



ADVISOR'S HANDBOOK



FOR BOWIE STATE UNIVERSITY CAMPUS ADVISORS

Dear Student Organization Advisor:

Thank you for donating your time and assuming the role of advisor of a student organization at Bowie State University. Although the Student Government Association strongly supports these clubs, the real backbone to them is you; their advisor. In fact, the position of advisor is not just another job it is an honor.

Members of the faculty and staff are selected for these positions based on respect, trust, and the belief that you will serve the student organizations well. By asking you to take on the role of advisor, these students are acknowledging your ability to be a positive influence in their lives, as well as recognizing your capacity to serve as a role model, mentor and a person who is committed to helping them grow as leaders.

Although it is an honor to be asked to serve as an advisor, it is also important that you understand the additional demands that will be placed upon your time and energy. Your role will be multifaceted and your participation will help prepare our students to achieve career goals as they learn to balance their co-curricular involvement with their academic pursuits.

This handbook, outlines the advisor roles and responsibilities, policies and procedures established by the Office of Student Life, and techniques to enhance your effectiveness as an advisor.

I thank you for your dedication to Bowie State University and am confident that you will provide our students with proper guidance while leading them through a successful year. You are truly living out the mission of Bowie State University by volunteering your time and expertise. Good luck on a successful academic year!

Sincerely,

The Office of Student Life

Part One

Advisor's Role and Responsibilities

The advisor is an integral part of every student organization. As a member of the faculty/staff of the university, the primary functions of the advisor are to actively advise, to counsel and to serve as a resource person. By asking appropriate questions or making insightful, informed suggestions, the advisor will assist in the personal development of students while aiding in the growth of the organization. The advisor should encourage mature thinking and responsible action that will strengthen the organization while contributing to the quality of the campus community.

It is difficult to define the specific role of an advisor to a student organization because the role can be structured in a variety of ways. The pattern of teamwork between an advisor and the organization must be tailored to the personalities and needs of those involved. This handbook was designed to provide some guidance in developing such a relationship.

Being the Best BSU Advisor Involves

Justifying - Justify your time, commitment and efforts, as well as those of your students. If you show them that you believe in what they are trying to accomplish and help them, they will see that their efforts are worthwhile.

An open mind - Always have an open mind. It will make your job and the job of the student leaders who look to you for direction a lot easier.

Support - Advisors who provide a warm and supportive atmosphere find that students are much more willing to be supportive to others and to you. Creating support systems within the organization will invite others to join and become part of the team.

Evaluation - Communication is the key to any group. Advisors should take the time to provide feedback. This will help to facilitate the sharing of ideas and solutions to problems.

Realizing potential - Every student and advisor can achieve the goals they set forth for the organization. Sometimes the advisor will need to help students in these endeavors, and sometimes the students may be able to do it alone. Strive to assist students achieve their potential, as well as, reach the organizations' potential. Sometimes a word from the advisor is all the student needs to inspire them to go the extra mile.

Giving help - Every student and advisor can achieve great things, but sometimes we could all use a little help! Don't be afraid to ask for, to offer or to solicit assistance if you are feeling stressed. Also feel free to advise students to contact the Office of Student Life for help!

How to Become an Advisor

1. All BSU recognized student clubs/organizations are required to have an approved advisor who is a full-time employee of Bowie State University. Part-time faculty and staff members may serve as a secondary advisor to the organization upon approval of the employee's supervisor.
2. The organization is free to select any eligible BSU employee to serve as their advisor. Upon selection, the advisor must complete and submit the Advisor Consent Form to the Office of Student Life.
3. All advisors must be approved by the Dean of Student Life.
4. No advisor can serve as advisor to more than two organizations during any academic year.

Roles & Responsibilities of the Advisor

General Advising

1. Effective advisors are those who render advice, offer counsel and serve as a resource person. Advisors should offer ideas and suggestions that students can consider. Advisors should realize that, on occasions, students might not accept his/her advice and should expect to be respectfully challenged; however, this should not be interpreted as an indication that his/her services are no longer desired.
2. Advisors should attend workshops, meetings, and social events to become acquainted with members of the organization, its mission, and operations. These opportunities are designed to bring members of the group together.
3. Advisors should provide input when organizations are planning events. They should point out the difficulties inherent in the plan, suggest other ideas, and ensure that the group is following University policies. Advisors should always seek clarification from appropriate members of the Office of Student Life when needed.
4. Advisors should provide constructive criticism when it is deemed necessary; however, positive organizational accomplishments should be appropriately acknowledged as well.
5. Advisors should be given an opportunity to make closing remarks at the end of meetings. These may include evaluative statements, commendations, inspirational statements, or just general comments.
6. Advisors should refrain from becoming "one of the gang" and/or noticeably distant from the group.
7. Advisors should not hesitate to contact the Office of Student Life to discuss organizational problems,

changes in organizational membership, or any other concerns that may be of interest or importance to the University.

Attendance at Events

1. Advisors must approve all events hosted and facilitated by the student organization. Advisor's signature of approval must appear on ALL calendar of events, fundraiser requests, food waiver, and budget request documents related to that prospective student organizations requested activity.
2. Advisors are required to attend all approved student club activities (i.e. social events, workshops, parties, retreats, information tables, community service). For parties, retreats and some social events, advisors are expected to attend for the ENTIRE duration of the event.
3. If an advisor cannot be present at an approved activity, he/she must submit the Event Substitute Chaperone form to the Office of Student Life. This form must be submitted 24 hours prior to event start time.
4. Failure of the advisor or substitute chaperone to attend for the duration of the event, could result in cancellation of that activity by authorized University personnel (i.e. Campus Safety, Dean of Student Life, and/or the Vice President of Student Affairs) and suspension of the student organization for the remainder of the academic year.
5. One advisor is required to be present for the entire event duration; however, two to five advisors are suggested for large events (i.e. Parties).

Liability

It is natural for advisors to be concerned about liability as it relates to advising student organizations. To reduce risk, advisors should promote the "Reasonable Standards of Care" principles within the organization. This requires that those responsible for an event or activity know and adhere to guidelines and standards of safe conduct. Advisors are expected to ensure that they and others behave in such a manner as to reduce risk, thus, protecting both the student group and the advisor.

Below are some key considerations to know to limit potential liability issues.

1. Common negligence law states that liability can be established when there is some duty of care to the person or situation; that duty is breached; the breach results in injury, harm, or loss; and the breach is the direct cause of the damage.
2. An advisor can be found responsible for the negligence of the student organization if the advisor does not act as a "responsible competent person" would.
3. No student organization or advisor can bind the university to a contract. To avoid instances of financial

liability, advisors should not sign his/her name nor the school name on agreements or contracts on behalf of their organization. This could lead to individual liability issues.

4. Advisors should pay close attention to nondiscrimination, sexual harassment, and disability laws. Within the campus environment, student organizations must adhere to these laws. Membership practices or activities that could be perceived as discriminatory are prohibited and could result in the suspension of the student organization for the remainder of the academic year.

5. **The purpose of faculty/staff attendance at student functions is two-fold.** **First**, the presence of faculty/staff members affirms the desire of the University to create a meaningful co-curricular program with full faculty and staff support and participation. **Second**, the presence of faculty/staff members fulfills the requirements of responsible supervision incumbent upon the institution. The faculty/staff advisor assumes the role of official institution representative at the function and has responsibility for making decisions that affect the safety, welfare and proper conduct of those in attendance.

6. The faculty or staff member who accepts the position of advisor must be aware of the responsibilities inherent in the function. Generally, it can be stated that the advisor is a University authority and is responsible for making decisions during the function that affect the safety, welfare and conduct of those attending. ***Such authority extends even to the decision to terminate the event.*** Advisors should consult with Campus Safety to make the final determination with regards to safety and welfare of others.

7. Specific decisions that might arise could relate to such matters as overcrowding, possible fire hazards, requests to extend or curtail the hours of the event, admission of undesirable person (s), (i.e. obviously impaired individuals) and improper use of university equipment. In these and other similar matters, the Advisor (s) will consult with Campus Safety to act in the best interest of those present and the University.

8. Advisors are expected to be present at the location of the event when the scheduled building/room is first opened. Before the start of the event, the advisor should familiarize themselves with any equipment being used.

9. For events where security personnel have been secured, advisors should meet with members of the security team and discuss their duties. The number of security required at an event is pre-determined by the Director of Public Safety and/or designee.

10. To ward off any potential problems, it is strongly suggested that advisors remain in frequent communications with the security personnel and the sponsoring student organization during the event. In case of an emergency, such as fire, disorderly conduct or personal injury, the advisor or student group should notify the proper authorities, who will take charge of the situation.

11. If an emergency or incident of a serious nature takes place, such as a personal injury or loss of property,

the advisor should prepare a written report and submit it to the Office of Student Life and Campus Safety the next business day.

12. At the close of the event, security personnel and the advisor should inspect the room/building to ensure that the room is returned to its original state and that all persons have exited the event.

PLEASE NOTE! If neither the advisor nor the substitute chaperone can be present during an approved sponsored event, that event will be canceled.

Withdrawing from Being an Advisor

1. If any time a student organization feels that it would be in the best interest of the organization to recommend a new advisor, it may do so after meeting with the Dean of Student Life to seek mutual understanding. The final decision rests with the Office of Student Life.

2. If for any reason an advisor is unable to continue to serve, they must fill out an advisor resignation form and submit a written resignation to the Office of Student Life.

What the University Expects of Advisors

The following are provided as basic and rather obvious areas of responsibility. It is assumed that one who accepts the role of advisor:

1. Is a current full-time employee of Bowie State University and must retain this status to continue to serve as an official advisor.
2. Will not accept an invitation to serve as an advisor (or continue to serve) if he/she is not prepared to fulfill the expectations of such appointment.
3. Assumes the advisor's role voluntarily and is expected to uphold the best interest of the university and organization.
4. Is interested in the organization and is knowledgeable about its purpose, programs, and constituency.
5. Serves as a consultant and a resource to the members of the organization.
6. Assists the organization in developing and achieving performance objectives and facilitating programs that will provide educational and leadership experiences for members.
7. Understands the financial procedures of the organization and the university.
8. Assures that the organization takes reasonable precautions in its activities to ensure that University

policies and federal laws are not violated nor the welfare of members are jeopardized.

What Student Organizations Expect of Advisors

The members of student organizations need the services of the advisor. The decisions that must be made and the planning that must be done often require advice from someone with experience. Members will expect the advisor to:

1. Know them by name and show interest in them as individuals. Encourage and motivate them.
2. Believe in the organization and manifest the enthusiasm necessary to help the organization work towards its potential.
3. Understand the organization, be aware of its constitution and assist them in formulating goals, planning activities and programs, and improving their leadership skills.
4. Assist them with developing procedures and methods for maintaining an effective organization. Guide the organization in maintaining records, facilitating and managing meetings, adhering to established University financial procedures, as well as, evaluating group projects and individual performance.
5. Encourage and support them during challenging situations. Be available when emergencies arise and when necessary, serve as a conflict management mediator.
6. Attend/participate in regularly scheduled meetings, programs and activities of the organization to the greatest extent possible. Encourage members to attend these activities as well.
7. **Sign all calendar of events, fundraiser requests, food waiver, and budget request documents. The advisor's signature must be on all required forms. No activity will be scheduled without prior approval of the advisor.**
8. Be in attendance for the duration of organizational events, both on and off campus. Arrive 30 minutes before the start of the event to help with set-up, meet with club members, and review event responsibilities.
9. Represent the organization in staff/faculty meetings when necessary and serve as the organization's liaison with the university.
10. Be aware of resources at the university and within the surrounding community.

What Advisors Expect of Members

For the advisor to serve effectively, the members must also meet certain expectations. The advisor should expect members to:

1. Keep them informed of all organizational activities, meeting times, event locations, and agendas. Provide them with copies of meetings minutes, as well as, any other materials that are sent to the membership.
2. Meet regularly with the advisor to discuss all plans, potential problems, and changes in membership.
3. Develop and use good records and sound financial procedures. Adhere to all University policies and guidelines.
4. Make no commitments for the advisor without his/her consent. An organization must not assume an advisor will attend all events or continue to serve as their advisor unless the advisor has agreed to.

Characteristics of a Good Advisor

AWARE	Always knows what is happening with the group, including problems, calendar of events, meeting times, etc.
DEDICATED	Willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.
VISIBILE	Attends meetings, social functions, and other special activities of the group.
INFORMED	Is familiar with the rules, policies and regulations of the University and the Constitution of the organization. Is prepared to render assistance with their interpretation.
SUPPORTIVE	Provides encouragement and praise to group members.
OPEN-MINDED	Is willing to consider new ideas and approaches.
RESPECTED	Is trustworthy and honest. Demonstrates a genuine interest in the group.

Part Two

Administration

Policies and Procedures

DEFINITION OF A STUDENT ORGANIZATION

A student organization is defined as any recognized group/organization at BSU which is directed and controlled by students and whose programs and activities are well-matched with the University's mission, vision, and core values. The relationship between the University and recognized student organizations generates neither a contractual-relationship between the University and the organization, nor a property right or expectancy in the organization of any sort. Duties performed and activities undertaken by recognized organizations are not those of the University.

Please note: The name, logo or symbol of student organizations cannot duplicate that of an existing organization or University department.

MEMBERSHIP

All student organizations (with the exception of fraternities and sororities) shall be open to all BSU students regardless of race, creed, disability, sexual orientation, age and sex. All student organizations must adhere to the rules and procedures set forth in the organization's constitution, and the Student Government Association (SGA) constitution, including the non-discrimination requirements for membership. Active membership in recognized student organizations shall be limited to currently enrolled, full-time and part-time Bowie State University students. BSU faculty and staff are not eligible for membership nor can they hold an office in student organizations.

STUDENT ORGANIZATION RECOGNITION

Recognition is the process through which a student organization receives "active" status within the Office of Student Life and the University. Recognition is a privilege given to student organizations that successfully complete the registration process and comply with University guidelines at all times.

- Organizations apply to be recognized annually during the fall term and the Office of Student Life reviews all applications and determines recognition.
- Each organization must have and maintain a minimum of four (4) currently enrolled BSU full-time students at all times, in order to be considered "active." Organizations that fall below the minimum of four (4) members will be considered "inactive" and will lose all programming and funding privileges.
- Registration of student organizations shall not be construed as agreement, support or approval by the University, but only as recognition of the rights of the organization to exist at the University, subject to the conditions established herein.
- No organization shall obtain or maintain recognition that discriminates on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status with respect to its membership, programming or operations.
- Every student organization is bound to all rules of the University System of Maryland, Bowie State University, Bowie State University's Office of Public Safety, City of Bowie, Prince George's County, and the State of Maryland including, but not limited to, the Maryland State Penal Law, the Maryland State Vehicle and Traffic Law, the Alcohol Beverage Control Laws, and applicable Federal Laws.

TYPES OF RECOGNITION

Continuing: Continuing Recognition is granted to groups that successfully complete the annual registration process implemented by the Office of Student Life. Failure to do so will result in automatic denial of the respective organization to become a recognized student organization. Every student organization must submit the following to the Office of Student Life for review:

1. Organization Officer and Membership Form
2. Letter of Intent
3. Advisor Consent Form - Primary
4. Calendar of Events

In addition, student organizations must attend the mandatory Student Organization Summit, held the last Saturday in August. For specific dates and access to these forms, please visit the Office of Student Life's website at <https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>.

Probationary: Probationary status is placed upon a recognized student organization which has been involved in judicial violations and/or violations of University policies, procedures and guidelines. While placed in this status, privileges granted to the organization, may be partially or totally restricted or withheld for a specified period of time. The probation is placed and may be removed and registration granted only after review and approval from the Dean of Student Life.

REQUIREMENTS OF STUDENT ORGANIZATIONS

- Each organization is required to register with the Office of Student Life, Campus Activities Board and the Student Government Association. Details about the registration process can be found on the clubs and organization website page (<https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>).
- All organizations are members of the Legislative Branch of Student Government Association and are required to send a representative to each meeting. Organizations may be suspended by the Vice President of the Campus Activities Board for non-attendance and non-submission of monthly reports. The suspension can only be lifted by the Vice President of the Campus Activities Board.
- All organizations are required to complete a minimum of 6 programs per semester.
- All organizations are required to complete 2 community service programs. At least 1 must be off campus. These programs can count toward the 6 required programs.
- All Organizations must facilitate one program each semester geared to commuter students. This program must be held between the hours of 9am-5pm.
- All organizations are required to actively participate in the following events:
Homecoming Coronation & Parade Convocation Club Elections
Community Service Projects Constitutional Convention Organizational Fairs
Any Designated Events specified by the Vice President of SGA and CAB

Failure to actively participate in the events listed above will result in suspension of the organization.

ADVERTISING

ORGANIZATION PUBLICITY

Student organizations are permitted to place promotional materials on bulletin boards on the campus of Bowie State University. Fliers and posters may be hung throughout campus in approved areas only.

- All materials for posting must first be approved and stamped prior to distribution
- An “Approved” stamp is administered by the Student Center only. This stamp is required for all materials to be posted on campus
- Fliers for parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage
- Materials of an explicit sexual, demeaning or degrading nature are prohibited
- The sponsoring organization must be clearly indicated on the flier. When withholding the organization’s name is a part of the promotional strategy, the Office of Student Life must be informed
- No more than one sign concerning the same event or containing the same information may be posted at any one time on any one bulletin board by a person/organization
- Signs, announcements, bulletins, and any other types of material must not be affixed to trees, pillars, doors, walls, or any other area or surface.
- Fliers and/or posters with adhesive, including but not limited to, duct tape and glue, which may damage surfaces, is prohibited
- Postings not approved by the appropriate University personnel will be removed and discarded immediately (BSU is not responsible for any postings that are removed due to violation of these guidelines)

Please Note: Student organizations that do not adhere to this policy will be subject to the following disciplinary actions:

- 1st offense Written warning
- 2nd offense Loss of posting privileges
- 3rd offense Loss of recognition

POSTING IN RESIDENCE HALLS & DINING AREAS

Any student organization wishing to advertise in the Residence Halls and/or University Dining Services locations must have posters and fliers approved by the directors of those respective areas. Approved materials must comply with the above guidelines. Materials not approved by the director of these areas will be removed. Please remember that the Student Center must stamp fliers to be posted in the Residence Halls and Dining areas.

DISTRIBUTION OF RELIGIOUS AND POLITICAL MATERIALS

Distribution of religious and political materials by student organizations on the BSU campus is permitted provided that approval has been obtained from the Office of Student Life. However, at no time will the distribution of religious and political material interrupt the academic process.

BANNERS

Registered student organizations can reserve space on campus to hang banners. Reservations must be approved by the Office of Student Life.

CHANGE OF OFFICERS DURING THE ACADEMIC YEAR

When new officers are elected or there is a change mid-year, organizations must complete a new *Organization Officer and Membership Form*, and submit it to the Office of Student Life. If a new officer is selected after the mandatory Student Organization Summit, it is the responsibility of the new officer to thoroughly review this handbook to learn important regulations related to successfully running an organization. New officers are also encouraged to visit the Office of Student Life if there are any questions or concerns, and to work closely with the organization's advisor, who is knowledgeable about the organization and university policies.

OFF CAMPUS ACTIVITIES & PROGRAMS

Clubs/Organizations must get approval from the Office of Student Life to host an event, program, trip, or attend a conference off campus. All off-campus trips require a student travel report and student waiver agreement. The Office of Student Life will provide documents with approval of activity email notification.

DUES

Student organizations are permitted to charge dues from participating members as a requirement for membership in the student organization. All guidelines related to dues must be clearly stated in the organization's constitution. All monies collected must be tracked in the Office of Student Life and stored in a safe or lockbox. The student organization's treasurer and advisor must keep all records of spending and include this information on the monthly report form.

USE OF THE UNIVERSITY NAME AND LOGO

The Bowie State University logo and colors may be used by student organizations on promotional materials, provided that the following guidelines are followed:

- The University logo and colors 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 logo
- Logos and colors must always be in accordance with University guidelines
- The University logo and colors cannot be used in conjunction with the promotion of alcohol, tobacco or drug products
- Detailed guidelines can be found at <https://www.bowiestate.edu/about/news/university-relations-marketing/identity-standards/>

FUNDRAISING & SOLICITATION

Solicitation shall include any undertaking of an individual or organization, which attempts to promote the sale or use of a particular product or service. The following guidelines apply here at BSU:

- Solicitations by a student organization is permitted but must be conducted totally by a recognized student group. Co-sponsoring with a non-university group is prohibited. Student organizations must contact the Office of Student Life for approval before engaging in fundraising activities
- Soliciting on campus (door-to-door or office to office) may not interfere with normal university operations
- Soliciting in the local communities must be approved by the Office of Student Life
- There shall be no soliciting of funds, prizes, or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by and in cooperation with the Office of Student Life
- Solicitation of non-monetary donations such as clothing, toiletries, canned goods, etc. must be authorized by the Office of Student Life
- In all cases of fundraising for charitable reasons, student organizations must submit documentation of proof to the Office of Student Life that the donation(s) was received by the charitable organization
- Solicitation in or on all campus facilities (buildings and grounds) by for-profit corporations, non-profit organizations, private individuals, or non-resident students is prohibited
- Personal solicitation through campus e-mail lists is prohibited
- Individuals and organizations wishing to speak publicly or distribute/post literature are prohibited from engaging in the sale or promotion of commercial good or services
- At no time will a student organization be permitted to “front” for off campus persons, vendors and/or organizations that desire to sell, or promote their product on University property or in conjunction with university affiliated functions
- Violations of this Policy: In the case of a violation of these guidelines, individuals or organizations attempting to display or distribute and/or sell unauthorized materials on campus, or use campus facilities for such activity, will have their permission to engage in solicitation revoked, and future requests may be canceled or denied. Solicitors, not affiliated with Bowie State University, will be asked to leave the campus by the University Police and will be subject to appropriate legal action.

ETHICS IN FUNDRAISING & SOLICITATION

If a student organization makes a commitment to raise funds on behalf of a charitable organization, the organization is obligated to uphold its commitment. When fundraising on behalf of a specific charity, the organization is required to disclose what percentage of the proceeds will be donated to charity and where the rest will be distributed.

RAFFLES FOR FUNDRAISING

Pursuant to Maryland Code Title 13 Gaming, raffles are associated with non-charitable organizations. Since student organizations are considered to be charitable organizations, the Office of Student Life encourages organizations to find alternative means of raising funds. The Office of Student Life may permit a student organization to sponsor a raffle under special circumstances. However, approval from the Office of Student Life will be required and only granted on a case-by-case basis.

CONTESTS FOR FUNDRAISING

Student organizations wishing to raise funds are permitted to do so (without a license) as long as a skill component is incorporated to increase a person's chances of winning. The University considers this practice a 'contest' rather than a raffle. Examples of approved activities include: guessing the correct number of jelly beans, scoring the most points in a game, or having the most audience votes.

PRIZES FOR FUNDRAISING

In many cases, students winning prizes may incur tax obligations. Student organizations wishing to purchase prizes, gift cards, etc., must gain approval from the Office of Student Life. Upon receiving such prizes, the winner may be required to provide personal information, which may be reported to the IRS.

GIFTS IN KIND FOR FUNDRAISING

Student organizations are permitted to receive donated gifts (separate from cash donations) from non-University organizations. This is a great way to solicit companies or organizations to donate items to be raffled off, used as prizes, etc. However, approval must be granted from the Office of Student Life.

UNIVERSITY BOOKSTORE

In order to avoid direct competition with the University Bookstore, student organizations are not permitted to sell books or paraphernalia already being sold in the bookstore.

ORGANIZATION WEBSITE

Student organizations are encouraged to create websites that highlight the overall purpose, meaning and mission of their organization. Interested organizations should notify the Office of Student Life as soon as the website is finished. Upon approval, the Office of Student Life will link your website to the Clubs and Organizations main page found at <https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>.

- Organizations are responsible for the consistent maintenance of their website. All sites should be updated on a regular basis.
- The Office of student Life reserves the right to reject and remove any website not suitable for public viewing.
- Websites that violate university policy, local, state, and federal statutes, or deemed inappropriate, or offensive to the university community are prohibited
- Announcements about APPROVED parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage
- Websites and/or artwork (graphics) of an explicit sexual nature are prohibited as well as information, which may be viewed as demeaning or degrading to a person or group of persons
- Use of the website for solicitation or the sale of items is prohibited

MEDIA OUTLETS

Bowie State University requires that all contact with media be arranged through University Relations and Marketing (URM). URM will work with your organization to effectively attract and work with the media.

SOCIAL MEDIA NETWORKS

Student organizations are encouraged to use social networks such as Facebook, Twitter, YouTube, Instagram, etc., to promote their events and programs. In doing so, student organizations should create accounts under the name and likeness of their respective organizations. At no time will organizations be permitted to use social networks in a way deemed derogatory to any on-campus or off-campus entity. Additionally:

- Messages that violate university policy, local, state and federal statutes are prohibited
- Messages of explicit sexual nature are prohibited as well as information, which may be viewed as demeaning or degrading to a person or group of persons are prohibited
- Use of the network for the solicitation or sale of items is prohibited
- Announcements about APPROVED parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage

The above guidelines apply to student organizations collectively and individually. This means the organization will be held responsible for violations committed by individual members of the organization.

MONTHLY REPORTS

All student organizations are required to submit a monthly report. Reports are due the **first Monday of every month by 4:00pm**. Reports must be submitted electronically by completing the Club and Organization Monthly Report form, which can be found on the Clubs and Organizations website (<https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>).

SPACE REQUESTS

Conference Services has streamlined the room reservation process to make it easier to request the space you need. Conference Services will no longer accept paper space requests from recognized student groups, faculty, and staff. To reserve space, users must complete the online form using a Bowie State University email address. In addition, the form can only be completed while on BSU's campus and will take up to 10 days to process. The online reservation request can be found on the Conference Services website at <https://www.bowiestate.edu/campus-life/student-center/conference-services/>.

CATERING REQUESTS

All catering services are provided by Thompson Hospitality. When requesting food please note the following:

- Serving food is not considered a program!
- Food cannot be left out more than 2 hours (State Mandate Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE Subtitle 15 FOOD Chapter 03)
- Catering requests must be submitted to the Office of Student Life with your SGA approved financial request packet.
- Catering Request forms can be found on the clubs and organizations website. (<https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>)

- Once approved, the Office of Student Life staff will submit your catering request and obtain a catering quote. Please allow up to five (5) business days to process.
- The Office of Student Life will contact you with the final costs. At that time you can decide if you want to continue with the catering request or cancel it.
- Catering cancellations must be made three (3) days prior to the event.
- Student Organizations will be held responsible for catering charges if an event is cancelled after the three (3) day cancellation period. Charges for any cancellations are at the sole discretion of Thompson Hospitality.

FOOD WAIVERS

Thompson Hospitality is the only vendor that can serve food here at BSU. Student organizations that wish to sell or give away food items, as well as, serve their own food at events, must get the approval from the Auxiliary Services department. Food/Catering waivers can be obtained in the Bulldog Card Office located in the Student Center 1st floor room 1025. Copies of the approved form must be submitted to the Office of Student Life with your SGA approved financial request packet.

VENDOR REQUESTS & PURCHASES

Student organizations are allowed to purchase goods and services from those vendors that have been approved by the university. A list of these vendors can be found on the clubs and organizations webpage (<https://www.bowiestate.edu/campus-life/office-of-student-life/clubs-and-organizations/>).

The Office of Student Life will serve as liaison between the vendor and you. OSL will assist you with obtaining quotes, approving artwork, sending payment, and receiving shipments. **Students are not allowed to personally enter into purchasing agreements or receive shipments.**

All quotes must obtain the following:

- Official Company Name
- Company Address and Contact Information
- Quote Number
- Billed to and Shipped to must be to Bowie State University (Office of Student Life)

For vendors requiring contracts

- Students cannot sign contracts on behalf of Bowie State University.
- Contracts must be signed prior to a Purchase Order being issued.
- Contracts over \$5,000 take 10 business days to process.
- Contracts under \$5,000 take 3 business days to process.

DJ Contract Process

- Student organizations must submit the DJ's invoice to the Office of Student Life
- Invoices must be on company letterhead and include the DJ's name, and contact information, date of services to be rendered, and costs
- OSL staff will type the contract and return to the organization
- Student organizations are responsible for getting the DJ signature and returning the signed contract with the invoice to the OSL for processing

Purchase Order Process

The University requires all purchases to have a Purchase Order, which reflects the items and their costs. The university is not authorized to pay for goods and services that are not indicated on a P.O. and will not release funds without this document. Purchase Orders go through a four (4) step, system approval process.

1. Upon receiving a quote from the vendor, this information is entered into the university's PeopleSoft financial system and is assigned a requisition number. This step is completed within two (2) business days.
2. The division of Student Affairs approver logs into the PeopleSoft system and approves the requisition. This step is completed within two (2) business days.
3. The staff in the Procurement department logs into the PeopleSoft system and turns the requisition into a Purchase Order. This step can take up to three (3) business days.
4. The Procurement Office sends the vendor a copy of the PO, which indicates that the university has approved this purchase and payment is on the way. This step can take up to three (3) business days.
5. Items are shipped to the university's warehouse (if applicable).

Warehouse Receiving Process

- All shipped items must be received by the university's warehouse.
- Upon arrival, the warehouse ensures that the items are properly checked in.
- The Office of Student Life staff will verify to make sure the items are accurate according to the Purchase Order.
- The Office of Student Life staff will contact student organizations, once their goods arrive, and are delivered to the office for pick up.
- Vendors will not receive payment until the order is verified by the warehouse receiver and OSL staff.

FINANCIAL REQUESTS

All financial request must follow the Student Government Association process first. Upon receiving approval by SGA, the following items must be submitted to the Office of Student Life:

- Approved SGA Financial Request packet
- Official quote from the vendor
- If catering is requested, please include catering quote
- If a DJ is requested, please include the DJ invoice and signed contract

RECORD KEEPING

The advisor should encourage an organization to keep good records. These may include minutes, records relating to programs, scrap books, historical records, financial records, reports and evaluations. Not only should these be maintained, but they should also be reviewed and catalogued in some fashion.

Finances

Advisors should discuss the financial status of the organization including identification of problems and their potential solutions and identification of financial strengths and means of perpetuating

such. Organizations receiving funds from the University must maintain records. Advisors to these organizations should be familiar with the procedures and policies and should assist with budget requests. Advisors should insist that proper financial procedures be followed and that records be kept.

Constitution

The constitution is the document that maintains the structure and procedures of the organization. Advisors should encourage their organization to make an annual review and to amend or revise when necessary. When changes are made, copies of the revised constitution are to be submitted to the Office of Student Activities.

Please be advised:

Nothing in this document shall prohibit the president of the university or her designee from taking immediate emergency action concerning all organizations whenever the interest and public image of the university is at stake. In addition, individual members of organizations are subject to all judicial policies relating to student misconduct.

The University's policy on HAZING applies to all student groups and organizations. Hazing is defined as any action taken or situation created intentionally or recklessly, whether on or off University premises, which endangers the mental or physical health or safety of a student, or produce harassment or ridicule.

The hazing policy can be found on the Office of Greek Life website

[\(https://www.bowiestate.edu/campus-life/office-of-student-life/greek-organizations/\)](https://www.bowiestate.edu/campus-life/office-of-student-life/greek-organizations/).

The Office of Student Life may suspend or revoke an organization's recognition at any time for violating any of these regulations. The Office of Student Life can also bring charges against organizations and/or its members through the judicial system for violations of the Student Code of Conduct. Sanctions for violations of the Student Code of Conduct may result in suspension or termination of an organizations' existence at the University.