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furnish proof by letter from the National Office, in order to qualify for office space and/or storage space.

Recognition Process

- Each organization is required to register with Student Engagement & Traditions (SET). The process begins by logging into Monarch Groups with your Midas ID and password. Click on "Browse Organizations" followed by "Register New Organization." All registered student organizations are managed by SET - select this umbrella before continuing to the registration.
- Fill out the ~~801m~~ form providing as much information as possible, and then click Submit. Please note that a minimum of two (2) student representatives and an advisor are required along with your organization constitution. SET will review the elements of the application. Once the application is approved,

General Sorority	Organizations whose activities are determined based on the values of
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**Recreational clubs/organizations tend to involve recreational, leisure and sports activities that might require special equipment and facilities beyond those required by the typical student organization. Depending on the needs of your organization, it could be beneficial to partner with community organizations that engage in similar type of activities. While the Recreation & Wellness department might have some resources that could be beneficial, please discuss any needs with the Recreation & Wellness department in advance and keep in mind that your requests are not guaranteed.*

Responsibilities and Benefits of All Student Organizations

Responsibilities of all student organizations:

- Register with the Student Engagement & Traditions office each year via Monarch Groups.
- Conform to University rules and regulations, applicable federal and state statutes, applicable local

- May fundraise on campus in compliance with University policy (Policy #1600- Solicitation Policy).
- May attend officer/member training, leadership consultation, workshops and other developmental resources to help manage and support the organization.

Note: Some of the items above require a cost while others are

What an Advisor May Expect of a

Personal Vehicles

The University does not recommend the use of personal vehicles for organizational travel. If, in fact, personal vehicles are used, the drivers assume all liability for themselves and all passengers in case of an accident or

Event planners can find a number of resources and policies on the Event Management webpage:
<https://www.odu.edu/event-management>

ODU Identification Card (Monarch ID)

The ODU ID card, or your Monarch ID is the official form of identification for the Old Dominion University community. Please carry with you at all times as well as to events hosted on campus, or have your mobile ID accessible. IDs may be verified at some events.

Funding and University Financial Support

Out-of-class student activities complement the University primary educational mission while adding

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approval of the SGA.

More information on how to utilize SGA funding can be found:

<https://www.odu.edu/set/studentorgs/lis-finance>

Contracts

If a program requires a band, performer, vendor, etc. that needs a contract, then go to Student Engagement & Traditions and request a Standard Engagement

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for the event must list identification (i.e. license, ODU ID, etc.) required to attend the function.

- All individuals and organizations posting notices are expected to design and display their materials in a manner respectful of the diverse beliefs, opinions and attitudes that exist in an institution of higher learning. Posted items must be educational or informative in nature. Items advocating any infraction of the law, ordinance or official university regulation may not be displayed and are subject to removal by the Vice President for Student Enrollment, Engagement & Services or their designee.
- Flyers and advertisements cannot be affixed to doors, entrances, windows, bathroom stalls or mirrors, or walls.

Donation Drive Policy for Webb Center

- Only one type of drive is allowed during an allotted time period (i.e. two food drives cannot occur at the same time) and a maximum of two drives total

Government, the Dominion Rock policy was revised.

The revised guidelines for use of the Dominion Rock should be as follows:

- All ODU students and student organizations can access the PRIDE Rock through the reservation process.
- A sign-up format will be implemented, wherein students or student organizations must sign up to paint the rock through Monarch Groups
- The sign-up shall be on a first come first serve.
- The sign-up form will be on the Student Government Association page under Surveys and Forms on Monarch Groups.
- Students and student organizations may reserve the rock for up to 48 hours.
- Reservations must be received 72 hours in advance of your painting day and display.
- The Student Government will approve your submission within 48 hours of submission.
- Paintings made without reservation are subject to immediate removal.
- All students and student organizations must supply their paint and supplies, and clean up after painting.
- Only Dominion Rock is to be painted. Do not use paint on the buildings, sidewalks, trees, etc.
- No horseplay around or climbing on Dominion Rock.
- Student Government Association reserves the right to consult with ODU administration when concerns arise.
- All ODU Student Code of Conduct Policies must be followed
- The revisions of these guidelines aim to manage the use of the rock while preserving the original purpose as Dominion Rock of Old Dominion University for past, present, and future Monarchs.

To reserve Dominion Rock, please complete the request form here:

https://odu.campusgroups.com/studentgovernmentassociation/survey?survey_uid=d4ab0afa-d01d-11ee-bde0-0

ODU STUDENT ORGANIZATION GAMBLING POLICY

As stated in the Virginia Code 18.2-325: "Illegal gambling" means the making, placing or receipt, of any bet or wager in this Commonwealth of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event, occurs or is to occur inside or outside the limits of this Commonwealth. Nothing in this article shall apply to any bingo game, instant bingo, raffle, or duck race conducted solely by organizations as defined in § 18.2-340.16 which have received a permit as set forth in § 18.2- 340.25, or which are exempt from the permit requirement under § 18.2-340.23.

Therefore,

- Poker, Card Games, or other casino-type games that have a cash entry are illegal and not permitted to be conducted on campus. Casino nights can absolutely not be used as fundraisers.
- Casino Nights, Poker, Card Games or other casino-type games can be played on campus and hosted by student organizations only if there is no money charged the player to buy-in, donate, stake, etc.
- The only games of chance allowed to charge a fee of participants are raffles, bingo, and duck races (as long as proceeds are less than \$25,000).

FUNDRAISING

- Food may not be sold on campus under any circumstances. Contact Dining Services at 683-4691 for more information.
 - The organizations must have their name on all advertising, including advertising at the site of the event, on
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Requiring exposure to uncomfortable elements or any strong odor that could make an individual feel ill or uncomfortable;

Intentionally or recklessly requiring that a person do or submit to any act that will alter physical appearance (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body);

Forcing, coercing, someone to wear apparel that is conspicuous and not within community norms or which are not part of an organized athletic or ROTC/military context;

Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;

Requiring activities that disrupt a

Sanctions For Violations

Organizations found

- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence or activities of the student organization pose a substantial and immediate threat to the health or safety of the University or to the stability and continuance of normal University functions; and
- Whether lesser actions, short of placing the student organization on interim suspension, can sufficiently address the concerns regarding the continued presence and/or activities.

If after consideration of these factors, the adjudicator determines an interim suspension is not appropriate, they will impose any reasonable restrictions and/or refer the matter to Student Conduct and Academic Integrity (and/or any other responsible source) for final disposition.

If the adjudicator determines an interim suspension is warranted, the student organization will be placed on interim suspension. The interim suspension will remain in effect until the final disposition of the organization through Student Accountability and Academic Integrity, and/or any other responsible source.

Any student organization suspended on an interim basis in accordance with this policy shall have the opportunity to appeal the interim suspension to the Vice President for Student Enrollment, Engagement and Services, or designee. Any request for appeal must be received by the Vice President within five (5) business days of the interim suspension being imposed. The organization may base his/her decision with the organization or may base his/her decision with the organization.

Additionally:

1. Alcoholic beverages may not be purchased by recognized student organizations with organizational funds or slush funds collected from organization members and/or guests.
2. Non-alcoholic beverages, including water, and food items must be available at the same place as the alcoholic beverages and readily accessible as long as the alcoholic beverages

is the exception to the categories listed in this document, will be determined by the Vice President of SEES or his/her designee.

Sanctions

Failure to comply with this policy may result in one or more of the following sanctions:

1. Immediate termination of the function,
2. Revocation of privileges to host future functions.
3. Immediate loss of student organization recognition, and /or
4. A referral to the Office of Student Accountability and Academic Integrity for alleged violations of the *Code of Student Conduct*.

Procedures

The following procedures should be followed when planning an event at which alcohol is to be served:

1. On-campus functions at which alcohol is available and which are sponsored by student organizations must be approved by the Vice President of SEES or his/her designee at least seven business days prior to the event.
2. Organizations seeking to host an on-campus event with alcohol should contact Aramark Catering and complete all necessary catering request form(s). A copy of the catering request form(s) must accompany the Alcohol Registration Form.
3. The Student Organizations Events with Alcohol Request form should be completed and submitted via Monarch Groups.
4. Any changes to the information submitted on the registration form should be reported to SET no later than three business days prior to the scheduled event.