisiana.
- A photocopy of the state's Bingo or Raffle License.
- A check for \$100 (for a Bingo License).
- A check for \$10 (for one annual raffle)

Please note that the total sum of money collected cannot exceed \$3,500 per event. This includes potential winnings. Once the fundraiser is over, your organization must submit a financial report to the New Orleans Department of Finance, Bureau of Revenue, Bingo License Section.

You should maintain the following information pertaining to each raffle for a period of three years:

- Number of tickets or chances sold
- Number of tickets or chances printed or available
- Name of person drawing winning ticket(s) or determining winners
- Prizes given and their value
- Name, address, and date of birth of winner(s)
- No raffles shall be so conducted where the winner must be present during a drawing to win, unless so stated on the ticket

For more information please visit: www.ocg.louisiana.gov.



MARKETING & PROMOTION

General Guidelines

Tulane offers a variety of resources for you to market your Recognized Student Organization (RSO), events and activities, fundraisers, and more. Generally, all materials should adhere to the following guidelines:

- All materials should include the name of the RSO(s) sponsoring the event, contact information, and event time, day, and location
- Materials must reflect a responsible attitude toward alcohol. Materials which promote events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking. Materials promoting or advertising an event in which alcohol will be served must follow the [Tulane University Alcohol Policy](#)
- Materials must not degrade groups or individuals
- At no time shall any materials be posted or affixed on walls, vehicles, trash cans, trees, sidewalks, support columns, lamp posts, buildings, benches, vending machines, telephone poles, windows, or doors

Tulane Trademark, Logo, and Name Use

Tulane requires that all individuals, organizations, departments and companies, both internal and external, obtain merchandise from a vendor or manufacturer who is licensed with Tulane through a licensing agent under contract with the university. This licensing agent is Collegiate Licensing Company (CLC), available at www.clc.com. Approval from CLC is required before any vendor may produce products of any nature displaying Tulane indicia.

Trademarks

University trademarks include, but are not limited to: the words “Tulane”, “Tulane University”, “Green Wave”, “Tulane Green Wave”; “TU”; the overlapping TU shield logo; the official seal of Tulane University; the T-wave logo, the Riptide pelican and the Angry Wave; and all current and future trademarks, service marks, word marks, designs or logos used by the University. See the [University Logos](#) page for more information about the logos. Please contact [Communications & Marketing](#) at 504-862-8442 or via e-mail at trademrk@tulane.edu.

Guidelines for Use of Trademarks

Tulane’s trademarks are intended to present a positive image of Tulane, so they may not be altered in any way. Nor can the university’s trademarks be used in the name of a business, logo, in promoting services or on a product in a way that could state or imply an endorsement by the university.

The university’s trademarks are not to be used in any way that discriminates or implies discrimination against any persons or groups based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be a violation of the university’s anti-discrimination policies.

The use of university trademarks with the following types of products normally will not be approved:

- products that could be used to injure or kill
- alcohol-related products
- tobacco-related products
- sexually suggestive products

- food and beverage products and accompanying packaging (other than for limited internal consumption in connection with official university events)
- products that present an unacceptable risk of liability
- products that are inimical to the mission or image of the university

Certain artwork or designs will not be approved for use in conjunction with the university's trademarks. These include the following:

- art depicting the use or endorsement of alcohol
- art depicting the use or endorsement of illegal drugs
- art depicting the use or endorsement of tobacco products
- art depicting the use or endorsement of firearms or other weapons
- art depicting racist, sexist, hateful, demeaning or degrading language or statements;
- art depicting profanity
- art depicting sexual acts
- art depicting statements impugning other universities
- art or a design incorporating trademarks or copyrights not owned by the university, unless written permission for such use satisfactory in form and substance to the university is obtained from the mark holder or copyright owner

If you are partnering with a non-Tulane business or organization, you must obtain explicit written permission from the business or organization to use their trademark and follow all applicable policies.

Instructions to Request Use of Trademark

Step 1

Read Guidelines for Use of Trademarks above.

Step 2

Determine if your request requires approval.

- **Items requiring approval:** Do you want a Tulane University indicia on an item such as a t-shirt, tote bag, or water bottle for your department or organization? You'll need approval. RSOs are required to obtain prior approval to use the indicia (names, marks, logos, seals and/or symbols) of the university in any commercial or non-commercial venue. Approval will be submitted by the vendor producing your item through Tulane's licensing agent, Collegiate Licensing Company (CLC).
- **Items that do not require approval:** Using a trademark on items such as letterhead, stationery or business cards produced with the input and assistance of [Communications & Marketing](#) does not require approval.

Step 3

If your item is non-commercial and requires approval, email Communications & Marketing at trademrk@tulane.edu to obtain approval. Approval to use a trademark is only good for the application for which it was approved, and any additional items using the trademark must also be approved.

Appeal of Usage Approval Decisions

If your request to use a university trademark is denied, you may request that it be reviewed. The university reserves the right to disapprove any use of its trademarks, even if not explicitly prohibited by this policy or these guidelines.

Visit [Tulane's Trademark, Logo, and Name Use Policy](#) for more information.

Bulletin Boards

All materials for campus bulletin boards must be approved by Campus Services Services prior to [posting](#). The approval process requires a minimum of 3 days for review and approval. You can receive approval prior to printing your materials by e-mailing a copy of your posting to campusservices@tulane.edu. Documents should be sent as an Adobe Acrobat or .pdf file. A stamp of approval will be placed directly onto the document and sent back to you for printing and posting. If your materials are already printed, you can visit the Campus Services office, LBC Suite 107, for an approval stamp.

- Materials should be no larger than 14”x22”. Anything larger than 14”x22” should be sent to Campus Services at campusservices@tulane.edu for special consideration and approval.
- Only one poster is allowed per board or kiosk, regardless of board size.
- Posting over or removing existing material is prohibited.
- Items may only be posted with pushpins or tacks. All other adhesives used to affix fliers, posters, or banners to posting surfaces are strictly prohibited. No staples or tape allowed.
- The RSO is responsible for posting/providing the material and removing the posted materials within 48 hours of the event. Approved materials may be posted no more than 2 weeks prior to the event.
- The organization sponsoring the event must have its name and contact information (phone number, e-mail or website and/or postal address) of the sponsoring group (or individual) visibly on the front of all publicity materials (posters, banners, fliers, etc.).

Once materials have been approved by Campus Services, you may contact the following locations for posting. Please note that areas may require additional approval or deadlines.

- LBC (LBC)
 - Accepts 2 bulletin board postings
 - Drop off at the LBC Information Desk
 - Contact: Diana Noveck, dnoveck@tulane.edu, 504-865-5196
- Residence Halls
 - Accepts 15 bulletin board postings – 1 per residence hall (14) and 1 for HRL record
 - Drop off to the Irby Hall Front Desk
 - Materials must have Tulane affiliated contact number or email address
 - Materials may not contain alcohol or drug related references
 - Size may be 8.5 x 11 (regular) or 8.5 x 14 (legal)
 - Materials must be additionally stamped and approved by Irby Hall front desk staff
 - Must be delivered at least 5 business days prior to the event
 - Distribution and posting is handled exclusively by Residence Life staff
 - Contact: Nick Ponthieux, nponthieux@tulane.edu, 504-865-5724
- Howard Tilton Memorial Library
 - Accepts 1 posting per bulletin board in basement
 - Organizations may post Campus Services approved materials on bulletin boards
- Woldenberg Art Center
 - Bulletin boards are individually marked for specific use. Please reference the labels at the top of each board and post any applicable materials accordingly.
- School of Science and Engineering
 - Drop off to the Dean’s Office, 201 Lindy Boggs Center
 - Can only be posted on bulletin boards, glass doors, and tile walls

- Newcomb College Institute
 - Drop off to Newcomb College Institute, 43 Newcomb Place
- Newcomb College Center for Research on Women
 - Drop off to Newcomb College Center for Research on Women, 62 Newcomb Place, Caroline Richardson Building
- Cudd Hall
 - Posters may be taped to both sides of the glass doors surrounding the lobby. Only one per event. No approval necessary.

Chalking

Chalking is reserved only for Tulane affiliates only including RSOs, university departments, academic units, faculty, staff, and students. Chalking must adhere to the following guidelines:

- Chalking is permitted only on concrete or asphalt (not bricks or pavers) sidewalks where the rain can wash away the residue. Chalking under covered areas is prohibited
- Under no circumstances may groups or individuals chalk on any campus building or structure, including steps, entry ways, porches and patios, posts, pillars, or columns
- No liquid or spray chalk is allowed
 - If spray chalk is used, the Division of Campus Services will contract someone to clean off the spray chalk and bill the organization or individual responsible for the spray chalk

Yard Signs

The use of yard signs (informational as well as directional) is by approval only and is restricted to selected special events and in designated [areas](#). To receive approval, e-mail a copy of your yard sign along with the proposed posting dates and locations to campusservices@tulane.edu. In addition, the use of yard signs must adhere to the following guidelines:

- Yard signs will only be allowed for RSOs, university departments, academic units, and special events/campus programs
- The use of these signs may be limited to a designated number of events each semester
- Yard signs may not be posted earlier than 24 hours in advance of an event and must be removed by within 24 hours following the completion of the event
- The name of the sponsoring department or organization must be listed on the sign
- Academic units and large-scale or university-wide events may request special consideration for additional yard sign placement

Table Tents

Table tents offer you the opportunity to market your event in prime dining locations.

- The LBC has 88 two-sided 4”w x 6”h acrylic table-tent holders on located in the quad side and Nalty Commons dining areas.
- Fundraising or campaign related advertisements are not permitted on table tents
- Table tents may be displayed for a maximum of one week or seven calendar days per month. The organization and contact information must be clearly stated on the table tent design.
- To reserve table tent space, visit ems.tulane.edu to submit your reservation request.
- For questions, contact Diana Noveck, LBC Assistant Director of Events and Reservations at dnoveck@tulane.edu or 504-865-5196.

Digital Signage

Digital Signage Posting Locations & Information

LBC (LBC)

- **Specifications:** Content should be widescreen (16x9) format. Submitted content should be high quality to appear smooth and clear. Accepted formats for images include – JPG, GIF, TIF, WMF, BMP, and PNG. Accepted formats for videos include AVI, M4V, MPEG, MPEG-2, MPG, MP4, MOV, SWF, and WMV. Videos cannot exceed 30 seconds in length and no sound is available.
- **Posting Information:** Content may be posted for up to 2 weeks. Content will rotate through screens and is generally posted for 10 seconds at a time.
- **Submission:** Organizations may run one ad at a time. Content must be submitted at least one week prior to the posting date. Submissions can be sent to lbcvideowall@tulane.edu. Submissions should include the department/group/business name, a contact person, and the desired dates of display. A file that is too large for an email may be delivered via a jump drive or other physical media to LBC 218 during normal business hours.
- **Contact:** Katie Cannella, kcannell@tulane.edu, 504-865-5836

Business School

- **Posting Information:** The Business School features the Symon Messaging System. Media Services operates video bulletin boards throughout the Freeman School. Known as Symon, students may use these monitors to post content for the benefit of the school's students, faculty, and staff. The maximum posting time is 30 days.
- **Submission:** Send a [Video Message System Request](#) form to request your posting. Media Services reserves the right to make changes to the content to meet formatting requirements.
- **Contact:** Office of Media Services, 504-865-5670

Reily Student Recreation Center

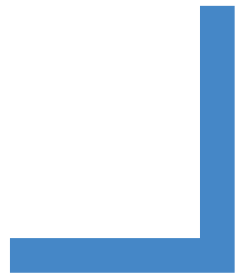
- **Specifications:** Content should be 1920 pixels wide by 1080 pixels high. Submitted content should be high quality to appear smooth and clear. Accepted format for images is JPG.
- **Posting Information:** Content may be posted for up to 2 weeks. Content will rotate through screens and rotation time may vary.
- **Submission:** Organizations may run one ad at a time. Ad must be submitted at least one week prior to the posting date. Submissions can be sent to Tracey Bellina at tracey@tulane.edu. A file that is too large for an e-mail may be delivered via a jump drive or other physical media to the Member Services Office in Reily during normal business hours.
- **Contact:** Tracey Bellina, tracey@tulane.edu, 504-247-1967

5 Things TU Know

5 Things TU Know is a weekly e-newsletter sent each Monday during the fall and spring semesters by the LBC. The purpose of the newsletter is to promote events, resources, and opportunities on and around campus to the Tulane community.

Complete the [5 Things TU Know Submission Request](#) form to post your information and select the Monday you would like your information shared in the newsletter. If you want to post information on multiple weeks, please submit each post individually and select the corresponding date. Please note that the submission request does not guarantee inclusion in the newsletter depending on the number of requests for a particular week. Please check your information for accuracy before you submit.

For questions regarding the newsletter, contact Heather Seaman, LBC Director, at hseaman@tulane.edu or 504-865-5193.



OFF-CAMPUS VENDOR POLICY

Recognized Student Organizations (RSOs) may partner with off-campus vendors for promotion and sales of products or services in the LBC (LBC). Below are the guidelines to be followed in requesting to bring an off-campus vendor to campus.

- Vendor must be sponsored by a RSO and registered through the event registration process on OrgSync.
- Vendors are permitted at indoor LBC booth spaces and require a reservation by the sponsoring RSO.
- Vendors must submit, in proposal form, a description of their product(s) and price list to the sponsoring RSO, and to the LBC Office in LBC Suite 218. Vendors must also leave a permanent address and telephone number in order to refer any customer complaints.
- Vendor must comply with all laws, statutes, regulations or ordinances of the State of Louisiana, and the City of New Orleans, and all agencies thereof, and obtain and pay for all required permits and licenses.
- The sale of merchandise by sponsored vendors shall be limited as follows:
 - A five-day period of display and sale of merchandise
 - A maximum of one display and sale privilege per semester for the vendor
 - A maximum of two sales per semester for each sponsoring student organization
 - Merchandise may only be placed on top of the booth
 - All sales must end at the time indicated in the reservation
- Items sold must adhere to the following guidelines:
 - Items must not be in direct competition with Campus Services vendors and contracts.
 - No credit card sales or promotions allowed
 - No weapons, drugs or drug paraphernalia may be sold
 - Items cannot promote alcohol
 - Items must not degrade groups or individuals.
- The name of the sponsoring organization and vendor must be prominently displayed on the front of the sales booth and on all vendor advertisements.
- Vendors must remain behind sales counters and may not approach persons passing through the LBC to promote the sale of merchandise.
- No object external to the booth may be used in the LBC without written permission. This includes display cases, carts, etc., but is not limited to these items. In addition, vendors utilizing booth space are not permitted to adhere anything to walls, glass or the ceiling without prior permission from the LBC.
- Vendors are not permitted to store any merchandise in the LBC. The LBC reserves the right to dispose of any materials or merchandise left in the facility.
- Vendors are asked to keep their area neat and to dispose of any trash generated.
- The LBC reserves the right to approve or disapprove a vendor and his/her product. Also, it reserves the right to determine regulations and set fees. Booth space can be revoked at any time.
 - Vendors must conform to Tulane policies and not disrupt the normal operation of the LBC.

CAMPUS DEMONSTRATION POLICY & REGISTRATION

Philosophy

Tulane University's purpose is to create, communicate and conserve knowledge in order to enrich the capacity of individuals, organizations and communities to think, to learn and to act and lead with integrity and wisdom. Congruent with that purpose, Tulane is committed to an environment in which a variety of ideas can be freely expressed and critically examined. The university expects that the expression of views be made with respect for the dignity and freedom of others.

Demonstration Registration

Demonstrations must be registered at least two business days prior to the proposed demonstration date via the [Demonstration Registration form](#) on OrgSync. It is recommended that demonstration organizers register the demonstration as early as possible if it is anticipated that significant preparations may have to be made in advance of the demonstration. Following submission of the Demonstration Registration form, the demonstration organizer(s) may be contacted by the Assistant Vice President (AVP) for Campus Life or their designee to schedule a meeting to review demonstration details, needs, and guidelines and to finalize approval for the demonstration. The AVP for Campus Life or their designee reserve the right to adjust the date of the demonstration if needed. Any changes to the demonstration activities listed in the Demonstration Registration form must be communicated to the AVP for Campus Life or their designee immediately with details of the changes. Any plans or materials not included may not be approved and could impact the demonstration.

Demonstration Guidelines

The Demonstration Guidelines are intended to protect the rights of those involved in the demonstration, others in the university community, and the university from disruption to teaching, research, administrative procedures, or other university activities.

- Demonstrations may be organized by Tulane affiliates only including Recognized Student Organizations (RSOs), students, faculty, and staff. Demonstrations may not be organized by off-campus persons or organizations.
- RSOs, students, faculty, and staff may not reserve a facility on behalf of or for use by an outside/unaffiliated group, organization or individual. This conduct constitutes "fronting" and is prohibited. University employees or students who engage in fronting may be subject to disciplinary action.
- Demonstrations can be registered on campus in the following areas, permitting the activities do not interfere with a current reservation:
 - o McAlister Auditorium Plaza
 - o LBC Pocket Park
 - o Academic Quad
- Demonstrations may include a march on campus or within the TUPD perimeter patrol.
 - o Marches utilizing city streets must be registered at least 3 weeks in advance, held within the TUPD perimeter patrol, and require a City of New Orleans Special Event Permit Application and Supplement C form. NOPD parade fees are determined and agreed upon prior to the event taking place by the City of New Orleans. All costs will be based on one (1) additional hour booked at the time of application. Marches going past the allotted time are charged \$35.00 additional for the first additional hour and \$50.00 for each hour thereafter. Any cancellation must be done a minimum of two (2) hours prior to the event. Less than two (2) hour notification will cause forfeiture of all police fees for that date. The demonstration organizer is responsible for all NOPD parade fees.

- Demonstrations may use amplified sound during the allowable times as listed in the university's Amplified Sound Policy. This includes Fridays from 4:00-10:00pm, Saturdays from 12:00pm-10:00pm, and Sundays from 12:00pm-7:00pm.
 - Sound is considered amplified when the noise is produced or made louder by any electric or electronic means such as microphones or bullhorns.
- Demonstration participants may not attempt to coerce, intimidate, or harass any other person into viewing, listening to, or accepting a copy of any communication.
- Demonstration participants may use placards. The placards must be constructed from poster board or of other similar material. Participants may not use placards constructed from material of a hard substance. Placards may be carried or worn on the person, but not tacked and nailed to trees, light posts, buildings or other structures. Placards may be affixed by tape or string and remain in place for the duration of the demonstration so long as they do not cause damage to university property and are removed and disposed of immediately after the demonstration or protest.
- Demonstration participants may not enter or occupy rooms or offices without prior written permission. Requests for written permission will be facilitated by the AVP for Campus Life of their designee.
- Demonstration participants may not obstruct or restrict the free movement of persons; or block hallways, doorways, stairs or exits from university facilities.
- Demonstration participants should take reasonable care to reduce damage to university property and to the property of others. This property includes, but is not limited to, vegetation of any type, outdoor sculptures, vehicles, and buildings.
- At the conclusion of any demonstration, demonstration organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to the AVP for Campus Life or their designee immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organization or individuals involved or both.
- Demonstration participants must abide by the Code of Student Conduct, all university policies and applicable local, state, and federal laws.
- The AVP for Campus Life or their designee may determine the point at which a demonstration becomes disruptive. If the situation permits, the AVP for Campus Life or their designee may inform the demonstrators that they must discontinue their disruptive activities, explaining which activities are in violation of the guidelines, and may advise them on how to continue their demonstration in a manner which is not disruptive. If the disruption continues, appropriate action may be taken, including, but not limited to, police action. An immediate physical threat to persons and/or property may require immediate police action as well as situations in which the AVP for Campus Life or their designee determines that a warning may not provide adequate protection for persons or property.
- When demonstrations are scheduled, organizers should expect university personnel, including Student Affairs staff and/or Tulane University Police Department, to be present for all or part of the demonstration. This presence is often necessary to ensure organizers' own rights are protected and the university's regular operations and activities are not interrupted. Accordingly, university representatives may film, photograph or record elements of the demonstration. The presence of university personnel should not be viewed as an effort to deter or otherwise interfere with properly approved demonstrations.
- Groups organizing a demonstration should be aware that counter protests may occur to protest or rally for a viewpoint opposed to the viewpoint being advocated by the demonstration. The Division of Student Affairs will work with counter protestors to be in compliance with all of the above demonstration guidelines. Individuals and organizations participating in counter protests and rallies must avoid actions that are designed to physically disrupt, damage, or block the demonstration.
- Failure to register a demonstration according to the above guidelines could result in cancellation of the event as well as individual disciplinary action.

MOTOR POOL GUIDELINES & RESERVATIONS

Use of Motor Pool Vehicles & Driver Requirements

Recognized Student Organizations (RSOs) are eligible to utilize Tulane University motor pool vehicles for university related travel. Priority will be given to Undergraduate Student Government (USG) sponsored student organizations. Refer to the [Authorized Driver Policy](#) from the Office of Insurance and Risk Management (OIRM) for full driver requirements.

To drive a motor pool vehicle, a student must be approved as an authorized driver by the Office of Insurance and Risk Management. The authorized driver approval for students includes the following:

- Approved Motor Vehicle Report (MVR)
- Successful completion of the United Educators Online Defensive Driver Test
- Successful completion of the Motor Pool Classroom Training

Tulane University reserves the right to cancel motor pool vehicle trips due to inclement weather and/or campus closure.

Authorized Driver Approval Process

- The student shall authorize the university to obtain an annual Motor Vehicle Registry report (MVR) from the issuing state of the driver's operating license by completing an annual [MVR Consent form on OrgSync](#). The MVR check takes at least 7-10 business days to be processed.
- Following submission of the MVR Consent form, the student will receive an automated message from OrgSync confirming the form submission and instructions to complete the United Educators Online Defensive Driver Test.
- Following the successful completion of the United Educators Online Defensive Driver Test, the student must [register](#) and attend a one-hour Motor Pool Classroom Training. Classroom Training is offered on Wednesdays at 7:00pm and Thursdays at 3:00pm at the Reily Center.
 - o The student must print and bring their United Educators Online Defensive Driver Test completion certificate to the Motor Pool Classroom Training.
- Following the successful completion of the Motor Pool Classroom Training, the Motor Pool Coordinator (MPC) will update the student driver's completion status on the MVR Consent form.
 - o Completion of the United Educators Online Defensive Driver Test and the Motor Pool Classroom Training does not guarantee approval as an authorized driver.
- Once the MVR is approved, the Office of Insurance and Risk Management (OIRM) will update the student's status on the MVR Consent form.
- Once the MVR approval and all required training is completed, the MPC will finalize the Authorized Driver approval for Motor Pool vehicles. The student driver will receive an approval notification via OrgSync.

Motor Pool Vehicle Request Process

- RSOs interested in reserving a motor pool vehicle must complete the [Motor Pool Vehicle Request form](#) on OrgSync at least one week prior to the scheduled trip. Requests received less than one week prior to the scheduled trip will be denied. Priority will be given to USG sponsored student organizations.
- It is strongly recommended that RSOs identify an additional driver per vehicle beyond the number of drivers needed per the distance of the trip in the event of driver illness or emergency.

- The RSO advisor must electronically approve the request via OrgSync. Motor Pool Vehicle Request Forms will not be processed until advisor approval is completed.
- Once the authorized driver status is confirmed for all listed drivers and availability of motor pool vehicle(s) is confirmed, the MPC will approve the request form and send an electronic notification via OrgSync to the RSO contact. Included in the notification will be an assigned time to pick up the key(s) to the vehicle(s) and complete a pre-trip walkthrough.
- Drivers must pick up the key(s) and complete the pre-trip walkthrough at the assigned pick-up time. If a student organization is taking multiple vehicles, at least one driver from each vehicle must be present at the pre-trip walkthrough.
- In addition to the vehicle keys, each vehicle will have a fuel card with a pin number assigned by the MPC. All vehicle fuel should be paid for with the fuel card. If the fuel card is not functioning, students are able to pay for the fuel out of pocket. All receipts for out of pocket costs should be retained for reimbursement processing upon return to campus.

Safety Criteria & Use Restrictions

- Refer to the [Authorized Driver Policy](#) for a full list of safety criteria and use restrictions.
- Drivers and/or passengers may not tamper with or remove dash camera, dash camera power source, GPS, or exterior vehicle magnetic sign.

Return of Vehicle & Vehicle Condition

- Upon return to campus, driver(s) must return the vehicle(s) to the designated parking location in the Diboll Parking Garage at the designated time as indicated in the Motor Pool Vehicle Request Form.
- Upon return the driver(s) must conduct a post-trip walkthrough and complete a Vehicle Inspection Report (VIR) as instructed during the Motor Pool Classroom Training.
- All damages to the vehicle MUST be documented on the VIR. Failure to document damages on the VIR could result in further disciplinary action including, but not limited to, loss of the use of the motor pool fleet to or the RSO being held responsible for the damages. The cost to repair damages, up to \$2500, will be charged back to the RSO found responsible for the damages.
- All vehicles must be returned with a full tank. Failure to comply with this will result in a \$30.00 plus the price to fill the tank charged to the RSO.
- Upon return, the interior of the vehicle must be cleaned out. This includes the removal of all trash. Failure to comply with this will result in a \$100.00 fee charged to the RSO.
- Keys and the completed VIR must be returned to the Motor Pool Office key dropbox.

Motor Pool Vehicle Usage Rates

- Fees are determined based on the amount of miles traveled as well as amount of time the vehicle is checked out.
 - Less than 100 miles round trip
 - Fuel + \$5 per trip fee
 - Paid through USG Motor Pool budget (USG sponsored student organizations only) or individual organization 9 ledger account
 - 100+ miles round trip
 - Fuel + \$5 per 0-12 hours of use trip fee
 - Paid by individual organization 9 ledger account, unless approved funding acquired through USG travel funding (USG sponsored student organizations only)
- If the RSO cancels a trip less than 24 hours before the departure time, the RSO may be subject to a \$65 cancellation charge per vehicle.

Motor Pool Speeding Violations & Sanctioning

- Speeding
 - Driver(s) that are determined to be speeding in a motor pool vehicle will have driving privileges suspended based on the outline below:
 - 6-15 miles over the designated speed limit - driving privileges suspended for three months from the date of the incident excluding summer months
 - 16 miles+ over the designated speed limit - driving privileges suspended for one year from the date of the incident
 - A new MVR will be completed at the end of the sanctioning period
 - Drivers may appeal the sanction by submitting a written appeal to the Office of Insurance and Risk Management at oirn@tulane.edu within 7 business days from the date notification of the sanction is sent. OIRM will review the appeal within 7 business days from the date the appeal is received.
- Refer to the [Authorized Driver Policy](#) for more information on accident and/or speeding violations.

Questions & Contact Information

For more information or questions regarding the motor pool, visit motorpool.tulane.edu or contact Scott Smith, Motor Pool Coordinator, at motorpool@tulane.edu.

STUDENT ORGANIZATION FINANCES

Recognized Student Organizations (RSOs) can utilize university fiscal accounts for a variety of RSO financial needs. Below is an overview of the most frequent financial processes utilized by RSOs. For questions regarding student organization finances, visit the Student Organization Center (SOC) located in LBC Suite G11 or contact LBC Associate Director of Administration and Finance, Jane Rushing, at rushing@tulane.edu or 504-314-2915. Department and OFSP sponsored student organizations should contact their department for finance questions.

Types of Accounts

There are 3 common types of accounts that RSOs use to manage and utilize organization funds:

- **2-Account (Expense):** This account is used for paying organization expenses such as programs, equipment, services, etc.
 - If your organization is a USG or GAPSA Sponsored Student Organization, your funding allocation (if applicable) will be put into this account.
 - Allocations may only be spent on items that were included and approved in the USG/GAPSA budget process
- **1-Account (Income):** This account is used to deposit revenue that is generated from an event or initiative that used 2-Account funds (ex. revenue from tickets sales for an event that was paid for with university funds/2-Account). Not all RSOs need or have a 1-Account.
- **9-Account (Agency):** This account is used to deposit funds raised by an organization on their own such as fundraising initiatives, dues, donations, etc. **These funds must not be generated from an event or initiative that used any 2-Account funds.** Funds in this account may be used for all organization activity or resource needs.

How to Get an Organization Account

USG or GAPSA Sponsored Student Organizations

- Email the LBC Associate Director of Administration and Finance, Jane Rushing, at rushing@tulane.edu or 504-314-2915 to request a 9-Account
- 2-Accounts will be automatically created upon a budget allocation approval
- 1-Accounts will be created on an as-needed basis

Department or Office of Fraternity and Sorority (OFSP) Sponsored Student Organizations

- Contact your department for account creation

Budget Statements/Account Balance

Budget statements are available monthly through your RSO advisor. If your advisor needs assistance or access to your organization's budget(s), have them contact Jane Rushing, LBC Associate Director of Administration and Finance, at rushing@tulane.edu or 504-314-2915.

Account Numbers & Natural Account Codes

Organization account numbers are 6-digit numbers unique to the organization. USG and GAPSA sponsored student organization account numbers are available in the Student Organization Center. Department and OFSP sponsored student organization account numbers are available in your department and/or by your RSO advisor.

- Natural account codes are 4-digit numbers that identify the sources of revenue or classification of expenses (ex. copying – 6243 or entertainment – 7543)
- Organization account numbers and natural account codes must be included when submitting any type of financial request.

HOW TO SPEND STUDENT ORGANIZATION MONEY

There are a variety of ways in which Recognized Student Organizations (RSOs) can process payments for organization programs, resources, travel, and more. The types of expenditures include:

- **Interdepartmental Transfers:** moving money internally from one Tulane account to another (i.e. requesting campus services such as TUPD, Facilities Services, Hullabaloo Ad; transferring funds to another account; budget corrections)
- **Payments:** paying for external (non-Tulane) goods and/or services (i.e. vendors, speakers, supplies, performers, equipment, etc.)
- **Entertainment Reimbursements:** reimburse students for food purchases that could not be paid via check or with the student organization advisor's Travel and Entertainment card
- **Travel Reimbursements:** reimburse students for university business travel for student organizations (i.e. transportation, lodging, conference registration, meals or other miscellaneous costs)

Once an RSO event has been approved through the event registration process in OrgSync, you can submit requests for payment to vendors or to Tulane departments. Below are instructions on how to request each type of expenditure/payment.

Interdepartmental Transfers

An Interdepartmental Transfer (IT) is used for payment for campus services, transfer of funds, or budget corrections. To request an IT, complete the [Request for Interdepartmental Transfer Form](#). This form is for USG and GAPSAs Sponsored Student Organizations only. If your organization is a department sponsored student organization or an Office of Fraternity and Sorority Programs sponsored student organization, contact your department to request an IT. You may need the following information to complete the form, depending on the type of request:

- Event description information & diagram (if needed)
- Copy of budget statement or supporting documentation if requesting a budget correction
- Receipt or invoice if transferring funds to another budget

Once submitted, the request will be forwarded to your RSO advisor for approval. Once approval has been received, the request will be processed and submitted to the appropriate department for further action.

Payments

A payment is used for goods or services such as vendors, speakers, performers, or associations including supplies, equipment, printing, repairs, rentals, annual dues, etc. To request a payment, complete the [Request for Payment Form](#). This form is for USG and GAPSAs Sponsored Student Organizations only. If your organization is a department sponsored student organization or an Office of Fraternity and Sorority Programs sponsored student organization, contact your department to process a payment. You will need the following information to complete the form, depending on the type of request:

- Vendor W-9
- Contract signed by both parties, quote, invoice, or online cart

Once submitted, the request will be forwarded to your RSO advisor for approval. Payments will be paid by university check, purchase order, or Purchasing Card, depending on the type of purchase. Payments for refreshments or travel expenses can be

paid either with the RSO advisor's Travel and Entertainment card or submitted on the Request for Payment Form (for check issuance).

Entertainment Reimbursements

A reimbursement is used to pay students back for food purchases that could not be paid via check or with the RSO advisor's Travel and Entertainment card. To request a reimbursement, download the [Request for Reimbursement Form](#), complete all needed information, have the form signed by your RSO advisor and drop off to the Financial Forms Box in the SOC, LBC Suite G11. This form is for USG and GAPSA Sponsored Student Organizations only. If your organization is a department sponsored student organization or an Office of Fraternity and Sorority Programs sponsored student organization, contact your department to request a reimbursement. You will need the following information attached to the reimbursement form, depending on the type of request:

- Original, itemized receipts
- Attendee list
- Meeting agenda (if applicable)

Checks will be available, assuming all information is complete and accurate, within two weeks of submission. The process could take longer if the information given is not adequate or if university policies are not followed. Once the check is available, it will either be mailed to you or available for pick-up in the SOC depending on your preferences indicated on the request form. Checks to be mailed are issued on Fridays and mailed on Mondays. Checks for pick-up are issued on Wednesdays.

Travel Reimbursements

A travel reimbursement is used to pay students back for university business travel on behalf of their RSO. This could include payments for transportation, lodging, conference registration, meals, or other miscellaneous costs, assuming your organization accounts have the allocated funding to pay for these items. To request a reimbursement, download the [Request for Reimbursement Form](#), complete all needed information, have the form signed by your RSO advisor and drop off to the Financial Forms Box in the SOC, LBC Suite G11. This form is for USG and GAPSA Sponsored Student Organizations only. If your organization is a department sponsored student organization or an Office of Fraternity and Sorority Programs sponsored student organization, contact your department to request a reimbursement. You will need the following information attached to the reimbursement form, depending on the type of request:

- Original, itemized receipts
- [Travel Itemization Form](#)
- Proof of travel (i.e. boarding pass or photocopy of conference nametag)

Checks will be available, assuming all information is complete and accurate, within two weeks of submission. The process could take longer if the information given is not adequate or if university policies are not followed. Once the check is available, it will either be mailed to you or available for pick-up in the SOC depending on your preferences indicated on the request form. Checks to be mailed are issued on Fridays and mailed on Mondays. Checks for pick-up are issued on Wednesdays.

HOW TO DEPOSIT ORGANIZATION MONEY

Any funds collected by a Recognized Student Organization (RSO) should be deposited daily. This includes all types of revenue, e.g. ticket sales, food or beverage sales, t-shirt/art/poster sales, dues, fines, refunds, reimbursements, and advertising revenue.

Membership dues and fundraising money should be deposited in the organization's 9 ledger account. These funds should be collected in the form of cash or check. No outside personal/bank accounts can be used to collect university funds, even prior to depositing into a Tulane account. This would include Venmo, GoFundMe, etc.

Deposit Instructions

All cash and checks should be deposited at the Tulane Bursar's Office accompanied by the appropriate deposit forms. The Bursar's Office (1030 Audubon St. across from the Catholic Center and Kappa Kappa Gamma house) is open to accept deposits Monday through Friday from 8:30a.m. - 3:30p.m. You will receive a receipt for your deposit stamped by the Bursar's Office.

USG & GAPSA Sponsored Student Organizations

USG and GAPSA sponsored student organizations should first complete a [Deposit of University Funds form](#) on OrgSync. Once received, the SOC staff will process the request and the deposit packet will be created. The deposit packet includes the following information:

- 2 copies of the university deposit form
- Whitney Bank Deposit Tickets (separate slips will be provided for cash and checks)

RSOs may pick up the deposit packet at the back desk of the SOC after 1 business day. If your deposit includes checks, you must stamp the checks for endorsement prior to depositing. A stamp is provided in the SOC.

Department & OFSP Sponsored Student Organizations

If your organization is a department sponsored student organization or an Office of Fraternity and Sorority Programs sponsored student organization, contact your department for assistance in completing the necessary deposit forms.

USG SPONSORED STUDENT ORGANIZATION FUNDING OPPORTUNITIES

USG offers a variety of funding opportunities to USG sponsored student organizations including annual budget allocations, motivation money, reserve funding, co-programming fund, and the Mushroom Trust.

USG Budget Workshops

The USG Vice President for Finance conducts two workshops for all USG sponsored student organizations - one prior to the annual budgeting process of the spring semester and the other in the fall semester, clarifying spending procedures. The treasurer of each USG sponsored student organization must attend the budget workshops. If the treasurer is not available, the organization must send another member of the organization to the budget workshops.

Budget Allocations

During the spring budget workshop, the USG Vice President of Finance will review the budget allocation request process, required forms, approvals needed, timeline, and more. Budget allocation requests will be submitted on OrgSync through the organization portal. All budgets must be approved by the student organization advisor. For more information on USG budget allocations, visit the [USG Finance Committee Bylaws](#).

Motivation Money

Motivation money is a percentage of McAlister Market's profits which the USG receives each year for the purpose of funding requests of items normally excluded from budget allocations to USG sponsored student organizations. Such requests include, but are not limited to, awards, recognition parties, food at meetings, and t-shirts.

The USG Finance Committee will allocate the monies according to approved criteria stated in the USG Finance Committee Bylaws and listed on the request form in OrgSync. The final amounts and actual allocations are recommended by the USG Finance Committee and approved by the USG Senate.

The criteria assumes that USG will be allocating a lump sum amount to each organization that applies for the funding in OrgSync. The allocation will be based on the organization's membership as reflected by their OrgSync membership list. In the event that requests exceed the available revenues, the USG Finance Committee will make across the board percentage cuts.

Motivation Money may not be used to purchase alcohol or to fundraise for the organization.

Reserve Funds

The USG Reserve Fund is used for capital improvements, for projects that will enhance the overall Tulane community, or for purchasing major equipment that, at the USG Finance Committee's discretion, does not come out of the USG General Fund allocations. This fund is available to all USG sponsored student organizations who are eligible for funding.

All [Reserve Fund requests](#) must be submitted via OrgSync to the USG. Requests must include all documents that provide information about what is being requested, including location, storage, quotes and university approvals that may be required. The USG Vice President for Finance, as the chair of the USG Finance Committee, will schedule a time for the organization to present their proposal to the committee. The USG Finance Committee can only recommend to the USG Senate the allocation of money

from the Reserve Fund by a two thirds (2/3) vote. Following the vote, the recommendation will be presented to the USG Senate for approval.

Co-Programming Fund

The Co-Programming Fund is used exclusively for honoraria costs (no film screening rights, travel costs, etc). USG will allocate an amount toward honoraria costs, however your organizations is responsible for all other programming logistics (event registration, event location reservation, event marketing, staffing, etc.). The Co-Programming Fund is only available to USG sponsored student organizations who are eligible for funding. Individual students and academic departments are not permitted to apply. Preference will be given to multiple organizations applying together for one event.

All [Co-Programming Fund requests](#) must be submitted via OrgSync to the USG. The USG Vice President for Student Organizations will schedule a time for the organization to present their proposal to the Student Body Administrative Council (SBAC). The SBAC will make a recommendation for funding and will present it to the USG Senate for approval.

Mushroom Trust

The USG Mushroom Trust, created in 1980, was set up with the stipulation that each year the interest could be used to fund a student organization project. Each year, all USG sponsored student organizations are eligible to submit proposals to be considered by the Student Body Administrative Council (SBAC).

All Mushroom Trust requests must be submitted via OrgSync to the USG. The proposals should benefit the entire student body, possess enduring value and should not exceed the amount available. This amount will vary dependent on the estimated amount of interest to be received in that year. The USG Vice President for Student Organizations will schedule a time for the organization to present their proposal to the committee. The SBAC will make a recommendation for funding and will present it to the USG Senate for approval.

FUNDRAISING

Many Recognized Student Organizations (RSOs) conduct fundraising activities as a means for financing RSO operations and events. Below are details on Tulane's new online crowdfunding platform, WaveStarter, that RSOs can utilize for fundraising. Please note that RSOs may not utilize other online fundraising platforms, such as Venmo, for RSO fundraising activities. If an RSO is partnering with a non-Tulane organization for fundraising, the RSO may direct people to donate to the organization directly. This can include an online fundraising tool that is managed by the non-Tulane organization. For questions about fundraising, contact Jane Rushing, LBC Associate Director of Administration and Finance, at rushing@tulane.edu or 504-314-2915.

WaveStarter

RSOs can apply to raise money on [WaveStarter](#), Tulane's crowdfunding platform, for projects and initiatives that support the vision, mission and core values of the university. Check out a few of the 2017-2018 RSO fundraising campaigns below:

[THEM A cappella](#)

[Jazbaa Bollywood Dance Team](#)

[WTUL Marathon](#)

WaveStarter is managed by the Office of Advancement, and projects are selected by a committee that includes representatives from Tower and Crescent, Alumni Relations, Student Affairs, and Advancement. Please read the [WaveStarter Crowdfunding Policy](#) for specific guidelines on project eligibility.

WaveStarter project applications are accepted during three rounds each school year. The first deadline for the 2018-19 school year will be September 17, for projects launching in October. Once a project is completed, all funds raised will be transferred to the project team within 8 weeks. Visit our [OrgSync page](#) to learn more about the university Crowdfunding Policy and to apply. Please email Rachel Stickney, rstickne@tulane.edu, with any questions.

TULANE CODE & STUDENT ORGANIZATION JUDICIAL PROCEDURES

The Tulane Code applies in and to members of our community broadly. The Code applies to all full and part-time university students, graduate, professional and doctoral students, student employees, and student organizations. The Tulane Code applies on and off campus. It also applies to on-line and electronic domains. Tulane University may choose to apply the Tulane Code at any time and in any context in which the university has an identifiable interest. The Director of Student Conduct or designee has discretion, subject to discretionary review by the Vice President for Student Affairs, to determine the jurisdiction and parameters of the Code.

Once a report has been submitted to the gatekeeper (Director) in the Office of Student Conduct, it will be deemed as either a minor violation or major violation. With minor violations, a representative of the organization (usually the president) will appear before the panel. With major violations, a conduct investigator will be assigned to gather evidence for the purpose of presenting the evidence to the panel for adjudication. Major violations may result in group or chapter suspension. With either type of case, representatives of the organization may be asked to meet with staff from the Office of Student Conduct.

After receipt of a referral from the gatekeeper, a written notification of the hearing will be sent to the organization, in care of its leadership as designated by the organization. The notification will include the time, date and location of the hearing or next meeting and provide information regarding the concerns to be addressed in the hearing. Each organization will have a designee for purposes of receiving notice under the Code.

The student hearing panel will also follow the same procedures as are used in an administrative hearing, with the exception that the five-member student hearing panel with a chairperson will make the determinations made by a conduct officer in an administrative hearing.

After hearing relevant information and from relevant witnesses, a majority of the panel may make recommendations regarding transgressions of rules relating to organizations and may also recommend consequences. The chairperson will forward recommendations with a brief description of the proceedings to the Assistant Vice President for Campus Life or designee, who may choose to accept or reject the recommendations regarding transgressions and consequences. The Assistant Vice President for Campus Life or designee reviews the recommendations and consequences from the student hearing panel, and may adjust them before they become final, subject to an organization's right to appeal as set forth below.

With either case type, a hearing outcome letter will be sent to the designated representative of the organization. Please refer to the [Code of Student Conduct](#) for a more detailed outline of the conduct process.

RECOGNIZED STUDENT ORGANIZATION OFFICER TRANSITION

Officer transition can be a time-consuming process, but an effective transition is a crucial element for the successful continuity of a Recognized Student Organization (RSO). Officer transition requires preparation and is the responsibility of both the outgoing and incoming officers. It is the time to pass on important organization information and skills, minimize confusion during leadership changeover, evaluate the past year, and set goals for the upcoming year.

Goals of Officer Transitions

- Create a smooth transfer of leadership between RSO officers in order for the RSO to continue to function effectively
- Orient new leaders to the procedures and operations of organization management
- Review important files and organization resources
- Provide advice and ideas and answer questions for incoming officers
- Set short term and long term goals for the upcoming year
- Evaluate the goals from the previous year and how you can learn from the outcome
- Discuss changes that should be made to the current operations of the RSO

Tasks for an Outgoing Officer

- Schedule a transition meeting with the incoming officer
- Prepare documents to share with incoming officer (i.e. RSO constitution/bylaws, roster, committee lists, budget)
- Compile agendas and meeting minutes for incoming officer's reference
- List any relevant online access/logins and any other relevant materials
- Compile a list of helpful contacts including the RSO advisor
- Give admin access to RSO OrgSync portal as needed
- Brainstorm ideas for goal setting and action plans for the upcoming year

As the outgoing officer, consider the following items in preparation for your transition meeting:

- What is the purpose of my office?
- List 3 items during your term that you think were most important.
- List 3 items during your term that were the most challenging.
- List 3 “pieces of advice” for your incoming officer.
- List 3 things you would have improved upon or done differently.
- What do you wish you would have known when you began your term?

Tasks for an Incoming Officer

- Brainstorm goals and ideas for the upcoming year
- Confirm transition meeting time with the outgoing officer
- Brainstorm a list of questions for the outgoing officer
- Review materials provided by outgoing officer during transition meeting

- Develop follow-up questions as needed
- Send an introduction to important contacts including the RSO advisor

As the incoming officer, consider the following items in preparation for your transition meeting:

- What aspect of your position are you most excited for?
- What aspect of your position are you most nervous about?
- What 3 things you want to accomplish in your position?
- What do you think you will need the most help with?
- What questions do you have for your outgoing officer?

Resources & Support

If you need additional assistance with designing or implementing your organization's officer transition we are happy to help! Contact the Student Organization Center at 504-865-5141 or visit us on the garden level of the LBC.



Tulane

Division of Student Affairs