



# **Registered Student Organization (RSO) Resource Manual**

**“We help build community & support learning.”**

*Student Engagement & Student Union*

Mission Statement

## FOREWORD/WELCOME

Hello Eagles!

Congratulations on our decision to become involved on campus. Being a part of an organization is a great way to find your people, pursue your passions, and enhance your student experience. The lessons I learned and the connections I made during my involvement with the different organizations on our campus as a student many years ago, have lasted to this day.

We are happy you are here, and our team is here to support you every step of your journey.

Thank you, we are looking forward to working with you,

Negar Afshar

## BENEFITS OF INVOLVEMENT

Research has shown that those who are involved on campus are more likely to be successful and to gain more meaningful experience from their time in college (Astin, 1984). In addition to creating a space for positive engagement and community building, Registered Student Organizations (RSOs) provide our students with

opportunities to gain valuable experience in a variety of practical areas. In these groups, you can learn new skill sets and gain experiences that will help you with your academic career and beyond. Some of the skills that you gain through involvement are:

- Career Preparation
- Collaboration
- Communication
- Critical Thinking
- Digital Fluency
- Event Management
- Global Fluency
- Intellectual Growth
- Interpersonal Relationships
- Leadership
- Risk Management
- Teamwork

By exploring both your academic and personal interests through co-curricular activities, you can meet other students who have similar interests and goals, thus making involvement in clubs and organizations a key component to campus life at ERAU. RSOs provide an outlet for your voices to be heard and allow for you to have a substantial impact on our campus, and to get an early start with hands-on experience prior to joining the workforce.

## WHAT IS A REGISTERED STUDENT ORGANIZATION? WHAT IS A DEPARTMENT-SPONSORED STUDENT GROUP?

**A Registered Student Organization (RSO)** is defined as a recognized group of Embry-Riddle students who connect to promote or celebrate a common interest/ goal or talent, alongside their formal academic courses. RSOs at ERAU provide a forum for the social, intellectual, and educational benefit and growth of our students. RSOs are led and governed by students, following the guidelines, parameters and policies set forth by the University and the Student Engagement Department. The formation, and operational oversight of RSOs is done by the Student Engagement & Student Union Department.

**The mission of each RSO, regardless of its category, is to enhance your university experience by providing an opportunity for skill development, community building, education and support.**

**A Department Student Group (DSG)** is a student group sponsored by and affiliated with a department. These groups are mainly advised, funded by, are able to reserve on-campus space for their activities and events through their departments.

## HOW DO YOU START A REGISTERED STUDENT ORGANIZATION?

In order to apply to be considered an RSO, the following criteria must be met:

- **Student Membership: All RSOs must have at least six (6) ERAU DB student members.** All general members must be in good standing academically with the university and must maintain a

2.0 CGPA or better. All executive members of organizations must maintain a 2.5 CGPA or better. Active members must also be enrolled in at least six (6) credits at the Daytona Beach Campus (three (3) units for graduate students) each semester that they are a part of the organization.

- A mission or purpose which is not contradictory to the mission and values of ERAU and that does not duplicate any other student organization already registered at ERAU's Daytona Beach Campus.
- Advisors: All RSOs must have at least one (1) full-time DB ERAU faculty or staff member who will serve as the organization's advisor but will not make executive decisions for the organization or dictate organizational programs or services. Worldwide staff who are physically in Daytona Beach may also serve as DB RSO Advisors.
- Organization Constitution: All RSOs must have a constitution that is approved by SESU. First-year RSOs will have their Constitution approved as part of the registration process. In order to ensure a smooth approval process, there is a template on the CampusGroups Student Organization Resource page for all to follow.

You and your peers are entitled to form an organization, if membership is open to all ERAU DB students, regardless of race, religion, sex, disability, nationality, color, age, disability, gender identity/expression, sexual identity, or veteran status. The only exception is in cases of designated fraternal and sororal organizations that are exempted by federal law from Title IX regulations concerning discrimination based on sex.

## THE REGISTRATION PROCESS

Registration and Re-Registration are open year-round for all new and existing organizations. As part of the registration process, the following tasks also need to be completed by a new organization:

- Download the sample constitution from the "Student Organizational Assistance and Resources" page on ERAU Campus Groups and use it to create a constitution for your potential new organization.
  - All items in yellow must be included in the new bylaws.
- Complete the New Organization Registration Form on the CampusGroups' homepage, which includes the collection of the Organization's basic information, the roster, and the Officer/ Advisor Agreement Form.

- The executive officers must attend a formal training session to familiarize them with the policies, procedures, benefits, and responsibilities that come with being an RSO.
- Registered Student Organizations must inform the University community of organizational membership criteria and selection processes, including membership application deadlines (found in registration process). Organizations should attempt outreach efforts to groups that are typically under-represented in student organizations. If there is a selection criterion, it must be relevant to the goals and objectives of the organization. Organizations with selection criteria adversely impacting a particular segment of the university community must eliminate that criterion or demonstrate the relationship between selection criteria and organizational goals and objectives.

Please note that the applying organization is not eligible for any services on campus, including advertising and room reservations, until the registration process is complete and approved by the Student Organizations Unit of SESU.

## RSO CATEGORIES

Organization categories describe the common purposes that exist among organizations with a similar primary mission. All RSOs fall into at least one (1) category and your organization may fall into multiple categories based on your operations. The categories of RSOs at ERAU are as follows:

- *Academic and Professional*: Organizations that promote academic/professional growth by focusing on a particular major/academic program or organizations that compete on a local, state, or national level in primarily applied academic competitions.
- *Campus Life*: Organizations that exist to provide benefits, support, and services primarily to students while they are on campus.
- *Diversity, Equity, Inclusion, and Belonging*: Organizations that act as a means for students of a particular cultures, nationalities, ethnicities, LGBTQIA groups, and any other marginalized or underrepresented group to interact with others of the same affiliation or to share their respective culture with the broader campus community.

- Honor Society: Organizations that recognize students and select membership based on academic and personal achievement.
- Military Affiliated: Organizations that support and advocate for military veterans, military members, and ROTC students.
- Philanthropic and Service: Organizations that provide volunteer and community service opportunities including, but not limited to, philanthropy activities, advocacy work, and hands-on service opportunities.
- Religious and Spiritual: Organizations that act as a means for students of a particular denomination or religious affiliation to interact with others of the same affiliation or to explore ideas and topics related to faith and spirituality.
- Social Fraternities and Sororities: Organizations that are based on a siblinghood formed around common values, goals, and aspirations. Members make life-long commitments to one another. Being a member gives you access to a wide spectrum of inter/national connections, resources, opportunities, friendship, and knowledge.
- Special Interest: Organizations that focus on a specific set of interests or topics and work to advance members' understanding in that specific area or engage in a particular past time or leisure pursuit.
- Sports and Fitness: Organizations founded around a sport that can be categorized as recreational, instructional, or competitive, and/or organizations who promote or educate associated members and/or the community about fitness & wellness. Most of our organizations participate in intercollegiate club sports divisions.

## BENEFITS FOR RSOS IN GOOD STANDING WITH ERAU

### SERVICES AND SUPPORT ACCESS

- Access to the online student organizations platform (CampusGroups)
- The ability to check out equipment and supplies from SESU
- Access to Student Engagement Advisement Services, including the following areas: leadership development, communication, organizational management, marketing, finances vent planning, team building and conflict management.
- Ability to submit organizational materials to the University Archives.
- Access to an assigned mailbox at the RSO Hub @ Tomcat
- Ability to apply for storage space at the RSO hub @ Tomcat
- Free design services from the Student Union Media
- Ability to apply for the use of University Vehicles (additional requirements apply)
- The ability to use the University's Tax-Exempt Status when making purchases through the On-Campus Account with a University payment method. (additional requirements apply)
- ERAU Insurance coverage for activities directly related to the mission of the RSO and DSG

### EVENT ADVISING AND PLANNING

- Access and permission to reserve on-campus rooms, outdoor spaces, and other facilities for events and activities (including organization meetings).
- Permission to publicize events, including digital kiosks, postering, and reserving sandwich boards.
- Ability to advertise events over the weekly RSO email newsletter.
- Priority access to spaces managed by the Student Engagement Office.
- Advising support from the RSO team regarding event planning, licensing, alcohol, use of vendors and contracts.

### ON-CAMPUS RECRUITMENT

- RSOs and DSGs may hold one recruitment event during Orientation, during the Student Organizations Showcase.
- RSOs and DSGs have the ability to table for recruitment and promotional purposes at any of the available tabling locations in Schedul-ER.
- Other opportunities to recruit may be presented during special events, such as Preview Day, Family Weekend and Open House. A special communication will be sent out for each of those events, as they become available.

### USE OF THE ERAU NAME AND TRADEMARKS, IN ACCORDANCE WITH ERAU GUIDELINES.

RSOs and DSGs must follow the University's guidelines for the use of the Embry-Riddle Aeronautical University's brand elements. The full updated policy can be found on ERNIE or by following this link: [Embry-Riddle Brand](#).

All proposed designs for apparel and accessories must be submitted for approval using the "Logo and Apparel Approval Form-RSO/Student Groups", or by following this link: <https://cglink.me/2fj/s90739>.

## FINANCES AND FUNDRAISING MANAGEMENT

- Ability to possess a student organization on campus bank account
- Ability to apply for and receive grants from University sources, such as the Student Government Association, the Dean of Students Annual Fund, Donor funds, and University Departments.
- Ability to fundraise on campus.
- Ability to establish a gift or endowment account controlled by the College. Permission to establish a gift or endowment account requires additional qualifications.

## REQUIREMENTS AND RESPONSIBILITIES FOR RSOS IN GOOD STANDING WITH ERAU

Any student organization interested in becoming or remaining an active RSO must meet the following requirements to initially register or renew its registration as an RSO and to maintain its status as an active RSO:

- A. **Governance Structure:** One (1) distinct student member of the student organization, who is also a ERAU student in good standing enrolled a minimum of 12 credit hours, must be designated for each of the following officers: President and Treasurer (student organizations may call these officers by a different name within the organization, but for the purposes of SESU, the President is the chief executive officer, and the Treasurer is the person who handles finances; other officers are encouraged but not required. While an organization may functionally have Co-Officers, for the purpose of RSO registration, each organization may only register one (1) President and Treasurer with SESU. Please ensure that the positions in CampusGroups are listed as President and Treasurer, as the system is dynamic, and important communication is sent to those positions regularly.
- B. **Student Run/Democratic:** Student self-governance is the central tenet of the RSO model, and all RSOs must function through ERAU student governance and leadership.
  - a. Faculty, staff, non-student community members, and other non-student entities may participate in RSO activities and act in an advisory role to the RSO but cannot serve as leaders or voting members of the RSO, engage in decision making on behalf of the group, or represent the group or the University.
  - b. Non-student affiliated entities (i.e., National Organizations/Headquarters) can require that the RSO maintain certain policies or protocols to continue their affiliation (e.g., dues, annual reports) if the policies or procedures do not interfere with student autonomy or require the RSO to violate the law or university policy or procedure. ERAU policy supersedes that of the national organization, and governance remains with the RSO.

- c. All RSOs must engage in democratic style governance as evidenced in their governing documents (e.g., regular elections, checks and balances for leadership). No RSO is allowed to give its student leaders unilateral control over organization decisions.
  - d. All RSOs must include a leadership elections process in their constitution. Elections must be held regularly and RSOs are encouraged to hold elections at least annually; a constitutional provision for holding a regular vote on whether to open elections meets this requirement. Voting in elections and votes to open elections cannot be limited to a smaller number of members than the number of members who would be able to vote on normal organizational business. Elections of a single slate of officers are allowed, so long as the proposed slate of officers is confirmed by a vote of the members eligible to vote. **The election template provided in CampusGroups must be used for valid elections.**
- C. RSOs must have a set of Bylaws/Constitution as part of their initial application submission. RSOs who make subsequent changes to their Constitution must submit them to SESU via the “Constitution/Bylaws Update” form that is found in the RSO Resource Center on Campus Groups (<https://cglink.me/2fj/s71442>) within two weeks of the changes. Approval or denial of an RSO’s Constitution will not be based on the mission, goals, or beliefs of the RSO or any other content- or viewpoint-based determination but will only be based on the RSO including the information below in the Constitution. If an RSO’s Constitution is denied for failing to include one (1) or more of the following pieces of information, the RSO will be notified in writing of the specific reason for the denial:
- a. Name of the RSO
  - b. Purpose/Mission Statement
  - c. The following ERAU Affiliation Clause
    - i. “This organization is a recognized student organization at Embry-Riddle Aeronautical University, Daytona Beach and adheres to all campus policies as set forth by the Department of Student Engagement & Student Union (SESU).”
  - d. Identification of any affiliations with local, regional, national, or international entities or organizations
  - e. Membership Eligibility and Requirements (including a membership removal process)
  - f. Officers and Officer Responsibilities (including an officer removal and succession process)
  - g. Elections Process and Information
  - h. Meeting frequency and when special/emergency meetings can be called/held
  - i. Advisor Responsibilities
  - j. The executive committee and what it does
  - k. Finances/Due Responsibilities

- I. Member Discipline/Removal of members & officers
- m. Process for Amendments to the Constitution and,
- n. The following ERAU RSO Non-Discrimination Policy:
  - i. “Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.”
    - 1. Exceptions to the ERAU RSO Non-Discrimination Policy include:
      - a. Religious student organizations will not be denied registration solely because they limit leadership positions to students who share the same religious beliefs.
      - b. Additionally, any group that is formally affiliated with a national entity that has Title IX exemption status based on sex may be restricted based on sex alone.
    - ii. The only Constitution that will be recognized is the one posted on the RSO’s Campus Groups page in the “Documents” section. In addition to a Constitution, some RSOs may elect to include bylaws, protocol manuals, membership agreements, or other documents that govern the operations of the RSO. SESU does not routinely review those additional documents but will do so if requested. SESU may review any such document and act if the document violates any applicable law or ERAU policy or procedure; any action by SESU will not be based on the mission, goals, viewpoints, or beliefs of the RSO, but will be based on the violation of the applicable law or policy. If SESU reviews any document and decides to act, the Department will notify the RSO in writing of the specific law or ERAU policy or procedure that the document violates and the reason for the violation.
- D. Officer Training: The President and Treasurer must complete their respective officer trainings. The President (or their designee if they cannot attend) must attend the semesterly Officer Info Training offered during the second week of class each semester. The Treasurer will need to attend one of the SGA Treasurer Trainings offered each semester if their organization wants to qualify for SGA funding that semester.
- E. Officer and Advisor Agreements: The President, Treasurer, and Advisor must complete the applicable Officer Agreement or Advisor Agreement ( <https://cglink.me/2fj/s17738> )that covers applicable University policy (found on Campus Groups in the RSO Resource Center).

## STUDENT ORGANIZATION VIOLATIONS

All student organizations must adhere to the same policies, rules, and regulations that individual students are expected to follow, as outlined in the ERAU Student Honor Code.

It is recognized that occasional misconduct on the part of the individual members of Student Organizations may not be attributed to and/or be caused to penalize the organization; however, misconduct on the part of the organization may be addressed when:

- Members of the organization act together to violate the Student Handbook.
- A violation arises out of an organization-sponsored, financed or otherwise supported activity.
- The organization's leadership has knowledge of the incident, behavior, etc., and fails to take corrective or prohibitive action before such incident, behavior etc., occurs or fails to stop such incident, behavior etc., while it is occurring.
- A violation occurs on premises and/or transportation owned, operated, or rented exclusively by the organization.
- A pattern of individual violations has occurred and/or continues to occur without adequate control, response, or sanction on the part of the organization or its leaders.
- The organization or related activities provided the context for the violation.
- The organization chooses to protect one or more individual offenders who are members, former members, alumni, or guests of the organization from official action.
- A negative culture of harassment, discrimination or any behaviors that go against the values of ERAU.

All complaints and RSO issues should be reported to the RSO Unit of SESU, either in person or via email. Once the complaint is received:

- All the parties involved will be interviewed and given an opportunity to share their experiences.
- There will be a fact-finding investigation conducted to construct the case.
- After a thorough investigation, a decision will be rendered based on the findings.
- Appropriate action will be taken against the organization, or the members responsible according to the severity of the misconduct. If the misconduct is found to be individuals and not the organization, a conduct referral will be made to the Dean of Students Office. Sanctions range from educational opportunities, probation, suspension, or dissolution.
- RSOs have the right to appeal the decision as follows:

Present a compelling reason for the appeal, complete with documentation to the Director of Student Organizations in the Student Engagement & Student Union Department within 5 business days of receiving the sanction letter. If the appeal is denied, the RSO may submit the appeal to the Executive Director of Student Engagement and Student Union Department, within 5 business days of the denial notice. If the sanctions are upheld, the RSO may submit the appeal to the Dean of Students Office, within

5 business days of the Notice to Uphold Sanctions letter. The Dean of Students office will issue the final verdict on the decision, and notify all parties in writing.

## REMOVAL, WITHDRAW, AND DISSOLUTION

SESU reserves the right to withdraw registration of a student organization for:

- Failure to comply with regulations governing students and student groups, or
- Loss of recognition by or membership in its respective national/international organization.

SESU will notify the president and advisor of the organization in writing about the proposed withdrawal of registration and the reason(s) for proposed withdrawal. Within five (5) University working days of the date of proposed registration withdrawal correspondence, the organization must show cause why registration should not be withdrawn.

Should the organization choose not to show cause or should SESU determine justifications for retaining registration to be inadequate, SESU will notify the president and advisor of the organization in writing of the actual withdrawal of registration, and the reason(s) for withdrawal of registration, and the effective date of withdrawal of registration.

The organization may appeal withdrawal of registration with the same process mentioned in the Student Organizations Violation section of this manual.

Registration of a student organization does not constitute endorsement by ERAU or approval of the student organization's policies, activities, or beliefs by our department or university.

Although RSOs are student led organizations, SESU has the right and duty to provide guidelines and general policies to ensure the safe and legal operation of all RSOs on our campus. Accountability and the safe responsible operation of all RSOs on this campus are under the authority of the RSO Unit in the student Engagement, Student Union department.

By registering as a student group, you and your organization are bound by expectations and requirements set forth in applicable law, university policy, and departmental policy and procedures.

## UNDERGROUND ORGANIZATIONS

Underground Organizations are defined as an organization that is operating as secretive or covert associations of students. This includes but is not limited to any organization that continues to operate after being expelled from the university or organizations that are attempting to organize without sponsorship from SESU. Any recognized student organization, or general member(s) who condone or promote the continuation of an underground organization within their membership, shall be subject to SESU disciplinary action.

## ADVISOR REQUIREMENTS

The philosophy of a student organization faculty/staff advisor is based upon several premises, one of which is the educational relationship. The educational relationship that develops between the organization's members and their advisor is beneficial to the students, the advisors, and the campus community.

The benefits to having faculty/staff advisors for your organization are:

- Advisors offer experience to assist the organization in the growth and development of a student's leadership abilities.
- Advisors provide an organization with a degree of continuity when membership changes from year to year.
- An advisor's knowledge of university policies and procedures assists the organization with their programs and achievement of goals.
- As an employee of the university, the advisor can protect the university and the organization by ensuring the programs and activities are educational in nature and they contribute to the educational mission of the institution.

All organizations are therefore required to have at least one (1) full-time staff or faculty member of ERAU, Daytona Beach who serves as their advisor. If the advisor is not full-time or is not a staff/faculty member, the RSO will be declared inactive until another advisor is found. Staff members of ERAU Worldwide who are physically in Daytona Beach, FL may also serve as an advisor if the RSO cannot find a faculty/staff member on campus.

Advisors can be a great resource for RSOs, however, they do not govern the organization. SESU has the responsibility of approving campus organizations and advisors. It is the responsibility of the organization's advisor to submit an "Advisor Agreement Form." Also, any time an advisor changes the new advisor must fill out an "Advisor Agreement Form" and the organization must update their ERAU Campus Groups page to reflect this change. RSOs have the right to change Advisors as they choose, and Advisors have right to leave an RSO when they choose to do so.

Please note – due to the extensive time commitment involved with advising, SESU only allows faculty and staff to advise up to three organizations at a time (unless advisement of more is within their job description). This will ensure the advisor is able to give each group the attention it needs.

## COMMUNICATION AND RECORD KEEPING PLATFORM

CampusGroups is the your hub for all student organization business. The platform offers a multitude of features which assist RSOs in the successful and efficient management of their organizations.

All official business of the RSO must be conducted through this platform to ensure continuity, successful succession practices and record keeping.

All elections must be conducted though CampusGroups, to ensure validity, transparency and fairness.

## MONEY

All registered organizations submitting SGA budgets will be set up with an on-campus student agency account. There are two sections of the on-campus bank accounts, SGA Allocations and Group Funds. Organization officers may view their current on-campus account balances. Go to the Accounting Page on the organization's Campus Groups page. The **Group Funds** line shows the revenues, expenses, and balance of the on-campus account. This balance is the organization's available funds. This balance needs to always remain positive. Some of the funds may be restricted and would be noted in the category field of the transactions listed below on the same page in Campus Groups.

The RSO Finance Team provides help to presidents and treasurers making direct purchases, paying vendors, reimbursing members, or off-campus accounts, and making conference and travel arrangements.

All financial transactions/donations/expenditures must be for the benefit of the RSO as a whole. the maximum number of members must benefit from RSO funding, through a well outlined and equitable process.

RSOs are not a money-making venture for individual students, and personally profiting financially from involvement with an RSO is strictly prohibited.

## STARTING THE PROCESS TO USE GROUP FUNDS:

The president or treasurer must complete the appropriate form.

- Log in to Campus Groups
- Go to your organization's Accounting Book page
- The top left corner has several pink links
- Click on the link of the form that fits your needs, complete and submit

[RSO Finance Purchase Card Request](#)

[RSO Finance Travel Card Request](#)

[Member Reimbursement Forms- Travel or Purchase](#)

[Make a HAZMAT Purchase Form](#)

[On-Campus \(Sodexo, Printshop, etc.\) & Off-Campus Vendor Payment Request Form](#)

[Bank Letter Request Form](#)

[Non-Traditional Lodging Request Form](#)

Once the form has been submitted, a member of the RSO Finance Team will process the request and communicate questions or provide a response. When it is approved, directions will be given.

- The university's tax-exempt status does not apply to individual RSOs' off-campus accounts.
- RSOs are not allowed to use the university tax-exempt number to make purchases unless they are using their Group Funds.

## WHAT TO EXPECT

### REIMBURSEMENT CHECKS:

For reimbursement checks, the president or treasurer submits the request on behalf of the one being reimbursed. Please fill out the:

**Member Reimbursement Forms- Travel or Purchase**

The officer authorizing the reimbursement must be the one logged in to Campus Groups. The officer may not reimburse him/herself. The other officer must submit the form on their behalf. **ITEMIZED RECEIPTS** that include payment method should be uploaded to the form. Receipts must be in the name of the student receiving the reimbursement. If the amount requested does not match the amount on the receipts, the amount reimbursed will be what is supported by the receipts. If there is not enough money in the on-campus account, a partial reimbursement may be processed. The payee will be contacted when the check is ready to be picked up at the SGA front desk. Rarely will the check be mailed to the student.

Member reimbursement checks will take longer to process and receive due to the high volume of requests and the multiple steps involved in the process. Reimbursement requests will be processed over winter and summer breaks unless time permits sooner.

### PURCHASING AND TRAVEL CARDS:

Picking up a department purchase or travel card will require an Eagle ID. The student will sign out the card and all tax-exemption forms.

When making the purchase at check-out, tell the cashier **BEFORE** purchase that it is a tax-exempt transaction.

Department cards **CANNOT** be used for alcohol, cash advances or personal expenses.

SESU cards are categorized by Travel or Other Purchases. If you will be using the card to purchase flights, car rentals, lodging, gas, or any travel related purchase one of the SESU travel cards must be used. Please fill out one of the following depending on type of purchase:

**RSO Finance Purchase Card Request Form**

**RSO Finance Travel Card Request Form**

## ADDITIONAL LEVELS OF APPROVAL FOR ITEMS THAT FIT IN THE FOLLOWING CATEGORIES:

### AIRFARE

Airfare **MUST BE** pre-approved. Please e-mail all flight details (flight times, departure and arrival cities and flight numbers) of the exact flight that you want to purchase to an RSO team member to obtain prior approval

---

#### NON-TRADITIONAL LODGING (EX: AIRBNB, VBRO)

All non-traditional lodging (Airbnb), **MUST BE** pre-approved prior to being booked for all purchasing methods, Travel card and Reimbursement. Reimbursements will not be guaranteed unless approval was obtained prior to booking. To obtain pre-approval please fill out the:

**Non-Traditional Lodging Request Form**

---

#### IT/TECHNOLOGY

All IT (Information Technology) related purchases **MUST BE** pre-approved. Please email all details, purpose of purchase and link to the item (if applicable) to a member of the RSO team member to obtain prior approvals.

---

#### FURNITURE

All furniture-related purchases **MUST BE** pre-approved. Please email all details, purpose of purchase and link to the item to a member of the RSO team member to obtain prior approvals.

---

#### HAZARDOUS MATERIALS

For Hazardous Material purchases, download and print the **HAZMAT Checklist** (blue document link). Complete and submit the:

**Make a HAZMAT Purchase Form**

And upload the signed **HAZMAT Checklist**. It is recommended to upload the manufacturer's safety data sheet for each item being requested.

---

#### CUSTOMIZED APPAREL AND/OR MISCELLANEOUS ITEMS

Customized apparel and/or miscellaneous items, such as keychains, pens, magnets, etc., must have the design element approved. Submit the design(s) with the request and allow more time for questions during the approval process.

### USING THE PURCHASE CARD

When making purchases tax-exemptions **MUST BE** used. Please present the tax-exempt form to the vendor prior to purchase. Receipts for all purchases must be turned in with the purchasing card or promptly emailed to Leslie Werchan, werchanl@erau.edu or Tracy Chamberlain, [chambert@erau.edu](mailto:chambert@erau.edu). All receipts must be itemized showing exactly what was purchased. If the purchase was made at a restaurant make sure to obtain a receipt listing all meals purchased and include a list of attendees when turning in the receipt. Alcohol, Cash Advances, and Personal Expenses **CANNOT** be made using a Purchase Card. It is recommended to take pictures of the receipts when they are first received in case they become misplaced.

### USING THE TRAVEL CARD

When checking out the Travel card please let an RSO team member know the state to which you will be traveling so that the correct tax-exemption form can be included. Tax-exemption MUST BE used for all applicable purchases. Receipts, list of travelers, purpose of traveling and ALL itemized receipts need to be returned with the card immediately upon returning from travel.

**Alcohol, Cash Advances, and Personal Expenses CANNOT be made using a Travel Card.**

When checking into hotels be sure to provide them with the tax-exempt form. Upon checkout, do not checkout online, please check out in person at the front desk to ensure the state taxes have been exempted (when applicable) and that you receive all itemized receipts for each room. If a purchase was made at a restaurant, make sure to obtain a receipt listing all meals Purchased.

It is recommended to take pictures of the receipts when they are first received in case they become misplaced.

## OTHER PURCHASE REQUEST INFORMATION

Printshop, Materials Management and Sodexo purchases MUST BE pre-approved. To have these pre-approved. Please submit the:

**On-Campus (Sodexo, Printshop, etc.) & Off-Campus Vendor Payment Request**

Once approved, the club will be given the necessary information to provide to Printshop, Materials Management or Sodexo for payment. For off-campus vendor payments please fill out the same form.

Outside Vendor checks will require a W-9 and a Supplier Set Up Form unless the vendor is already in the ERAU accounting system. The check will be mailed to the Vendor unless directed otherwise.

For Apparel purchases, including embroidery services, you must shop from the university's vendor list (<https://affinitylicensing.com/products>). Vendors must carry a license to conduct business with the university. Please send all design elements, logos, images of item, itemized quotes, reason for purchase and list recipients to an RSO team member. We will request approval of these designs from marketing.

It is encouraged to make online purchases in the RSO Finance suite due to the heavy use of purchasing cards.

When making an online purchase through a personal account, go back and delete the card information from payment methods.

All Amazon purchases will be made by a team member.

**\*\*\*Cards must be signed out in the Student Engagement and Student Union Office. They are expected to be back within 3 business days or on the agreed date. All receipts, digital and/or print MUST BE turned into the RSO Finance Team when the card is returned. Other information may be requested.**

\*\*\*This manual system is designed to keep balances in the black. When a purchase is approved, the requested amount is encumbered and will be updated once the card and receipts are turned into the office. If an item has not been included in the original request, and (1) it is less than \$50, and (2) purchasing it will not give the organization a negative balance, go ahead and make the purchase. A member of the RSO Finance Team will update the amount using the receipts. If the additional item is expensive or requires additional approval, submit another:

**RSO Finance Purchase Card or Travel Card Request Form**

## CONTRACTS

Students are not authorized business representatives of the university and are not able to enter into contractual agreements with other entities on behalf of the RSO or DGS. Please submit all contracts to <https://cglink.me/2fj/s17738> for review and approval from University Legal. Once the approval has been received, the authorized signatory in the RSO unit of SESU will sign and return the contract.

## SUSPENSION FROM RSO FINANCE SERVICES:

\*\*\*If an RSO is in violation of this policy, they are in jeopardy of having their RSO Finance services suspended for a period of time or having their spending limited.

## DONATIONS AND DEPOSITS

Donations processed through the office of Philanthropy and university departments will be deposited into these accounts. Students may also deposit member dues, fundraiser money or other funds by contacting an RSO Finance Team member in the Student Leadership Suite on the second floor of the Student Union.

**IMPORTANT NOTE:** When depositing a check into an on-campus student agency account, write the check out to Embry-Riddle Aeronautical University. The organization name may follow the university name or be included in the memo line.

## OFF-CAMPUS ORGANIZATIONAL BANKING

Organizations may choose to have an off-campus account in which the officers would be responsible for their own banking, and for maintaining their own records and banking relationships.

---

## BANK LETTERS

Clubs and Student Organizations have the option to store their funds at an off-campus bank location. Off-campus accounts tie the organization to the U.S. Government. The IRS will require an EIN and tax reporting. Purchases made with off-campus accounts may not use the university's tax-exempt status.

Changes made to an account, such as opening an account, signing authorities, etc., the procedure is as follows. Please submit:

**Bank Letter Request Form**

Once this form is submitted, it will be processed by an RSO Finance Team member. The bank letter is typically ready within 24/48 hours and may be picked up at the SGA front desk.

All forms necessary to start an off-campus bank account are available through the Bank Letter Request (pink link) on the club's Accounting Book page of ERAU Campus Groups.

## GO TO THE ONLINE EIN APPLICATION

If an organization is opening an off-campus bank account for the first time, they need to apply for an EIN number from the IRS. Directions are provided in the bank letter request form when selecting the one for opening a new account.

Change in treasurer information must be sent to the IRS. This is done through the change of signatories letter option on the bank letter form. Once the online form is submitted, another form will be generated that contains directions for faxing or mailing to the IRS. This form will accompany the completed bank letter. Both may be picked up at the SGA front desk.

If an organization has an off-campus bank account, but cannot locate their EIN number, the bank has it on file and should provide it to any person authorized to use the bank account.

If you have any questions about RSO Finance banking procedures, please contact one of the team members.

To open an off-campus bank account, organizations need to have an Employer ID Number (EIN). The directions below are how to apply for an EIN if an organization does not already have one. [www.irs.gov](http://www.irs.gov)

- a. Read instructions and click on "Apply Online Now."
- b. Read instructions and click on "Begin Application."
- c. Scroll to bottom of list and select "View Additional Types including Nonprofit/Tax-Exempt Organizations," click "Continue."
- d. Choose either "Community or Volunteer Group" or "Social or Savings Club" depending on which best describes your group. Click "Continue."
- e. Read the description to confirm your selection. Click "Continue."
- f. Fill out the remainder of the required information.
- g. Print out and retain a copy of your CP575 Confirmation. Your current and future officers will need this document for tax filing purposes, if necessary.
- h. Once you have received a Federal ID Number, keep a record of it in your organization's permanent files. Files can be sent to [dbstuaact@erau.edu](mailto:dbstuaact@erau.edu), if you would like Student Engagement & Student Union to keep this with your records.
- i. Once a student organization has received their EIN number, they need to acquire a new account letter from the Student Organization Campus Groups form page.
- j. Take the letter and EIN number to the bank of choice. There must be a minimum of two signatures on the account.
- k. A "Request for Bank Letter" can be found on the Accounting Book page (pink link) on the club's Campus Groups page if you wish to change signatures, open a new account, close an account, or change an organization's name on the account.

## ON-CAMPUS ORGANIZATIONAL BANKING

- All clubs are provided with an on-campus bank account upon registration. It is up to the club's discretion if they want to use the on-campus account, an off-campus account, or a mixture of the two.
- There are benefits to both types of accounts. The benefit of using on-campus banking is that your purchases will qualify for tax-exemption (because you will be utilizing one of our departmental credit cards), you will not have to work with the IRS, and you will not work with an external bank's policies and regulations.
- The benefits to using an off-campus account is that there are less restrictions you must follow when making purchases for your clubs. By utilizing the on-campus account and the departmental credit cards, the student organization will have to follow more of the University's APPMs, which include restrictions on purchasing technology, apparel, furniture, materials considered hazardous, and several other areas of purchase.
- For RSOs who choose to utilize on-campus banking, they can find information about their account and finances on their organization's Campus Groups page. Once on your page's dashboard, officers of the club can navigate to their account by clicking on the "Money" tab on the left-hand side of the page and clicking on the "Accounting Book" subsection.
- The Accounting Book is broken down into three major areas: Pink Links/Forms, the Accounting Book, and Transactions.
  - At the top of the page there are several Pink Links/forms that can be utilized by the organization's President/Treasurer to run the groups finances. The forms cover every major facet of banking for the RSO.
    - Borrow Dept Purchasing Card Form – this form can be submitted by the organization's President or Treasurer to request one of our departmental credit cards and tax exemption paperwork.
      - Note: When making a purchase at check-out, be sure to tell the cashier before purchase that it is a tax-exempt transaction. Most stores require that they be told before they start scanning items.
      - Purchase cards cannot be used for alcohol, cash advances, or personal expenses. Additional approvals are required for technology, furniture, hazardous materials, and apparel. The card numbers cannot be saved on file by a vendor and cannot be set up for recurring or automatic charges.
      - It is encouraged to make online purchases in the RSO Finance suite due to the heavy use of purchasing cards. When making an online purchase through a personal account, you are required to go back and delete the card information from payment methods.
      - All Amazon purchases must be made in the office. An RSO Finance team member will log in to the business Amazon account (for tax exempt purposes) so that you can make your approved purchases.

- Cards must be signed out in the Student Engagement and Student Union Office. They are expected to be back within three (3) business days or on an agreed date. All receipts, digital and/or print, must be turned in to the RSO Finance Team when the card is returned.
  - Make a HAZMAT Purchase Form – this form works in the same way as the “Borrow Dept Purchasing Card Form” but is specifically for items that are deemed hazardous by the Environmental, Health, and Safety Department on campus. If in doubt, fill one out.
  - Member Reimbursement Form – this form can be used to reimburse a member of your organization who either made a purchase out of pocket for the organization or if they put money into the club bank account to help front a purchase for the organization. People cannot reimburse themselves, so either the Treasurer or President must submit the request for other members/one another. Itemized receipts that include payment method should be uploaded to the form. If the amount requested does not match the amount on the receipts, the amount reimbursed will be what is supported by the receipts. If there is not enough money in the on-campus account, a partial reimbursement will be processed. The payee will be contacted when the check is ready to be picked up at the SGA front desk. Rarely will the check be mailed to the student. This form can be utilized to refund both members and faculty/staff advisors.
  - On-Campus (Sodexo, Printshop, etc.) & Off-Campus Vendor Payment Request Form – this form is used to submit payments to other ERAU Departments and off-campus businesses that require payments in the form of checks. Off-Campus vendor checks will require a W-9 unless the vendor is already in the ERAU accounting system. The check will be mailed to the vendor unless directed otherwise on the request form.
  - Bank Letter Request Form – This form is used by clubs with off-campus bank accounts. The Bank Letter Request form is for requesting changes to signing authorities, opening accounts at a new bank, closing accounts, and several other options that can be found on the form page.
- In the middle of the page is the “Account Book.” The account book shows two budgets: the SGA Funding budget and the Group Funds budget.
  - The SGA Funding line provides student organization with how much money they were allocated by the SGA following their SGA Budget Request. Please note the SGA works on reimbursement basis. An approved budget only means you can buy those items for reimbursement, the budget is not physically obtainable money. In other words, it is not deposited into your campus bank account after submission. Money not reimbursed does not go to your account or roll over to the next semester.
  - The Group Funds line shows the revenues, expenses, and balance of the on-campus account. This balance is the organization's available funds. Some of the funds may be restricted and would be noted in the category field of the transactions listed below on

the same page in Campus Groups. The Group Funds total is the actual balance that your organization has available to make purchases with a departmental purchase card.

- On the bottom of the page is the “Transactions” list. Much like a regular bank account, this will list all of your organization’s transactions since the start of the academic year. This will show all purchase card requests, deposits, member reimbursements, etc., and which officer requested the funds/which member received the funds.

## SGA BUDGET PROCESS

- This process is separate from the RSO on-campus banking (Group Funds) process. The requirements for SGA Financing are different and independent from those for RSO banking.
- Before you start, please ensure that your organization has completed their re-registration and that all officers are up to date on your Campus Groups page. Groups that have not re-registered are not eligible for SGA Financing for the semester.

---

### • BUDGET REQUEST

- Budget templates may be found on the Student Treasury page under the Files tab and inside the documents folder. Look for the Excel sheet named with the current “semester\_year\_Budget\_Packet.”
  - Download the spreadsheet
  - Complete the budget packet
  - Submit it through your organization’s Campus Groups Page. This is not an approval.
    - Approvals must be submitted by the deadline – the form promptly turns off at the set time. The following people will need to approve the budget on Campus Groups:
      - Treasurer

- President
- Advisor
- Sign up for an Allocation Session with the SGA Treasury,
- The approved amount will be visible on the Accounting Book page of the Money tab, line labeled “SGA Funding – Semester Year” under Allocations/Revenues. Refer to SGA student treasury notes when navigating the approval amount.

---

- SPENDING ALLOCATED MONEY

- Please note the SGA works on reimbursement basis. An approved budget only means you can buy those items for reimbursement, the budget is not physically obtainable money. In other words, it is not deposited into your campus bank account after submission. Money not reimbursed does not go to your account or roll over to the next semester.
  - Use personal funds or funds from your organization’s on-campus bank account (Group Funds), either on-campus or off-campus, to purchase items approved on your budget packet.
  - Once you submit your payment request with receipts, your organization can be reimbursed for the expenses via your organization’s on-campus bank account (Group Funds) or check. Please allow a few weeks for processing.
- When submitting a Payment Request you must do the Campus Groups submission form and submit receipts to SGA by the set deadline.
- Requesting SGA Reimbursement
  - Go to the Money Tab and click on Budgeting
  - Click on the Request Payment link at the bottom right
  - Enter the Payment Type and Description
  - Choose the Expense option under the Amount section
  - Enter the Amount that matches the portion of the receipts of approved budget packet purchases.
    - If turning in \$550 in receipts and were allocated \$500 please only put \$500.
    - If turning in \$100 in receipts and you were allocated \$500, please put \$100.
  - DO NOT put any \$ amount in the “From Group Funds” field. This must reflect \$0 only. Entering dollar amounts will affect your on-campus bank account information. Again, the SGA process and RSO on-campus banking (Group Funds) process are separate. Make sure this field remains \$0.
  - Select the “Submit an SGA Reimbursement Request” option
  - Upload your receipt .pdf.

- Compile all receipts into one .pdf
- Please indicate which tab and the item name on your Budget Packet the items on your receipts can be found on. If it is a reallocated item, please label it “reallocation” on the receipts.
- Complete the form
- If your organization does NOT have an off-campus account, you MUST choose the “On Campus Account Transfer.”
- Hard Copies of Original Receipt Requirement
  - Retrieve a “Purchase Request: Receipt Attachment” carbon-copy form from the SLS front desk.
  - Complete the form.
  - Staple the receipts to the back in the SAME ORDER that they appear in the scanned .pdf.
  - Give the completed form and receipts to the SESU student assistant at the front desk where it will be time stamped.

• TIPS & TRICKS

- Do not wait until the day budgets are due to turn in your request! Remember packets and receipts (online & hard copies) cannot be turned in late, and RSO officers’ online approvals cannot be submitted late.
- Reach out to your representative on the Student Treasury, and they will answer your questions via email or set up a time to meet with you in person. All RSO treasurers should receive an email from their representative before budget requests are due.
- On the day budget requests are due, there will be a Student Treasury member in the Student Leadership Suite on the second floor of the Union from 9 AM until 5 PM.
- RSOs may request an extension via email before the extension deadline (which are published at the start of each semester).

RSO FINANCE TEAM

Leslie Werchan <a href="mailto:werchanl@erau.edu">werchanl@erau.edu</a> 386-226-6088	Tracy Chamberlain Student Union Room 226 <a href="mailto:chambert@erau.edu">chambert@erau.edu</a>	Cindy Evert Student Union Rm 227 <a href="mailto:evertc@erau.edu">evertc@erau.edu</a>
--	---	---

	386-226-7024	386-226-6605
--	--------------	--------------

## RSOS AND THE SGA

Excluding SGA budget packets, the Student Government Association has no oversight over any of the RSOs on campus. The SGA helps provide RSOs with funding, provide a number of resources (such as coffee, candy, notary services, and the SGA Shuttle, etc.), but does not have any direct control over any RSO activities or events, those are specifically overseen the by the Student Engagement and Student Union Office.

Anyone who is serving as an officer in an RSO cannot concurrently serve as a member of the SGA Executive Committee (President, Vice President, and Treasurer) due to the conflict of interest that it can create. RSO Presidents and RSO Treasurers cannot additionally serve concurrently on the SGA Treasury due to the conflict of interest it could create during SGA Allocations.

## GENERAL DEPARTMENTAL AND UNIVERSITY POLICIES

### ALCOHOL

---

#### HONOR CODE ALCOHOL POLICY

- The Honor Codes are maintained by the Dean of Students Office.
- Students who choose to consume alcohol are responsible for their behavior on and off campus and must abide by Florida State and U.S. Federal laws.
- Students must be at least 21 years of age to purchase, possess, or consume alcohol. On or off University property or as part of its activities, unlawful possession, use/misuse, or distribution of alcohol to anyone under the age of 21 is prohibited. A person found responsible for illegal use, unlawful possession, misuse, or inappropriate behavior associated with alcohol use will be subject to the Honor Code process.
- Disruptive or destructive behavior associated with, or because of, drinking is not an acceptable form of conduct. Being under the influence of alcohol does not excuse students from negative behaviors and/or violations of the Honor Code, policies, and Florida statutes.
- Alcohol use by those 21 years or older is allowed for approved University events and under Housing & Residence policies. Students living in on-campus housing and/or are guests of residents must adhere to the Alcohol Housing & Residence Life Community Standard. Liquor or hard spirits are not allowed.
- All stipulations in the Honor Code pertain to, and may be further refined by, specific policies covering other aspects of student life.

---

#### ALCOHOL USE BY STUDENT ORGANIZATION POLICY

- The Alcohol Use by Student Organizations Policy is maintained by the Student Engagement & Student Union (SESU) department.
- The following policy is for the use of alcoholic beverages by a Student Organization on the Embry-Riddle Aeronautical University, Daytona Beach Campus. This policy should be followed in conjunction with all other applicable policies, regulations, and authorities and in accordance with Florida State Law. Organizations that are subject to National or Regional Headquarters' Policies or Risk Management Insurance Policies should take particular care to review and comply with all applicable policies.
- Within the University, the use of alcohol is restricted to designated areas and events as determined by SESU. Organizations that violate this policy or related Honor Codes and University policies are subject to disciplinary actions.

- Approvals:

- All functions requesting alcohol on campus must be scheduled through SESU at least two (2) weeks prior to the event. All procedures to request an event must be followed, including the alcohol event checklist and notification of Campus Safety & Security.
  - Requests for hosting an event with alcohol must be made by either the organization's president or advisor.
  - A student organization wishing to sponsor an event must be registered with SESU.
  - As stated in the alcohol event checklist, the student organization must meet with Campus Safety & Security and demonstrate that they are prepared to comply with Florida State Law and University policies regarding the use of alcoholic beverages for each event requested.
  - All student organizations sponsoring an event with alcohol are required to have their advisor present for the duration of the event. The organization may also be required to hire and pay ERAU Campus Safety & Security personnel for the event.
  - At all functions involving alcoholic beverages, alcohol must be considered a secondary activity and not the sole purpose of the event.
  - The University reserves the right to limit the quantity of alcoholic beverages being served and the method of distribution.
  - SESU may deny the use of alcohol at an event based on several factors, including but not limited to, the organization's history of violating Honor Code and other policies and/or the organization not completing the steps outlined in the alcohol event checklist.
  - Athletic tailgates have additional approvals and policies regarding alcohol.
- Excluded Events:
    - Alcohol is prohibited during open recreation, intramural, club sports, and inter-collegiate sporting events. Also prohibited is any external event of a sports-related activity. Any exception to the "sports exclusion rule" must be approved by the sports complex committee and provided to SESU in writing.
    - No events with alcohol will be sponsored by a Registered Student Organization during the weeks of Eagle Takeoff Orientations.
    - No events with alcohol will be approved for Greek Letter Organizations during recruitment events.
  - During the Event:
    - ERAU Dining Services holds an exclusive license to serve and sell alcohol on campus in all approved and designated areas. For an area to be approved and designated to sell alcohol, there must be an enclosure (room, barricades, etc.), and all alcohol must remain within that space.

- The Student Organization may not sell the alcohol, take money for the sale of alcohol, check identification, or regulate entry of such an event. All responsibility of selling alcohol must be with the holder of the license (in this case, ERAU Dining Services).
- The University permits only beer and wine (no liquor) to be sold, served, and/or consumed at Student Organization-sponsored campus events.
- The distribution of free or reduced-price alcohol is prohibited.
- Only alcohol that has been sold at the function under these guidelines may be consumed at the event. Individual participants may not bring alcohol to the event. Alcohol use at a University-sanctioned tailgate is considered an exception to this policy.
- Attendance at events where alcoholic beverages have been approved is limited to members of the campus community, their invited guests, and ticketed guests.
- Alternative non-alcoholic beverages and food must be made available. Once the non-alcoholic beverages or food is gone, the serving of alcohol must cease.
- The amount of alcohol permitted will be in proportion to the number of legal age drinkers anticipated at the event. Once the quantity permitted has been consumed, no more alcohol may be purchased and/or distributed.
- ERAU Dining Services will follow all laws of the State of Florida regarding the sale of alcohol. Only ERAU Dining Services, the license holder, may ID people to purchase alcohol at an event. Based on an assessment of risk, all attendees who are of legal drinking age at an event that is selling alcohol may be required to be identified in some way - armband, stamp, etc.
- When hiring ERAU Dining Services bartender(s), the Student Organization is required to order at least \$300 of catering or pay the labor charges of the bartender(s), in which case an invoice for labor cost will be provided before the event.
- If there is an alcohol-related incident during the event, it is the responsibility of the Student Organization to fill out an incident report with the on-duty Safety Officer as soon as possible. Campus Safety & Security will forward the report to SESU and the Dean of Students Office.

---

ADDITIONAL GUIDELINES:

- Any beverages that are sold in glass containers must be poured into clear, plastic cups. Serving in glass bottles/containers will only be permitted with a waiver from Campus Safety & Security.
  - Drinking games are not allowed on University property.
  - Students working or hosting an approved Student Organization event may not consume alcohol for the duration of the event.
- Final Authority:

- If a Student Organization has questions or concerns about the policy, they should contact SESU for clarification.
- The Dean of Students Office is the final arbiter of any issues that may arise from this policy.

---

## HOUSING & RESIDENCE LIFE ALCOHOL COMMUNITY STANDARD

- The Community Standards are maintained by the Housing & Residence Life department.
- Please reference the Alcohol policy in the Honor Code. Only those who are at least 21 years of age are permitted to possess and consume alcohol according to Florida State Laws. An individual who chooses to consume alcohol retains the responsibility for their behavior in the residence halls.
  - Classification
    - Beer, ciders, wine, and malt beverages are the only types of alcohol permitted on campus.
    - Hard liquor of any kind is prohibited.
    - Common-source containers of alcohol are prohibited (ex. kegs, beer balls, etc.).
    - Participation in drinking games (e.g., beer pong) and other binge drinking behaviors are dangerous and prohibited. Additionally, simulated drinking games (e.g., water pong) are prohibited.
  - Possession & Consumption
    - Residents who are at least 21 years of age and have roommates who are younger than 21 are permitted to possess and consume alcohol in their assigned spaces.
    - According to the laws of the state of Florida, persons of legal drinking age may not supply alcohol to those under 21 years of age.
  - Alcohol can only be consumed and stored in bedrooms, suites, and living rooms.
  - Alcohol is not allowed in public/communal areas, including but not limited to, lounges, study rooms, hallways, stairwells, courtyards, and/or other areas outside of the residence halls.
  - Alcohol cannot be manufactured anywhere on University-owned property.
  - Paraphernalia is not permitted and is defined as items used in conjunction with unsafe/binge/communal drinking practices. Items include, but are not limited to:
    - Beer bongs
    - Drinking game equipment

- Alcohol containers used for decoration (prohibited from all residence halls, regardless of resident's age and type of alcohol bottle)

---

- **CONFISCATION**

- Housing & Residence Life professional staff members and Campus Safety & Security personnel reserve the right to confiscate and dispose of alcohol if it is in violation of any campus policies.
- Additionally, residents may be asked to pour out any alcohol and dispose of the containers properly.
- Flight and AMS students, ROTC, and athletes are bound to additional regulations; students are responsible for knowing and adhering to each policy as they may face violations beyond the Honor Code (e.g., per the FAA (Federal Aviation Administration)), flight students found in violation of any of the alcohol policies will be grounded immediately upon the alleged violation and may be grounded for a minimum of three months.

---

#### ALCOHOL CONSUMPTION TAILGATE POLICY

- The Athletic Event Tailgating Policy, from which this information is extracted, is maintained by the Embry-Riddle Athletic Department. Please see the policy for additional requirements not pertaining to alcohol.
  - Tailgating is defined as an event prior to an officially sanctioned Embry-Riddle athletic competition, which is open to the ERAU community and other attendees of the event. Registered Student Organizations may volunteer to sponsor a tailgate in conjunction with an athletic event, and a request should be submitted to the Director of Sports Marketing & Promotions.
  - Alcohol use at a sanctioned tailgate must follow all Honor Codes, University policies, and Florida State Laws. At the entry of the tailgate, participants must be able to produce a valid driver's license or photo ID that reflects the person's age. Athletic staff will provide wristbands to participants who are 21 years of age or older. Only those tailgate participants wearing wristbands will be permitted to engage in the consumption or possession of alcoholic beverages.
  - As consistent with Florida State Law, only malt beverages and wine coolers may be possessed or consumed in the tailgate area. Spirituous liquors are prohibited.
  - Tailgate participants are permitted to bring up to three 12-ounce cans, plastic bottles of beer or wine coolers per legal consumer. **Glass containers are not permitted.** Campus Safety & Security staff will check backpacks, coolers, and bags to approve possession at the tailgate entry. Kegs and other common sources are not allowed at any time.

- Drinking contests, drinking games, or simulated drinking games are not permitted on the Embry-Riddle campus, including in the tailgate area. No manufactured beer funnels or excessive drinking devices are allowed.

## HAZING POLICY

ERAU prohibits any form of hazing by individuals, groups, teams, or student organizations on or off campus. In addition to the definition of hazing as stated in Florida State law, Hazing is reviewed in-depth with student organization officers. If you suspect hazing, you are obligated to contact the SESU or the Dean of Students Office.

ERAU prohibits any form of hazing. Hazing is defined as any action or situation that recklessly, by design or intentionally endangers the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. that could cause or has the potential to result in harassment, emotional or physical abuse or harm, embarrassment, anxiety, ridicule, or the violation of a university rule, no matter how good the result or intent. Examples of hazing include, but are not limited to the following:

- Paddling
- Forced indulgence of alcohol or food
- Forced excessive exercise
- Indecent stunts or dress
- Deprivation of sleep, normal sleep patterns or adequate study time
- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water
- Individual or group interrogations such as line-ups
- Personal servitude
- Assigning pranks
- Forced or coerced trips (i.e., “kidnaps”)
- Encouraging pressuring, coercing, or rewarding the breaking of laws, regulations and/or policies.
- Hazing is prohibited regardless of consent, membership, or affiliation (new or not).

Violation of this policy is enforced regardless of the knowledge and/or endorsement of the group’s members, advisor, coach, alumni, or leadership. Any suspicions of the above-mentioned activities or any other activities, which may be construed as hazing, should be reported to the Dean of Students Office, SESU, or Campus Safety & Security immediately. For additional information please refer to Florida’s Chad Meredith Act. (See the Student Handbook- Honor Code-Rules and Regulations- Hazing)

Florida Hazing Law:

From the Chad Meredith Act – Section (3) – Hazing Prohibited

1. As used in this section, "hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for

purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

2. Public and private colleges and universities whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

3. Public and private colleges and universities must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the college or university responsible for student activities of the college or university organization.

As found on: [http://election.dos.state.fl.us/laws/05laws/ch\\_2005-146.pdf](http://election.dos.state.fl.us/laws/05laws/ch_2005-146.pdf)

## PHYSICAL TRAINING POLICY

Occasionally there are organizations that request some sort of physical training during one of their events or as the purpose of the event. It is vital that all organizations and the University work hand in hand to ensure that no action or situation recklessly or intentionally endangers the mental or physical health or safety of a student. It is also important to note that customary athletic events or similar contests or competitions or an activity that furthers a legal and legitimate objective are the only Student Organization physical training events that will be approved. Organizations that request to host an event with Personal Training will be required to meet with Risk Management and Campus Safety to discuss a safety plan and matrix, safety equipment that will be on hand, and discuss whether the Campus Safety Department will require emergency personnel to be on hand. All requests for physical activity

## SOLICITATION POLICY

These policies and procedures are applicable to all members of the university community.

- Off campus vendors and companies cannot solicit or advertise on campus unless they are sponsored by a recognized ERAU organization or department.

- ERAU Departments are limited to sponsoring events that help them meet their university, campus, or departmental mission.
- Student organizations may sub-contract with vendors to sell goods as a fundraising activity with advance approval by SESU. Representatives from the vendors may be present to assist, but the sale of items must be conducted by the organization's members.
- Any sponsorship by alcohol and tobacco companies is prohibited on campus except for those promoting responsible choices. All credit card and telephone calling card solicitation are specifically prohibited on campus.
- The University requires all vendors, contractors, performers, and speakers to carry a set amount of insurance. A copy must be provided naming ERAU as additionally insured prior to the start of any event or activity.
- Questions regarding the Solicitation Policy and/or insurance requirements for off campus vendors should be directed to SESU.
- Door to door promotions in the residence halls are prohibited. Solicitation by non-students is closely monitored and regulated and must also be approved by SESU.

## FUNDRAISING

- All fundraising activities should be submitted to the RSO unit of SESU for approval.
- Student organizations may subcontract with vendors to sell goods as a fundraising activity with advance approval from SESU.
- All organizations wanting to conduct a raffle must follow the Florida Statute 849.0935 which covers games of chance.

---

## GAMBLING AS A FORM OF FUNDRAISING (STATE OF FL)

All RSOs are expected to uphold all State of Florida laws. Specifically, gambling as a form of fundraiser, or as a fun activity, is not acceptable for any RSO. This includes, but is not limited to, raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; betting on, wagering on, or selling pools on any university athletic event.

---

### THE TYPES OF GAMBLING ARE AS FOLLOWS:

- Gaming - where the outcome is decided by chance. Examples include bingo, raffles, and card games including blackjack.
- Betting or wagering - on the outcome of a future event. Examples include horse racing, sports betting, and Internet betting.
- Speculation - such as gambling on the stock market.

---

## STATE OF FLORIDA LAW

All RSOs are expected to uphold all State of Florida laws. Specifically, gambling as a form of fundraiser, or as a fun activity, is not acceptable for any RSO. This includes, but is not limited to, raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; betting on, wagering on, or selling pools on any university athletic event.

- The types of Gambling are as follows:
  - Gaming - where the outcome is decided by chance. Examples include bingo, raffles, and card games including blackjack.
  - Betting or wagering - on the outcome of a future event. Examples include horse racing, sports betting, and Internet betting.
  - Speculation - such as gambling on the stock market.
- State of Florida Laws
  - 849.08 Gambling –  
[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0800-0899/0849/0849ContentsIndex.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0800-0899/0849/0849ContentsIndex.html)
  - 849.085 Certain penny-ante games not crimes; restrictions.
    - [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0800-0899/0849/Sections/0849.085.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0800-0899/0849/Sections/0849.085.html)
  - 849.0935 - Charitable, nonprofit organizations; drawings by chance; required disclosures; unlawful acts and practices; penalties.
    - [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0800-0899/0849/Sections/0849.0935.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0800-0899/0849/Sections/0849.0935.html)

---

## DRAWINGS/RAFFLES

- The Legal Department must be contacted for approval of all drawings by chance, drawings, or raffles (a “contest”). The following are some basic guidelines which are required for all contests held by any ERAU organization:
  - All material regarding the contest, including tickets and entry forms, must not contain any false, deceptive, or misleading information and must contain the following:

- rules regarding how the contest will be conducted;
  - name and address of ERAU organization holding the contest;
  - name of the provider of funding for the prize(s); and
  - a statement that no contribution or purchase is necessary.
- You may not require a fee to enter the contest but may suggest a minimum donation. You may not discriminate between entrants who gave donations and those who did not.
  - The winner(s) of the contest must not be predetermined in any way.
  - The contest cannot be cancelled and must be held regardless of how many entries or contributions are received.
  - All prizes must be awarded, and the winner(s) notified promptly.

---

## CAR BASH POLICIES AND GUIDELINES

- Sponsoring Organizations
  - Sponsoring Organizations are responsible for ensuring all participation and vehicle requirements are met.
  - Sponsoring Organizations are required to meet with SESU to ensure all policies are known beforehand and are being followed.

---

## PARTICIPANT REQUIREMENTS

- A waiver must be signed by all participants. Personal injury may consist of lacerations, puncture wounds, contusions, sprains, strains, back injury, bone fracture, broken bones, etc.
- Ensure that you have a first aid plan and a first aid kit available.
- Puncture resistant gloves such as leather palm gloves must be worn by the active participant.
- Closed toe footwear must be worn by the participant.
- Goggles or face shields must be worn by the participant and the event operator and any other persons who may be in close vicinity.
- No participant is allowed to stand on top of the car for any reason.
- Provide a fixed barrier no less than 15 feet from the vehicle to protect onlookers

- An adequate number of event staff must be on hand for proper crowd control. The barrier distance should be increased if conditions become unsafe.

The event organizer has the responsibility to shut the event down if it becomes hazardous in any way.

---

## VEHICLE REQUIREMENTS

- The vehicle must have all windows, mirror glass, light fixtures, and any other glass or Plexiglas structure removed.
- The car must arrive “dry.” The engine, transmission and fuel tank must be removed. Additionally, any other remaining fluids such as brake fluid, Freon or the battery must be drained and removed by a proper technician. Any environmental damage that results from a vehicle that did not arrive dry will be the fiscal responsibility of the event organizer, RSO or department.
- If a spill does occur, stop the event immediately and contact Campus Safety (386-226-6480) for a spill kit. Ensure the Environmental Health & Safety (386-226-6385) is notified immediately.
- A 10-pound ABC fire extinguisher must be on hand in case a spark ignites the interior or any leftover fluid.
- Chock the vehicle to prevent rolling.
- Contact facilities before the car arrives to meet with the ground’s supervisor for an appropriate location to place the car. The location should avoid storm and sewer drains.
- At the end of the event, the event organizer must complete a walk around to ensure that the area is left clean and is restored to its original condition.
- The car is to never be left unattended. The vehicle must be delivered and hauled away within 24 hours of the car’s arrival. If the car is to be left overnight, inform Campus Safety, and provide barriers to keep people away from the vehicle.

---

## FUNDRAISING WITH FOOD

- Food Eating Competitions / Tossing Eggs
  - Food eating competitions and events involving tossing or breaking eggs on a person, whether for fundraising or as a general event, **is not permitted** in any form by the University and SESU. This includes but is not limited to: Hot Dog Eating Competition, Pie Eating Competitions, Hot Sauce Eating Competitions, etc.

---

## ○ SELLING FOOD

- Any food sold on campus as part of a fundraiser must follow health safety guidelines. Sellers who handle the food must wear gloves, have hand sanitizer on hand, and serve with serving utensils if possible.
- SESU offers a variety of products that orgs can use during their fundraisers to help prevent costs. Stop by the Student Leadership Suite to check out equipment including pans, griddles, kettles, crockpots, waffle irons, thermometers, food warmers, etc. .

## MOVIE AND COPYRIGHT

To ensure compliance with existing copyright laws pertaining to the use of video materials, the following guidelines have been established. If you plan to use some form of recorded materials, identify the nature of the use below and your responsibilities.

Face to face, instructional classroom use

- In this instance, use of any previously recorded video material that is part of a systematic course of instruction is appropriate. No need to seek licensing.

Required viewing outside of classroom.

- Viewing of a particular title required for a particular class, i.e., it is part of a systematic course of instruction, is appropriate. Viewing of such a title should take place in a classroom or similar place devoted to instruction, such as a school library or auditorium. Some titles may be presented within a residence facility if it is part of a systematic course of instruction, i.e., the language houses. No need to seek licensing.

---

## WORKSHOPS OR TRAINING PROGRAMS

- If a title is used as part of an advertised workshop or training session, a public performance license is required from the copyright owner

---

## ENTERTAINMENT USE

- Any use of previously recorded materials in a public space, such as a classroom or meeting room, requires a performance license from the copyright owner.
- Viewing in a residence hall lounge or room is not considered a public screening, and thus is not subject to licensing, unless the event is advertised or a fee for entry is charged.

How to Obtain Movie Licensing

- Here are some of the major companies that distribute movies for public viewing:

- Swank MP - [www.swank.com](http://www.swank.com)
- Criterion Collection - [www.criterionco.com](http://www.criterionco.com)
- New Yorker Films - [www.newyorkerfilms.com](http://www.newyorkerfilms.com)
- Wellspring - [www.wellspring.com](http://www.wellspring.com)
- Media Rights - [www.mediarights.org](http://www.mediarights.org)
- While most movies you buy do not include licensing, there are some educational film companies that do sell the rights when you buy the videos:
  - Bullfrog Films - [www.bullfrogfilms.com](http://www.bullfrogfilms.com)
  - Media Rights - [www.mediarights.org](http://www.mediarights.org)
  - Doc. Edu, Resources - [www.der.org](http://www.der.org)
  - Women Make Movies - [www.wmm.com](http://www.wmm.com)
  - Video Data Bank - [www.vdb.org](http://www.vdb.org)

What about foreign films?

- The United States is a signatory to several international treaties that give the owners of rights in foreign films the same kind of rights as a U.S. owner. The owners of rights in a foreign film can enforce their rights in the U.S., so if a film is foreign, you still must abide by copyright law.

How old does a movie have to be before it passes into the public domain?

- The laws on copyright notice, copyright registration and copyright term are complex and have changed over the years. A few rules can be stated simply. Works first published in the U.S. before January 1, 1923, are now in the public domain. Works published in the U.S. between January 1, 1923, and December 31, 1977, without a proper notice of copyright are also in the public domain. Works published in the U.S. between January 1, 1923, and December 31, 1963, for which the copyright registration was not renewed are also in the public domain. For other categories, check out:
  - [copyright.cornell.edu/training/copyrightterm.pdt](http://copyright.cornell.edu/training/copyrightterm.pdt)

Are the rules any different for documentary films?

- No, the rules are the same. However, the owner of rights in a documentary film may be more likely to give permission than a major studio.

What if these movie distributors listed do not own the license?

- If a license cannot be obtained from one of the distributors, you need to figure out who owns the rights. There is an online database at the Copyright Office that is easy to use for works registered after 1978: [www.copyright.gov/records](http://www.copyright.gov/records) and the Library of Congress: [www.catalog.loc.gov](http://www.catalog.loc.gov).

- If the work was first registered before 1978 and is not in the LOC catalogue, the search must be performed on the paper records in the Copyright Office. This can be done by the Copyright Office or by private firms. Contact the Student Activities Office for assistance.

How long do searches take?

- If you know the year the work was registered (usually the same as the year it was published) the search can be quite efficient, less than one hour. If the searcher is obliged to go through multiple catalogues, it will take longer. As noted, before, works registered after 1978 are searchable online.

What if a search is unproductive?

- If the owner of the rights cannot be found or is unresponsive, this does not mean that no license is required or that no one will ever enforce the copyright. In this case, the only safe option is not to show the film.

## ROCK CLIMBING WALL GUIDELINES

For any department or student organization to sponsor a rock-climbing wall vendor the following policies must be followed:

- At a minimum, four (4) "Big Boy" crash pads [at least 7.5" thick] or Revolution Climbing Bazooka Gauge Crash Pads, must be installed over the floor surface underneath the climbing wall being constructed. Each of these crash pads covers 35 square feet. With 4 such pads, there should be 140 sq. ft. of floor coverage which should be adequate when properly placed.
- All individuals using the climbing wall must wear a protective helmet and be attached to a harness and lanyard in control of a spotter.
- Those responsible for monitoring activity of the climbing wall should not allow any individual to climb such apparatus without the use of a spotter.
- Individuals need to be trained in proper usage of the wall and should not be allowed to use the wall until the proper instruction is documented.
- The wall should be secured (raised) when not in use so that individuals that are not trained will not be tempted to use the equipment.
- The wall should not be used without spotters in place.

Releases should be signed by all participants. Liability releases can be picked up from Student Engagement in SU 225 of the Mori Hosseini Student Union.

If you are utilizing the rock-climbing wall in the Fitness Complex, you must follow all of their rules during the event.

## FRATERNITY & SORORITY LIFE

Social Greek-Lettered organizations are subject to additional policies and guidelines as defined by their councils and the Office of Fraternity & Sorority Life. For requirements pertaining to all social Greek-lettered organizations or one of their councils, visit the Fraternity & Sorority Life Campus Groups page or contact the Assistant Director for Fraternity and Sorority Life.

For a Title IX exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization on the Embry-Riddle Aeronautical University, Daytona Beach campus, it must first be granted membership in its university-recognized Greek council. Once membership is confirmed with either the Interfraternity Council, United Greek Council, or the Panhellenic Association, recognition materials will be processed by Student Engagement & Student Union.

## POLITICAL ACTIVITY

The University is a 501 (c) (3) organization exempt from paying taxes under the Internal Revenue Code.

As a tax-exempt organization, the University cannot intervene in political campaigns on behalf of or in opposition to any candidate for public office. Violation of this prohibition could cause the University to lose its tax-exempt status or incur unnecessary and unplanned expenses that undermine its academic mission and long-term objectives.

Accordingly, to ensure the University does not jeopardize its tax-exempt status or incur unnecessary fines, penalties, and other expenses, it is critical that University employees and organizations not engage in prohibited political activities on University property or using University resources. University employees and student organizations may not use University property, or resources, including but not limited to cash, checks, donations-in-kind, and other resources, in their official capacities or on behalf of the University for any of the following purposes :

- Endorse any candidate for public office
- Donate or contribute to any candidate's campaign as an RSO or ERAU Student Group
- Participate or engage in political fundraising events
- Publish or distribute statements for or against any candidate
- Engage in any other activities that favor or oppose any candidate for public office

University employees and students acting in their private, individual capacities are not prohibited from fully participating in the democratic process as they deem fit, but University name/logos, assets and resources may not be used for such purposes. This Policy shall also apply to campus organizations in their official capacities, but nothing shall prevent the individual members of a campus organization in their private, individual capacities from engaging in political activities. Unauthorized deviations from this Policy may result in disciplinary action against the offender. Authorized deviations from this Policy must be approved in advance by the Legal Department.

## EVENT PLANNING AND POLICIES GUIDELINES

## Event approval process

### The purposes of the event approval process are:

- To help student organizations make their events as successful as possible
- To make sure that campus service providers can provide needed support
- To ensure that events follow campus policies for safety and compliance.

#### • SCHEDULER EVENT GUIDELINES

- Who can submit events – Anyone in the organization who has completed Scheduler training will be eligible for event planning access to the software. We suggest having more than one person trained in Scheduler in your organization at any time.
- When to submit events – The earlier, the better. Remember that many of our campus service providers require a minimum of 5 business days to schedule event supplies and support.
- How to submit events – Through Scheduler’s Event Wizard tab.
  - All event submissions will be reviewed for logistical details, service needs, risk management, and compliance with university policies. SESU and/or Campus Safety may require that some events include attendance by the organization advisor, additional event insurance, or other specific arrangements.

#### • BOOKING YOUR ROOM

- Campus rooms and facilities are reserved through the event process in Scheduler. You can check the availability of the space in the Location tab of Scheduler. Please note that some spaces on campus require additional approval.

#### • EVENT-RELATED SUPPORT

---

## ALCOHOL

Alcohol is allowed in designated areas of campus with prior approval from SESU. The ERAU Policy on Alcohol and Student Organization Guidelines for use of Alcoholic Beverages in this handbook must be adhered to when planning an event. You can find the form to have an event with alcohol approved linked [here](#).

---

## DRAWING BY CHANCE

If your event will involve a or drawing by chance, please review the Florida State regulations in this handbook.

## EVENT-RELATED POLICIES

Certain types of activities require approval by specific university departments. These events are not prohibited; however, they do need to comply with university policies. SESU will assist you in securing the needed approvals.

---

### CONTRACTS AND INSURANCE:

If any aspect of your event involves the need for a contract or insurance, please submit the information to SESU on the Legal Review Request form on CampusGroups. Contracts should be reviewed and signed by authorized University staff.

---

### ACTIVITY WAIVER

If your event might place participants at risk of personal injury or property damage, an activity waiver is needed. The standard and most updated waiver can be found on ERNIE, and on the CampusGroups SOAR page.

---

### CAMPUS SAFETY PRESENCE

Certain event conditions require the presence of Campus Safety personnel and fees may be incurred for their service. They are needed if your event:

Involves alcohol.

Will go past midnight.

Will have over 100 people in attendance.

---

### FACILITIES AND RISK MANAGEMENT

All non-University events hosted at the Daytona Beach Campus undergo a risk assessment process. Events deemed to have potential safety risks will be forwarded to the University's Risk Management Team and the Office of General Counsel for further evaluation. The Risk Review Form can be found [here](#).

*If your event involves an inflatable, aircraft, vehicle display, gases, paint, open flame, or may cause harm to people or the environment, the approval of Campus Safety and Risk Management is needed.*

If necessary, the Risk Management Team may convene a Safety Review Board (SRB) to assess whether the event can proceed as planned. Whenever possible, the team will collaborate with event planners to modify conditions and ensure a safe experience for participants. However, in some cases, an event may be deemed unsafe and subsequently denied.

---

### FOOD

Food is allowed in most areas, so long as the area is left clean and trash-free (remember to order trash cans/trash pick-up through SchedulER for any food-related event).

- Sodexo Dining Services can provide catering for any event on campus.

- Placing Orders: On-campus catering requires at least a week's notice. Catering orders can be placed by calling Dining Services at 386-226-6087 or by stopping by their office in the Student Center cafeteria Monday - Friday from 8 AM – 4 PM. The menu is under the catering tab at: [eraudining.sodexomyway.com](http://eraudining.sodexomyway.com).
- Payment: Payment, in FULL, is due to Sodexo Dining Services on the day of the event. Payment can be made by a student organization's check, credit card, money order or cashier's check. Please note, if any additional charges are incurred, the organization will be billed after completion of their event.
- Cancellation: Should it be necessary to cancel an event, Dining Services requires a minimum of 48 hours' notice. Weekend events will require a minimum of 72 hours' notice. Please note: a cancellation fee will apply to any cancellation with less than minimum notice.

---

## FACILITIES SUPPORT

Facilities and custodial services provide a range of supplies and support for both indoor and outdoor events. Common requests include trashcans for food, charcoal disposal cans, ground prep, treating for ants, stopping irrigation, etc.

---

## LICENSING SERVICES

Use of the ERAU logo requires approval by Marketing and the use of University approved vendors. Please submit your proposed graphic to the Logo Approval Form on the CampusGroups SOAR page.

---

## MINORS

If there will be minors attending your event, please notify SESU so we can ensure compliance with the Minors on Campus policy.

---

## MOVIE/VIDEO USE

If your event will involve a movie or video, please review the guidelines in this Handbook for when licensing is needed. If you have any additional questions or need any clarification, please reach out to the RSO team in SESU.

---

## PARKING

Visitor permits are required for events held during business hours (M-F, 8 AM-5 PM). They are available free of charge from Campus Safety. Campus Safety can provide reserved parking areas for events or for large vehicles.

---

## PHYSICAL TRAINING

If your event involves physical training, please review the Physical Training policy in this handbook.

---

## TABLES AND CHAIRS

SESU provides tables and chairs free of charge to student organizations, which can be reserved through Scheduler. Materials Management also has tables/chairs/stage that may be used at a discounted rate by RSOs.

---

## TECH EQUIPMENT AND SUPPORT

Most ERAU rooms have state-of-the-art computer, sound, and image projection systems. Read instructions carefully and contact IT Support (386-226-6990) if you encounter a problem. Please leave the equipment in the condition in which you found it.

- IT Events: They can provide projectors, screens, sound, limited lighting, and event technician support. Call 386-226-6990 to submit a request for event support, at least 5 days in advance.
- Touch-n-Go: They can provide major support for events, such as staging, lights, sound, and co-sponsorship. For more information, please email them via email at [chair@touch-n-go.org](mailto:chair@touch-n-go.org).
- WIKD: They can provide DJ services both on and off campus, with at least one (1) week's advance request.

---

## USE OF UNIVERSITY AND RENTAL VEHICLES

ERAU owned vehicles may be available for use by RSOs for official club business and activities. Students who wish to drive University vehicles must complete the Driver Training Course and become University Approved drivers in order to drive a University vehicle. All of the information for becoming an approved driver can be found on Ernie <https://myerau.edu.sharepoint.com/sites/UniversitySafety/SitePages/ehs-drivers-and-vehicle-policy.aspx?web=1>

## ACCOUNTABILITY AND EMERGENCIES

- The sponsoring organization is responsible for any damage to facilities and/or equipment during their event. If excessive cleaning or furniture re-set is required or damage occurs resulting from an event, the sponsoring organization will be charged accordingly.
- Any emergency (including damage to facility or equipment) must be reported immediately to Campus Safety. Please contact the Communications Center at 386-226-6480
- Any RSO violating any on-campus event policies of ERAU will be subject to the following:
  - 1st Violation – Student organization and advisor will receive a written warning.
  - 2nd Violation – Student organizations will not be allowed to host an event on campus for one month\*.

- 3rd Violation – Student organization will not be allowed to host an event on campus for one academic semester\*.
- 4th Violation – Student organizations will not be allowed to host an event on campus for one academic year\*.

\* SESU will determine the starting/ending dates of the sanction based upon the date of the violation.

This manual, as well as additional resources, can be found online at:

<https://CampusGroups.erau.edu/organization/studentorganizations>

FOR QUESTIONS, MORE INFORMATION, OR ADDITIONAL TRAINING OR SUPPORT, PLEASE CONTACT THE RSO TEAM @ THE STUDENT ENGAGEMENT DEPARTMENT

**Student Leadership Suite (SU 225)**

**386-226-6039**

**dbsesu@erau.edu**