



# Student Club/Organization Manual

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# Section 1- Student Involvement & Engagement Overview

## A. Mission & Vision

The Office of Student Activities and Orientation is committed to enhancing the holistic student experience by assisting new students in the transition to Lasell, developing and supporting registered clubs and organizations, fostering intellectual exploration through co-curricular programs, and promoting student leadership development.

The Office of Student Activities and Orientation develops and implements on campus and web-based resources and programs for all new students through Orientation Programs. These programs include Laser Link Orientation, Laser Transfer Transitions, Lasell Laser Welcome Weekend and Laser Winter Orientation. Student Orientation Coordinators (hired in October) and Orientation Leaders (hired in February) are hired to assist with all Orientation Programs.

Opportunities are provided for students to explore, develop and practice their leadership skills and potential. A variety of classes and workshops are offered through each semester, as well as Student Organization Series workshops for student leaders. Each program is geared towards students at varied levels of leadership.

Major Events sponsored in part by the Office of Student Activities and Orientation are intended to bring the Lasell community together for a social, educational or celebratory program. Programs include Welcome Programming, Family, Friends and Alumni Weekend, annual Awards Banquet, and Torchlight Parade and Senior Soiree.

Students are provided with the opportunity to interact with others through educational, social, cultural and recreational clubs and organizations. There are more than 50 student-run clubs and organizations on campus. All student organizations are registered through the Office of Student Activities and Orientation and have faculty or staff advisors.

## B. Contact information

The Office of Student Activities and Orientation are located in the Arnow Campus Center, on the 2nd floor, and is open Monday through Friday from 9:00 A.M. - 6:00 P.M. during the Academic Year and Monday through Thursday 9:00 A.M. - 4:30 P.M. during the summer. You can also reach us by telephone at (617) 243-2475 or by e-mail at [studentactivities@lasell.edu](mailto:studentactivities@lasell.edu).

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Instagram: [www.instagram.com/luactivities](http://www.instagram.com/luactivities)

## Section 2- Student Clubs/Organization Manual Overview

### A. Purpose

This online manual will help you succeed in your club or organization. We hope it will help serve as a great resource for you and your organization throughout the year. We have compiled information to answer some of the most frequently asked questions by student leaders. In addition, this manual provides information about club and campus policies.

During the academic year, the Office of Student Activities and Orientation sponsors workshops and discussions to help train student leaders. This manual will serve as an important supplement to those workshops. We always encourage students to attend our Student Organization Series (SOS) meetings for the chance to obtain updated information and to ask questions.

### B. Laser Involvement

Laser Involvement is the Office of Student Activities and Orientation club management system and is used to help student groups promote events, track organizational information, display photos, and manage club financial accounts. Every club has its own portal on Laser Involvement and access to all the tools offered.

To access Lasell's Laser Involvement, visit [LaserInvolvement.Lasell.edu](http://LaserInvolvement.Lasell.edu) and use your Lasell log-in.

Many of the resources offered by the Office Student Activities and Orientation for clubs on campus must be accessed through Laser Involvement, thus it is requested that all student organization members join Laser Involvement.

### C. Club and Organization Requirements

Student organization leaders will:

- Re-register the club each semester
- Meet with the Coordinator for Student Organizations during the event planning process as needed
- Complete all Laser Involvement Event Registration forms for all club sponsored events (including meetings)
- Follow Office of Student Activities and Orientation policies if seeking funding
- Attend training sessions offered by the Office of Student Activities and Orientation
- Ensure the advisor is aware of group decisions and goals
- Follow all Office of Student Activities and Orientation and Campus Policies

## Section 3- Office of Student Activities and Orientation Policies

### A. Student Organizations

The many different student organizations at Lasell University provide numerous opportunities for involvement. Students can choose from programming, cultural, governance, and special interest clubs and organizations. With so many choices, most students are able to find an organization that suits their needs and interests. To join a club, attend the Fall or Winter Activities Fairs or contact the Office of Student Activities and Orientation, x2475 or email [studentactivities@lasell.edu](mailto:studentactivities@lasell.edu).

### B. Registration of Student Organizations

Any student organization wishing to function under the Lasell University name, or wishing to utilize campus facilities, must be registered with the Office of Student Activities and Orientation. Student organization policies include:

1. No student organization may discriminate on the basis of race, color, religion, gender, national or ethnic origin, age, sexual orientation, handicap or disability, or an individual's previous affiliation in criteria for membership, assignment of voting privileges, rank or office.
2. Student organizations must register with the Office of Student Activities and Orientation at the beginning of each academic semester by submitting a Student Club/Organization Registration Packet. Dates are publicized by the Office of Student Activities and Orientation at the beginning of the academic year. This packet includes an officer roster and anti-hazing information which must be signed. Student organizations register on Laser Involvement: [laserinvolvement.lasell.edu](http://laserinvolvement.lasell.edu).
3. All student organizations must adhere to university policies whether they are on or off-campus. Student organizations alleged to be in violation of university policies will be referred to the Director of Student Activities and Orientation and may be subject to a hearing through the campus Conduct System and may possibly lose their registration privileges.
4. New organizations may form at any time by meeting with the Coordinator of Student Activities and Orientation. Registered organizations may also seek recognition from the Student Government Association making them eligible for funding. Please see the Office of Student Activities and Orientation for more information.

### C. Privileges of Registered Student Clubs and Organizations

Clubs and Organizations have/are:

- an account with Laser Involvement
- flyer and advertising privileges on campus
- included in university publications, directories, and distribution databases
- opportunities to obtain student organization office and/or storage space when available
- participation in the University's *Student Activities Fairs* to recruit new members
- use of university facilities (rooms, vans, etc.)
- use of University services (My.Lasell postings, plasma board postings, etc.)
- use of resources provided by the Office of Student Activities (program planning, staff support, assistance with team building, etc.)
- Funding through Student Government Association

## D. Mission Statements

A mission statement is a short, concise way to tell others about the focus and goals of your club. Every student club and organization should create a mission statement. Whether you are starting a new club or reevaluating a current mission statement, think about how to best describe your club in three sentences or less:

- **Brainstorm**
- **Be concise**
- **Put it all Together**
- **Review it**
- **Embrace it**

For examples of mission statements, contact: [studentactivities@lasell.edu](mailto:studentactivities@lasell.edu).

## E. Constitutions

Every student club and organization must have a constitution. It sounds like a huge undertaking, but a constitution can really serve as a great resource for your club as it forms and continues to grow. Your club or organization's constitution will be a guiding document for the life of your club. Do not forget that if the club wants to be registered and recognized on campus and be eligible for funding from the Student Government Association, you must be registered with the Office of Student Activities and Orientation and a constitution is needed! Please see the Coordinator for Student Activities and Orientation for help putting together a constitution.

## F. Student Organizations Series (SOS)

SOS stands for Student Organization Series. These are workshop designed to help student leaders succeed in running their clubs, event management, time management, leadership transition and other helpful topics. There are 2 mandatory SOS meeting per semester and 1 optional meeting.

- (1) The first mandatory SOS is the Budget Overview and Office of Student Activities policies over SOS at the beginning of the semester. This gives all clubs an overview of the policies they must follow throughout the semester as well as explaining the budget request process.
- (2) The second mandatory SOS is the Transition of Leadership. This meeting will get all E-Board Members ready to hand over their leadership to the new leadership.
- (3) The optional SOS is a round table discussion where clubs can ask questions, voice concerns, vent about the semester, or have a safe place to talk about their struggles. This is optional but is recommended for all clubs to attend.

## G. Participation in Student Organizations and Clubs Policy

All students may participate in the co-curricular life on campus as long as they meet the requirements to remain in *good academic and good conduct standing*. For a complete description of "*good academic standing*" please refer to the appropriate section in the University Catalog.

Students who are not in good academic standing will receive notification from the Office of Academic Affairs. Students (full- and part-time) who are not in good academic standing will be required to curtail their participation in the co-curricular life of the campus in the following ways:

- Students who are serving in an executive board position in a registered student organization (i.e., whose name appears on the "Officer Roster" as submitted to the Office of Student Activities and Orientation) will be considered to be in probationary status for that semester.

- No student organization officer may remain on probationary status for two consecutive semesters.
- Students who are not in good academic standing will not be permitted to stand as candidates for an executive board position in a student organization.

In addition, any student leaders (executive board members) whose residential privileges are revoked for conduct reasons, will likely be suspended from all club/organization activities until their housing privileges are reinstated. When a student leader is found responsible for violations of Lasell University Policy, the Director of Student Activities and Orientation reserves the right to impose additional, organization-specific sanctions at any time depending on the severity of the incident.

## H. Office of Student Activities and Orientation Club Standing

- Good standing
  - Attend mandatory meetings
  - Follow Student Government Association Funding Guidelines
  - Host at least 1 event on campus each semester
- Warning: On watch with the Office of Student Activities and Orientation and Student Government Association, must meet with the Office of Student Activities and Orientation two times during the semester
  - Missed mandatory meetings
  - Did not spend funds according to the Student Government Association Funding Guidelines
  - Had no public events on campus in a semester
- Probation: Cannot receive funding, must meet with Office of Student Activities and orientation three times during the semester
  - Missed mandatory meetings for the second semester in a row
  - Did not spend funds according to the Student Government Association Funding Guidelines for the second semester in a row
  - Had no public events on campus for the second semester in a row

## I. Campus Posting Policy

The **Campus Posting Policy** is intended to promote the fair and free exchange of ideas, to protect the rights of individuals, and of student clubs and organizations, to preserve University property, to maintain an attractive campus appearance, and to promote the safety and security of the campus community. **Signs posted in contradiction to this policy may be removed and individuals and/or student clubs and organizations may be held responsible for charges associated with removal.** Additionally, club status and club privileges may be reviewed and revoked. Questions regarding this policy can be communicated to the Office of Student Activities and Orientation. The Office of Student Activities and Orientation can be reached at 617-243-2475 or [studentactivities@lasell.edu](mailto:studentactivities@lasell.edu).

### Content of Paper and Electronic Posting

**All notices and signs must clearly state:**

- a description of the event.
- the date, time, and location of the event.
- the name of the sponsoring individual or sponsoring organization(s), along with their contact information; and,
- if applicable, any charges to attend or for tickets requirement.



Please refrain from including irrelevant information on the postings.

In accordance with the University's alcohol policy: the marketing, advertising or promotion of alcoholic beverages or any reference to alcohol or other illicit drug use, abuse, sale or distribution is strictly prohibited.

Registered student organizations may use the official University logos and images. Recognized student organizations may also use the University seal but must request and receive permission for use from the Office of Student Activities and Orientation prior to publication.

Signs need to be reflective of the values and policies of the University, as described in the University's Mission Statement and Values Statement; and described in detail in the Student Handbook. Signs will not be approved/permitted if they contain language or images that discriminate or harass community members based on age, race, color, national origin/ancestry, religion, gender, sexual orientation, mental or physical disability, or any other protected class. Signs may not contain any profane, vulgar, or inappropriate content, and signs may not defame any specific individual or University department/office. Postings deemed inappropriate will not be approved, and the Office of Student Activities and Orientation retains the right to determine what is and is not "inappropriate" regarding student/student organization postings and communications.

### **Approval of Paper Postings**

All campus paper postings **must be approved** by the Office of Student Activities and Orientation (located in the Arnow Campus Center, 2<sup>nd</sup> level). A paper posting can range from a banner to a flyer, and the office will make up to 50 copies for each event. **Student clubs and organizations must have their postings approved by the Office of Student Activities prior to advertising an event on campus.** The approval will consist of an approved stamp **PRIOR to duplication of the postings.** Persons or organizations duplicating their posting prior to approval, risk non-approval and wasting copies already made. Campus personnel will remove postings found to be missing the approved stamp of approval.

Students and organizations seeking approval for postings should **plan ahead** as approval for postings may not be immediate and may require changes or additions before approval will be granted. Student organizations can email a copy of their proposed posting, for approval, to [studentactivities@lasell.edu](mailto:studentactivities@lasell.edu). **Student clubs or organizations will NOT have a poster approved without having an Event Request Form completed and approved. If an event is not approved, it will not have any advertisement approved.**

**For any individual not affiliated with a club or organization wishing to post, the Office of Student Activities will print and stamp one flyer. Any additional copies will be the responsibility of the individual.**

### **Off-campus Individuals wishing to post**

Individuals or organizations not directly affiliated with Lasell University may only post on the designated Community Bulletin Board located in the **Arnow Campus Center (first level)**. These postings must still adhere to the **Campus Posting Policy**. Postings from non-affiliated individuals or organizations, located anywhere but the Community Bulletin Board will be removed, unless specific permission has otherwise been granted.

One copy of every posting should be provided to the **Office of Student Activities and Orientation**, so staff can adequately answer questions about the posting.

## Location of Paper Postings

To reduce damage, postings **may only be** placed on painted wall cinder block walls and bulletin boards, where room exists; no one may remove someone else's posting, in order to create room for their posting. In buildings where poster rails exist, poster rails **must** be utilized.

Postings **may not** be placed on glass doors or windows, furniture, University road/parking signage, University trees, roads, or walkways.

Postings may be distributed to residence halls and houses through the Office of Residential Life. Please submit 50 copies of the approved posting to the Office of Residential Life (located in the Edwards Student Center).

No person or persons shall deface, tamper with, destroy or remove any sign or inscription on any property owned by the University without proper authorization.

Students and student organizations are responsible for the removal of all approved signs and postings **within 48 hours of the conclusion of their event**. Individuals or organizations that do not remove their postings in a timely fashion may lose their privilege to post on the Lasell University campus.

## Securing of Paper Postings

**Painter's tape** is the **only type of tape and/or adhesive that may be used**. Stickers, scotch tape, duct tape, packing tape, or "fun tack" type materials are prohibited. If the approved posting area is a surface where tacks, staples, etc., may be used (such as bulletin boards), those are appropriate ways to post flyers. Failure to secure paper postings in this manner will result in removal. The Office of Student Activities and Orientation also encourages putting painters' tape on all four corners of postings to keep them from falling or curling.

## Removal of Posting

Posters should be up no more than two weeks. Posters should be removed 48 hours after the activity by whomever posted it. Failure to remove posters in a timely manner can result in suspension of posting privileges.

## Chalking

Chalking is permitted on sidewalks only and is never permitted on the outside surface of any building, or on sidewalks underneath an overhang. The same requirements as Paper and Electronic Postings are expected for chalking. You must seek approval from the Director of Student Activities and Orientation in the Office of Student Activities and Orientation (located in the Arnow Campus Center, 2<sup>nd</sup> level) a minimum of three days prior to chalking.

## Electronic Posting

My.Lasell.edu, the Lasell community portal, is a popular way to communicate information. Faculty and staff may post directly to the portal. Student organizations will have their event information posted to MyLasell through the Laser Involvement Event Request form.

## **Social Media Posting**

Postings on student club and organization social media pages, including but not limited to, Instagram, twitter, Facebook, etc., need to be reflective of the values and policies of the University, as described in the University's Mission Statement and Values Statement; and described in detail in the Student Handbook. Postings will not be permitted if they contain language or images that discriminate or harass community members on the basis of age, race, color, national origin/ancestry, religion, gender, sexual orientation, mental or physical disability, or any other protected class. Postings may not contain any profane, vulgar, or inappropriate content, and may not defame any specific individual or University department/office. The Office of Student Activities and Orientation retains the right to determine what is and is not appropriate regarding student/student organization postings and communications. If a student club or organization does not submit a flyer or the flyer is not approved by the Office of Student Activities and Orientation, that flyer/event will not be marketed by the department anywhere.

## **Off-Campus Publicity of Campus Events**

The Office of Communication and the Office of Student Activities and Orientation must approve all off-campus publicity of events for clubs and organizations.

## **J. Liability**

Members of all student clubs and organizations must fill out a liability form if an event takes students off of campus. Please reach out to the Office of Student Activities and Orientation if you require this document.

## **K. Travel**

### **Transportation and Travel Policies**

Many student clubs and organizations plan events off campus for their members. This might include going to conferences, attending an event in Boston or doing community service. When leaving campus, a few policies will apply.

### **Lasell University Vans**

Lasell University vans can be reserved and used by students as transportation to events that are within a reasonable driving distance. In order to use a Lasell Van, at least one member of the club who will drive the van must be an Approved Lasell University Driver with Campus Police. The Van must be signed out by the student club or organization advisor through the student club or organization advisor. The process to become Van Certified is outlined below.

In order to become qualified as an Approved Lasell University driver, faculty, staff, and students must submit to the following procedures and rules:

1. The individual must be at least 19 years of age.
2. Drivers must provide a valid state driver's license and have at least two years of driving experience.
3. Drivers must obtain a driving record from the Department of Motor Vehicles in the state where they are licensed and submit it to Campus Police.
4. Drivers must satisfactorily pass a Lasell University Safe Driving Test to become authorized to drive a Lasell University vehicle.
5. Drivers must review the "Lasell University Safe Driver" presentation
6. Drivers must not have been issued three (3) or more traffic violations in the past 36-month period
7. Drivers who are involved in any accident in a personal or Lasell University vehicle or receive a traffic violation during a semester must report such to Campus Police, x2269, for evaluation of driving privileges.

All drivers must renew their Authorization to Operate a University Vehicle annually. This is accomplished by submitting a copy of their driver's license and driver's history to Campus Police every September.

### **Fueling Campus Vehicles**

All students must utilize Regan's Service Inc for fueling campus vehicles after each usage. Regan's Service Inc is located on 2066 Commonwealth Ave in Newton, MA. Students will just need to speak to an employee and tell them you are from Lasell, and you will be able to fill up the van. Do NOT pay for gas with your own money, we will not reimburse.

### **Use of Personal Vehicles**

The Office of Student Activities and Orientation strongly discourages the use of personal vehicles for transportation as part of a student club or organization event. Club and organizations leaders or club and organization advisors who use their personal vehicles assume liability for those traveling in the vehicle should an accident occur. For the protection of both club and organizations leaders and club and organization advisors, we ask that your organization utilize public transportation, Lasell University vans, rent a bus etc.

## **L. Starting a New Student Club or Organization**

Every semester we have many student clubs and organization start up. Whether it be an idea that starts in the classroom, in a residence hall, or at conversation during dinner. If you have an idea, come by the Office of Student Activities and Orientation and we will help bring that idea to life!

Student clubs and organizations start for a range of reasons. Depending on your interests we welcome you to stop by the Office of Student Activities to discuss your ideas!

Student clubs and organizations have started for any number of reasons. Some of these include:

- An idea you would like to explore further and/or gain additional leadership skills
- Athletic participation interest
- Hobby or interest that you'd like to pursue for fun
- Related to your major or program of study
- Service/cause related organization

The Steps to create a club are:

1. Meet with the Coordinator for Student Organizations
2. You must have 3 or more other students interested in joining and becoming part of the Executive Board
3. You must have a club advisor confirmed
4. You must finish the Constitution and Bylaws and the Coordinator needs to approve the document
5. You have to register the club or organization in Laser Involvement

Each new student club and organization will have the opportunity to request funds from Student Government Association upon completion of the SOS Budgeting Training Session.

## **Section 4- Event Policies**

### **A. Event Registration**

All registered student organizations are required to complete an Event Registration Request with the Office of Student Activities and Orientation, for any programs or events held outside of the scope of organizational meetings.

This request is designed to assist student organizations in planning better programs and maximizing the resources available. Event Registration requests are due at least ten (10) business days prior to the event. Please also keep in mind that Purchase Requests need to be submitted at least 10 business days prior to an event as well, so there will be many occasions in which an event request should be in sooner. Once students submit the event request, the Coordinator of Student Activities and Orientation will review the request. If the Event Registration Form is turned in 5 to 9 business days before an event, the organization must include a written justification as to the reason(s) why it is late. The Office of Student Activities and Orientation will determine if the explanation is reasonable. If not, the event will be cancelled or postponed. If Event Registration Form is submitted within 4 business days of an event, it will not be approved. Before the event is submitted, club and organization advisors are responsible for reserving the space needed in EMS. If the room is not reserved the Coordinator cannot approve the event. Two clubs cannot have an event at the same time, unless approved by the Office of Student Activities and Orientation.

Requests can be completed on Laser Involvement: [laserinvolvement.lasell.edu](http://laserinvolvement.lasell.edu).

How to submit an event request:

1. Log on to Laser Involvement
2. Search and Click on your Club or Organization
3. At the top right corner of the screen, click "Manage Organization"
4. On the left side of the screen, click on the gear icon next to your club's name
5. Click on "Events"
6. Click "Create Event" and answer all the questions.

Please remember that when writing a description, you must write as if the entire campus will be reading it because what you post will post on all outlets of Lasell University's websites. Your descriptions should look like "Join CAB in the Athletic Center on February 23 from 8PM-10PM for one of our favorite events, and one loved campus wide: Bubble Soccer! Come participate or come just to watch, we guarantee fun will be had by all! Questions? Contact [name@lasell.edu](mailto:name@lasell.edu)"

## **B. Event Evaluation**

Students are required to submit an event evaluation 1-2 weeks after their event. This allows students to look back on the event and see what went well vs what didn't.

Students can submit event evaluations by:

1. On the main page of laser Involvement, click on "Event Evaluation Form" in the yellow box.
2. Follow all the questions

## **C. Fundraising Event Registration**

Student Clubs and Organizations sometimes choose to fundraise towards a certain goal for the club or for an outside charity. While SGA allocated funding should be used for programming for the benefit of the whole campus, fundraising money can be used at the discretion of the club, such as gifts to honor Senior members of the Executive Board. When fundraising, there are some additional guidelines that need to be followed. The Office of Student Activities and Orientation works in collaboration with the Office of Development and Alumni Relations to approve all fundraising initiatives on campus. When your club is thinking about fundraising, meet with the Office of Student Activities and Orientation to ensure you are

following all the necessary steps. In conjunction with the completion of an Event Request Form, fundraising activities also require the submission of a fundraising form.

\*Please submit your request for approval at least ten (10) business days before your event or activity.

### **Tips for Fundraising Activities**

1. Plan ahead
2. Complete the [Fundraising Approval Form](#)
3. Submit a list of soliciting prospects to be reviewed by the Office of Development & Alumni Relations
4. Submit a copy of your solicitation materials to the Office of Development & Alumni Relations
5. See the fundraising policy

### **Important Things to Remember**

1. Inform Donors that checks should be made out to "Lasell University."
2. If the funds being raised are to benefit an outside organization, the check should be made out to that organization. The organization must be a registered 501(c)(3) charitable entity.
3. All cash gifts must be processed through the Office of Development and Alumni Relations located in Irwin House.
4. Request a money bag (with lock) from the Business Office located in Eager House.
5. Promote your event.
6. The Office of Development and Alumni Relations is required to subtract the cost of any items given as incentive for donation (e.g., t-shirts, meals, etc.) when calculating the tax-deductible portion of a gift.

**After the Event or Activity:** Submit cash and/or checks to the Office of Student Activities. Send a thank you note to the individual or corporate donor(s) from the sponsoring organization or department.

## **D. Major Event Policy**

Major events have a wide range of information that needs attention. If you are looking to hold a major event, please contact the Coordinator for Student Organizations. The following sections contain information about Major Events:

- Events with Alcohol
- Movie Policies
- Field Reservations
- Event Staffing

## **E. Events with Alcohol**

An *Event Registration Form* should be completed **no less than 6 weeks prior to the desired event date** for those events which will have alcohol. This is necessary to allow time for the Office of Student Activities and Orientation to request an alcohol permit from the City of Newton. There is a cost for this permit that the sponsoring organization would need to pay for with costs varying depending on situation.

An organization advisor must be present for any Major Event. Student organizations should work with their advisor to determine a date for the event when the advisor can be present.

Major Events which take place that involve alcohol **will** require a police detail at an additional cost to the student organization. The Office of Student Activities and Orientation will work with the student organization to minimize any additional costs and assure a safe and successful event.

Off-campus advertising must be approved by the Office of Student Activities and may only be posted at area University's. **Student clubs and organizations may not advertise events to the general public without prior approval from the Director of Student Activities and Orientation.**

The entrance to any Major Event will be controlled by the student organization, the police detail, and the advisor. A Lasell University ID will be required for admittance to any major events. A driver's license, liquor ID card, or other form of ID will not be accepted.

Student clubs and organizations are free to charge a fee for admittance to any Major Event. Individuals must present a Lasell University ID prior to paying an admittance fee. This fee would need to be collected in the form of cash or check only and would be subject to the Fundraising Policy.

The entrance to any Major Event will close at 11:00 pm during the week or 12:00 midnight on Friday or Saturday without exception. No persons will be admitted to the event after this time; anyone leaving the event after this time will not be allowed to return.

A T.I.P.S. certified bartender must work the bar at any event serving alcohol. To obtain an alcoholic beverage, individuals must present a valid driver's license with a picture. The bartender will place a wristband on the wrist of those who are of legal drinking age. Each person is limited to four (4) drinks per night. The bartender always maintains the right to refuse to serve anyone, there are a number of staff on campus that are TIPS certified.

All Major Events must end at 1:00 am.

The student club or organization is responsible for restoring the event location to its original condition at the conclusion of the event; this includes cleaning up trash, returning furniture to its former location, and removing any decorations or posters.

## F. Movie Policy

Most movies shown by a student club or organization require a license. It is recommended that you converse with a professional member of the Office of Student Activities and Orientation Staff before looking to show a movie to the club or advertise the showing of a movie to the campus.

For more information regarding movie copyright, see Swank motion pictures [here](#).

Frequently asked questions:

- **A small group is having an informal gathering in our facility. Do we still need a license?**  
Yes! A license needs to be obtained regardless of the number of people attending the showing, if the movie is being shown outside the home.
- **What constitutes a public performance?**  
Any exhibition of a movie outside the privacy of a home setting (residence hall) is considered a public performance.
- **Do we need a license even if we don't charge admission?**  
Yes! A license is required for all public performances regardless of whether admission is charged.
- **What if a video store or equipment provider says it is okay to exhibit rented or purchased movies?**  
These stores rent and sell movies for "Home Use Only" and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor (such as Swank Motion Pictures, Inc.), not from a third party. Work with your Student Activities Staff members to connect with these licensors.
- **What if I already own a DVD or have access to the film on a streaming site. Do I still need a license to show it outside my home?**

Yes! Neither the rental, purchase nor lending of a DVD carries with it the right to exhibit movies publicly outside the home. To re-iterate, when you purchase a DVD from the store it is for home-use only, but once you buy a license, you can use your personal copy of the DVD to show at a public event. This can only be done for the particular date and time on your license.

Streaming movies can be a bit trickier. Swank can license almost all streaming services, excluding YouTube. At the moment, Criterion can only license DVDs, but they will be able to license streaming sites in the future. Each company has different movies available, so it's always good to check with both to see what your options are.

- **I want to show an old movie, from the 1930's or '40's. Do I still need a license?**  
Absolutely. Copyright pertains to all movies regardless of the year it was produced.
- **If I purchased a license to show a movie, can I show that movie whenever I want?**  
No. Licenses are for a specific, designated time frame. There are no annual licenses available to colleges and universities.
- **What if I were to watch a movie in one of the lounges?**  
The Residence Halls are your private living space, but they also have public areas so it's a tricky realm to navigate. Showing a movie in the lounge with a couple of friends and microwave popcorn is one thing, whereas having 10 people in the lounge with pizza, popcorn, and soda for a Study Break program that you advertised is another. We want to be able to allow people who might not have TVs in their bedrooms to be able to use the ones in the lounges, but at the same time we want to make sure that we are not in violation of copyright law.
- **If we are a college club/organization, are we covered under the fair use doctrine?**  
Certain aspects of copyright law allow for the showing of films without a license for educational purposes, but this only applies to those shown within the confines of the classroom. Even if you have an educational purpose in showing the film, since you are not a teacher in a classroom it is not considered fair use.

## G. Room Reservations and Athletic Center/Fields

Student Club and Organization Advisors are responsible for reserving rooms, Athletic Center and the Fields. The room MUST be reserved in order for the Coordinator of Student Activities and Orientation to approve the event. The Coordinator CANNOT reserve rooms for clubs unless they are the club advisor.

- For room reservations, please go to the Event Management System (EMS)
- For Athletic facilities, Field and the Athletic Center, please email the athletics department

## H. Event Staffing

For an event with the qualities listed below, a Student Club or Organization Advisor is encouraged to be present.

- Only Lasell community members and their guests (no more than two per student)
- No advertisement off-campus
- Not open to the general public
- Alcohol is not served or available
- Ends before 12:00 A.M.
- Expected attendance is less than 150 students

For an event with the qualities listed below, Student Club or Organization Advisor/ Office of Student Activities and Orientation Staff Member and two Campus Police Officers Required

- Advertised off-campus



- Open to the general public
- Alcohol is served or available
- Ends after 12:00 AM
- Expected attendance is more than 150 students

## Section 5- University Tickets

### A. Office of Student Activities Sales

The Office of Student Activities and Orientation offers discounted tickets to professional sporting events, theater productions, movie tickets, various trips, Senior Week, club and organization ticket sales, class apparel, and other items throughout the year. These sales are advertised on MyLasell, the campus calendar, and flyers. All tickets or items sold by the Office of Student Activities and Orientation are sold on a first come, first serve basis. Tickets cannot be reserved or held ahead of time. All sales are final and there are no refunds or exchanges.

The Office of Student Activities and Orientation utilizes University Tickets, which is a web-based boxed office that will allow for ease of transactions, ability to pay with credit card, and easy record keeping of purchases. Registration is easy and must be completed (only once) before any purchase (online or in person) is made with the Office of Student Activities and Orientation. To register, simply to go MyLasell. On the left side there is a link under the "Campus Life" heading that says 'buy tix online'. Click that and register. Additionally, students can go to [tickets.lasell.edu](http://tickets.lasell.edu) to purchase tickets. Payment can be made in cash, cred/debit card, and/or check, made payable to "Lasell University."

### B. Senior Week

Senior Week is offered every year by the Senior Class Committee and the Office of Student Activities. All students who wish to participate in Senior Week must register in advance, for the entire week of activities. A "senior" is defined as a student who is in good conduct standing and has a graduation date in either December or May of the current year. NOTE: Graduation date is defined by the Office of the Registrar. Guests are not permitted to attend Senior Week activities. Graduating seniors living in on-campus housing must be paid participants of Senior Week in order to stay in the residence halls during Senior Week. For additional information please read the [Residential Life section of this Handbook](#). Senior Week payments are non-refundable, non-transferable, and cannot be exchanged. All Senior Week participants will be required to sign and abide by the Senior Week Contract. All university policies are in effect during Senior Week. Information about Senior Week activities, payment options, and dates of events will be sent to seniors via their Lasell University email. Questions regarding Senior Week can be addressed to the Director of Student Activities and Orientation at x2475 or [studentactivities@lasell.edu](mailto:studentactivities@lasell.edu).

### C. Ticket Request

Student Clubs and Organizations are able to sell tickets using the University Ticket Site on MyLasell. The Coordinator for Student Activities and Orientation oversees all ticket sales and can help advise student clubs and organizations on what steps need to be taken

### D. Money Process

The money you make from selling the tickets will be deposited into the organization's fundraising account, unless otherwise stated.

# Section 6- Student Club and Organization Financial Policies: Funding

## A. Student Government Association Funding and policies (Student Government Association Funded Clubs Only)

### 1. Funding/Spending Expectations

Once a club has received what funds they will have access to through Student Government Association after Budget Hearings, it is highly recommended that your club starts making purchase requests as soon as possible, and work with the Coordinator for Student Activities and Orientation to spend your money. This will make it easier for your club to get the spending done earlier, just in case any problems arise with transactions with the companies that your club is using.

Note that if your club is interested in purchasing club t-shirts, each member purchasing a shirt must pay half of the price of the shirt, while the other half will be covered by your given Student Government Association club funds. We encourage the focus of your funds will be used for club events, so that you are able to spread your club's mission to the student body.

### 2. Budget Procedure/Process

It is important for all clubs and organizations to be familiar with the budgeting procedures in order to obtain proper funding for events and programs. Please review the following steps carefully to ensure your club is not penalized for improper use of funding.

#### Step 1: Club Registration

All Clubs and Organizations wishing to be funded through Student Government Association will need to re-register the club at the beginning of each semester through Laser Involvement. This is necessary for our office to make sure we are funding only active groups.

#### Step 2: SOS Session

Clubs wishing to acquire funding for the semester must have at least one executive board member (usually the treasurer, but all are welcome) attend the beginning of the semester Student Organization Series (SOS) session run by the Coordinator of Student Activities and Orientation and the SGA Vice-President of Finance. Once you have attended the meeting, your club is free to begin submitting purchase requests.

#### Step 3: Purchase Requests

The Purchase Request form is found on Laser Involvement and is how you request an online purchase or petty cash. All purchase requests must be submitted at least 10 business days before the funds are needed. Please plan accordingly and take things like shipping delays into consideration. The purchase request form cannot be submitted before an event request has been approved, except for purchase requests that do not have an event associated with them (For example, purchasing art supplies at the end of a semester for programs the following semester)

Please be as detailed as possible on the form. Include the date, time, and name of the program the purchase is for, as well as the amount of funds you believe you will need. Do your research ahead of time to avoid not having enough when you shop. When indicating

the date the funds are needed, please keep in mind the 10 business day in advance submission rule. Purchase Requests with a due date less than 10 days after the submission date may not be approved.

#### Step 4: Finance Committee Meeting

The Finance Committee Meeting is comprised of The Vice President of Finance for SGA, two SGA finance chairs, and the Coordinator of Student Activities and Orientation. The committee meets once a week to review all purchase requests over \$50.00 for approval. Please keep in mind that if the Finance Committee meets on Thursdays and you submit your request on a Friday, it will not be reviewed until the following Thursday. Plan ahead! For requests under \$50.00, the Coordinator will review and approve them without needing to go through a Finance Committee Meeting.

Aside from approving purchase requests, the Finance Committee will utilize meeting time to review the overall budget and discuss club monthly spending averages.

#### Step 5: Purchase Approval

Once you have been notified of your purchase request being approved, one of a few things occurs. If you requested petty cash, The Coordinator of Student Activities and Orientation will reach out to the you to schedule a petty cash pick up date and time. If the purchase request is for over 50.00, it will most likely be an online purchase. The Coordinator will still notify you of the purchase approval and will make the purchases using an office credit card. You will then be notified of when the items come in.

#### Step 6: Return of Change and Receipts

If you went shopping in person using petty cash, you will need to return all change and receipts to the Office of Student Activities and Orientation no later than 48 hours after the petty cash has been picked. Failure to return change and receipts in a timely manner can result in suspension of funding.

### **3. Penalization Process**

Once your club has received funding, the goal should be to spend only how much you have allocated for.

Clubs that do not spend properly or fail to adhere to the regulations outlined in the manual can be penalized with a suspension of funding access for up to the remainder of the semester.

### **4. Typical Timeliness**

Student Government Association expects all clubs that are being funded through Student Government Association to follow the dates that are given to them at the beginning of the semester during the Student Organization Series mandatory club meetings. This allows clubs to know when certain forms are due, when the Student Government Association Financial Affairs committee will be checking in on their club, and when all of their given funds should be spent by. If deadlines are not being followed, it may result in your club being penalized the next time you request funds from SGA.

Timeliness is highly important to Student Government Association since the funds available for club use are utilized for all organizations under the SGA umbrella. Since we are restricted in how much money we are able to give out, we want to ensure clubs that are following the deadlines and guidelines have the best opportunity to receive funds.

## **B. Fundraising Policy**

Clubs sometimes choose to fundraise towards a certain goal for the club or for an outside charity. When fundraising, there are some additional guidelines that need to be followed. The Office of Student Activities and Orientation works in collaboration with the Office of Development and Alumni Relations to approve all fundraising initiatives on campus. When your club is thinking about fundraising, meet with the Office of Student Activities to ensure you are following all the necessary steps. In conjunction with the completion of an Event Request Form, fundraising activities also require the submission of a fundraising form. All fundraising money rolls over each semester; it is not required to spend the money by the end of the semester. You do, however, need to inform Office of Student Activities about what you are saving the money for.

### **Fundraise with a Purpose**

When first brainstorming ideas for fundraising activities, ask yourself and your fellow club members the following: *why does your organization want to fundraise?* You should have a specific purpose or goal in mind. Some clubs will begin fundraising with no reason in mind and the funds end up never being used. Whether it is for your organization to save up for t-shirts, go on a trip, or donate to a non-profit, there should always be an end goal in mind.

### **Event Registration Form and Fundraising Approval Form**

The first step your organization should take is to complete an *Event Registration Form* with the Office of Student Activities and Orientation through Laser Involvement. The form should be submitted to the Office of Student Activities and Orientation as early as possible, but no later than 10 days before the fundraiser will take place. This must be completed before you can be approved on the Fundraising Approval Form. Once your fundraiser has been submitted by the Office of Student Activities and Orientation, you may fill out the Fundraising Approval Form online ([here](#)). This form is reviewed and approved by the Office of Development and Alumni Relations. After the fundraiser is approved by both the Office of Student Activities and Orientation and the Office of Development and Alumni Relations, you can move ahead in finalizing details.

### **Follow Up**

Always make sure to follow up with the Office of Development and Alumni Relations to report how much money was raised. It is important for Lasell to keep accurate records of any money being raised or donated.

## **Section 7- Student Club and Organization Financial Policies: Spending**

When you are ready to make purchases there are a few options to consider. All requests must be submitted by completing a Purchase Request through your club's portal on Laser Involvement.

### **A. Steps to follow in Laser Involvement**

1. Log on to Laser Involvement
2. Search and Click on your Club or Organization
3. At the top right corner of the screen, click "Manage Organization"
4. When the new tab pops up, go to the left side of the screen and click the gear icon next to your organization's name
5. Click on "Finance"
6. Click "Create New Request" and answer all the questions.

## **B. Check Requests/ Contracts/ Invoices**

Clubs need to request a contract for any performer or vendor coming to campus. At least 30 days is required for submitting a contract for signatures and to request a check for payment. Another related method of payment is to request an invoice from the performer or vendor for the full amount of the service or performance. This requires at least for four weeks to be approved and to have a check request.

## **C. Credit Card Policy**

The Office of Student Activities and Orientation will use a credit card to purchase items online for your club. This is the preferred means by which to make purchases. Ordering online ensures that no club members or advisers use their own money. Items will be shipped directly to Lasell University. This method requires at least 10 business days' notice to the Office of Student Activities and Orientation, and additional time for shipping depending on the purchase.

## **D. Reimbursement Policy**

The Office of Student Activities and Orientation does **not** reimburse club executive officers and members for out-of-pocket expenses for the organization. It is the responsibility of the club to request funds from their club budget at an appropriate time.

## **E. Petty Cash Policy**

Clubs may request a maximum of \$50 in petty cash from the Office of Student Activities and Orientation at any one time. Requests for petty cash must be submitted at least 10 business days in advance of the date needed. After items are purchased, all the receipts and unspent money must be returned to the Office of Student Activities and Orientation within 48 hours to avoid penalties.

## **F. Lost Receipt**

If a receipt is lost, you must submit the following in writing within one business day:

- Date
- Place where items were purchased
- The total amount for purchases
- Why it was lost

The Office of Student Activities and Orientation will determine if the explanation is reasonable. If not, you will not be able to request petty cash or credit card requests for one week. If repeated a second time, you will not be able to make petty cash request for one month. If a repeated a third time, you will not be able to request petty cash for the remainder of the semester.

## **G. Cash Box Policy**

Since fundraisers involve collecting money, your organization will need to request a cash box. To do so, please email the Coordinator for Student Activities and Orientation to set up a time to pick up the box. Please submit cash box request emails no later than a week before the event. Cash boxes can be picked

up between 9:00 A.M. and 6:00 P.M. the same day as your event, or the business day before your event if it is on a weekend or holiday.

The cash box must be returned the next business day between 9:00 A.M. and 6:00 P.M. Money collected will be deposited into your organization's club account and will be recorded through Laser Involvement. If your organization is donating to a charity, all funds will be given directly to a representative from the organization, as opposed to going through the Business Office.

## **Section 8- Club Officer Transitions/Elections**

As the end of each semester approaches, club leaders may be stepping down or graduating. It is important to have a transition plan in place to ensure the success of the next executive board.

### **Elections**

Most clubs choose to run elections at the end of the academic year, usually in April. This allows for selection of new officers and time for old and new executive board members to work together on a smooth transition. Some may choose to go with the calendar year instead, holding elections at the end of the Fall semester and making a full transition to new officers in January.

Elections can be run in different ways, and the process for your club's election of officers should be outlined in the club's constitution. New leadership may be decided by a vote of the general membership or by the outgoing executive board, just to name a few examples.

## **Section 9- Advisors**

Each club or organization on campus must have a professional staff advisor for the entire time the club is active. Advisors are as crucial to the success of a club as the students, and success of an organization is contingent upon advisors and students working together to achieve their goals.

Duties of Advisors:

- Create reservations for programming spaces in EMS
- Meet regularly with E-Board members to discuss progress and goals
- Attend large-scale programming and organization meetings
- Act as a referral resource to club members
- Assist with yearly club goals and missions as designated by the student leaders
- Understand the policies and procedures of both Lasell and the Office of Student Activities and Orientation

Club Advisors are there to advise students in making good decisions for the benefit of the organization. Advisors should not be running meetings, planning programs, or doing any of the duties of EBoard members. If either students or advisors are having questions or concerns, please reach out to the Office of Student Activities and Orientation for further information.

## **Section 10- Conduct Policies**

Lasell University is committed to creating an environment that fosters student growth and development. The quality of life at Lasell is directly tied to the actions of the members of the community, and their mutual respect and consideration. Members of the Lasell University community are expected to:

- Contribute to the creation of an environment that supports learning, personal development, and civil discourse.
- Honor the rights of others to work and live in the Lasell University community without concern for verbal or physical abuse, or the threat thereof.
- Respect the differences inherent in the diversity of our community members; and
- Commit to behaving in ways that acknowledge the dignity of each individual.

Lasell University students, and Lasell University student organizations and teams, are expected to conduct themselves in a manner that demonstrates an understanding of the above-noted expectations. Behavior inconsistent with these expectations is a violation of the Lasell University policy on general conduct.

Members of the Lasell University community are held accountable for respecting the personal and property rights of others. The responsibility of all citizens to comply with local, state, and federal laws applies both on- and off-campus. Violations of local, state, and federal laws will likewise constitute a violation of Lasell University's policy on general conduct.

Students (organizations and teams) are personally and financially responsible for their own conduct, and (if applicable) for the conduct of any and all guests. Students are expected to comply with the requests of Campus Police officers, Residential Life staff, and members of the faculty, staff, and administration; failure to do so will be regarded as a violation of the University's policy on general conduct. Disrespectful behavior (including but not limited to verbal abuse; misrepresentation of facts; and use of foul and/or obscene language or gestures) towards any employee of the University (including student staff members) will not be tolerated and will be regarded as a violation of the University's policy on general conduct. Similarly, disrespectful behavior (including but not limited to verbal abuse; misrepresentation of facts; and use of foul and/or obscene language or gestures) towards any guest of the University (including visiting athletic teams and clubs and organizations) or towards approved vendor of the University will not be tolerated, and will be regarded as a violation of the University's policy on general conduct.

## **A. Office of Student Activities and Orientation Conduct Statement**

With the University's commitment to the creation of an environment that fosters student growth and development, and the maintenance thereof, comes the necessary responsibility to enforce policies and procedures designed to achieve those goals. The Lasell University Conduct System is charged with the task of addressing alleged student violations of the non-academic policies and procedures detailed in this Student Handbook, as well as any behaviors which are deemed to be in violation of the spirit of mutual respect and consideration that serves as the foundation for the actions of all members of the Lasell community.

## **B. Anti-Hazing Statement**

Massachusetts state law (applicable to all students attending Lasell, regardless of home state or country) makes it illegal to organize or participate in any form of hazing activity. The term hazing refers to any conduct or method of initiation that recklessly endangers the physical or mental health of any student or other person. Any member of the Lasell community that knows that another person is the victim of hazing, or any such crime should report it to the Vice President of Student Affairs. Any such actions may result in disciplinary action.

## **C. Social Media Policy**

Postings on student club and organization social media pages, including but not limited to, Instagram, twitter, Facebook, etc., need to be reflective of the values and policies of the University, as described in the University's Mission Statement and Values Statement; and described in detail in the Student Handbook. Postings will not be permitted if they contain language or images that discriminate or harass community members on the basis of age, race, color, national origin/ancestry, religion, gender, sexual orientation, mental or physical disability, or any other protected class. Postings may not contain any profane, vulgar, or inappropriate content, and may not defame any specific individual or University department/office. The Office of Student Activities and Orientation retains the right to determine what is and is not appropriate regarding student/student organization postings and communications. If a student club or organization does not submit a flyer or the flyer is not approved by the Office of Student Activities and Orientation, that flyer/event will not be marketed by the department anywhere.

## **Section 11- Recognition**

### **Awards Banquet**

Each spring, the Office of Student Activities and Orientation hosts an Awards Banquet for all student organizations and advisors. This is a time to recognize the clubs for all they have done throughout the year, and to honor those who have gone above and beyond basic expectations. Nominations for the different awards are available during the Spring Semester. If you would like more information on the Awards Banquet or have questions about specific awards, please contact [studentactivities@lasell.edu](mailto:studentactivities@lasell.edu). The following is a list of the awards that are currently given out at the banquet and the criteria for each award.

#### **The Lasell Bowl**

Given to students who have distinguished themselves as individuals who contribute to the life of the campus in especially noteworthy ways.

#### **The Student Leader of the Year**

Given to a student who has demonstrated outstanding overall leadership qualities in a student organization and/or club.

#### **The Student Organization of the Year**

Presented to a club or organization that has gone above and beyond in terms of programming and service to their campus or community.

#### **The Lasell Chair**

Given to a student who is graduating with a baccalaureate degree. The Lasell Chair is an acknowledgement of an extraordinary, multi-year record of accomplishment and contribution.

#### **The Commitment to Service Award**

Recognizes a student who has advanced the social responsibility mission of Lasell through their community and civic engagement efforts.

#### **The Leadership in Equity and Inclusion Award**

Recognizes and honors students who best demonstrate exemplary leadership in the advancement of fostering an inclusive, equitable, and socially just community.