

Club Life Manual

Fall 2024

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Introduction

Welcome to the vibrant world of club life! Whether you're a seasoned club member, an enthusiastic leader, or a dedicated advisor, this manual is designed to guide you through every aspect of creating, sustaining, and enjoying the rich experiences that come with being part of a club. The Club Life Manual is designed to give you the knowledge and tools needed to navigate the diverse aspects of club participation and leadership. We hope this will help you see and embrace the opportunities, give you tools to face the challenges, and organize things so that you are able to more fully enjoy the incredible journey of being part of a dynamic and thriving club community. Remember, your contributions are essential to the success and longevity of the club. Here's to a fulfilling and enriching club experience.

What is a recognized student organization?

A recognized student organization is a student-run club or group that meets one of the following criteria: 1) all student government organizations at Drew University (of any of our three schools: CLA, Caspersen, or Theological); 2) the organization has been reviewed and approved by the appropriate student government (of any of our three schools: CLA, Caspersen, or Theological); 3) a department-recognized and funded organization, 4) or through any other designation by the University.

Student groups that are in the process of becoming recognized groups should be familiar with and, when applicable, follow these guidelines in preparation for their review to become recognized organizations.

Recognized organizations that are changing status to being inactive, should notify the Office of Student Engagement as soon as the group is aware of this transition in status to avoid penalties.

Starting a New Club

While there have been many different clubs on campus, currently there are more than 60 organizations that exist on the Drew Campus. There are organizations that are culturally oriented, artistic in nature, connected with academic departments or organized to meet the needs of a variety of student populations at Drew (e.g., commuters, residents, graduate student organizations etc.). If you decide after surveying the list of organizations that are currently recognized that none of them meets your needs, you may want to start a new one. Here's how:

1. Email the Budget & Organizations Board (BOB) (bob@drew.edu) to request a new club application form.

2. Any person(s) interested in starting a new organization may do so in either the Fall or Spring Semester within the following time frames. In the Fall semester, new organizations may form in the week following the Activities Fair through December 1st. In the Spring Semester, new organizations may form from the second week of the Spring semester until April 1st.
3. The provisional period is a trial period for a club to get established on campus, this period will last from the club's granting of provisional status, until the time of their first Budget & Organizations Board (bob@drew.edu) review.
4. All constitutions must follow the [sample constitution](#). All bolded items within the constitution must remain as so; additional amendments and items may be added and some of the un-bolded items may be adjusted by the club, according to how your club will function.
5. Once the new club application is submitted you will be contacted. A meeting will be scheduled to give you an opportunity to present your idea and information to the Budget & Organizations Board (bob@drew.edu).
6. All organizations are held accountable to the statement of "Responsibilities of Registered Student Organizations".

Responsibilities of Registered Student Organizations

Administrative tasks

1. Must have an Advisor that is a full time or part time Drew faculty or staff member. They should not be on sabbatical or leave. Advisor must be listed on The Path.
2. Must maintain an up-to-date list of officers on The Path. It is requested that a voluntary list of active members be on The Path each academic year.
3. Must have a current constitution on The Path.
4. Each organization is responsible for maintaining adequate communication with the Office of Student Activities.
5. If an organization has Drew University web space, it is responsible for maintaining and updating its website each semester. Failure to do so may result in loss of web space.
6. If an organization has a social media account, it must follow the guidelines outlined in the Posting Policy for Online Material, which can be found on page 11 of the [Freedom of Expression Policy](#).
7. Must abide by all rules and policies of Drew University and the laws of local, state, and federal government.
8. Responsible for their communication and representation in accordance with the University's mission, goals, and philosophy.
9. Must adhere to Educational Policies and Regulations, any student on Academic Probation is ineligible to be an active participant in any registered student organization.

Budgeting

10. Must adhere to all guidelines associated with receiving funds from BOB, if applicable.
11. Responsible for the sound fiscal management of the organization. Students are not permitted to sign contracts or enter into agreements on behalf of their organization. All contracts and agreements must be signed as informed by University policy.
12. Must obtain approval from the Office of Student Engagement prior to beginning any fundraising projects or ideas.

Programming

13. Must sponsor at least two campus-wide events or community service activities per semester.
14. Responsible for the activities of non-student members and guests while participating in the activities of the student organization.
15. Responsible for supervising and ensuring the safe operation of their programs.

Supporting Club Members

16. Have strong membership engagement by using recruitment strategies, creating an inclusive and welcoming environment, & using member retention and involvement skills.
17. Conflict Resolution - create strategies for handling conflicts within the club, build a culture of open communication, & seek mediation when necessary.
18. Be an advocate for your club and members by celebrating club achievements and milestones, recognize outstanding contributions and nominate the club, leader(s) and members for recognition and awards. Leadership Succession - Plan for smooth leadership transitions by passing on institutional knowledge. Document your Club History by creating a club archive, record significant milestones and achievements & preserve the club's legacy for future generations.

Role of Advisor

Student Organization Advisors Agree to:

1. **Understanding Purpose and Governance:** Be familiar with the organization's general purpose, constitution, and by-laws.
 - Be knowledgeable of, and approve changes to the organization's constitution to ensure they meet University guidelines.
2. **Leadership / Membership Awareness:** Know the officers of the organization and maintain open lines of communication with them.
 - Be aware of the current number of members and understand the process for obtaining new members. This can be done by ensuring your organization keeps up with its Path roster.
3. **Open Communication:**

- Regular Meetings: Meet with the organization leader(s) regularly, minimally at least twice each semester, to ensure ongoing communication and support.
- Club Meeting Minutes: Have your organization send you meeting minutes so that you are up to date with the organization's progress.
- 4. **Awareness of Activities:** Stay informed about all activities sponsored and conducted by the student organization.
- 5. **Guidance and Support:** Offer guidance on goal setting, organization management, program planning, and problem-solving.
 - When possible, provide content knowledge related to your organization's mission.
 - If your organization is going through any aspect of the Club Review process or the Conduct Process for Clubs/Organizations, you may be asked to participate as a support to the students involved.
- 6. **Policy Adherence:** Be knowledgeable of and assist your organization in adhering to university policies and procedures related to student organizations. This includes, but is not limited to:
 - [Daniel's Dictionary: Student Code of Conduct](#)
 - [Conduct Process for Student Clubs and Organizations](#)
 - Club Life Manual
 - Budgeting Request Procedures
 - Programming Requirements
 - [Policy on Freedom of Expression](#), which includes the Posting, Social Media and Protest Policies.
 - As the advisor, you must have access to the clubs social media, email or any other accounts.
- 7. **Mandated Reporter:** Club Advisors are also "Mandated Reporters" and are required to report sexual misconduct, relationship violence, stalking, or retaliation to the College through the [Title IX Reporting Form](#).
 - For all other concerning behaviors, you can submit a [Student of Concern Form](#).
 - For immediate emergencies contact Campus Security at 973-408-3379.

Types of Club Organizations

Student Government

Student Government is a type of recognized student organization that acts as the representative body for the student population within an educational institution. It serves as a liaison between the students and the administration, advocating for student interests, organizing activities, and enhancing the overall student experience.

Characteristics of Student Government

- Representation: Student government represents the voice of the student body, addressing their concerns, needs, and suggestions to the administration.
- Advocacy: It advocates for student rights and works to improve campus policies, facilities, and services in favor of the student community.
- Event Planning: Student governments organize various events, including social activities, educational programs, and community service projects, to enhance campus life.

- Leadership Development: Serving in student government provides leadership opportunities and helps students develop important skills such as communication, organization, and negotiation.
- Budget Management: Student governments typically manage budgets allocated from student activity fees, distributing funds to different student organizations and initiatives.

Academic Clubs

Academic Clubs are a specific type of recognized student organization that centers around academic interests, subjects, or disciplines. These clubs aim to enhance the educational experience by providing opportunities for students to engage more deeply with their fields of study.

Characteristics of Academic Clubs

- Subject Focus: Concentration on a specific academic discipline such as biology, history, engineering, business, etc.
- Educational Activities: Organizing lectures, workshops, study groups, competitions, and other educational activities related to their academic focus.
- Professional Development: Offering resources and networking opportunities that contribute to students' academic and career growth.
- Collaboration with Faculty: Often working closely with faculty members and academic departments to enrich the academic environment.

Cultural Clubs

Cultural Clubs are a type of recognized student organization that focuses on celebrating, promoting, and educating about specific cultures or cultural identities. These clubs provide a platform for students to explore and express their cultural heritage, share it with others, and foster a more inclusive and diverse campus environment.

Characteristics of Cultural Clubs

- Cultural Focus: Each club centers around a specific culture, ethnicity, nationality, ancestry, or cultural interest. Examples include clubs for different nationalities (e.g., Chinese Students Association), ethnic groups (e.g., Black Student Union), or cultural interests (e.g., Anime Club).
- Educational Activities: These clubs often organize events and activities that educate the broader student body about their culture. This can include cultural festivals, guest speakers, film screenings, workshops, and educational presentations.
- Social Events: Cultural clubs host social events that bring members together to celebrate traditions and build a sense of community. These events might include dinners, dance performances, music concerts, and holiday celebrations.

- **Advocacy and Support:** Cultural clubs can serve as support networks for students who share a common background. They may advocate for the needs and rights of their members within the campus community, promoting diversity and inclusion.
- **Collaboration:** These clubs often collaborate with other student organizations, academic departments, and external community groups to co-sponsor events and initiatives, fostering intercultural dialogue and understanding.

Club Sports & Recreation

Club Sports and Recreation Clubs are a type of recognized student organization that focus on providing students with opportunities to engage in physical activities, sports, and recreational pursuits. These clubs cater to a wide range of interests and skill levels, from competitive sports teams to recreational activities aimed at promoting fitness and wellness.

Characteristics of Club Sports and Recreation Clubs

- **Sports Focus:** Club sports are typically organized around specific sports such as soccer, basketball, tennis, or swimming. They provide structured training and competitive opportunities, often participating in intercollegiate or regional competitions.
- **Recreational Focus:** Recreation clubs offer activities that may not necessarily be competitive but focus on fitness, outdoor adventures, and hobbies. Examples include hiking, yoga, dance, and martial arts clubs.
- **Skill Development:** These clubs offer opportunities for members to improve their skills through regular practice, coaching, and workshops. They often welcome members of all skill levels, from beginners to advanced athletes.
- **Social Interaction:** Club sports and recreation clubs foster a sense of community and teamwork. They organize social events, team-building activities, and informal gatherings to enhance camaraderie among members.
- **Health and Wellness:** Participation in these clubs promotes physical health and wellness, providing a fun and engaging way for students to stay active and relieve stress.

Performance

Performance Clubs are a type of recognized student organization that focus on various forms of artistic and performance activities, such as music, theater, dance, and spoken word. These clubs provide students with opportunities to develop their talents, perform for audiences, and engage with the arts community on campus.

Characteristics of Performance Clubs

- **Artistic Focus:** Each club centers around a specific performance art, such as choir, drama, ballet, or improvisational comedy.

- **Skill Development:** Members practice and improve their performance skills through rehearsals, workshops, and masterclasses led by experienced performers or instructors.
- **Public Performances:** Clubs regularly stage performances, including concerts, plays, recitals, and showcases, often open to the entire campus and sometimes the broader community.
- **Collaborative Projects:** Performance clubs frequently collaborate with other student organizations, academic departments, and external artists to produce multidisciplinary projects and events.
- **Cultural Enrichment:** These clubs contribute to the cultural life of the campus by bringing diverse forms of artistic expression and entertainment.

Political

Political Clubs are a type of recognized student organization that focus on political engagement, education, advocacy, and activism. These clubs provide a platform for students to discuss political issues, participate in civic activities, and promote their political beliefs and values.

Characteristics of Political Clubs

- **Political Focus:** Each club centers around specific political ideologies, parties, issues, or movements. Examples include clubs for major political parties (e.g., College Democrats, College Republicans), issue-based advocacy (e.g., environmental activism, human rights), or broader political engagement.
- **Educational Activities:** Political clubs organize events such as lectures, debates, panel discussions, and workshops to educate members and the campus community about political issues, policies, and processes.
- **Advocacy and Activism:** These clubs often engage in advocacy and activism, including organizing campaigns, petitions, rallies, and voter registration drives to promote their political agendas and encourage civic participation.
- **Community Involvement:** Political clubs work to involve students in the political process, both on and off-campus, by connecting them with local, state, and national political organizations and campaigns.
- **Discussion and Debate:** They provide forums for students to discuss and debate political ideas, fostering critical thinking and informed discourse.

Religious & Spiritual

Religious & Spiritual Clubs are recognized student organizations that are categorized as religious or spiritual typically refer to groups on college campuses that focus on activities, discussions, and practices related to specific religious beliefs, spiritual traditions, or faith-based principles.

Characteristics of Religious & Spiritual

- Mission-driven: Centered around religious or spiritual principles, aiming to foster community and support among students of similar beliefs.
- Structured Leadership: Led by students with guidance from faculty advisors or religious leaders, ensuring organized activities and continuity.
- Diverse Activities: Organize religious services, prayer meetings, study groups, retreats, and community service projects to promote spiritual growth and engagement.
- Inclusivity: Welcoming students from diverse backgrounds interested in exploring or learning about their beliefs, and promoting understanding of religious diversity.
- Campus Engagement: Formally recognized by the university, actively participating in campus life through events, collaborations, and contributions to community and cultural understanding.

Social Clubs

Social clubs are recognized student organizations that primarily focus on providing opportunities for students to socialize, build friendships, and engage in shared activities outside of academic settings. These organizations aim to create a sense of community and belonging among their members through various social events, gatherings, and recreational activities.

Characteristics of Social Clubs

- Social Interaction: These organizations emphasize socializing and building relationships among students with common interests or goals.
- Activities: They organize a wide range of activities such as social outings, parties, recreational sports, movie nights, game tournaments, and themed events to foster camaraderie and fun.
- Inclusivity: While often centered around specific interests or demographics (e.g., cultural clubs, hobby groups), they generally welcome all students who share an interest in their activities.
- Leadership and Structure: They have student leaders who coordinate activities and manage the organization's operations, often with oversight from university staff or advisors.
- Campus Engagement: Recognized status grants them access to campus resources such as funding, meeting spaces, and promotional support. They actively contribute to campus life by hosting events that enhance the social fabric of the university community.

Service Clubs

Service Clubs are recognized student organizations that are dedicated to engaging students in activities aimed at benefiting the community through volunteerism, service projects, and charitable initiatives.

Characteristics of Service Clubs:

- **Mission and Purpose:** These organizations have a primary mission centered around serving others and making a positive impact on the community or society at large.
- **Activities:** They organize and participate in various service projects such as volunteering at local shelters, organizing fundraising events for charitable causes, environmental clean-ups, tutoring programs, and more.
- **Leadership Structure:** They have student leaders who coordinate service activities, recruit volunteers, and manage the organization's operations, often under the guidance of a faculty advisor or community partner.
- **Inclusivity:** They typically welcome all students interested in giving back to the community, regardless of their background or academic major.
- **Campus Recognition and Support:** Being recognized by the university provides them with access to resources such as funding, meeting spaces, and promotional support, which helps facilitate their service initiatives.

The Executive Board – Student Organization Officers

Student organization officers are responsible for providing all aspects of leadership for the student organization and are responsible for their own actions as well as the actions of all student organization members. These roles are vital to ensure that required duties are complete and the club/organization remains a viable part of the Drew community.

Officer Requirements

All student organizations are required to have the following two officers:

- President
- Treasurer

These positions are instrumental to the efficient and effective operation of a student organization and may vary slightly from student organization to student organization; however, the duties and responsibilities associated with these positions should be represented within the Executive Board.

President

The President is the primary student contact for the student organization and the “external spokesperson” of the group who regularly interacts with other student organizations and University officials. He or she is the liaison between the student organization and the advisor and other University or community contacts. The duties for this position should be tailored as the student organization deems necessary. The responsibilities of this position tend to include but are not limited to:

- supervising all student organization meetings;
- overseeing the process of student organization event planning;

- overseeing all student organization purchase requests;
- maintaining a current list of contact information of the student organization officers, advisor and members;
- ensuring that the club participate in end of semester club reviews with the BOB board
- holding meetings for the general membership during the semester; and
- submitting a event review forms after each event (2 events required per club per semester)

Vice President

The Vice President should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:

- supervising student organization meetings in the absence of the President;
- assisting the President with the oversight of the student organization including fundraising, event planning, etc.;
- working with the student organization's Treasurer to prepare an annual budget and information for the end of semester club review with BOB board
- maintaining a current accounting of the student organization's financial status including income and expenses;
- scheduling locations for meetings and events; and
- coordinating student organization fundraising efforts with the Treasurer.

Treasurer

All student organizations are required to elect or appoint a chief financial officer (Treasurer) to manage their financial matters. A student organization that has a large membership and completes many fundraisers, events or programs may consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the student organization's financial activities. The responsibilities of the treasurer include but are not limited to:

- preparing the annual student organization budget;
- monitoring the student organization's budget;
- taking part in the Ad-Hoc process when applicable
- completing an annual financial report for the student organization;
- tending to the status of all purchase requests;
- collecting funds and depositing to the student organization's account;
- paying bills;
- keeping a record of all transactions, i.e. deposits, checks and adjusting entries; and

Secretary

The responsibilities of the student organization secretary include but are not limited to:

- taking minutes at every student organization meeting;
- maintaining the student organization history for that academic year;
- verifying all student organization purchase requests;
- assisting with student organization projects where needed; and
- maintaining communication between the student organization president and individual participants (this may include emails, letters, and phone calls).

General Member Roles

Student Leadership Programs collects student organization rosters and verifies member eligibility each semester. Only registered students may serve as members of student organizations.

Students can be directly involved in the administration and supervision of their respective student organizations. They collectively have responsibility for:

- Writing the student organization's constitution and bylaws;
- Amending the student organization's constitution and bylaws;
- Determining membership requirements for the student organization;
- Establishing duties of the officers;
- Selecting the student organization's advisor;
- Developing and administering the student organization budget;
- Holding regular officer and membership meetings to conduct student organization business;
- Fundraising; and
- Travel

Event Planning

The first important step in event planning is to clearly articulate the mission of your organization and the goals of the event. This can be accomplished by holding a brainstorming session with members of your organization. It is important you include as many members of your organization as possible in this process. The people who help generate ideas are far more likely to be willing to assist you in planning the event. Also, listening to others in your group will help everyone refine their ideas. Once a list of potential events is generated, revisit the suggestions the group is most excited about. Assess the feasibility of each event; ask yourselves questions about cost, location, logistics and interest on campus. After doing this assessment, you can prioritize which events your group will pursue.

The next step is to ask for volunteers interested in working on this event. Organization members have the responsibility of conducting research for your proposed event. Contact the Office of Student Activities to discuss the feasibility of the event (technical requirements, location, cost, etc.) and review the event planning timeline to make sure your organization has sufficient time. Consult the University calendar to make sure there is no conflict with other events on campus. Use the internet to learn more about your event or to see if comparable events have been planned on other college campuses. Consult the records of your own organization to determine if similar programs may have been offered in the past.

Virtually every event can be strengthened through collaboration with other organizations on campus. In considering your idea, are there other groups who are likely to have a mutually shared interest in the goals for your event? Are there opportunities for unexpected collaborations that could further strengthen the campus community? Could the content of the event be more fully explored by bringing in groups commonly thought to hold opposing views? As a University, we hope to promote an environment that encourages a free exchange of ideas in a respectful manner. This is often best achieved by bringing in collaborators who can help you refine your own ideas and provide challenging counter points for the audience to consider.

Drew prefers to encourage an atmosphere where our community can respectfully agree to disagree. Drew has a tradition of bringing guests to campus who will intentionally challenge our community in an effort to, “create a distinctive environment for liberal education,” as well as contributing to our ethos of, “respect for individuality and appreciation of diversity,” as cited within the mission of Drew University.

Once it is decided that a speaker/performer and/or the topic which is being presented may be controversial, we will notify the advisors, club presidents, and/or leaders of communities on campus, who may espouse the opposing viewpoint, to allow people time to proactively creating a program, event, protest, or demonstration; in an effort to fight expression with expression.

Students and student organizations are permitted to host a protest or demonstration in response to an event, however, all protest and/or demonstration activity must be coordinated with the Office of Student Activities a minimum of 24 hours prior to the event to ensure designated space is established for safety and security concerns.

The Office of Student Activities also reserves the right to request meetings with student groups when controversial programs are being planned, in an effort to have clear communication with the members of our community as well as ensuring that safety and security measures are coordinated for all members of our community.

Events must take place between the first day of classes, and the last day of classes prior to the start of reading days and Finals.

Event Checklist

- Are you hosting a protest or demonstration? If so, read and follow the guidelines in the Responding to Current Events policy. This policy can be found further below in this Club Life Manual.
- Can your speaker/event be considered controversial or political? If so, read and follow this policy: Controversial Events/Political Events. This policy can be found further below in this Club Life Manual.
- Submit Program Proposal on The Path. **Clubs must submit program proposals for all programs, regardless if they need to spend budget money or not.*
- Submit a Purchase Request on The Path, if funds are required for your event.
- Submit event and set-up needs on [Mazevo](#) to confirm event location
- Are you using the Fire Pit? If so, read and follow this policy: [Fire Pit Policy](#)
- Email mrc@drew.edu any technology needs
 - If you need only a speaker, the Student Activities office has one you can borrow. Use this [link to reserve the speaker](#). The speaker can be borrowed for the duration of your event and must be returned to the Student Activities office within one hour after the event ends.
- Email tsomeslamccorne@drew.edu or stuactiv@drew.edu to advertise on our social media, and the Screens in the EC.
- Submit [E-Cater](#) order (if catering is needed)
- Submit Facilities Work Order (if needed)

Day Before The Event

- Follow up with all offices and vendors to confirm any services to be provided for the event.
- Communicate clear expectations to members of your group with specific event responsibilities.
- It is also recommended that you send out reminders to potential audience and group members to encourage their friends to attend your event.
 - Remind club members and volunteers who have signed up to help you set up and clean up the room where your event is being held.

Day Of The Event

- You should plan to arrive at least one hour before your event is scheduled to start. This gives you plenty of time to make sure everything is ready and all services have been provided.
- It is a good idea to bring contact information along with you to the site so you can communicate directly with your vendors if they are running late or are unable to locate your room.
- Conduct tests on all audio/visual equipment to make sure everything is in proper working order.
- Make sure that when your event begins, you are ready to greet people attending and make everyone comfortable. Please pay particular attention to invited guests. Sometimes, non-students can feel a little self-conscious about attending an event sponsored by student organizations, so please take the initiative to introduce yourself and encourage others in your group to create a welcoming environment.
- While the event is going on, make sure everyone stays on schedule.
- Keep a record of how many people attend your event.
- Also, take the time to enjoy yourself and take pride in what you have accomplished.
- After the event concludes, please make sure someone from your organization stays until everyone attending the event has left the venue.

Post-Event Responsibilities

It is often tempting to focus on the event and then move on to other responsibilities immediately following the completion of the program. Student organizers have in many cases put off other obligations and responsibilities in order to manage the responsibilities of event planning. However, there are a few details that must be attended to in order to bring your event to a successful and responsible conclusion.

- Send thank you notes/email messages to any speakers or guest lecturers who participated in your event.
- Recognize the contributions of members of your organization at your next general meeting.
- Discuss with your treasurer to make sure all your paperwork has been submitted; this includes all expenses for the event. The treasurer should compare his or her financial records with the official University records kept with the Student Government's Budget & Appropriations Comptroller or Office of Student Activities.
- Fill out an [Club Event Post-Programming Form](#) for your club records; this information is required for ad-hoc funding and should be passed from year to year to your incoming club leadership.

Some funding sources require a formal submission. Please be mindful of these requirements, as failure to complete these evaluations may cause your organization to forfeit funds committed in support of your event.

Club Events - Off Campus Guests

Drew University clubs and organizations regularly host events for the entire Drew Community. When an event is scheduled to begin at or after 7 PM, and the event is open to the greater community, we require off-campus guests to register to attend so they can enter campus via the Gate House managed by Campus Security. This roster is also shared with our Dean of Students Office.

Clubs must request to open their events to off-campus guests a minimum of two weeks prior to the event date. Club requests to invite off-campus guests that are received less than two weeks may not be approved. Events that have more than 25 guests from outside of Drew University will have a student engagement student staff member assigned to support.

- The process of requesting approval for off-campus guests includes the following:
 - Speak with your Student Engagement advisor about your event details
 - Once approved by Student Engagement, speak with the Director of Public Safety
 - Once approved by Public Safety, work with your Student Engagement advisor to create the guest list registration form; which will be posted on the Club Events website until 48 hours prior to the event.
 - Each non-Drew individual is subject to approval by Campus Security.
 - If someone is not approved by Campus Security, the student event coordinator will be notified and responsible for communicating this with the individual(s)
 - If guests are staying on campus overnight, the [Residence Life guest registration form](#) must also be completed
- Students and guests must agree to abide by State law, Federal law, and Drew University's policies and procedures while you are on campus for this event
 - [Full policy on university student conduct and procedures](#)
- Any student and/or guest at an event who is visibly intoxicated, may be removed from the event at the discretion of the University staff on site.
 - Students and/or guests may encounter appropriate sanctioning.
- If a student or guest is asked to leave an event, their guest or student host must also exit the event.
 - Students and/or guests may encounter appropriate sanctioning.

Ticketed Events

- There are no refunds for purchased tickets.

- Purchased or free tickets claimed by Drew students for events require registration with the sponsoring group.
 - All student groups must record ticket sales/giveaways and share all documentation with the Student Comptroller
 - Deposits for ticket purchases must be made within 24 hours of the ticket sale.
- Guest names must be registered when claiming a guest ticket
 - Should the registered guest change, the new guest name should be updated with the sponsoring group.
- Tickets claimed by Drew students cannot be transferred to other individuals without approval by the sponsoring group.

Space/Venue Reservations

Once you have formulated your ideas and established co-sponsoring relationships, your next step is to explore potential locations for your event. There are a wide range of options available for students. Listed below are some of the most popular places for student organizations to hold events:

- Simon Forum
- Concert Hall - contact Concert Hall separately to ensure its availability
- Mead Hall – All events held in Mead Hall require a full time faculty or staff member (usually your club advisor) to be in attendance for the duration of your club event.
- Resident Halls
- Ehinger Center
- Brothers College / academic buildings

In order to reserve a room or venue on campus, club leaders must submit a Mazevo Request online (for review and approval) for any event planned. Once this information is submitted, your request will be reviewed and next steps need to be completed in order for the event to be a success. Please note that in order to confirm a reservation, student organizations are required to first submit a Program Proposal on the Path and wait for approval.

Once a Mazevo request has been approved, it is the responsibility of the student organization to contact other University offices, such as HCH, Media Resource Center (MRC), Public Safety, Gourmet Dining, etc. as needed for the event.

Alcohol at Student Events

CLA Student Organizations are not permitted to serve alcohol at their events. Exceptions may be made for Student Activities-hosted events, such as 99 Nights 'Til Commencement and Senior Week events.

Graduate School and Theological School student groups are permitted to request to have alcohol at their events by petitioning the Office of Campus Life & Student Affairs. In order to do so, two weeks prior to the event, email the Associate Dean of Student Engagement, Stephanie Pelham, at Spelham@drew.edu, and Student Activities at stuactiv@drew.edu the following information.

- Name of club hosting the event
- Name of event. Event date, start and end time, and location.
- How many people do you anticipate at the event?
- Will there be any Faculty/Staff at the event?
- Will there be outside guests at the event?
- What Alcohol will be served?
- Who is hired as bartenders? (Ex: The Pub staff, or Aramark Staff) The remaining leftover alcohol goes back to the bartender's office/storage location.
- How much money is being spent on Alcohol?

When alcohol is permitted at a student-run event, the following guidelines must be followed:

- The alcohol selection is limited to beer, wine and malt beverages (i.e., wine coolers) only
- Open bars are not permitted at any student events
- Alcohol is permitted at student events for a maximum of 4 hours total.
- Drew University Faculty or Staff members, such as a club advisor, must be present at all CLA student organization events serving alcohol.
- Anyone who is visibly intoxicated when arriving at, or attending an event, will be removed from the event.
 - Judicial sanctions may follow
- When alcohol is permitted at a mixed age crowd event (i.e. 99 Nights or Senior Week) the following policies are in effect:
 - All attendees under 21 must be braceleted with an “under 21” identifying wristband
 - Event staff must provide a plan for ensuring no one under 21 receives an alcoholic beverage to be approved by Student Activities
 - Anyone who violates this policy will be removed from the event immediately
 - Judicial sanctions may follow
- Any event with alcohol must have a tabbed wristband policy in effect
 - Tabbed wristbands must be given to all 21+ individuals wishing to consume alcohol
 - One tab per drink, per hour of the event; not to exceed 4 tabs per event, even if the event is longer than 4 hours.
 - Free food and nonalcoholic beverages must be provided for the duration of the event.

- If the event is being held in any campus location besides The Pub and there is a fee for the event and/or wristband, a liquor license from the State of New Jersey must be acquired.
 - Groups should plan with Student Activities a minimum of 60 days prior to their event date to acquire a liquor license.
 - Permits require signatures from Drew representatives, Madison Town representatives and NJ State representatives
- Bartenders must be hired by the Drew University food service provider and Campus Security must be present at the event as determined by the Director of Campus Security or his/her designee.
 - Bartenders should be certified bartenders and TIPS and/or Responsible Serving of Alcohol Certification trained
- Outdoor events with alcohol require a double fence (“beer garden”) set up, per NJ State regulations
 - A request must be made for setup of the beer garden to Facilities (setup charges will apply)
- Event publicity and promotion, including all social media (hashtags, etc.) cannot encourage the consumption of alcohol.
 - “Bar crawls” are not permitted

Advertising

When the club is finally done planning the event: the DJ has been booked, food has been ordered, and all the forms have been filled out and approved through the Office of Student Activities. You can direct your ad campaign to target just Drew students or to the entire Drew community.

On-Campus Marketing Resources

- You: Word of mouth is the best way to inform people of your event, so make sure to tell your friends and classmates what exciting event your student organization has planned.
- Posters and Flyers: An easy and inexpensive way to get the word out about your event to a mass audience. Make sure all posts are in compliance with the policies listed in the [Freedom of Expression Policy](#).
- Path advertising & University Calendar: When events are submitted they advertise automatically on the Path and the University Calendar
- Social Media: If an organization has a social media account, it must follow the guidelines outlined in the Posting Policy for Online Material, which can be found on page 11 of the [Freedom of Expression Policy](#).

- Email lists: Students are encouraged to use their club's email lists to let their fellow students know about upcoming events.
- The Acorn: The Acorn is a weekly newspaper published by Drew University students. To get ad rates and other information please email acorn@drew.edu.
- WMNJ: Drew University's student-run radio station. To get ad rates and other details, please wmnj@drew.edu
- Academic departments: Contact the academic department administrator should your event have a corresponding interest with that department.

Creative Advertising Ideas

Be sure to receive approval from the Student Activities office for all creative advertising!

- Balloons
- Banners in buildings and residence halls
- Body Painting
- Buttons
- Candy attached to mailbox stuffers
- Chalk on sidewalks
- Create a sculpture (e.g. a giant spider for a screening of the movie Spiderman)
- Door-hangers
- Online Calendar
- Use Music – play a CD/DVD of the performer in the UC while handing out flyers!
- Offer some sort of incentive at the event (e.g. a drawing, contest)
- Poster – different shapes, sizes, and colors!
- Pass out ¼ sheets or mini-flyers in between classes
- Sandwich boards
- Skits, preview of program in The Commons
- Stickers
- T-shirts
- Flyers for napkin dispensers in The Commons

Canva Account

- Posters: Design in Stuactiv canva account, print in the EC office-we even have a giant poster printer!
- Stuactiv canva Account: stuactiv@drew.edu GoRangers76

Freedom of Expression Policy / Posting Policy

- When posting fliers and posters around campus, please make sure to adhere to the University's [Freedom of Expression Policy](#).

The Path

Visit our website at Path.drew.edu. The Path is our virtual student engagement platform. On The Path, you can join different clubs and student organizations, learn about events, and vote in important student leadership elections. It's your one-stop shop for club life! Here, you can propose an event, manage attendance, submit a purchase request, and more. (Remember, Clubs must submit program proposals for all programs, regardless if they need to spend budget money or not.)

On The Path you will also find the purchase requests form. Fill out the purchase request form so that you can buy event materials using your club budget. If you do not have a club budget or need additional funds, you can submit a funding request. Once your purchase request is approved, you can then make a credit card request.

At the start of each year, Student Activities staff will host a training on how to best utilize The Path. If you need training at any other time, contact stuactiv@drew.edu, and we would be happy to train your organization members!

Instructions to The Path for Club Leaders - [The Path Training](#)

Financial Policies & Procedures

Financial policies and procedures are a necessary part of leading a student organization. Since registered student organizations are formally recognized by Drew, any funds allocated to or collected by these organizations are University funds and are subject to University policies and procedures governing financial transactions. These transactions are processed by the University offices that provide services for the entire Drew community; our role in the Office of Student Activities is to serve as a bridge between student organizations and University financial offices. We are able to provide clarification about University policies and serve as an advocate, when necessary, to ensure that student organizations are considered when policies and procedures are being developed. All registered student organizations and their officers, or responsible members, agree to abide by University policies governing student activities. Any organization recognized by or receiving funding from the Student Government Budget & Organizations Board (formerly BOB) agrees to abide by Budget & Organization policies.

All financial transactions for organizations must begin with the Office of Student Activities or the Budget & Organizations Board (BOB). Any violation of the appropriate procedures could result in loss of financial and other privileges associated with registration of your organization. In

addition, the individual found to be in violation may be held personally responsible for the financial burden that was entered into inappropriately. All student organizations are required to keep financial records and to know and follow the policies and procedures.

Students cannot use Drew University funds; prior approval from the University is required on all acquisitions. This includes (but not limited to) verbal and written contracts

Purchase Requests

- Purchase Requests may be submitted between the first day of classes in August, through the last day of classes in May. Purchases past the last day of classes in May will not be approved.
- Please have purchase requests 2 weeks in advance unless for vendors, speakers, or any outside guest which needs 4 weeks in advance.
- Club leaders must meet to discuss contract details with the Office of Student Engagement staff prior to contracting any vendors or performers. Please meet with a member of the Student Activities office well in advance of the program, as all contracts must be submitted 4 weeks in advance of the program date. Please have Amazon orders 2 weeks in advance (all items may not come in on time, make sure to check before requesting items)

Applying For Funding

An organization should create a detailed budget for the event and review their current financial status. If the organization does not need additional financial support, they can begin the financial paperwork. If the organization does need additional financial support a number of funding sources may be available depending on the scope of the event and the co-sponsorships established. In many instances, requests for funding are pursued while the event registration process is underway. Please review the following options for student group funding:

- Office of Student Activities
- Budget & Organizations Board (BOB) - Ad Hoc
- Other club/organizations (please be mindful of the organization's mission)
- Academic Departments
- Other Campus Life and Student Affairs Offices
- Fundraising

Each Spring Semester a club can request funding for the next fiscal year. A club must attend a BOB interview to request a new budget the following year. During this interview a club must present an updated Path page with the new Executive Board, a filled out excel sheet of expenses and programs for the year, a total budget number for the year, two contacts & an advisor for the next year, and a layout of the current year expenses and turnouts. Once the interviews are

complete, BOB will review all submissions and send out an email of the approved budget for the next year within two weeks of the final interview.

Ad Hoc

Requests are now submitted via path.drew.edu as a Funding Request. Log in to [The Path](#), navigate to your club's page and click the "Finance" tab, then click the "Funding Request" button to submit your ad-hoc request. If you have any questions, you can contact the Budgets and Organization Board at bob@drew.edu.

Fundraising Policies

All student organizations are encouraged to fundraise.

- All fundraising events need to be approved by the Office of Student Activities and must be sponsored by a recognized student organization. All financial transactions must be handled by members of the student engagement.
- Fundraising includes, but is not limited to:
 - On and off campus solicitations – canning, tabling
 - Letter writing campaigns – requesting funds from alumni
 - Fundraising events - activities, 50/50, Applebee's flapjack tickets
 - Sales – baked goods, food, items, Krispy Kreme sales
- All fundraisers must be approved by the Office of Student Engagement. Any student organization found fundraising without prior approval from the Office of Student Engagement is subject to sanctions. Please review the [Fundraising General Guidelines](#) listed below.
- If necessary, meet with other University departments, if you are co-sponsoring.
- Deposit all funds into your restricted account via Student Engagement immediately. Please provide an envelope with your organization name, amount of money, fundraiser name, and date of the event. If it's a check it must be written to Student Engagement. This is given to Suzanne Rocco - srocco@drew.edu, please email prior to dropping it off the envelope.
- The use of third party fundraising/crowdsourcing sites such as Kickstarter or GoFundMe are not permitted.
- All club fundraising activities must be approved in advance by a member of the Student Engagement professional staff. Email us at stuactiv@drew.edu
- Outside fundraising and income-generating activities are encouraged, but are prohibited if using Student Government funds.
- We do permit clubs to solicit funds at their events, however, this solicitation cannot ever prevent an individual from attending a program or participating in the program.
- Example of a Permitted Club Fundraising Event:

- Dinner hosted by a student organization in which anyone is permitted to attend the event, eat at the event, and learn about the cause. A club is welcome to solicit donations from participants/attendants or sell items purchased by non-SG club funds.
- Examples of Unapproved Student Government-Funded Club Fundraising Initiatives:
 - A club may wish to purchase items (such as t-shirts, sweatshirts, scarves, water bottles, etc.) that could be sold to individuals. Clubs may purchase these items using funds raised by the club or funds received by an outside donation. Student Government/Student Engagement does not provide funding for clubs to purchase items that will then be sold to individuals.
- The sale of items which directly compete with the Drew Bookstore will not be permitted within or directly around the Commons.
- Student Organizations wishing to table in the University Center must reserve a table with Matt Dizinno - mdizinno@drew.edu
- Proof of donations for a specific cause/organization (Receipt, email from organization) must be provided to Student Activities within 48 hours of the donation.
- If you're planning on having a sponsoring organization, you must go over with the Office of Student Activities, whether a signed agreement with the Corporate Underwriter/Sponsor is necessary. The agreement outlines the physical and financial conditions placed on both parties for the duration of the event/fund raising activity.

Club Credit Card

Club members must abide by the following policies to gain access to a University Credit Card:

- First, and most importantly, organizations must submit and get approval for their program proposal, and purchase requests in The Path before requesting use of the credit card.
- Must email Suzanne Rocco - srocco@drew.edu & CC Terrance Somesla - tsomeslamccorne@drew.edu for access to the credit card
- Only allowed a max of 2 hours to have the credit card
- Can pick up the card 9am-6pm during the weekdays, no weekends
- Must fill out [receipt form](#) after returning the card, if it doesn't work take a pic & send to Suzanne with the date, time, and club name

Prohibited Purchases

The following items may not be purchased by a Drew University student organization budget.

- Gifts or honorariums: for speakers, presenters, graduating students, etc.
- Gas cards
- Alcohol
 - Not approved for events hosted by CLA student groups

- Graduate School and Theological School groups must petition the Dean of Campus Life & Student Affairs for permission to have alcohol at student-run events. For more details on this, please see the Alcohol at events policy below.

Approved Purchases

The following items may be purchased by student groups with Drew University funds after approval is received from the Student Activities office:

Program Supplies: tablecloths, paper products, fabric/materials

- Gift Cards for event give-a-ways must be \$25 or less for event give-a-ways only.
- No more than 10 gift cards can be distributed at one event. No more than \$250 worth of prizes can be distributed at one event. Winners cannot win more than one prize at an event. Winners must be registered students.
 - Gift Cards cannot be given as compensation, i.e. VISA (etc.) gift cards in lieu of travel compensation or travel reimbursement.

Food:

- Fast food, i.e. Burger King, McDonalds, etc. must be approved by the Office of Student Engagement.
- “Pot-Luck” events or providing food made by student groups is not permitted for events.
- Requests for Catering Services shall be submitted to Gourmet Dining (x3893) no later than two weeks prior to the event - <http://drew.e-cater.com/index.php/login/>

Copyrights: film screenings

- Groups must go through Swank and Criterion Pictures to acquire the appropriate copyrights for materials shown on campus. The Office of Student Engagement can assist with this process.
- Confirmation of the purchase of the copyrights must be provided to the Office of Student Engagement 2 weeks before the event, and prior to marketing the event.

Services: printing, performances, speakers, etc.

- Club leaders **MUST** meet to discuss contract details with the Office of Student Engagement staff prior to any verbal commitments with an agency or performer.
- If a group is purchasing a service, a contract and W9 form must be completed and turned into the Office of Student Activities a minimum of 4 weeks (20 business days) prior to the event date - [W9](#)
- Contracts turned in less than 3 weeks from the event date will not be processed
 - The service provider will not be permitted on campus or paid

Swag items:

- Swag must be purchased to be distributed to the general Drew University student community. Swag items cannot be purchased solely for club members or e-board members. Requests to purchase items for members only will be denied. Example

Swag items include: T-shirts, Hoodies and Sweatshirts, Hats and Caps, Stickers and Decals, Water Bottles, Tote Bags and Backpacks, Keychains, Lanyards, Pens and Notebooks, Sunglasses, Phone Accessories, Pins and Buttons, Mugs and Cups, Wristbands, Blankets and Towels, Tech Gadgets, Face Masks, Notable Accessories (scarves, socks, ties), Calendars and Planners, Umbrellas, & Patches.

Swag Policies

When to Purchase Swag

1. Beginning of the Academic/Club Year: Many clubs purchase swag at the start of a new year or term to welcome new members and promote the club.
2. Before Major Events: Prior to significant events such as fundraisers, competitions, or conferences to distribute or sell during the event.

How to Purchase Swag

- Budget Approval: Ensure the club's budget includes funds for swag and get approval from the club's financial officer or treasurer. Then, before starting any of the steps below, you must get approval to use your club's budget by submitting a Purchase Order Request Form on The Path. Follow all Club Life budget and purchasing procedures.
- Vendor Selection: Choose reputable vendors that offer customization options. This might involve requesting quotes from multiple vendors to compare prices and quality. Must pick from Student Engagements list of vendors.
- Design Approval: Create designs for the swag items and get them approved by the club's leadership or members. No inappropriate language or material. The design must be shown to the club advisor for final approval.
- Order Placement: Place the order well in advance to account for production and shipping times. Provide the vendor with all necessary design files and specifications.
- Payment Processing: Follow the University's procedures for making payments. This involves receiving purchase order approval, via The Path, requesting payment via a check, or using a club credit card.
- Distribution Planning: Plan how the swag will be distributed to students at Drew University. This could be at meetings, or events

Vendors

- All new vendors must fill out our vendor form; this includes speakers, DJ's, etc.
- Vendors, including DJs, cannot be paid via paypal payments. Vendors and DJs will be paid via credit card, or via check. Checks get mailed to the vendor up to 4 weeks after the event.
- Customized items only from: 4imprint, custom ink, sticker mule, Alfred's Sports Shop in Madison, NJ
- Amazon - once the purchase request is approved please send all item links & quantities to Suzanne Rocco srocco@drew.edu, do not order on Amazon using your own account

Prizes

Prizes can be allowed to be distributed at events sponsored by student organizations that are paid through their budget from Student Government/Student Engagement. However, they are limited and must abide by the following:

- No more than \$250 worth of prizes can be distributed at a single event.
 - Rare exceptions for large scale events may be approved by the Office of Student Engagement
 - Requests to distribute more than \$250 worth of prizes can be considered if the funds to support these prizes are coming from fundraised funds for the organization
 - An executive board member cannot win any prizes given out during their own events
- Gift Cards for event give-a-ways must be \$25 or less. Gift Cards cannot be given as compensation, i.e. VISA (etc.) gift cards in lieu of travel compensation or travel reimbursement.
 - Approved gift cards are sent to winners via email after an event. Please send Suzanne Rocco a list with the student winner's email address & amount/gift card info
 - No more than 10 gift cards can be distributed at one event. No more than \$250 worth of prizes can be distributed at one event.
- Winners cannot win more than one prize at an event.
- Winners must be registered Drew students.
- Record the winner of prizes. After your event, complete this form and return it to the Comptroller: [Prize Record Sheet](#)

Keys and Access to University Facilities

Club officers are responsible for ensuring that all keys issued to their club are handled securely and used appropriately. Specific responsibilities include:

- Authorization: Ensuring that only authorized individuals are in possession of keys.
- Reporting: Immediately reporting any loss or theft of keys to Student Activities staff, and University security.
- Return of Keys: Ensuring that all keys are returned to the Student Activities Office within 2 hours of checking out the key.

Unauthorized Possession, Duplication, or Use of Keys

Unauthorized possession, duplication, or use of keys to any University facilities is strictly prohibited. This includes:

1. Possession: Holding or carrying keys to University facilities without proper authorization.
2. Duplication: Copying or attempting to copy keys to University facilities without explicit permission.
3. Use: Using keys to access any University facilities without proper authorization.

Unauthorized Entry and Use of Facilities

Entering or using any University facilities without proper authorization is strictly forbidden. This includes:

1. Unauthorized Entry: Accessing any part of the University's buildings or rooms without prior permission from the relevant University authority.
2. Unauthorized Use: Utilizing University spaces or resources without proper authorization for activities not sanctioned by the University or its departments.

Enforcement and Consequences

Violations of these rules may result in disciplinary action by the University, which could include:

- Revocation of club privileges.
- Loss of access to University facilities.
- Disciplinary action against individual members involved, which may include suspension or expulsion from the University.
- Possible legal action for trespassing or other violations.

Club Storage

Clubs can store items in the Tolley/Brown basement club storage room. Please make sure to have your club's items in a labeled box. The Tolley/Brown basement club storage room key can be signed out of EC 138.

If items make their way to EC 128 & 138 for any reason, they will be discarded after 24 hours. The offices, EC 128 & EC 138 are not storage spaces and items cannot be left there before or after events.

Golf Cart Policy

The Student Engagement Golf Cart can only be used by Student Engagement staff members. Student staff who are using the golf cart must first receive permission from professional staff to use the golf cart. All drivers of the golf cart must have a valid license. Golf cart keys will remain locked in the lockbox when the office is closed.

Package Pick Up

Organizations will be notified when your packages, amazon orders and supplies are delivered to the Student Engagement office. Organizations must pick up their packages from EC 138 within 24 hours of delivery.

Student Travel

When off-campus, all students are expected to follow the guidelines as listed in Daniel's Dictionary.

- Student Travel that is funded by a club budget must do the following:
 - Groups must first submit the online Student Engagement [off-campus event form](#) with tentative event details and logistics to Student Activities
 - To request transportation such as bus, van, or rental car, fill out this form: [Transportation Request](#)
 - A Student Engagement staff member will schedule a follow-up meeting to confirm all travel arrangements with the club liaison. During this meeting, student leaders should provide an emergency contact list of all students traveling to the staff member.
- Student Travel funds requested from Student Government must adhere to the following planning process:
 - Step One: Submit the ad hoc request form; attend BOB ad hoc meeting
 - Step Two: Once BOB funds are approved, submit the online off-campus event form and attend a follow-up meeting with a Student Activities Staff member.
- Club travel maximum coverage: \$250 per student per event; must be approved by BOB:
 - Student travel funds are permitted to be used for program registration, transportation and lodging only. Food expenses are to be covered by each individual student.
- Bus rentals are our preferred method of transportation for group trips
 - Our preferred University vendor for bus rentals is: Passaic Valley Coaches

- Price quotes from three vendors are still required
- Insurance coverage for the trip must be provided by the Bus company
- To request transportation such as bus, van, or rental car, fill out this form: [Transportation Request](#)
- Groups of 30 or less:
 - Public Transportation is our preferred method of transportation
 - Group rates for NJ Transit should first be considered; visit the NJ Transit website for more information:
 - NJTransit.com; search: Group Sales or
 - http://www.njtransit.com/ti/ti_servlet.srv?hdnPageAction=GroupTravelTo
 - Requests to NJ Transit are required 30 days prior to the travel date.
 - Rental cars are our second preferred method of transportation
 - To reserve a rental car, a club representative must meet with the Office of Student Engagement to make all rental car arrangements
 - Club funds (i.e. university credit cards) can be used to cover gas expenses in a rental vehicle

Student Travel Policies

Student Organizations that want to travel and take overnight trips must contact Student Activities at least 6 months in advance. The Student Activities staff will provide you with a checklist to follow in order to obtain the University's support for your organization's trip. Failure to meet the expectations of the checklist will result in your trip being cancelled. Contact stuactiv@drew.edu 6 months in advance of your overnight travel, in order to get the process started. We look forward to supporting you as you plan your trip!

Responding to Current Events

The Office of Student Activities encourages and supports student activism by guiding students through the development of programs and events.

If you would like to host a protest or demonstration, we ask that you meet with our staff to inform us of your plans. This will allow us to help you to secure an approved, safe space on campus to host your protest or demonstration, as well as, to notify the necessary campus partners who may also assist with your program details and logistics.

Vigils, memorials, or campus-wide meetings such as a rally or walk also require notification of the Student Activities staff, again to ensure students are provided with appropriate space on campus to meet your program goals.

To ensure that the University can carry on with its ordinary activities and functions, the University retains the right and ability to place restrictions on the time, place, and manner.

When appropriate, we also encourage students to invite or update our Campus Chaplain, Public Safety, and/or the Counseling Center staff about programs to ensure support is provided for students in need.

Student Activities Contact Information

- Michelle L. Brisson, Ed.D., Dean of Student Life
 - Email: mbrisson@drew.edu
 - Phone: 973.408.3460
- Stephanie Pelham, Associate Dean of Student Engagement
 - Email: spelham@drew.edu
 - Phone: 973.408.3961

Campus Partners

- Campus Chaplain
 - Tanya Linn Bennett
 - Email: tbennett@drew.edu
- Campus Safety
 - Email: safety@drew.edu
 - Phone: 973.408.3378
- Audra Tonero, Executive Director, Counseling Services
 - Email: atonero@drew.edu
 - Phone: 973.408.3395

Controversial Events/Political Events

- Drew prefers to encourage an atmosphere where our community can respectfully agree to disagree. Drew has a tradition of bringing guests to campus who will intentionally challenge our community in an effort to, “create a distinctive environment for liberal education,” as well as contributing to our ethos of, “respect for individuality and appreciation of diversity,” as cited within the mission of Drew University.
- Once it is decided that a speaker/performer and/or the topic which is being presented may be controversial, we will notify the advisors, club presidents, and/or leaders of

communities on campus, who may espouse the opposing viewpoint, to allow people time to proactively creating a program, event, protest, or demonstration; in an effort to fight expression with expression.

- Students and student organizations are permitted to host a protest or demonstration in response to an event, however, all protest and/or demonstration activity must be coordinated with the Office of Student Activities a minimum of 24 hours prior to the event to ensure designated space is established for safety and security concerns.
- The Office of Student Activities also reserves the right to request meetings with student groups when controversial programs are being planned, in an effort to have clear communication with the members of our community as well as ensuring that safety and security measures are coordinated for all members of our community.

Student Conduct Procedures

Students and organizations who fail to abide by University Policy and Procedures will be held accountable through our student code of conduct. For more information on the student code of conduct, see the links below.

- [University Student Conduct Policy and Procedures](#)
- [Student Organizations Conduct Policy and Procedures](#)

Additional policies for the Graduate and Theological Student Groups and Associations

- [Graduate & Theological Student Groups & Associations Policies](#)

Diversity, Equity & Inclusion

Inclusion Statement for Club Leaders

In Drew University Club Life, we are committed to fostering an inclusive, welcoming, and supportive environment for all members. Our dedication to inclusion encompasses the following principles:

1. Respect and Dignity: Treat all members with respect and dignity, acknowledging the inherent worth of every person. Discrimination, harassment, or exclusion based on race,

ethnicity, nationality, ancestry, gender, gender identity, sexual orientation, age, disability, religion, or any other characteristic will not be tolerated.

2. **Equal Opportunity:** Provide equal opportunities for involvement, leadership, and participation in all club activities. Actively seek to include diverse perspectives and experiences in your decision-making processes and event planning.
3. **Safe and Supportive Environment:** Strive to create a safe space where all members can express themselves freely and without fear of judgment. Encourage open dialogue and actively listen to the concerns and ideas of your members.
4. **Accessibility:** Commit to making your events, meetings, and activities accessible to all members. This includes providing accommodations for disabilities and considering various needs to ensure everyone can participate.
5. **Continuous Improvement:** Regularly review and assess your practices, policies, and culture to ensure they align with your commitment to inclusion. Welcome feedback from your members and dedicate to making necessary changes to improve inclusivity.

As leaders of Drew University Club Life, we pledge to uphold these principles and work diligently to create an environment where everyone feels a sense of belonging and empowerment. We believe that diversity enriches our community and strengthens our club, and we are dedicated to celebrating and valuing the unique contributions of each member.

For more information, check out the [Diversity, Equity & Inclusion](#) page for information about Diversity programming and resources at Drew University.