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Office of Student Engagement (OSE) Directives and Procedures Manual

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Student Leadership - Student Activities - Performing Arts - Campus Media

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INTRODUCTION AND FOUNDATION

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1.1 ACKNOWLEDGEMENTS

The Office of Student Engagement (OSE) has adapted this manual with assistance from other colleges, colleagues and campus partners. Many policies that impact student organizations come from a variety of offices and departments. Specifically, OSE wants to acknowledge the contributions of the Professional Staff, Student Staff, Student Leaders, Student Organizations, Student Senate, ACES personnel, Technology Services, Document Center Personnel and Facilities Services Personnel.

1.2 INTRODUCTION

The purpose of this manual is to provide an overview of the policies and procedures associated with the Office of Student Engagement and all the programs overseen by OSE. There are many offices/departments at Alfred State that a student leader may interact with, and we hope this document will answer most of your questions and serve as a one-stop, all-encompassing resource. Questions, concerns, and/or additions about this manual can be directed to the Office of Student Engagement at StudentActivities@AlfredState.edu.

1.3 OFFICE OF STUDENT ENGAGEMENT – MISSION STATEMENT

Consistent with the College's mission of graduating well-rounded individuals, the Office of Student Engagement exists to support, encourage, and engage students by providing:

- Leadership, recreational, cultural, and experiential opportunities
- A support system of guidance, understanding, service, and leadership
- Social opportunities where all students feel welcome, can achieve success, and become responsible community members

As part of the Division of Student Affairs, Student Engagement provides you with opportunities to engage in cultural, educational, social and recreational activities. These pillars are an integral part of our community, which help you make the most of your co-curricular experience through participation in our programs, clubs, and organizations. We provide programming, leadership development, and student organizational assistance as well as advice that enhance campus life and contributes to enrollment and retention.

1.4 RULES AND REGULATIONS

All rules of the Board of Trustees of Alfred State, Village of Alfred, and State of New York, including, but not limited to, the New York State Penal Law, the New York State Vehicle and Traffic Law and applicable Federal laws apply on campus and thus, are considered part of the policies of the Office of Student Engagement. The Office of Student Engagement and the Division of Student Affairs reserve the right to establish policies for the orderly use of College services in accordance with applicable laws and other Alfred State policies.

1.5 DISCLAIMER

The Office of Student Engagement and the Division of Student Affairs reserve the right to improve, add, delete, or otherwise modify the contents of this policy manual, in whole or in part, at any time. In addition, the Office of Student Engagement will defer to other College offices and departments regarding any updates or changes to policies and procedures concerning the specific functional areas of responsibility of those various offices.

1.6 CLUB SPORTS

The Office of Student Engagement defers to the Athletic Department and Intramural Manual regarding any additional and specific policies and procedures for the events and activities of official club sports at Alfred State.

1.7 POLICY VIOLATIONS

Violations of Alfred State policies and/or Office of Student Engagement policies may result in removal of student organization recognition, possible freezing or suspension of organizational funding (Student Senate action), disciplinary action, and/or other appropriate action(s).

1.8 FREEDOM OF ASSOCIATION

Subject to compliance with College policies and regulations, students are free to organize and join associations to promote their common interests. The College and Student Senate of Alfred State believe it is appropriate to share its resources with

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associated groups in order to fulfill the College's overall educational and co-curricular goals. Therefore, associated groups may apply to become recognized student organizations in order to access College and Student Senate resources.

1.9 ALFRED STATE ANTI-HAZING POLICY

Any organization, individual, or agency not acting in accordance with the Alfred State Hazing Regulations and the NYS Penal Code will be subject to disciplinary action.

Range of Sanctions (individuals): Disciplinary Probation to Disciplinary Expulsion

Range of Sanctions (organization): Disciplinary Suspension to Disciplinary Expulsion

Information: Organizations which operate upon the campus of Alfred State or upon the property of Alfred State used for educational purposes or any recognized organizations operating off campus, shall be prohibited from taking any action, creating or participating in the creation of any situation which recklessly or intentionally endangers the mental or physical health of any person, or which involves the forced consumption of alcoholic beverages or drugs by a person for the purpose of initiation into or affiliation with any organization. Any organization which permits the prohibited conduct described shall be subject to the permanent rescission of permission to operate upon the campus or upon the property of the state-operated institution used for educational purposes; or, in the alternative, a period of suspension of said permission to operate; or probationary status with supervised conditions of operation. The penalty provided in the subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject pursuant to 8 NYCRR 535.

Section 6450 (1) of the Educational Law requires that the provisions of 8 NYCRR 535, which prohibits reckless or intentional endangerment to health of forced consumption of alcoholic beverages or drugs for the purpose of initiation into or affiliation with any organization, shall be deemed to be part of the bylaws of all organizations which operate upon the campus of any state-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organization.

Alfred State also enforces local, state, and federal laws, specifically including, but not limited to, NYS Penal Law, NYS Education Law, and New York Code Rules and Regulations (NYCRR).

Under the Penal Law, a person can be found guilty of hazing in the first degree (a Class A misdemeanor) if the person is found to be "intentionally or recklessly engaging in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury" (Penal Law, 120.16). An offense designated as hazing in the second degree (a violation) incorporates a nearly identical definition except that no actual injury to any person need be proved (Penal Law, 120.17). A conviction of this offense can carry up to 15 days in jail, a monetary fine, and community service obligations.

Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there are reasonable grounds to believe that a violation(s) exists of these provisions by any organization which shall state the provision proscribing the conduct and shall specify the facts alleged to constitute such violation.

Such written charges shall be served upon the principal student officer of the organization by the College. Upon written request by an authorized representative of the organization, the associate dean for judicial affairs, as the vice president for student affairs' designee, shall provide the representative of the organization an opportunity for a hearing. The Student Conduct Committee shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge which will contribute to a full and fair consideration therefore and determination thereon. In cases of alleged violations of recognized Greek organizations, the cases shall be heard before the Greek Judicial Board. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The Student Conduct Committee (or where appropriate, the Greek Judicial Board) shall submit written findings of fact and recommendations for dispositions of the charge to the associate dean for judicial affairs. Notice of the decision shall be in writing, shall include the reasons supporting such decision, and shall be served on the principal officer of the organization by mail in the manner described in the above paragraph within a reasonable time after such decision is made.

1.10 EQUAL OPPORTUNITY

In compliance with federal law including the provisions of Title IC of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Alfred State does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; its admissions policies, scholarships, and loans programs, athletic or other College-administered programs; or employment. In addition, the College does not discriminate on the basis of sexual orientation consistent with the College nondiscrimination policy.

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1.11 EQUAL ACCESS

Alfred State is committed to providing equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA), Alfred State does not exclude otherwise qualified persons with disabilities, solely by reason of the disability from participating in College programs and activities nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

Students with disabilities who choose to participate in student organizations and programs on Alfred's campus have the right to nondiscrimination and confidentiality. Students with disabilities have the responsibility to request reasonable accommodations from student organizations, if necessary, in a timely manner.

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STUDENT ORGANIZATION RECOGNITION AND MANAGEMENT

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2.1 STUDENT ORGANIZATION RECOGNITION

Recognition is the process through which a student organization receives active status within the College. The Office of Student Engagement, in collaboration with the Student and Greek Senates of Alfred State, reviews all applications and determines recognition. Recognition is a privilege given to student organizations that comply with institutional policies and procedures. Organizations apply annually to be recognized beginning in the Fall term. OSE has clear expectations, guidelines, and instructions for recognition. All club leaders are expected to be knowledgeable of club and organizational policies, procedures and expectations, which can be found at my.alfredstate.edu/OSE.

2.2 DENYING RECOGNITION

Alfred State reserves the right to deny recognition to any group that prohibits membership, discriminates against protected classes, whose mission and purpose violates Alfred State risk management guidelines, and/or is counter to the educational mission of the institution.

Further, recognition may be denied if determined by the Office of Student Engagement that an organization duplicates the purpose and mission of an existing organization and/or entity, or if the group's purpose is not consistent with the educational mission of the College.

Recognition and support for an organization may be removed by the OSE or through recommendation of the Student and Greek Senates after provisional or probationary periods should the organization not meet established expectations.

2.3 STUDENT ORGANIZATION YEAR – FISCAL YEAR

Recognition does expire and student organizations must apply for and receive recognition annually based on the College's academic year.

Student organizations can begin renewing their recognition in April / Spring Semester.

All College and student organization budgets are based according to this fiscal cycle (July 1-June 30). Student organizations are able to access and use funds if established (through Student Senate) as a Student Senate recognized student organization for that fiscal year cycle.

Further, student organizations that have not completed the recognition process for previous year:

- Will be unable to reserve space
- Utilize funds - *these groups will be unable to access their budgets until they have completed the recognition process for the Academic year.*
- Advertise Events

2.4 STEPS IN THE STUDENT ORGANIZATION RECOGNITION PROCESS

The recognition process primarily consists of the following:

- Update and keep current roster with executive positions on PioneerLink
- Complete and submit the online recognition application via PioneerLink
- Upload a constitution, containing Anti-Discriminatory and anti-hazing statements via PioneerLink
- The group's full-time faculty/staff advisor confirms his/her role via PioneerLink
- Complete Organizational Maturation Assessment
 - The President or Vice President must complete this task
- Completion, submission and acceptance of a comprehensive Risk Management Plan (as necessary)

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With over 100 student organizations at various stages of recognition throughout the year, the process can take approximately 10-14 business days depending on how quickly the group and advisors complete their steps in the process.

To help clarify the student organization recognition process, follow the steps and instructions on the following page: my.alfredstate.edu/OSE

2.5 STARTING A NEW STUDENT ORGANIZATION

This first step is to read the recognition and re-recognition packet found at <https://pioneerlink.alfredstate.edu/organization/StudentEngagement> . Next, students will set-up an appointment with Office of Student Engagement staff via StudentActivities@AlfredState.edu.

Each organization must have a unique mission and individuals seeking to start an organization cannot replicate an existing group. The Office of Student Engagement can help you determine if an organization with the same mission already exists, however, students are encouraged to review the most up-to-date listing on PioneerLink.

To start a new group, students must prove interest in the mission and purpose of the group, sustainability, and you will need to define a president, vice president, treasurer, and full-time advisor. The OSE also requires primary Advisors to be an employee of Alfred State or ACES, though secondary Advisors can support organizations without affiliation with the College.

2.6 STARTING A NEW SPORTS CLUB

In order to start a new sports club, students must:

- Meet with the Director of Intramural and Club Sports, or designee, in the Orvis Activities Center to discuss student interest and review requirements including facility and equipment needs, operational needs, outlet for competition, instructional needs, feasibility at Alfred State, etc.
- Hold an interest meeting and gather names, ID #'s of those interested
- Complete an online application via PioneerLink for official consideration
- Application will include a constitution and other appropriate documents
- Build a Risk Management and waiver policy (Director of Intramural and Club Sports, or designee, will send to prospective Club/Org members).
- Applications for a new sport club are due by established deadlines for proper consideration

Final approval of recognition is required from Director of Intramural and Club Sports, or designee, and Director of Athletics.

RECOGNITION OF CLUB SPORTS

The Intramurals Office works in conjunction with the Office of Student Engagement (OSE) to provide official recognition to Alfred Club Sports. The Director of Intramurals and Club Sports, or designee, serves as the Club Sports Program administrator and is responsible for the development and implementation of the policies of the program. OSE offers official Alfred State recognition, but since the program complements other recreational sports offerings, the Director of Intramurals and Club Sports, or designee, must approve all clubs and also serves as a main contact for Club Sports members. Club sports are formed and governed by the students based on their common interests.

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2.7 CATEGORIES, TYPES, AND CLASSIFICATION OF STUDENT ORGANIZATIONS

When selecting your "Category", use the following in deciding which category best describes your group:

- **Open Student Organizations** – “Open” student organizations are recognized by the Office of Student Engagement. Organizations are classified as “Open” if leadership and membership is offered to full or part-time enrolled Alfred State students.
 - Groups are eligible to apply for student activity fee funding from the Student Senate.*
 - **General Interest** - These organizations do not fall into any of the other types mentioned. Overall, they promote general interest of the student body.
 - **Media (Technology/Publications)** - These organizations bring together students who have a common interest and desire to learn about and execute the operation of a specific medium (newspaper, yearbook, literary magazine, radio station, etc.) or technology.
 - **Cultural (International/Multicultural)** - Organizations who have a common interest and desire to learn about and/or promote an understanding of a specific people or culture.
 - **Spiritual & Religious** - These organizations bring together students who have a common interest and/or practice a specific faith and a desire to learn about and /or promote an understanding of a specified spirituality or religion.
 - **Political** - Students who have a common interest and/or subscribe to a specific political party, movement or hope to advance a specific agenda as well as a desire to learn more about and/or promote an understanding of a set of political values and/or genre.
 - **Community Service/Social Action** - These organizations advocate for and promote community and/or social issues through programming, philanthropy, volunteerism, and/or community service.
 - **Performing and Fine Arts** - Organizations that bring together students who have a common interest and desire to explore, perform and/or learn more about a variety of art form and music genres.
- **Exclusive Student Organizations** – Exclusive student organizations are recognized by the Office of Student Engagement in conjunction with other Academic Departments and governing entities. ***These groups MAY be eligible to apply for student activity fee funding from the Student Senate.*
 - **Academic** - Generally affiliated with a specific major, department, college or school. The primary focus is to promote interest and discovery within a specific field of study.
 - **Honorary** - Student organizations affiliated with a regional or national association. Honorary groups have set criteria that students must meet in order to be eligible for membership and are usually affiliated with a specific field of study or interest.
 - **Greek Organizations** – The Greek Community at Alfred State is governed by Greek Senate, a student-led organization comprised of representatives from individual Greek chapters with a shared vision and common goals that reflect the community's ideals and values. The goal of Greek Senate is to uphold the four pillars of Greek life: Scholarship, Service, Leadership, Brotherhood and Sisterhood.

2.8 BASIC BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

- Increased visibility and accessibility
- Access to available services and equipment on the Alfred and Wellsville campuses
- Permission is granted to use the College name and logo when identifying the organization in accordance with College guidelines and policies on the use of the College's name and logo
- Access to funds from student activity fees in accordance with established policies, procedures and eligibility criteria set forth by the Student Senate of Alfred State
- Access to an organization mailbox and web space/e-mail address
- Leadership materials, educational resources, and mailings from the Office of Student Engagement
- Listing of organization information in PioneerLink and all official publications
- Opportunity to participate in the Activities Fair during the Fall and Spring terms to promote and recruit

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- Opportunity to acquire office/storage space on a yearly basis for student organization use
- Large and small event planning assistance

2.9 BASIC RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

- Accept responsibility for the supervision and safe operation of all sponsored programs and events
- Accept responsibility for reimbursing Alfred State or Student Senate for damage to College/Senate-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the utilization of College/Senate-owned property or facilities
- Assure that all promotion and advertisement of events involving the use of College or Senate property or facilities shall identify the group sponsoring the event
- Maintain active and up-to-date files in PioneerLink and with the Office of Student Engagement (membership information, constitution, officer changes, etc.)
- All officers are currently and actively enrolled full-time students in good academic standing
- Maintain membership which reflects funding source requirements
- Have president, vice president (or second-in-command designee), and treasurer fill out Organization Maturation Assessment and complete the Treasurers training (if Treasurer)
- Comply with all College policies and regulations as defined in the Alfred State Student Handbook and the Office of Student Engagement Policies and Procedures Manual, as well as local, state, and national laws

2.10 LEADERSHIP POSITIONS IN STUDENT ORGANIZATIONS

Student organizations are permitted to create limits, parameters, or standards for leadership positions in a student organization, while not discriminating against students who desire to become a member. For example, a self-defense-based student organization may have its membership open to all students, but the organization may designate that leadership be from a member with a certification in a particular level of instruction. Parameters for leadership positions may differ among student organizations. Parameters for leadership positions may be approved or rejected by the Office of Student Engagement and Student Life.

2.11 CONSTITUTIONS

Student organization constitutions help the group function. Constitutions articulate the purpose of and procedures to be followed. The constitution should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution is kept up-to-date to reflect the current state of affairs.

A constitution will serve to clarify the organization's purpose, delineate basic structure, and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is about and how it functions. Constitutions are submitted via PioneerLink along with the online student organization recognition forms located in the www.pioneerlink.alfredstate.edu/organization/StudentEngagement.

OSE will review the constitution and discuss any necessary constitution revisions. The organization will then be given the opportunity to revise, resubmit, and review their constitution as necessary during this process.

2.12 WRITING A CONSTITUTION The Office of Student Engagement understands that writing a constitution may be challenging. A 'skeleton constitution' can be downloaded from the OSE Website. Student organizations can also contact the Office of Student Engagement for a complete example from another recognized student organization.

2.13 OFFICER TRANSITION

The Office of Student Engagement helps student organizations effectively transition the leadership of their group to other students. Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Transitioning is important because it:

- Provides the new leader with significant organizational knowledge
- Minimizes confusion of the leadership change throughout the entire organization
- Facilitates a sense of accomplishment and closure for outgoing leaders

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- Helps incoming leadership gain the special expertise of outgoing leaders
- Increases the knowledge and confidence of the new leadership
- Minimizes the loss of momentum and accomplishments of the organization
- Provides a sense of continuity among the membership

Examples of downloadable Officer Transition documents:

- Provides a sense of continuity among the membership
- Officer Transition Checklist
- Incoming Officer Survey
- Outgoing Officer Survey

2.14 NEW, OR CHANGE, OF OFFICERS DURING THE ACADEMIC YEAR

When new officers are elected or there is a change mid-year, organizations must update this information electronically via PioneerLink. The president (or any administrator of the organization's PioneerLink site) can change any officer's status in PioneerLink. Leaders can change officer positions by upgrading/downgrading member status on the organization's PioneerLink page. For new organizations, once the application and organization is approved, they will have the opportunity to list their new president/treasurer/officers/etc. Further, other positions can be added after the application has been approved. Should you have any questions or concerns, visit the Office of Student Engagement in Student Leadership Center (SLC, 2nd Floor, Suite 204) or e-mail StudentActivities@AlfredState.edu.

2.15 STUDENT ORGANIZATION ADVISORS

All recognized student organizations must have an advisor who is a full-time administrative, faculty, or professional staff member of Alfred State or ACES, unless otherwise approved by the Office of Student Engagement. The advisor and members of the student organization should mutually agree on the roles and responsibilities of the advisor – the Office of Student Engagement can assist with this process.

At a minimum, an advisor should:

- Have basic knowledge as to the history, structure, and purpose of the organization
- Be aware of the group's finances and budget
- Provide useful guidance to help the student organization identify and attain its goals
- Be knowledgeable of College policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization
- Maintain ongoing contact with club officers

OSE strongly encourages advisors to use the Student Organization Advisor's Resource Manual. In addition, all Advisors must fill out an Advisor Agreement, located at my.alfredstate.edu/OSE. Moreover, advisors are encouraged to contact the Office of Student Engagement at StudentActivities@AlfredState.edu or with questions or for further information.

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EVENT PLANNING

3

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EVENT PLANNING

3.1 EVENT PLANNING

In order to excel as a student organization at Alfred State, your organization must plan events. Planning a successful event can be a challenging, but rewarding experience. Events promote the organization mission and initiatives, encourage others to join through active recruitment, and serve as a way to host a meeting for your members. Whatever your organization is seeking to plan, it is extremely important that all policies and procedures are followed. These policies protect not only the College, but also the student organization and yourself from any potential risks or liabilities.

3.2 EVENT ASSISTANTS

Event Assistants help plan for facility usage and provide expert planning advice to student organizations. They are our strongest student leaders working with all College departments to ensure the success of all campus events and programs. Event Assistants represent the Office of Student Engagement through the Office of Events and provide guidance and logistical assistance to all student organizations, and are willing and available to spend time with any student leader to create a successful event. The Event Assistants will help you through the process of reserving your space, discussing safety arrangements, and coordinate the set-up and clean-up of your event.

3.3 Reserving Space on Campus – Policy & Procedure

The following groups may reserve a variety of spaces on campus for meetings and events provided the event does not conflict with the schedule of academic activities:

- Alfred State departments
- Registered student organizations

Alfred State reserves the right to prohibit the use of college facilities for any activity or program that conflicts with the educational mission of the institution.

3.4 REQUESTING A SPACE

Reservation requests are submitted online at <http://events.alfredstate.edu/VirtualEMS/> at least 5 business days prior to your meeting or event. Requests for meetings or events requiring work orders for set up or that have technology needs should be submitted at least 10 business days prior to your meeting or event.

Requests submitted after these time periods may be denied. Allow a minimum of 72 hours (3 days) to respond to your room/space request. If your request is approved a confirmation email will be e-mailed to you. Please remember that your reservation is not final and your event location should not be publicized until you have received a confirmation from the Office of Student Engagement. Review the details in the email confirmation that you receive and contact the Office of Student Engagement immediately with any changes needed.

- **Directions for submitting your reservation request:**
 - With your Alfred State username and ID, log into <http://events.alfredstate.edu/VirtualEMS/>
 - Under the “Reservations” tab, select “Room Request”
 - Fill out the “When and Where” section on the left side of the page and when finished, click the “Find Space” button at the bottom
 - You will be taken to the location tab and you will see a list of rooms/spaces that meet your request criteria. If the hour space is clear there is availability. If the hour space is dark blue, that room/space is not available.
 - When you find the room/space you wish to request, click the “+” button. This will send the room/space information to the top of the page. When you have finished selecting, click the yellow “Continue” button. You will be taken to the “details” tab.
 - On the “Details” tab provide the information requested. In the client box, if there is no information, click the search icon to see your choices.
 - When you have completed the details page, click the yellow “Submit” button to finalize your request. You will see a notice that your request has been submitted. You will also receive an email showing specific information about your request.

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- You may check your reservation status at the bottom of the “Reservations” tab by clicking “View My Requests”, to see all of your requests or reservations.

If you have issues with access or additional questions about your request, please contact the Office of Student Engagement, Special Events Office at (607)587-4098.

Partnership Locations – Additional Spaces Available for Student Organization and College Department Use:

The following locations are reserved in partnership with other departments and are subject to their approval. Use of these spaces must first be approved by the office or department that oversees that space. It is recommended to contact these offices directly if you are interested in reserving these spaces.

- **Recreational Facilities (Athletics Department)**
 - Orvis Activities Center – Contact Coach Jerry Jusaniec at 607-587-4635 or JusianJM@alfredstate.edu
 - Gymnasium
 - Pool
 - Wrestling Room
 - Pioneer Stadium
 - Practice Fields
- **Dining Facilities (ACES)**
 - Central Dining Hall- Contact Margie Terry at 607-587-4046 or TerryMA@alfredstate.edu
 - Student Gathering Space
 - The Terrace
 - Allegany Room
 - 10 Elm
 - Lake Lodge

3.5 USAGE GUIDELINES

Please help us keep our facilities clean and safe:

- No alcohol, tobacco products, open flame or non-service animals outside of designated areas
- Clean up after yourselves and your guests. Garbage is to be removed after the event ends. A fee will be charged if cleaning is required.
- Do not alter the facilities in any way. Please no nails, screws, staples, tacks, non-removable tape, glue or paint on any part of the facility, fixtures, furnishings or equipment. Please do not remove any furnishings or equipment from the room.
- Keep all sidewalks free of obstructions and make sure wheelchair ramps are accessible.
- Failure to comply with University policies or Federal, State and local law may result in the cancellation of future reservations and/or restriction from the use of college facilities. Discrimination in the use of these facilities regarding disability, race, religion, nationality or sexual orientation is prohibited.

“FRONTING”

The individual making the reservation(s) assumes all responsibility for the accuracy & veracity of the information presented to the Office of Student Engagement (Campus Reservations & Events) regarding the event. Registered Student Organizations, Alfred State Departments, and off campus organizations and individuals are not permitted to reserve space on behalf of other Registered Student Organizations, Alfred State Departments and off campus organizations and individuals – or other organizations or individuals – or transfer reservations to another group or individual

Any group participating in these activities will have all reservation privileges (including existing future reservations) suspended for a 6-month (consecutive) period – not including summer or break periods.

CANCELLATION POLICY

Groups must cancel reservations for rooms they will not use. Groups failing to cancel reservations and holding unused rooms/space may have reservation privileges suspended for a 3-month (consecutive) period – not including summer or break periods.

3.6 RESERVATION CHANGES

To request changes to your reservation, contact the Office of Student Engagement, Special Events Office at

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607-587-4098 or by emailing burdicl@alfredstate.edu at least 3 business days prior to your event. Our ability to accommodate your request is dependent on the availability of facilities, equipment or personnel.

3.7 RECURRING RESERVATIONS

The Student Leadership Center Small Event Space and Park Space are not permitted to have recurring reservations and such requests will be denied or assigned an alternate location. The Office of Student Engagement has the right to limit how long and how often a department or organization can reserve facilities in the interest of allowing as many groups as possible access.

3.8 RESERVATION PRIORITY SYSTEM

- Online reservation requests will be processed prior to email, walk-in or phone requests
- Academic classes and programs take priority over non-academic meeting and event reservations. If you have a recurring reservation, it is with the understanding that the Office of Student Engagement may edit your reservation location and/or time to accommodate an Academic class or program. You would be contacted via email if such a change is made or needed.

3.9 TABLE SPACE USAGE

Student Organizations and vendors may request to reserve a table space in the CDH by contacting Margie Terry in ACES at 607-587-4046 or emailing TerryMA@alfredstate.edu. Student Organizations and vendors may also request table space in the Student Leadership Center by contacting Sandra Burdick at 607-587-4098 or emailing burdicl@alfredstate.edu. Table spaces are limited in both locations and are reserved on a first come, first serve basis. Please include in your request a copy of the approved fundraiser form if these are being reserved for that purpose.

3.10 EVENT SET-UP

Physical set-up, such as table and chair configuration for events are arranged through the Facilities via OSE. Each venue has a standard set-up and is available at no cost. In addition, hours outside of normal business hours and any change of a set-up will incur labor costs based on set-up requirements. Costs for individual rooms and locations may vary due to time/day of the event, specific set-ups or condition of the room when the program is done.

For example, Union workers are paid according to the following time schedule:

Standard Time: 8am – 5pm, Monday-Friday

Overtime: 5:01pm – 7:59am, Monday-Friday and Saturdays

Double Time: Sundays and Holidays

3.11 TECH SUPPORT

Technical Assistants support for the ever-growing demand for audio/visual technical services for recognized student organizations and departments for campus events. This equipment can be found at My.AlfredState.edu/OSE

Office of Events/Technical Support services for student organizations and departments include the following:

- Microphones
- Projector/Screens
- Speakers/Sound
- Electricity/Power
- Spotlights
- Podiums – lectern
- DJ/Band Equipment

Types of events that Office of Events can support include:

- Indoor/Outdoor Movies
- Lectures/Speakers
- Bands
- Presentations
- Open Mic Nights

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- Parties/Social Events

General policies in regards to tech support:

- You must provide the Office of Events two (2) weeks' notice of the event (late requests may not be approved).
- Office of Events has equipment in stock, but if an organization wants additional equipment, the group or department will have to pay for the rental and delivery charges.
- For special event needs, a consultation with the Office of Special Events will be needed and a cost estimate can be provided.
- Office of Events staff can serve as consultants for outside vendors when seeking to bring outside performers or companies that need audio/visual assistance.

Requests are accepted on a first-come, first-served basis as equipment and technicians are available.

For more information, visit the Office of Special Events within the Office of Student Engagement in the Student Leadership Center, 2nd Floor – Room 204, call 607-587-4098 or email burdicsl@alfredstate.edu

Academic events take priority over general club and organizational events and with sufficient notice may bump reservations, if needed.

3.12 UNIVERSITY POLICE

Certain events on Alfred State's campus require Police coverage. When a student organization is hosting an event in which University Police officers may be needed, OSE will make decisions on a case-by-case basis. To have UP support an event, it costs \$225 per four-hour increment for an officer. Officers may be needed at student organization events when:

- More than 100 people may be expected
- Late Night Events
- Money is being exchanged/collected
- A building needs to be closed during event hours
- The history of the event warrants security

The number of required officers may vary depending on location, type of event, and number of participants. In addition, a minimum time span for service may apply based on location, type of event, and number of participants. For more information, contact University Police at 607-587-3999.

3.13 ALFRED STATE'S TRANSPORTATION

ACES can provide shuttle buses for your event, with a charge to reserve these means of transportation. To reserve transportation, call the ACES office directly at 607-587-4705.

3.14 ISSUES/CONCERNS DURING YOUR EVENT

If your organization has any concerns or problems during your event in which you may need assistance from the College, contact the following departments as it relates to your specific concern.

During Business Hours:

- Office of Events/OSE – 607-587-4098
- Facilities – 607-587-4750
- University Police – 607-587-3999
- Catering/ACES – 607-587-4064

After Business Hours & Weekends:

- Catering/ACES – 607-587-4039
- University Police – 607-587-3999
- Student Leadership Center – 607-587-4078 (SLC Manager)
- Residential Life, RD on Duty – 607-382-3999 (through UP)

3.15 QUESTIONS TO CONSIDER FOR PLANNING A SUCCESSFUL EVENT

Some examples of successful student organization events are dances, fundraisers, art exhibits, poetry

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readings, talent shows, charity auctions, food fairs, movies, carnivals, cultural fairs, theater productions, theme weeks, and fun runs. The following section will assist you in planning a successful event.

When you first have an idea about an event:

- What kind of event is it?
- What are the goals?
- How will your event benefit Alfred State students?
- Will your event be open to the general public?
- Is your event a duplication of another event? Has it been done in the past? If so, what were its strengths and weaknesses?
- Could the event possibly incur liability? What are the risks involved? Is it dangerous?

When you start to plan your event:

- Set a date and time. Does it conflict with any other campus event (mid-terms, finals, another major student organization event, or a Holiday)? If so, how will you resolve the conflict?
- Have you reserved your event space?
- Are you aware of the policies regarding the use of campus facilities?
- Will the event location attract or inhibit student attendance?
- Will you sell tickets?
- Will you need security/police to staff your event?
- Will you have food? ACES policies will be in effect, if so.
- Will you require the services of an outside performer, caterer, band, speaker, dance troupe, etc.?
- How are you advertising? Advertise policies in effect.
- Do you have enough members and volunteers to help set-up, run the event, and clean-up after?

Financial considerations:

- Have you developed a budget?
- Do you have enough financial resources?
- Will your event be co-sponsored by another student organization or College department?
- Will your organization be donating any proceeds to charity?

When all else fails:

- Do you have a back-up plan?
- For help with event planning questions, contact the Office of Events at burdicsl@alfredstate.edu or stop by our office in SLC 204A.

3.16 CONTRACTS

For the following section, any time funds from the Activities Fee are utilized OSE will provide oversight. Any time funds from an IFR or other state resource are used, the Vice President of Administration will approve or deny.

A legal contractual agreement is **required ANYTIME a student organization is bringing any vendor, company, performer, or service to Alfred State property and campus** who/that is not a member of the Alfred Community. Contracts confirm the legal and risk management aspects that are necessary to protect the College, the student organization, and individual student leaders. In addition, contracts ensure that the non-Alfred State performer or company provides what they promise through legal documentation and makes everyone aware of the expectations of the service to be provided, the terms of payment, and event details.

The Events Office within OSE oversees the contracting process and partners with all student organizations for events and services that require contracts and written agreements. In addition, the Office of Events will work with student leaders to determine whether contracts are needed for different and specific aspects of an event. Speakers coming to campus who are not being paid will still need a general contract for approval.

For the general contract process to ensue, the organization must provide the following information:

- Sponsoring Student Organization
- Name of Event
- Location of Event and Room/Space Confirmation Number
- Day & Date of Event
- Start Time for Speaker/Panelist

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Contracts and W9's are always required when paying the performer or vendor and are needed for the following types of services/performers, including, but not limited to:

- Lecturers, speakers, presenters
- Caterers
- DJ's
- Bands
- Carnival games and rides
- Blood and bone marrow drives
- Dance troupes
- Government officials
- Any performer (singer) or media group (radio station)
- Sponsorships

3.17 Request for Contract Form

To start this process, student organizations must contact the Office of Events within OSE at least (2) weeks prior to the event. Student leaders may also need to meet with Events Staff to review aspects of the contracting procedures.

Office of Events will use the information provided to create a multiple page legal document (unless one is provided by the external entity) which will be sent to the vendor or performer. It is the responsibility of the student organization to work with the Events Office and the vendor/performer to ensure that all documents and procedures are being completed.

Timeline

- All contract requests must be submitted at least 2 weeks prior to the date of your organizations event.
- Any requests submitted less than 2 weeks in advance will be processed on a case-by-case basis, as there is no guarantee that the request will be honored. If you need to process a request within 2 weeks of your event, contact the Office of Events immediately.

Payment of Contracts

It is the responsibility of the **student group to process payment for contracted services, unless specifically noted by the Office of Events.** The Office of Events can provide a copy of the fully signed contract, yet the student organization must obtain an invoice/bill from the performer/vendor as documentation for payment. Each performer/vendor is also required to submit a W-9 form.

On the Alfred State contract, it states that payment will be provided immediately following the event – and there will be no deposits. Student organizations need to ensure that vendors understand these parameters.

Certificate of Liability Insurance

Many times Alfred State requires a Certificate of Liability Insurance from the performer/vendor in addition to the signed contract. Some examples included food vendors, amusement companies, sound and lighting companies, and DJ's.

If a performer/vendor is required to provide a Certificate of Liability Insurance as part of the contract process, the Certificate needs to explicitly state the following, "Alfred State is Additionally insured". This statement must be located in the Description of Operations section of the Certificate of Liability Insurance.

The performer/vendor has the choice to add Alfred State to their Certificate of Liability Insurance for the event date or for the entirety of the yearly insurance policy. If performer/vendor wants to add Alfred State only for the date of the event, that must be written explicitly on the Certificate. Office of Events within OSE requires a copy (mail, e-mail, or fax) of the updated Certificate of Liability Insurance in order to complete the contract process. For companies that have added Alfred State to their yearly Certificate of Liability Insurance, the contract process is more efficient since the Certificate is on-file.

When and Why do Vendors Need Insurance?

Contracts require the proper insurance coverage in the event of an accident or negligence on the part of the performer/vendor providing the service.

Alfred State requires a minimum \$1 Million insurance policy from any outside performer/vendor and a \$2 Million policy for companies providing inflatable or amusement rides/games that involve physical activity. This policy protects the vendor participants should there be an accident. Organizations should be mindful of this information and make the company aware of these requirements.

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Additional Guidelines for Contracts:

- You may be required to schedule a meeting with the Office of Events and the Event Concierge.
- Finances should be in the student organization account for 4 weeks prior to the event
- If area is outside of OSE reservation ability (Athletics, ACES, etc...), a confirmation number should be provided proving the space is reserved prior to the contract being processed.
- Before completing a catering contract, the organization should work with ACES on menu and cost.
- The contract is not official until both the performer/vendor and an Alfred State representative sign the documentation – the event may not be promoted until the process is completed.
- Alfred State may also require a College contract be processed for certain performers/vendors, even if the event is being hosted off-campus. Because the event is sponsored by an Alfred State student organization, it must adhere to the College's risk management procedures.

Special Scenario's

- **Open Mic Events:** If a student organization is hosting an open mic event where the non-Alfred State community may participate, the organizer must meet with the Event Concierge to discuss and establish protocol.
- **Selling on Alfred State's Campus:** If your student organization would like to host a company or vendor who wants to sell merchandise on Alfred State's campus, a contractual agreement must be completed before permission can be granted. Student organizations must submit the details about what will be sold and if any proceeds will be returned to the organization
- **Radio station hosting bands for in-house and on-air performances:** If a band or singer will be performing in the WETD radio station, OSE has a special form/waiver located at My.AlfredState.edu/OSE that every non-Alfred State person must complete prior to the performance. These forms are kept in the Media Suite and can be reviewed at any time.

Students MUST NOT Sign Contracts

Students are not authorized to sign contracts for services on behalf of Alfred State. Alfred State (specifically the Office of Events) must sign all contracts and agreements for services (Student Club and Organizational based), for both on and off-campus events. Should students sign any contract or agreement; the student will be held personally liable.

3.18 EVENT CO-SPONSORSHIP

A major challenge in co-sponsoring events is determining which group will take responsibility for the various aspects of planning, which also includes financial costs. Using the Event Co-Sponsorship form, your group can determine the financial commitment of each organization, as well as delegate responsibilities including program coordination, financial management, facility arrangement, production, promotion, and hospitality.

3.19 OUTSIDE ON-CAMPUS EVENTS WITH NOISE

Any requests for bands, DJ's, or other loud sound/music outdoors must be approved by the Office of Events and University Police on a case-by-case basis. This includes Mackenzie Quad. Office of Events will work with student organizations to determine what times during the day loud noises can be held – times may change each term, depending on class schedules of the surrounding buildings.

3.20 MOVIE RIGHTS

There are very specific policies regarding student organizations having the rights to show a film on behalf of their group. In order to show any movie in a public setting, student organizations must obtain copyrights for that film and abide by federal copyright laws. Not obtaining the copyright is a violation. Movies and films purchased or rented from stores are for home/private viewing only.

Frequently asked questions:

Q: Can our organization show a movie if someone owns a copy of the film?

A: No – Movies personally owned or rented are for private/home use only and cannot be shown in a public setting as this would be a violation of federal code.

Q: How can our organization obtain copyright permission to show a movie on-campus?

A: First, contact the Office of Student Engagement. There are two companies that can obtain copyrights for the majority of movies and films.

- Swank Motion Pictures – 800-876-3344 – www.swank.com

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- Criterion Films – 800-890-9494 – www.criterionpicusa.com

Independent films and documentaries are generally not available through these film distributors. Organizations must contact the film producer directly to inquire about public screenings/showings.

Q: Can our organization show a movie without copyrights if it does not charge an admission fee?

A: No. Regardless of whether an admission fee is charged, proper copyrights must be obtained.

Q: Does our organization need copyrights to show a movie even if it is a closed showing and only members of the student organization are attending?

A: Yes. Regardless of who is in attendance, you must obtain the copyrights of the film.

Q: How much to the copyrights for a movie cost?

A: Price varies based on the age of the movie; in general \$150 for an older movie to \$600 for a new release. Copyrights for independent, educational, and documentary films are often free.

Q: If the Alfred Programming Board (APB) or another student organization had a movie earlier in a term, can the movie be re-shown because the copyright has previously been paid?

A: No. The copyright was purchased for that specific date, time, and location.

Federal Copyright Act (from www.copyright.org)

- The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. In some instances, no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Examples of situations where a public performance license must be obtained include taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.
- All other public performances of Movies are illegal unless they have been authorized by license. Even “movie showings in “semipublic’ places such as clubs, lodges, factories, summer camps and schools are “public performances” subject to copyright control.” (Senate Report No. 94-47, page 59; House Report No. 94-1476, page 62)
- Non-compliance with The Copyright Act is considered infringement and carries steep and significant penalties. Such exhibitions are federal crimes and subject to a \$150,000 penalty per exhibition (Section 506) (www.copyright.gov/title17/92chap5.html#506). In addition, even inadvertent infringers are subject to substantial civil damages (\$750 to \$30,000 for each illegal showing) and other penalties. (Sections 502-505) (www.copyright.gov/title17/92chap5.html#502)

3.21 NFL, OLYMPICS, SPORTS AND TELEVISION BROADCASTS/RIGHTS

Broadcasts of NFL games and commentary, including the Super Bowl, as well as the Olympics, are protected under the federal copyright law. If you are hosting a showing event of any major sports or television event, follow a common sense approach and these critical rules:

- Showings must be limited to TVs or screens smaller than 55”
- DO NOT charge admission
- Amplification must be minimized, including using no more than 4 loud speakers in the room
- The term “Super Bowl” is trademarked – student groups should brand this event as “the Big Game” or a comparable term

3.22 BONFIRE and OPEN BURNING POLICY

In order to host a bonfire or other event with open flames, contact the Facilities Department, Fire and Life Safety Manager to discuss the details of your event. They will assist in planning the fire safely and facilitate the gaining campus/town approval for your event

When do I need to contact the Office of Fire and Life Safety?

Students must contact the Fire and Life Safety Manager at least 2 weeks prior to an event where one or more of the following might be anticipated. The OSE can also assist student organizations with contacting Fire and Life Safety Manager.

- Open flames or bonfires

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- Smoke, Hazers or Fog Machines
- Tents (starting at 20x20 and larger)
- Generators
- Fireworks

3.23 CAR SMASH EVENTS

GUIDELINES:

If a student organization is interested in hosting a Car Smash event, Alfred State has established a set of specific guidelines to be followed. A waiver (located at My.AlfredState.edu/OSE) must also be filled out by all participants:

- The vehicle will be dropped-off no earlier than 10:00am on the day of the event
- The vehicle will be delivered by a contracted towing company with all liquids (gasoline, oil, windshield wiper fluid, brake fluid, Freon, radiator fluid, transmission fluid) and glass (windshield, windows, mirrors, brake/tail lights, turn signal lights, etc.), plastic, gas tank, tires, battery, and air bags removed.
- Absorbent material (two layers of plastic with a minimum thickness) must be placed under and around the vehicle (at least 10 feet around each side of the car). If there is any leakage, the event must be stopped immediately until a College official permits the event to continue. Health and Safety should be notified immediately to endure proper cleanup of any fluids.
- When the car is placed within the fenced area, the tires must not be on the vehicle and the wheels need to be chocked.
- There must be a fence around the vehicle – 20 feet from the car on all sides
- The sponsoring organization will provide 5 volunteers: (1) member to serve as the sledgehammer handler/examiner, (1) member to monitor the entry/exit way to the fenced area, (1) member to ensure that participants are wearing the necessary safety equipment, (1) to collect money, and (1) member to be sure that each participant reads and signs the provided waiver.
- Only ONE person may be in the fenced area when the smashing is taking place to avoid injuries.
- Participants MUST wear impact approved safety goggles or full face shield, leather gloves, hard hats, protective clothing (such as long sleeve shirts and pants), and protective footwear. No open toed shoes, shorts, or short sleeved shirts allowed.
- No participants are allowed on top of any portion of the vehicle at any time. All bashing must be performed with two feet on the ground within the approved area.
- Only an aluminum bat or sledgehammer can be used. The sledgehammer needs to be standard size. A representative of the group must inspect the sledgehammer between each use to ensure it is in proper working order. If sledgehammer is damaged it should not be used again.
- Impaired students (under the influence of alcohol, drugs, etc.) are not permitted to participate.
- Every participant must read and sign the College approved waiver before they participate and the host organization must collect and provide original copies back to OSE.
- All car smashing must cease before dark, and no later than 5:00pm, whichever occurs first.
- At the end of the event, the vehicle and debris will be picked-up by a contracted towing company (no later than 6:30pm).
- The host organization will be responsible for all other clean-up after the vehicle is removed.

3.24 CASINO NIGHT

Student organizations must consult with OSE prior to hosting a Casino Night. Such activities may be approved on a case-by-case basis. OSE, through the Student Senate and Programming Board can provide many (if not all) of the items needed for this type of event.

3.25 EATING CONTESTS

Student organizations are permitted to host eating contests, yet must reduce risk and have medical personnel on-site. Groups should use the Alfred Fire (Alfred EMS) as an ambulance service to be present during the contest should something go wrong. Student organizations must also work with OSE and for a waiver, which each participant must sign prior to the event. For ambulance services, contact OSE for a preferred vendor.

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3.26 CANDLES/INCENSE

Candles may not be used during events without the approval by OSE and the Fire and Life Safety Manager.

3.27 DECORATIONS

- Student organizations wishing to display decorations in public areas and reserve-able space within facilities must receive approval from OSE.
- Student organizations with office space in the Student Leadership Center can add personal decorations to their space with certain limitations. Decorations cannot interfere with the HVAC vents in the office. All items needing to be hung must be approved on a case-by-case basis through OSE.
- Painting of rooms is not permitted. Any damage incurred while a student group resides in their assigned office will be billable, as well as any missing properties from the room. Chairs, tables, desks, etc. are property of Alfred State and must remain in the room.

3.28 BLOCK PARTY PERMITS

To host a block party within a residential area, the host must apply for permission through OSE. This request must include a petition and a date(s) for the event. An individual petition must be submitted for each lot to be closed. Early submission of block party applications enables OSE/University Police to quickly process forms and to notify residents.

3.29 OFF-CAMPUS EVENTS

Student organizations can host events off-campus, particularly when the event cannot physically be held on Alfred State's campus. Depending on the type of event, Student Senate may decide to allocate funds from student activity fees, which are intended to enhance student life. If hosting an off-campus event, contracts must be processed through OSE for certain services as a student organization event (space reservation, DJ's, inflatable rides, payment for a speaker, etc.).

3.30 VEHICLE RENTAL

Recognized clubs and organization members may utilize a fleet of vehicles owned by the Student Senate of Alfred State. To request a van, fill out the Event Request Form located on the OSE website at My.Alfred.State.edu/OSE

3.31 COLLEGE ALCOHOL POLICY

Refer to the Alfred State policy regarding alcohol. All provisions of the state of New York and the State Liquor Authority apply to Alfred State.

3.32 OFF-CAMPUS EVENTS AND ALCOHOL

If a student organization received permission to host an event off-campus, the event is permitted to have alcohol because it is the responsibility of the "3rd party vendor" (the restaurant, hotel, etc.) to ensure that no underage persons consume alcoholic beverages. Student organizations are not able to sponsor an off-campus event if not located at an establishment that does not have insurance for distributing alcohol.

3.33 OFF-CAMPUS EVENTS AT BARS AND TAVERNS

Student organizations are not permitted to host, co-sponsor, or attend events at bars, taverns or other establishments that make more than 50.1% of their profits from the sale of alcoholic beverages.

3.34 POSSESSION AND USE OF WEAPONS POLICY

No student, faculty, staff or visitor shall keep, use, possess, display or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives (switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, butterfly knife, automatic knife or any knife with a blade over 3 inches), billy clubs, makeshift weapons, martial arts weapons or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, spring assisted or any other mechanical means on any property or in any building owned or operated by the College, or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

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3.35 OFF-SITE GUN/RIFLE RANGES

Student organizations are not permitted to host events that use an off-campus site for shooting guns or rifles. Individual students may patronize off-site rifle ranges, but it is not permitted on behalf of a student organization.

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ORGANIZATION PUBLICITY

4

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4.1 POSTING FLIERS AND POSTERS Students, faculty, and staff acting on behalf of a recognized student organization, campus governance, academic unit, campus department/office, or Alfred State committee are permitted to place promotional materials on approved bulletin boards in accordance with Alfred State's Posting Policy found at my.alfredstate.edu/student-affairs/campus-media.

Fliers and posters may be hung throughout campus on approved posting locations only.

- All materials for posting must be stamped prior to distribution.
- An "Approved for Posting" stamp is administered at the Student Leadership Center - Information Desk for general spaces, campus buildings and the residence halls.

The below link provides an encompassing list of posting policies and procedures: my.alfredstate.edu/student-affairs/campus-media.

Any posters not approved by OSE or any posters appearing in non-approved areas will be removed. College organizations not following this procedure will forfeit their right to post future events. Posters for the residence halls do not need to be stamped at the SLC Information Desk. For more information, contact Residential Services at 607-587-4029.

4.2 STUDENT LEADERSHIP CENTER

OSE has designated areas throughout the Student Leadership Center and SLC Park Space for posting and distributing promotional materials (i.e. posters, notices, fliers, announcements) in accordance with Alfred State's Posting Policy.

Any posting or distribution of promotional material which violates Alfred State's policy will be removed and disposed of immediately at the discretion of the OSE. All campus bulletin boards in the Student Leadership Center are cleared of outdated postings and non-approved routinely. Replacement/new promotional materials are hung routinely.

Distributing Promotional Materials

Distribution by registered student organizations, campus governance, academic units, campus departments/offices, or Alfred State committees is permitted in designated areas of Student Leadership Center and the SLC Park Space provided that permission has been obtained from OSE. The blanket distribution of promotional materials on tables and chairs is prohibited. Distribution of literature and publications, such as bulletins and newsletters, by individuals and non-Alfred State-affiliated groups is strictly prohibited on campus.

Except for locations designated in Alfred State's Posting Policy, no promotional materials shall be affixed upon any surface (interior or exterior), including but not limited to doors, windows, interior walls, elevators, trash receptacles, cigarette butt receptacles, posts, pillars, or any other areas of campus. Campus groups who post in unapproved locations will be subject to disciplinary action. OSE is not responsible for the disappearance of or damage to promotional materials posted in any facility.

Easels

Easels may only be placed in four (4) approved locations in the Student Leadership Center. One easel may be placed at the entrance to the Student Leadership Center, near the Information Desk, the entrance by CDH, the entrance by Burdick Hall and the stairs near the Café.

- Student organizations interested in posting in these locations must secure a reservation through Event Request Form. Easel posting may only be approved for a maximum of two (2) days before the event. Bring your reservation confirmation and large poster to be stamped to the SLC Information Desk where you can pick-up the easel. Return easels to the SLC Information Desk at the end of your reservation. Any easels placed in unapproved locations or without a reservation may be removed and disposed of by OSE staff.

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4.3 BANNERS

Student organizations can reserve space in the Student Leadership Center to hang banners. Reservations must go through OSE. Banners are restricted to the following areas: Railings on the fourth floor in the SLC and 2nd floor in CDH/Student Gathering Place.

4.4 A-FRAMES

A-Frames are free standing sandwich board advertisements to promote organizations and events. There are several locations available for recognized student organizations to reserve, please contact OSE for further detail.

4.5 ALFRED STATE INFORMATION NETWORK (Visix System)

Alfred State Visix System is a campus-wide network of LED screens that serve as a useful communication tool for student organizations and departments to announce programs and events. This service is free to all recognized Alfred State student groups. To place an advertisement on Alfred State Visix System, submit your request and artwork through the Event Request Form located on the www.my.alfredstate.edu/OSE page.

4.6 ALFRED STATE EVENTS CALENDAR

The Events Calendar, which has a variety of easy-to-use features and provides College-wide exposure for events. The Event Request Form will populate all events into the Events Calendar.

4.7 ORGANIZATION E-MAIL LISTS

Student organization presidents can contact OSE and request a @AlfredState.edu e-mail account via email studentactivities@alfredstate.edu. Provide the name of your group and purpose and OSE will help facilitate the request.

4.8 ADDITIONAL ELECTRONIC METHODS

4.8a Alfred State Campus Announcements

Campus Announce highlights upcoming events that automatically email all students three times per week.

4.8b Student Announce Policy

The Weekly Student Announce, an electronic e-mail newsletter, is distributed to Alfred State students by the Office of Student Engagement. Student Announce provides a centralized source for information that should be shared with students that does not violate FERPA or HIPAA. Any student, student organization, faculty, or staff member with a current ASC account may submit items for publication. Student Announce provides a timely, cost-efficient source for campus information. Messages sent to Student Announce should be limited to news pertaining to upcoming events in the Alfred State community generated by students and employees and may not feature commercial advertisements. The sender of the message is responsible for the accuracy and appropriateness of the message content. However, the content, grammar and logistics are examined by the Office of Student Engagement prior to being approved.

- Senders must submit to STUDENTANNOUNCE@alfredstate.edu.
- Only events directly related to student life at Alfred State College will be published.
- Senders are responsible for message content.
- Messages must include a title.
- Messages are limited to 250 words.
- No message will run for more than two consecutive weeks.
- If you wish a message to run more than once, you must re-send it.
- All messages will include name of sender.
- Messages should include a telephone number or e-mail address to contact for additional information.
- Messages must be received by Monday at 10am to run for the following week.
- Messages should consist of simple text with no formatting.

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4.8c PioneerLink Calendar

PioneerLink, the online student organization management tool, has a mechanism by which to post events, electronic fliers, and collect RSVPs. Within your group page, click “Events” from the left side menu. Upon doing so, click “create event” in the upper right side of the page and complete the form. PioneerLink also has a resource manual to assist.

4.8d Facebook, Twitter, LinkedIn, and other Social Networks

Successful student organizations effectively use a variety of social networking websites to promote activities and recruit new members. All relevant policies regarding media also apply to social media.

4.9 CHALKING POLICY

Student organizations may chalk the ground throughout campus to promote activities and events, as long as all relevant policies and/or procedures are followed. Only washable chalk can be used, all other paints, markers, and other writing instruments are not permitted. Because of labor and maintenance associated with chalk clean-up, chalking is not permitted on pavers (bricks), such as the Alumni Quad near the Bell tower. At the Student Leadership Center, groups may chalk sidewalk areas only, not on paved walks – chalking is not permitted on the ground area outside the Administration Building.

Chalk messages must be on horizontal sidewalk surfaces. Chalking is also not permitted on any building. Consistent with the College posting policy, advertising around campus may not refer to or promote alcohol, drug, or tobacco products. Any materials of an explicit sexual nature are prohibited, as well as demeaning or degrading material to a person or group of persons and vulgar language. Students chalking should be considerate and not chalk over another organization announcement. The Club/Organization must clean-up chalked areas once the event has occurred. The College also holds authority to clean-up any chalking that is not consistent with this policy. Any chalk message that requires more than a power washing to remove will be charged appropriately for removal.

4.10 USE OF THE COLLEGE LOGO

The Alfred State logo may be used by recognized student organizations on marketing materials, provided that the following procedures and rules are followed:

- Elements of the official Alfred State logo consist of a word mark. The logo is not to be replicated using other fonts.
- The College logo must not be rekeyed, redrawn, re-proportioned or modified in any form.
- Individuals should not deviate from the established visual standard by attempting to design their own logos.

4.11 BUSINESS CARDS

Alfred State’s official letterhead/business cards design may only be used by currently employed faculty and staff. Student organizations may design their own business cards, but are not to be an exact match of the College’s official letterhead. Student organizations can contact Printing and Mailing Services (607-587-3520) for assistance with designing Alfred State Organizational business cards unique to your student organization.

4.12 COLLECTION BOXES

Student organizations are able to place boxes and/or containers for the collection of items in certain areas on campus. Interested groups must complete a form at the OSE to reserve the space. OSE will not provide boxes nor be responsible for collecting items. Groups are responsible for emptying items and disposing of boxes/containers. Boxes/containers must be pleasant in appearance and may be removed at the discretion of OSE. While there is no central policy for approvals and locations of collection boxes, student organizations are encouraged to reach out to departments and offices to determine whether they can have collection boxes at various locations, and whether there are any policies for those specific areas. For example, in the residence halls, visit the Residential Services Office.

The College requires that all contact with media, especially media sources and outlets not within Alfred State, to be arranged through the Office of Marketing & Communications. The Office of Marketing & Communications will work with your student group to properly and effectively attract and work with media.

Office of Student Engagement

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Office of Marketing & Communications
Phone: 607-587-4228

The College also requires student organizations to contact OSE any time an event involves a government official. OSE will work with your group to properly and effectively attract and work with government officials, especially as it pertains to campaign years and the College's non-profit educational status.

4.13 ACTIVITIES FAIR & WORD OF MOUTH

4.13a Activities Fair

Activities Fair is held the first week of fall during Welcome Week. This student organization fair allows groups to share their mission and purpose with the greater campus population by distributing information, talking with prospective members, and displaying pictures and other organization artifacts. A PioneerLink form is sent to all student organizations about reserving a table. Space is limited. We recommend student organizations respond quickly when registration is available.

4.13 b Word of Mouth

The most effective way to promote your organization is always word of mouth. The greater buzz you create about your organization or your event, the better, so talk it up! Speak positively to create interest so your friends tell their friends and so on. Remember, there was a reason why you joined your organization, so be sure to share the same appeal and excitement with others.

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FINANCIAL RESOURCES AND MANAGEMENT

5

STUDENT ACTIVITY FEE

The Student Activity Fee is allocated by a student-run board (Student Senate) of full-time undergraduate students that administer all business related to the request and allocation of funding from the student activity fee.

Student Senate exists to support the initiatives, goals, and activities of Alfred State student organizations and Student Life by allocating student activity fees. Student Senate applies consistent unbiased funding decisions to represent the interests of Alfred State students and enhances campus life by supporting the educational mission of Alfred State.

Information regarding Section 5.1 through 5.13 can be found at:

<https://pioneerlink.alfredstate.edu/organization/ssenate> and <https://my.alfredstate.edu/student-affairs/the-student-senate>

- 5.1 STUDENT ACTIVITY FEE
- 5.2 STUDENT SENATE LIAISONS
- 5.3 STUDENT SENATE POLICIES AND PROCEDURES MANUAL
- 5.4 HIGHLIGHTED FINANCIAL POLICIES FROM THE STUDENT SENATE OFFICE
- 5.5 ACCOUNT TYPES
- 5.6 ANNUAL ALLOCATIONS
- 5.7 RESERVE FUNDING
- 5.8 FINANCIAL FORMS
- 5.9 TRAVEL/LODGING
- 5.10 REIMBURSEMENT POLICIES
- 5.11 SALES TAX
- 5.12 STUDENT SENATE GRANT
- 5.13 CREDIT CARDS

5.14 TRAININGS FOR TREASURERS

Undergraduate student organization treasurers must complete a Training Session to educate treasurers on proper fiscal practices regarding their accounts. The Student Senate will be hosting online sessions for Treasurers. For more information, <https://pioneerlink.alfredstate.edu/organization/ssenate>

5.15 DUES AND DONATIONS

Student organizations are permitted to charge dues from participating members as a requirement for membership in the student organization. Student organizations are also permitted to solicit departments and colleges for funding of specific events or general support. Groups interested in soliciting outside companies may do so, but must gain permission from OSE and Institutional Advancement prior due to potential conflicts of interest with established College relationships.

5.16 FUNDRAISING

College facilities should not be used for commercial programs or for personal profit fundraising. Recognized student organizations are permitted to raise funds solely for organization activities and for charitable projects. The use of College facilities may be denied if activities interfere with the philosophy, missions, or goals of Alfred State.

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SUNY Policy

State University Board of Trustees Policy 66-156 "Resolved: That no authorization be given to private enterprises to operate on State University campuses or in facilities furnished by the University...This resolution shall not be deemed to apply to Faculty/Student Corporations or to activities approved by the University."

Local Policy and Information

1. Only duly recognized clubs and organizations (academic or Senate-funded) are permitted to conduct fund raising activities and/or sales on the campus as reflected in the State University Policy above. The approval for "activities ... approved by the University" refers to approval by the OSE.
2. No sale by individuals for personal gain will be allowed. Fund raising events must be registered with the OSE.
3. Fund raising activities include meal giveaway, donations, sales of goods, products, services, or any imaginative endeavor where students end up paying money.
4. No food items prepared for consumption and/or sale may be sold. Only food items supplied and previously wrapped by the manufacturing agency shall be allowed.
*For exceptions please see section 6.5.
5. No essential school supplies will be sold or other items deemed in direct competition with supplies already being sold on campus at the Campus Store.
6. The OSE will approve/disapprove requests for fund raising activities.
7. No fund raising activities can take place without an approved permit, secured from the OSE. This permit affords official permission to sell on campus and official use of designated selling areas.
8. Designated areas and times have been determined for your convenience and for operations control. Areas, times, etc. are noted with the permit. Failure to possess the permit or failure to reside in designated areas will result in removal from the premises and cancellation of the project. There is a designated area in every building on campus except the academic buildings. Designated areas in residence halls are to be used in such facilities—no door-to-door sales are allowed.

Ethics in Advertising/Fundraising

If your group is advertising that money is being raised for a specific charity/philanthropy, 100% of the money raised must be donated to that charity/philanthropy. If your organization plans on using money raised to cover expenses, you MUST disclose that expectation in advertising what percentage of the proceeds will be donated to charity and where the rest will be distributed.

****As of 8/1/2016, raffles are on moratorium until further notice****

RAFFLES FOR FUNDRAISING

~~Policy: Consistent with SUNY policy, raffles and 50-50 drawings are allowable on the campus, according to the following stipulations and criteria.~~

- ~~● New York law includes raffles as an authorized game of chance. SUNY policy indicates that student organizations may conduct raffles, "if the municipality in which the group is located allows raffles."~~
 - ~~○ Therefore, tickets may be sold only in the villages of Alfred and Wellsville and the city of Hornell.~~
 - ~~○ Ticket sales to friends and family outside of the Village of Alfred will be construed as being sold in Alfred.~~

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- ~~Students wishing to sell tickets elsewhere must provide proof of authority from the municipality where the ticket is sold. Tickets sold in the absence of that authority will be refunded and proceeds will be returned to the purchaser at the club or organization's expense.~~
- ~~Only those student organizations that operate, "without profit to members," may conduct raffles. By definition, this includes all student organizations. As a matter of clarification, members may not personally profit from the raffle related sales in any way.~~
- ~~Raffles can occur as often as the group wishes, but Alfred State will permit only one raffle to occur at any given time. All raffles will be registered with the Office of Student Engagement and will be managed as outline in procedures. The Office of Student Engagement will issue a raffle permit that must be available on demand to any purchaser or College Official who requests to review it.~~
- ~~For any item or items raffled, the sponsoring organization must show proof of the ability to fund the purchase fully, before the raffle is approved. This will eliminate the cancellation of raffles due to insufficient ticket sales.~~
- ~~By New York State law, no single prize may exceed \$50,000. Net proceeds to the organization from any single raffle may not exceed \$4,999 and aggregate organization proceeds from multiple raffles may not exceed \$19,999 in any calendar year.~~
- ~~By New York State law, the only applicable date and time restrictions are that no sales or drawings of raffles or 50-50 drawings may occur on Sundays or Christmas Day.~~
- ~~By New York State law, no one under 18 years of age may participate, operate, or assist in any raffle.~~
- ~~Tickets should bear an identical, consecutively printed serial number to be used to verify the winning ticket. Groups should not sell tickets from different "ticket wheels" if such wheels are not consecutive. Tickets available from the Office of Student Engagement are the only acceptable ticket stock for any campus-based raffle or 50-50 drawing.~~
- ~~Damaged, marked, or "dog-eared" tickets will be replaced with all purchaser information and the original ticket number transferred prior to drawings. Duplicate ticket stock for this purpose is available from the Office of Student Engagement.~~
- ~~The sponsoring group must designate not less than four bona fide members of the organization who will be in charge of and have primary responsibility for the management of the raffle. Those individuals will ensure appropriate communications with the Office of Student Engagement to address any questions or procedural issues that may arise.~~
- ~~Anyone participating in the management, sales, or conduct of the raffle may not participate as a player.~~
- ~~Raffles are exempt from the requirement that tickets be sold at a uniform price (i.e. \$1 for 1 ticket, \$2 for 3 tickets) if that information is available prior to the start of sale.~~
- ~~Groups may advertise raffles by any number of means, including flyers, campus media, electronic means, and posters.~~
- ~~It is unlawful to restrict entrance to a raffle unless prior written consent is granted by the Office of Student Engagement, but the group may charge admission to the event at which the raffle takes place, or may sell tickets at an event where another group is charging admission.~~
- ~~A group may not transport patrons to or from an event where a raffle is conducted without prior permission of the authorizing administrative office.~~
- ~~Alcohol may not be part of any prize associated with the raffle.~~
- ~~Groups are required to engage in appropriate financial reporting and record-keeping consistent with the requirements of local, state, or federal law or rules regarding the receipt or expenditure of monies.~~
- ~~All proceeds must be used for lawful expenditures. Service and fraternal groups may use raised funds to supplement operating expenditures. However at least one third of the raised money must be devoted to one of the enumerated worthy causes.~~
- ~~In the event of apparent or proven misconduct in the administration of any raffle or 50-50 drawing, the Office of Student Engagement is empowered to declare the event null and void and to require reimbursement of all ticket sales to all buyers at the sponsoring organization's expense.~~
- ~~Failure to accede to these stipulations may result in sanctions of raffle organizers and club officers for Failure to Comply under the Alfred State Student Conduct Code.~~

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Procedures:

Questions should be referred to the Sr. Director of Student Engagement or designee at studentactivities@alfredstate.edu

Fill out a Fund raising permit, located in the Office of Student Engagement.

****As of 8/1/2016, raffles are on moratorium until further notice****

5.17 PRIZES

In many cases, students winning prizes may incur tax obligations. Student organizations wishing to purchase prizes, gift cards, or provide CSA, must work and gain approval from OSE and/or Student Senate. Upon receiving such prizes, the winner may be required to provide personal information which may be reported to the IRS.

5.18 "GIFTS IN KIND"

Student organizations are permitted to receive donated gifts (separate from cash donations) from non-Alfred State organizations. Approval from OSE and the Office of Institutional Advancement is required prior to solicitation. This is a great way to solicit companies or organizations to donate items to be raffled off, used as prizes, etc.

5.19 CREDIT CARDS

Alfred State does not allow the selling or promotion of credit card companies.

5.20 COLLEGE BOOKSTORE

Student organizations cannot sell items that directly compete with the Campus Store, including books, Alfred State paraphernalia already being sold, etc. This does not include candy and other refreshments.

5.21 GIFT CARDS

Gift cards may be an option for student organization prizes and gifts; however, there are tax implications for the recipient and upon receiving a gift card, the recipient will need to complete a form.

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FOOD AND CATERING POLICIES

6

Office of Student Engagement

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6.1 ACES

ACES is the exclusive on-campus caterer. In compliance with the College's food service management agreement, all catered functions that occur on campus must be provided by ACES.

Visit this website for further information about ACES.

Contact Information

- 607-587-4064
- ACES@AlfredState.edu
- <http://www.alfredstate.edu/conferences-and-events-planning/catering>

ACES offers a variety of pre-designed and custom menus to suit all occasions. In addition, ACES can also provide linens, floral arrangements, and centerpieces at the client's request.

Student Organization Catering Guide Request Policies

ACES provides quality food and service that fits your organization budget. ACES has created a Student Catering Menu designed specifically for recognized Alfred State student organizations with specialty pricing and an array of food choices that may be purchased in bulk sizes or by party theme packages.

Student Catering prices will be granted if the following guidelines are met:

- Orders to be placed two (2) weeks prior to an event. Orders placed within 48 hours are not eligible for Student Catering prices.
- Must have a room reservation number from Event Request Form.
- Additional charges may be added for linen and skirting requests.
- All events include paper and plastic service ware.

How Do I Obtain ACES Service at My Event?

Student organizations must fill out an Event Request Form or contact ACES directly.

- Student organizations should contact catering a minimum of ten (10) business days prior to the event
- Please allow at least 48 hours (2 business days) for a response
- Be very specific when telling Catering what you want, including how many people you are feeding

ALFRED POLICIES RELATED TO EXCEPTIONS FOR USING ACES

In compliance with College policy, all catered student organization events on-campus with perishable food, must be provided by ACES. There are a handful of exceptions, however:

6.2 USING AN OUTSIDE RESTAURANT OR FOOD VENDOR

Groups may submit a request to bring food from an outside (non-ACES) food vendor, such as outside restaurants or catering vendors. Student organizations must request this through OSE. Requests must be submitted a minimum of 14 business days prior to the event. Only if an exception is granted (with support from ACES) can a student organization begin the necessary contracting and insurance process for using an outside caterer with OSE. Catering supplies and equipment will not be provided for events when ACES is not providing the food. Some examples of food that may be approved for an exception include: kosher and Halal food, ethnic foods, and donated food.

6.3 PIZZA OR SUBS FOR EVENTS

Student organizations are permitted to order from select local pizza vendors. It is not needed to request approval.

- Organizations can order from the following locations because OSE has an established relationship with them: **Little Sicily's, Fox's Pizza and Zippy's Pizza.**
- Students pay for the food on their own and submit paperwork to be reimbursed, or students can work with Student Senate to coordinate payment.

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6.4 STUDENT ORGANIZATION POTLUCK POLICY

A potluck is where food preparation is the responsibility of individuals. The number of persons is limited to 50 people and is only open to members and friends of the organization, all events expecting over 50 people must receive approval from ACES. A potluck is an event where participants bring a “dish to pass” and may be prepared in a personal kitchen. Alfred State and the Office of Student Engagement do not inspect or issue permits for potlucks. However, we are concerned about the prevention of food borne illness. It is your responsibility to read, understand, and follow the below guidelines. By abiding by these terms, risk of illness being transmitted through food is minimized.

Potluck guidelines:

- Your event must be for no more than 50 people, limited to members of the organization; Alfred students, faculty, and staff; and friends of the organization. Food may not be offered or sold to students or the general public.
- Perishable food must be maintained at its required temperature. Hot food must be kept hot and cold food must be kept cold. No open flames are permitted.
- There can be no tampering with food items to cause harm (physical or emotional).
- No illegal substances may be added to any item.
- Notify OSE (in the general comments area) that you will be having a potluck when submitting your reservation. Your potluck should be reflected within the confirmation report from Event Request Form.
- You must clean-up and not leave unused food items at the end of your event. Failure to clean-up will result in charges billed to your student organization.
- Persons eating food will not be charged for doing so.
- Individuals preparing and/or serving the food must wash their hands and use safe food handling precautions.

Failure to adhere to these policies will result in loss of privileges to host future potluck events. Additionally, failure to comply with the above guidelines may result in disciplinary action to either the individual or the organization.

Food containing bacteria or viruses that can cause food borne illness do not smell or taste differently – it is imperative that members preparing and serving food follow safety precautions. Please visit www.foodsafety.gov for additional food safety information and resources.

6.5 BAKE SALES

A bake sale is when student organizations prepare and sell food as a fundraiser. Preparation of food is the responsibility of the organization and the amount of food prepared is limited to what can reasonably be sold during the course of the sale. The food may be prepared in a personal kitchen. Alfred State and the Office of Student Engagement do not inspect or issue permits for bake sale items. However, we are concerned about prevention of food borne illness. It is your responsibility to read, understand, and follow the below guidelines. By abiding by these terms, the risk of illness being transmitted through food is minimized.

Bake sale guidelines:

- Only under the oversight of a certified chef/cook/baker can the preparation happen.
- Only food items that can safely be maintained at room temperature may be sold.
- No illegal substances may be added to any item.
- There must be no tampering with items to cause harm (physical or emotional).
- On the event form, you must notify OSE that you will be having a bake sale. Your bake sale must be reflected in the confirmation report from OSE.
- You must clean-up and not leave unused food items at the end of your event. Failure to clean-up will result in charges billed to your student organization.
- All bake sale items must be bundled into individual servings and sealed in either plastic wrap or zip-lock bags. Non-sealing sandwich bags and aluminum foil are not sufficient.
- Food should be tightly wrapped or sealed before and during transport to protect from dirt, and insects.

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- Those preparing/serving food must wash their hands and use safe food handling precautions.

Examples of items able to be sold include cookies, brownies, donuts, etc. Failure to adhere to these policies will result in loss of privileges to future host bake sales. Additionally, failure to comply with the above guidelines may result in disciplinary action to either the individual or the organization.

Food containing bacteria or viruses that can cause food borne illness do not smell or taste differently – it is imperative that members preparing and serving food follow safety precautions. Please visit www.foodsafety.gov for additional food safety information and resources.

6.6 OUTSIDE BARBECUES

Barbecue events held on campus for under 50 members will be considered and treated in the same manner as the Potluck policy. Organizations may purchase, bring, and cook food with an open flame from the BBQ pit/grill. Food cannot be sold.

Barbecues for over 50 people should use ACES.

- Pre-cooked food can be purchased, brought to the site/event and re-heated, or
- A chef can be hired to cook the food made to order (cooking the food from a raw/frozen state).
- OSE recommends student groups opt for the rental of a gas grill. If student groups would like to use existing grills, charcoal and lighter fluid must be supplied.

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ADDITIONAL RESOURCES

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7.1 LEADERSHIP PROGRAMS

Alfred State College promises to reveal to each student, each day his or her capacity for intellectual, physical and creative accomplishment. The role as a mentor/advisor/presenter is integral in the development of our students on their leadership development journey.

7.1a Charting the Course

This course is highly dynamic as it is designed to change based upon member need and interest. The members of the course will begin by completing *The Five Essential Elements* self-assessment online. After completing the assessment, the member will review their Wellbeing indicators and the assessments' recommendations for improving wellbeing in each element. After reviewing recommendations, members will set their own Action Plan using the SMART method of goal-setting.

After setting their own Action Plan, members will then meet with their advisor, to review the plan and get personal recommendations on upcoming events on campus that meet their needs. Members will then follow their Action Plan and complete a second Wellbeing Assessment, check-in with their advisor, and a reflection at the end of October. A third Wellbeing Assessment, advisor check-in, and reflection will occur at the end of the semester.

7.1b Leadership Minor

The leadership minor is intended to expose students to existing courses and experiential credits (internship or practicum experiences) at Alfred State that focus on and/or include leadership topics. One of the single greatest determining factors of college and workplace success is the ability to be a highly effective leader. Leadership skills are valued and respected and have become increasingly pursued in the workforce. The intended Leadership Minor would provide students with essential leadership qualities and principles that will enhance and solidify success both in the classroom and the workplace.

The Leadership Minor, requiring a flexible 15 hours of credit, will:

- Introduce students to civic-leadership opportunities
- provide a comprehensive group of learning experiences that will complement and enrich all academic programs
- offer a valuable skill set to boost student marketability, while providing supplementary productivity and an increase in their ability to set and exceed workplace goals and objectives
- strive to continually raise the bar and provide the community, state and nation with the next generation of remarkable leaders who will leave a mark of effectiveness, efficiency and distinction in their wake

The minor is comprised of required existing courses listed below. The backbone of the Leadership Minor integrates our existing program The Emerging Pioneers Leadership Program (three levels). Although the minor will be administratively housed in the Business Department, a team of faculty and staff will help coordinate the program and advise students who register for the minor.

Please see: <https://www.alfredstate.edu/academics/minors/leadership> for more information.

7.2 LEADERSHIP ASSISTANTS

OSE hires, trains, and works with peer student leaders called Leadership Assistants.

- LAs are experienced Alfred State students who serve as para-professional members of the OSE.
- LAs have the responsibility of implementing programs and activities that support all student leadership development.
- LAs work as a team to provide educational opportunities and leadership resources for student organizations.

Leadership Assistants help accomplish OSE's mission through:

- Providing leadership development education and training via workshops, seminars, conferences, and experiential learning

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- Serving as a clearinghouse for leadership materials
- Providing resources, consultation, and facilitation services to student organizations
- Recognizing exemplary student accomplishments
- Inspiring, encouraging, and empowering students to achieve their leadership potential

What can Leadership Assistants do for your organization?

- Create web-based leadership resources and tip sheets
- Research nationwide leadership initiatives
- Assist and consult with student organization leaders
- Create networking opportunities between student organization leaders
- Build relationships with faculty
- Promote leadership opportunities to all Alfred State students
- Develop and present leadership workshops
- Organize special leadership events, activities, and excursions

For more information, visit my.alfredstate.edu/leadership

7.3 STUDENT LEADER AND ADVISOR SURVEYS

OSE sends annual Student Leader and Advisor surveys in either the fall, spring or summer terms. These surveys solicit feedback on a wide variety of areas about campus and your experience as a student leader. OSE not only uses this information to inform our own practices, decisions, and services, but we also share student feedback with a variety of offices and with the top administrators across the College.

7.4 LEADERSHIP LIBRARY (Located in the Organizational Suite)

OSE has a variety of resources to help you to become an effective leader. We recommend all student organization leaders take advantage of these leadership resources. Examples include:

Downloadable Leadership Tip Sheets. Topics include: Teambuilding, Officer Transition, Conflict Resolution, etc.

- PowerPoint presentations from regional and corporate leadership trainers
 - Topics include: Seven Secrets of Success, Military Strategies, etc.
- PowerPoint Tutorials on managing an effective student organization
 - Topics include: Officer Transition, Running a Successful Event, etc.
- Videos of CEO leadership workshops led by accomplished leaders from many different fields
- Links to leadership development resources
 - Topics include: National Leadership Training Organizations, Character Development, Women and Leadership, Servant Leadership, Coaching, etc.

7.5 ORGANIZATIONAL SUITE & LEADERSHIP CENTER

Located on the 2nd floor (Room 205) of the Student Leadership Center, student organizations are encouraged to visit the SLC and take advantage of the available services and resources.

Policies and Procedures/Philosophy and Purpose

Alfred State (AS) supports the presence and contributions of student organizations. Student organizations exist to enrich both the campus community and a student's co-curricular experience at the College. To support student organizations, AS allocates space in the Student Leadership Center (SLC) for use by these organizations, thus allowing them to conduct their business in an accessible and central location on campus.

All space usage by recognized student organizations is contingent upon adherence to the guidelines outlined in this document. All space within the Student Leadership Center is Alfred State-owned; therefore, the Leadership Advisory Board has final authority for the use and allocation of this space. Office space covered under this policy includes the individual organization spaces, the organizational workroom and storage lockers.

Assignment of Office Space

1. Each organization desiring office or storage space must apply annually every spring term. The application form is available in the Office of Student Engagement and on line at

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my.alfredstate.edu/the-office-of-student-activities-and-orientation and should be submitted by **April 15th** each year to ensure fullest consideration. Student organization office space will be awarded on an academic-year basis (fall & spring terms). If a student organization chooses not to renew its office space agreement, or is denied space for the following year, their office area must be vacated prior to the end of spring term. Should any student organization materials, equipment, or other goods remain beyond May 15th the Office of Student Engagement will dispose of such items (Clubs will be charged for this), provided other arrangements satisfactory to the OSE have not been made by the organization.

2. The OSE will consult with the Leadership Advisory Board when making office space allocations, reallocations, and assignments. Allocations will be based on an evaluation of the requesting organizations:
 - is the AS recognized organization in good standing
 - involvement and activity level within the campus culture
 - ability to serve and/or support the greatest number of current AS students
 - compliance with AS Student Senate regulations and policies (if applicable).
 - compliance with AS regulations and policies

Responsibilities and Privileges

1. Student organization office space is available for use during normal building hours only. Unauthorized access when the building is closed may result in immediate forfeiture of office space privileges.
2. The OSE and appointed student workers have the right of access to allocated office space for routine maintenance, housekeeping, and inspection.
3. Basic office furnishings and lockable cabinet will be provided for each organization.
4. Organizations may not make physical changes to the assigned office space (walls, doors, ceiling, floor, locks, etc.). Organizations will be held financially responsible for any damage made to College property and/or damage to the allocated office space. In cases where spaces are shared, all organizations occupying that space shall be assessed repair or replacement costs equally, unless the specific source of the damage can be identified.
5. High wattage appliances such as heaters, refrigerators, or microwaves may not be used in the student organization office space. Acceptable appliances include computers, printers, small radios, pencil sharpeners, and approved lamps.
6. If a student organization is not fully utilizing its allocated office space when another active student organization requests an office, a change in allocation may occur at the end of the fall semester. The OSE will contact student organizations to discuss this before the space is reassigned, but will proceed to make a decision independent of the group's input if they choose not to respond or meet. Allocated office space may not be sublet or transferred to any other occupant or organization. Previous allocation or occupancy does not ensure retention of an office space.
7. Every student organization utilizing space within the SLC and its members are expected to comply with this policy.

Offices

There are 17 offices and 30 storage spaces for organizations to use. There will be 1-2 organizations per office space. Each organization will be provided with a desk, desk chair and a locker for supplies in the workroom. The furniture provided is property of the SLC and may not be moved or altered. The purpose of these offices is to aid organizations in conducting their necessary business. These spaces are not to be used for organizational meetings.

Collaboration Room

The Collaboration Room has been placed in the Organizational Suite so organizations can have a designated location to work on advertisement materials such as sheet signs and posters. Organizations are responsible for providing their own materials and supplies, though the OSE will provide most materials needed free of cost. Those organizations who have secured one of the office spaces will also be given a locker that is located within the Organizational Suite for additional supply storage. The organizations will only be able to use locks provided

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to them by the SLC staff. Neither the OSE nor the SLC staff will be held responsible for items kept in those lockers.

Trash and Recycle Cans

Trash and Recycle cans are provided in each office, if an organization has more trash than will properly fit in the provided cans, then that organization is responsible for its disposal.

Walls

Nothing is to be hung or placed on the walls within the organizational suites. A bulletin board will be provided for organizations to use for posting.

Café

A Café will be accessible in the Organizational Suite. It will have a refrigerator, microwave, water cooler and coffee maker. Healthy snacks, drinks and other treats will be refreshed on a weekly basis to Club/Organizational Offices. Abuse of this area (i.e. taking more than you need, taking for others, etc.) may result in your organization's removal from the Organizational Suite.

Audio / Visual Equipment Access

The Organizational Suite has the latest and most innovative technology in the world today. Among the technology available with arms reach will be:

- Four 55" LED Televisions for presentations
- Two Charging Stations for PDA's, laptops, Tablets, etc...
- Numerous tablets and laptops available

7.6 CHECK IT OUT! RESOURCES

OSE has a wide range of resources that student organizations and leaders can check-out. Student organizations must be recognized by OSE in order to benefit. Contact the OSE at studentengagement@alfredstate.edu or (607) 587-4075.

The following items are available to check-out/use:

- Popcorn Machine
- Game Show Buzzers
- Helium Tank (may not be moved)
- Letter and Shape Cutting Machine
- Laptops
- Video Cameras
- White Arrow Dry Erase Boards
- Team Builder Supplies
- Button Maker
- Ballot/donation box
- Large sized roll paper – 9 colors (for signs, displays, etc.)
- Sandwich boards to post large posters
- Karaoke machine
- Much, Much More!!!!!! (just ask!)

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SPACE IN SLC AND ORGANIZATION OFFICES

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OSE provides a limited number of spaces and offices in the Student Leadership Center designated solely for use by recognized student organizations. The following policies and procedures have been established for the allocation, occupancy, and use of these spaces.

8.1a Hands On Project Room (HOPR)

HISTORY/PURPOSE: In August, 2013 Alfred State and the Division of Student Affairs established the Student Leadership Center (SLC), a unique facility in higher education. One feature of this facility is the “HOPR”, a multi-use project room. The HOPR requires certain administrative policies to ensure appropriate access, safety and integrity of the area.

POLICY: Users must maintain appropriate safety protocol in the HOPR at all times. Users must be familiar with the proper operation and maintenance of all the tools and equipment, and must report any problems or safety issues to the OSE. Failure to comply with all of the following rules may prohibit further use of this space.

User Access:

1. Use of the HOPR is limited to student clubs and organizations and other campus groups utilizing the space for educational, social, and community development purposes. Activities supporting the College’s commitment to civic engagement will have preferential access.
2. Use of the HOPR is a privilege, not a right. Violators of policies and procedures will be subject to discipline under the Student Code of Conduct and/or other applicable laws or policies.
3. Individual access is not allowed, unless the applicant is requesting access for civic engagement purposes. However, users may request a waiver of this prohibition by submitting a written proposal to the OSE.
4. Groups utilizing the space must request access through the OSE.
5. Roofs, non-user areas, and areas designated as “Restricted Access Areas” are strictly prohibited. And egress through or access to these areas must not be blocked at any time.
6. Guests of users are prohibited without prior approval by the OSE. Guests must present appropriate photo identification and may be required to leave at the discretion of SLC personnel. Users are responsible for the actions of guests.
7. Users must demonstrate competency in the operation of any tools or equipment used, or show certification (or the equivalent). The College reserves the right to limit access to tools or equipment deemed to exceed a user’s competency.
8. The document, “*HOPR Safety Rules*” governs the College’s requirements for safe practice in the HOPR. This document is available from the OSE and is posted inside of the HOPR. “*HOPR Safety Rules*” is attached as Appendix A

Administrative Operations:

1. Users may not conduct any manner of business activities or commercial enterprise in the HOPR.
2. Unless approved by the OSE, HOPR projects will not exceed twenty-one (21) calendar days in duration. Requests for time extensions must be made to the OSE at least five (5) days in advance.
3. Users may be held financially responsible for damage/loss of tools/equipment or damage/loss related to activation of the fire suppression system.
4. Officials of the College may access the HOPR at any time.
5. Rules governing acceptable personal safety and social behavior are presumed to apply to all campus activities. Users must be familiar with the HOPR’s policy and procedures, safety rules, and any other applicable campus resources. The distribution of this information to users constitutes official written notice of the possible violations and sanctions.
6. The College may ban any user from the HOPR if user’s behavior is determined to be inappropriate and conflicts with campus policies.

PROCEDURES:

1. Requests for approval to use the HOPR are made via the *HOPR Project Proposal Application*, available online or from the Office of Student Engagement.

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2. Applications are reviewed by the HOPR Project Review Team, which includes faculty, staff and students. Reviews examine the links between the proposal and intended HOPR use: the correlation of planned activities with user skills; the project concept as it relates to College goals and; the quality and consistency of the plan as submitted. All applications will be returned within two weeks of submission. Unapproved applicants may appeal in writing to the Vice President for Student Affairs. The decision of the VPSA is final.
3. Approved applications will be placed into a queue in the order in which they are received and scheduled consecutively.

 I have read and understand the foregoing

Indicate your Alfred State affiliation:

___ Student ___ Faculty/Staff ___ If other, complete next line

Affiliation name: _____ Contact #: _____

 User's Name (Print) User's Name (Signature) Date

 Parent/Guardian Name (if user is under 18 years old) (Print) Date

 Parent/Guardian Name (Signature)

Rules for HOPR Safety

The following rules govern use of the HOPR. Alfred State requires 100% compliance with these rules; failure to do so will result in the removal of your access privileges.

1. **Never be embarrassed to ask for help – If you are unsure about the safe operation of tools or equipment or any aspect of a task – Ask for help! (SLC personnel)**
2. Don't rush or take chances. Obey all safety rules.
3. Think through the entire job before starting.
4. No work may be performed using power tools unless at least two people are in the shop area and both parties can see one another.
5. In case of emergency or injury, no matter how slight, report your incident to University Police. The campus emergency telephone number is 911.
6. Do not attempt to remove foreign objects from the eye or body. Contact University Police immediately at ext. 911. If chemicals get in the eye(s), immediately wash eye(s) for 15 minutes in the eye wash station located in the back of the HOPR **before** proceeding for medical treatment.
7. Horseplay is absolutely forbidden. Do not disturb or distract others while they are working.
8. Verify the safety of all personnel before energizing or operating any equipment.
9. Use the proper tool for the job. Report any defective equipment or unsafe conditions to SLC personnel immediately.
10. Use of personal protective equipment (PPE) must be worn as specified by manufacturer's instructions. This may include safety-toe shoes, bump hats, safety glasses, goggles, face shields, respirators and other forms of protective equipment or required clothing.
11. Shoes covering the entire foot must be worn in the HOPR at all times. Anyone **wearing sandals** will be denied entrance into the HOPR.
12. Neckties, loose clothing, jewelry, gloves, etc. must be removed before using moving or rotating machinery. Long hair must be tied back or covered to keep it away from moving machinery. Hand protection in the form of suitable gloves must be used when handling hot objects, glass, or sharp-edged items.
13. Prior to energizing or operating any tool or machine, you must be familiar with the machine controls (start button, stop button, speed-change control).

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14. Do not use electrical equipment while standing on damp or wet surfaces or when your hands are wet.
15. Clamp or secure equipment or material to prevent it from shifting or rotating when drilling, grinding, etc.
16. Do not operate any equipment unless you are approved to by The Office of Student Engagement or designee. If you have any questions regarding the use of equipment, ask!
17. Keep fingers clear of the point of operation of machines by using special tools or devices, such as, push sticks, hooks, pliers, etc. Never use a rag near moving machinery.
18. Practice neatness in the shop areas. Keep the floor around machines clean, dry, and free from trip hazards. Do not allow chips to accumulate. Use a brush or a specialized tool to remove chips and debris. Never use your hands or compressed air to free the item.
19. Never use compressed air to clean your clothes or yourself. If using compressed air to clean a machine part, point the hose down and away from yourself and other persons.
20. Do not manually adjust work pieces or attempt to measure work pieces while a machine is running.
21. Use a soft-faced hammer (**never** a hard hammer) to strike a hardened tool or any machine part.
22. Check power cords and plugs on portable tools for damage or fray before use.
23. Machines must be turned off **and** unplugged when cleaning, repairing, or oiling. Turn the power switch on and off **several times** to ensure any stored energy is released.
24. Turn electrical power switches to the OFF position before connecting or disconnecting the electrical plug.
25. Get help for handling large, long, or heavy pieces of material or machine attachments. When lifting an object, bend at the knees and lift with your legs, not with your back. Keep your back straight.
26. Follow all proper precautions when using solvents, paints, adhesives, or other chemicals. Use the correct protective equipment.
27. Never remove a tag labeled "caution," "danger," etc., without authorization.
28. Always store oily rags in the approved metal container. Follow shop rules and EPA guidelines for disposal/recycling of used oil, antifreeze, refrigerants and wastes. If the container is nearing full, notify your advisor or a professional within the Office of Student Engagement.
29. Be familiar with the locations and operation of fire extinguishers. In case of a fire, sound an alarm and evacuate the space.
30. Only electricians or authorized personnel are permitted to perform electrical work.
31. Never stack material or product so that it obstructs safety equipment, aisles, ladders, steps, electric boxes, etc. Always pile large or heavy material on the bottom and smaller material on top.
32. Never use an air hose to blow dust from brake drums. Use an approved HEPA vacuum device or wet-wash method.
33. Do not leave tools or work on a machine table even if the machine is off
34. Do not attempt to identify chemicals by taste or smell. Use only properly labeled containers.
35. Any materials/chemicals brought into the HOPR must be accompanied by a SDS (Safety Data Sheet). If the chemical is to remain in the HOPR, the SDS should be placed in the SDS Binder. HOPR users must be familiar with the product they are using and must read the SDS **before** work begins.
36. Comprehensive safety procedures for individual pieces of equipment are in the *SLC HOPR Manual*, available in HOPR.

8.1b STUDENT LEADERSHIP CENTER- GAME ROOM

Gaming Etiquette & House Rules

"Gaming Etiquette itself is about "respect, consideration, and honesty."

Good gaming etiquette helps to establish common ground for a friendly gaming environment. Games do not require etiquette to be played. However, etiquette allows games to be played in a way that is more enjoyable and fun for the majority. Etiquette is *not mandatory, but it is generally desired and appreciated. Well defined expectations of gaming etiquette increase the likelihood that users will enjoy the facility to its fullest. Less serious infractions are often left to peer enforcement, meaning other users influence infractions by users who demonstrate inappropriate behavior. Serious infractions could constitute a violation of the Student Conduct Code and the law and will be addressed immediately. Penalties could include suspension or revocation of playing privileges or other penalties defined by the code and the law.* ⁽¹⁾"

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HOUSE RULES. (2)

Sometimes you win and sometimes you lose. Be good at both and earn the respect of your fellow gamers. Help those who are less experienced, knowledgeable, skilled, or seeking advice. Have FUN!

Take turns and treat equipment respectfully. All equipment, games, and furnishings are to be used with care and respect to ensure longevity.

Stop others from taking what is not theirs. No equipment or parts/pieces of equipment are to be removed from the Game Room under any circumstances. Report failed equipment to the Student Leadership Center (SLC) staff, immediately.

Take care of your trash. Place rubbish in the appropriate recycling or trash receptacles before you leave.

Use of the Game Room is limited to members of the Alfred State community and authorized visitors.

The College reserves the right to exclude any player for activities deemed unacceptable, including aggressive behavior to other players, judges, volunteers, or staff. Physical violence, loud noises, abusive language, profanity, sexual harassment, or conversations not acceptable in normal situations will not be tolerated.

Gambling is specifically prohibited.

Any person under the influence of alcohol or drugs will be excluded from the Game Room.

The Game Room may be reserved on a limited basis, for parties. Hours of reservation will be between 9:00 p.m. and 1:00 a.m. (including set up and clean up) on Fridays and Saturdays. Reservations must be made two weeks in advance and reserved dates will be posted in the Game Room. After a party, the Game Room must be returned to its original condition and configuration. Applicable fees will be assessed for failure to comply.

When in doubt, ask questions of SLC staff.

Footnotes:

ADAPTED FROM [HTTP://WWW.LAURIENTAYLOR.ORG/ETIQUETTE/](http://www.laurientaylor.org/etiquette/), 11-JUNE-2012

ADAPTED FROM VARIOUS SOURCES

8.1c ROCK WALL

Waiver:

ALFRED STATE LIABILITY RELEASE & WAIVER FOR PARTICIPATION IN CLIMBING WALL ACTIVITIES

I _____ have read this waiver in its entirety and understand its contents. I acknowledge the risk of injury that may result from participation in climbing wall activities and I hereby assume all risks of harm associated with my participation.

I certify that to the best of my knowledge, I am physically fit and able to participate in climbing wall activities, that I am in good health, and that I am unaware of any medical condition that might make my participation inadvisable.

I am aware that participating in climbing wall activities expose me to a risk of minor or serious injury including but not limited to: injury from bodily contact, incidental or inherent in the nature of the activity; slipping, falling, or tripping on the playing surface, regardless of its physical or environmental conditions; injury from warming up, practicing, or training for climbing wall activities; injury due to supervision by Alfred State College employees or agents, or injury due to a disparity between and among other participants with respect to experience level, strength, height, weight, age, ability, and the relative activities or maturity of, between, or among other participants; injury to the head, neck or spine (including paralysis); injury to the muscular or skeletal systems; injury to internal or external organs; loss or damage to sight, hearing or teeth; death; long or short-term disability; loss of income, career opportunities, or the enjoyment of life; pain; and caring or disfigurement. I accept and assume all risks, known or unknown, listed or unlisted, that may result from my participation in climbing wall activities, or in activities related to such activities, regardless of the cause of the injury.

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In consideration of being permitted to participate in climbing wall activities or related activities, I do hereby agree, for myself, my heirs, or my legal representatives, to release, defend, indemnify, hold harmless and forever discharge, Alfred State College, its officers, employees, and the State University of New York, including its trustees, faculty, and staff, and other agents, of and against any and all liability and responsibility for any claim or cause or action, on account of personal injury, accident, damage or expenses, or other loss caused, suffered or incurred by me or any other person(s) or entity during, arising out of, or in any way associated directly or indirectly with my participation in climbing wall activities, or for contribution or indemnification in respect to any claim made against me by any participant in climbing wall activities or any other person or entity in connection therewith.

Additionally, I acknowledge that my participation is entirely voluntary and is subject to any and all rules, policies, procedures and regulations of Alfred State College. I understand the risks inherent in this type of activity, and I understand that neither Alfred State College nor its officers, agents, employees, or staff assumes any responsibility for the actions of, nor provides any insurance for my participation in climbing wall activities and I assert that I voluntarily agree to assume all risks and hazards incident to participation in climbing wall activities.

I knowingly intend my signature on this release and waiver to be a complete defense to any legal proceeding that may be brought by anyone on their own or on my behalf for any injury I may suffer or sustain as a result of voluntarily participating in climbing wall activities or related activities, and further intend this Agreement to be a complete and total release of liability for all negligent acts, failures to act, or breaches of duty owed to me, which result in my personal injury or death as a result of my voluntary participation in the climbing wall activities or their related activities.

This release and waiver has been executed on behalf of me, my heirs, and assigns, and has been made with full knowledge of possible risks involved. This instrument has been executed and shall be interpreted according to the laws of the State of New York.

I **CERTIFY** that I am at least 18 years of age, that I am legally competent and capable of executing this Release and Waiver on my behalf, that I have read the foregoing and have made a conscious decision to sign it of my own free will.

FAILURE TO ANSWER ALL INFORMATION LEGIBLY AND COMPLETELY MAY RESULT IN REFUSAL OF ENTRY

Date: _____ Participant's Name (PRINT): _____

Date of Birth: _____ Participant's Name (SIGNATURE) _____

Participant's Address:

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Parent/Guardian (if participant is under 18 years old) Name (PRINT):

Parent/Guardian Name (SIGNATURE) _____

Belay Training: Date completed _____ Alfred State Staff: _____

8.2 OVERVIEW/GOAL FOR APPLYING FOR & RECEIVING ORGANIZATIONAL SUITE SPACE

The goal of the space allocation process is to provide recognized student organizations an equal opportunity to obtain space and to accommodate as many student organizations as possible in a fair, open, and objective manner. The Office of Student Engagement chairs the Space Allocation Committee which consists of both students and staff. The space allocation process occurs yearly in the spring term and all recognized student organizations are eligible to apply for both office and storage space.

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8.3 ELIGIBILITY

Only recognized student organizations are eligible to apply for, receive assignment to, and occupy an office in the Student Leadership Center. The term “recognized student organization” shall mean a student organization that has complied with the formal requirements for recognition.

8.4 ALLOCATION PROCESS

Recognizing the semi-private offices in the Organizational Suite and to accommodate the needs of all recognized student organizations, the following provisions have been established in order to support the goals of the allocation process:

1. The Space Allocation Committee (SAC) will consist of professional staff and student representatives.
2. The allocation process will be conducted annually during the spring term to determine the assignment of offices for the subsequent academic year.
3. Information regarding the annual allocation process will be distributed to all recognized student organizations by the Office of Student Engagement.
4. Each recognized student organization that desires to participate in the annual space allocation process must submit a completed application by the established deadline.
5. Each student organization that currently occupies space is not guaranteed re-assignment.
6. Only recognized student organizations who participate in the annual allocation process will be considered for assignment of space.
7. Incomplete applications, inaccurate applications, or applications submitted after the established deadline will not be considered.
8. The Space Allocation Committee will review applications and make recommendations to the OSE.
9. When formulating recommendations, the Space Allocation Committee will consider the following:
 - a. The extent to which the student organization will make effective and efficient use of the office space in meeting its stated purpose and obligations;
 - b. The number of students represented or served by the organization, directly or indirectly;
 - c. The likely extent to which the student organization will actively and regularly contribute to the vitality of campus life through the sponsorship of programs and activities that promote learning and/or social interaction;
 - d. The manner by which the student organization’s goals and values will support the mission statement of the Student Leadership Center (SLC) and enhance student organization collaboration and cooperation;
 - e. And any other reasonable expectations deemed by the Space Allocation Committee.
10. The OSE will review recommendations of the Space Allocation Committee and make the final decision regarding assignment of office space.
11. Each student organization assigned space will be required to sign and submit a “Term of Agreement” and schedule a review of the assigned space with the OSE. If the deadline is missed, the assignment is subject to forfeiture.
12. A waiting list of recognized student organizations that applied but did not receive space will be maintained for any space that may become available.
13. Any organization that did not apply or did not receive space in the initial application process, can apply for a potential wait list. Applications will be considered and reviewed by the Space Allocation Committee on a first-come, first-served basis.
14. A student organization whose application for re-assignment has been denied must vacate the space. Failure to schedule a move-out appointment with the OSE by established deadlines may result in moving and storage charges applied to the organization account.

8.5 OCCUPANCY PERIOD

A student organization allocated space will be permitted to occupy said space for one academic year.

8.6 INITIAL OCCUPANCY/MOVING IN

A student organization may take occupancy of an assigned space once all summer programs/usage have ended. A student organization that does not take occupancy of an assigned office space within the time frame specified will forfeit the space for reassignment.

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1. Prior to taking occupancy of an assigned space, the organization will be responsible for:
 - a. Arranging a walk-through with the OSE to assess the condition of the space.
 - b. Submitting to a Leadership Assistant (LA) the check-in portion of the Office Condition Report.
 - c. Signing and submitting, to an LA, an Assigned Office Space Term of Agreement for the occupancy period. Three signatures must be present: the organization president, advisor, and one other office-holding member.
 - d. Submitting a list of inventory items of value purchased with OSE or Senate funding.
 - e. Submitting a list of persons permitted to access the suite.
2. Upon completing the above requirements, the student organization will be permitted to take occupancy of the assigned space and will be issued access in accordance with the policies and procedures listed in the Assigned Office Space Terms of Agreement.

8.7 CONTINUING OCCUPANCY/RENEWALS

A student organization granted continuing occupancy of space must comply with the following requirements no later than the second week of the fall term:

1. Arrange a walkthrough with the OSE to assess the condition of the space and to complete the check-out portion of the Office Condition Report.
2. Complete and submit, to LA, the check-in portion of an Office Condition Report and list members permitted to know the key code.
3. Sign and submit, to LA, an Assigned Office Space Term of Agreement for the upcoming occupancy period. Three signatures must be present: the organization president, advisor, and one other office-holding member.

A student organization granted continuing occupancy of its assigned space that does not comply with the above requirements within the specified timeframe, will forfeit use of the space for reassignment.

8.8 VACATING AN OFFICE/MOVE-OUTS

An office must be vacated on or before the final day of the Spring Semester or upon termination of the Assigned Office Space Term of Agreement, unless the office has been re-assigned to the current occupant.

1. When vacating an office, the student organization will be responsible for the following:
 - a. Removal of all non-Alfred State property
 - b. Leaving the office in a neat and clean condition
 - c. Returning to LA all office items issued
 - d. Arranging a final walkthrough with the OSE to assess the condition of the office and to complete the check-out portion of the Office Condition Report
2. Any non-Alfred State property remaining in the office after the last date of occupancy will be discarded at the expense of the vacating student organization. LA does not provide storage space for property unless said organization has been assigned space within the storage area. The storage of such property is the sole responsibility of the student organization.
3. The vacating student organization may be financially responsible for or may be subject to disciplinary action for any damage that exceeds normal wear and tear.
4. The vacating student organization will be financially responsible for the replacement of lost or stolen keys and for the changing of locks.

8.9 ACCEPTABLE USE

Each student organization assigned space must use that space only in a manner consistent with fulfilling the student organization's stated purpose and obligations. The use of space in a manner that violates local, state or federal law, the Student Code of Conduct and Student Rights & Responsibilities or other published Alfred State policies is prohibited.

8.10 TERMINATING A TERM OF AGREEMENT

The Assigned Office Space Term of Agreement between a student organization and the SLC may be terminated and use of space revoked should OSE determine that:

- The student organization is not properly recognized with Alfred State and OSE

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- The student organization has ceased to meet stated purpose and obligations
- The student organization has submitted an inaccurate Student Organization Office Space Allocation Application
- The student organization is not in compliance with the policy on Student Organization Offices, the Student Code of Conduct, or other written Alfred State policies and procedures

The procedure for termination of an Assigned Office Space Term of Agreement is:

1. The student organization president and advisor shall be notified in writing by OSE of the proposed action to terminate the Assigned Office Space Term of Agreement and the reason(s) for such action.
2. The organization will be given five (5) class days to show reason why the Assigned Office Space Term of Agreement should not be terminated. The organization response to the reason(s) for the proposed termination of the Assigned Office Space Term of Agreement must be submitted, in writing, to the OSE.
3. If OSE determines that cause for terminating the Assigned Office Space Term of Agreement is appropriate, the student organization president and advisor will be notified, in writing, of the termination of the Assigned Office Space Term of Agreement, the reason for such action, and the effective date of the termination.
4. The decision of OSE to terminate an Assigned Office Space Term of Agreement may be appealed by the organization, in writing, to the Vice President for Student Affairs within five (5) class days from the revised date of notification of the termination. The decision of the Vice President is final. Student organizations that wish to terminate their Assigned Office Space Term of Agreement with LA may do so in writing to the OSE. Upon termination, the student organization must vacate the office within ten (10) class days in accordance with the requirements outlined in the procedures for vacating an Office.

OFFICE KEYS / SWIPE ACCESS

Access will be provided to each student organization at the time of check-in or renewal. If an approved member of your organization cannot access the office, they can visit the SLC Information Desk and have the LA access the Suite or Office. Lists of permitted members to access each office are taken at check-in.

1. Office keys for desks and/or file cabinets are not provided to student organizations. In addition, the student organization may not secure the desk or file cabinet. Any student organization possessing an office desk or file cabinet key should return the key to OSE. Any student organization found in possession of an unauthorized office key may be subject to disciplinary action and termination of the Assigned Office Space Term of Agreement.
2. A student organization will be financially responsible for changing keys or key cylinders during the lease period.
3. OSE will maintain a listing of all student organization members permitted access to each office. It is the responsibility of the student organization president to notify OSE of any changes.

8.11 ACCESS TO OFFICES

Access to student organization offices is available during the normal operating hours of the SLC. These hours are posted on exterior doors and are subject to change during holidays, term breaks and summer session. Requests by a student organization for access to its office outside of normal operating hours of SLC will be considered on a case-by-case basis. Such requests must be submitted, in writing, at least five (5) business days in advance, to the OSE.

8.12 LIABILITY

OSE shall not be responsible for damage, loss, or theft of any items brought into the SLC including, but not limited to, student organization property and personal items. Cash should be deposited immediately through OSE. Student organizations assigned space in Student Leadership Center agree to indemnify and hold Alfred State harmless against all claims, losses, or liabilities arising from the use of said space.

8.13 OFFICE ENTRY AND INSPECTION

OSE reserves the right for Alfred State personnel to enter a student organization office under the following conditions:

1. As part of building closing procedures to determine that all persons have exited the building.

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2. To perform regular or requested custodial and maintenance services.
3. Periodically to inspect offices to determine compliance with health and safety regulations.
4. To halt activity that is disruptive, dangerous, or appears to be in violation of College policy.
5. To address emergency repairs, respond to an emergency situation, or maintain building security.

8.14 DAMAGE

Each student organization is financially responsible for any damage to its office, office fixtures, and office furnishings that exceed normal wear and tear. The baseline condition of a student organization office is established at the beginning of occupancy period by completing the check-in portion of an Office Condition Report. At the end of occupancy or upon termination of an Assigned Office Space Term of Agreement, a walkthrough of the space with the OSE and a representative of the student organization must occur. During the walkthrough, OSE will identify damage not recorded at check-in and note the damage upon check-out. The student organization will be provided a copy of the Office Condition Report, including noted damage. Payment of the damage bill is due within thirty (30) calendar days of the billing date. Only masking tape and poster putty may be used to display posters, pictures, fliers, notices, etc. on office walls and office doors. If an item needs to be hung with nails, contact OSE to place a work order.

8.15 OFFICE ALTERATIONS

A student organization may not make any structural or electrical alterations to its office or install additional locks or security devices, including moving office furniture.

8.16 FURNISHINGS AND DECORATIONS

Generally, OSE provides one desk, one office chair, one guest chair, a file cabinet, and a trash can to each student organization assigned office space. Each office receives one recycling can for use by all office occupants. Student organizations may furnish and decorate its office provided such activity is done in accordance with applicable health and safety regulations. Any extra furniture or equipment must be approved prior to installation by OSE. All areas in front of and leading to office exits must be kept clear to allow doors to be easily opened or closed in case of an emergency. Extension cords must not be run under rugs, through doorways, across thresholds, or across corridor floors. Overloading electrical circuits (the use of multiple outlet adapters or the use of extension cords as a permanent expansion of electrical service) is prohibited.

8.17 SUBLETTING OR SHARING OFFICES

Only the student organization assigned to a space may occupy or conduct business from that space. A student organization office may not be sublet or shared with any other student organization, including the storage of another organization's materials.

8.18 STORAGE

Property stored in a student organization office must be done so in accordance with applicable health and safety regulations. Overnight storage of perishable food is prohibited. Requests to store larger, bulkier items will be made on a case-by-case basis. All storage requests can be made through OSE.

8.19 CLEANLINESS

Each student organization assigned space is responsible for maintaining a clean and orderly condition at all times in accordance with health and safety regulations. All areas in front of and leading to office exits must be kept clear to allow doors to be easily opened or closed in case of an emergency. Housekeeping will complete routine cleaning of office space.

8.20 COOKING

The storage of food and other perishable items, cooking, and the preparation of food in a student organization office are prohibited. Disposable food containers must be properly discarded in trash receptacles for removal by custodians.

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8.21 RECYCLING

Alfred State mandates recycling of metals, glass, container plastics and most paper, corrugated cardboard (including pizza boxes), newspapers, and magazines. Student organizations are expected to deposit materials in centrally located recycling receptacles. Blue containers indicate paper recycling.

8.22 CUSTODIAL SERVICES

Alfred State will provide weekly trash removal and paper recycling from each office, Monday through Friday, excluding holidays. Only trash and other garbage placed in the proper trash receptacle or items clearly labeled as trash, will be removed by custodians. Additional cleaning requests can be addressed to OSE.

8.23 MAINTENANCE SERVICES

Maintenance problems must be properly reported to OSE. Immediate and emergency-related problems can be reported directly to the SLC Information Desk. When maintenance problems are reported, a work order will be processed for scheduling and completion. A copy of the work order will be provided to the reporting student organization upon request. Questions regarding the status of a work order should be directed to the OSE.

8.24 TELEPHONES / NETWORK CONNECTIONS

Telephones may be available for offices. Please work with OSE to determine the process and need.

8.25 ALCOHOL AND OTHER DRUGS

The use, sale, or possession of alcohol and illegal drugs in a student organization office is prohibited.

8.26 SMOKING

Smoking is not permitted in any office or lounge space. Alfred State and all of its facilities are smoke-free environments.

8.27 COURTEOUSNESS

Courteousness is expected at all times from student organizations assigned office space in the Student Leadership Center. Noise should be kept at a minimum so as to not disturb neighboring student organizations, other building patrons or guests. Please be respectful and responsive to all Alfred State community members.

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