

Hood College Student Organization Handbook

Published by the Office of Student Engagement

Policies and Procedures contained within are subject to change without notice. For updated Policies and Procedures, contact the Office of Student Engagement.

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Student Life Suite Services for Organizations

Organization Consulting

Leadership Development

Programming Assistance

Student Organization & Leadership Center

Available Resources

Student Life Suite Services for Organizations

Organization Consulting

Make appointments with members of the Student Life staff and discuss ideas, concerns, programming, or how to take your organization to the next level!

Student Life Suite

Whitaker Campus Center, Second Floor

Email: studentengagement@hood.edu

Phone: (301) 696-3580

Fax: (301) 696-3578

Gretchen Nonemaker

Director of Student Engagement and Orientation

E-Mail: nonemaker@hood.edu

Leadership Development

President Roundtables

Every month organizations will meet and collaborate in programming and planning efforts for that month.

This meeting is a great way to improve leadership skills, share ideas and get re-charged for your organization. These meetings are facilitated and organized by the Student Government Association.

Individual Organization Leadership Workshops

If your organization could use some fine tuning, call the Student Life Staff. They will come to your organization's meetings and present workshops based on your individual organization's needs.

Organization Presence on the Web

Recognized student organizations will all be on the Hood College web page with a description of your organization at www.hood.edu listed under the Student Organization Directory. Watch for more information about creating a web page for your organization! Each organization has an e-mail account that can be used to send out emails regarding events and correspond with members. Checking the organization's e-mail account is required because the e-mail address will be posted as a link on the web page.

Programming Assistance

Limited Funding

If your organization is in need of additional funding, consult with the Director of Student Engagement. The director will evaluate the use of the funds and budget to determine the assistance that the Student Life Suite can offer, as well as provide ideas for other sources to tap for funding.

Publicity Distribution

If you have an event or program approaching and have flyers to distribute, stop by the Student Life Suite and we will do it for you! Flyers dropped off by 10 a.m. will be posted by the end of that workday.

Event Planning

Any of the staff members can assist you in planning, organizing, and implementing your events. They can provide event planning resources, and serve as a sounding board for event ideas.

Student Organization Center

The Student Organization Center located within the Student Life Suite is for you. Campus Leaders spend an extreme amount of hours and resources while trying to prepare for meetings and programs. The Student Life Office has extended hours to accommodate late nights as well!

Monday 8:30 a.m. – 10 p.m.

Tuesday 8:30 a.m. – 10 p.m.

Wednesday 8:30 a.m. – 10 p.m.

Thursday 8:30 a.m. – 10 p.m.

Friday 8:30 a.m. – 10 p.m.

Officers of House Forum, Commuter Council, Student Government Association and the Campus Activities Board will also be holding standard office hours in the Student Life Suite.

Student Organization Recognition

New Student Organization Recognition Process

Continuation of Organization Recognition

Student Organization Sample Constitution

Student Organization Recognition Process

Hood Mission Statement

Hood College prepares students to excel in meeting the personal, professional, and global challenges of the future. Hood is committed to the integration of the liberal arts and technology sciences, to the exploration of values and community, and to the preparation of students for lives of responsibility and leadership.

College Recognition

Student Organizations that have a mission consistent with the mission of the College, meet student organization requirements, and adhere to College regulations, may be recognized by the College. Members must consist entirely of matriculated Hood students and alumnae/alumni, except where it may also be appropriate for Hood faculty and staff to be members. Organizations may not discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, sexual preference/orientation, disability or any other classification protected by applicable local, state, or federal laws.

College recognition affords the organization many benefits:

- The use of the name of Hood College in the title of the organization
- The use of campus facilities, equipment and technology
- Inclusion in the Student Organization Directory and the Hood Student Organizations website
- The opportunity to apply for Student Government Association funding, provided the organization meets the Student Government Association funding criteria

New Student Organization Recognition Process

To apply for recognition, organizations must complete the necessary paperwork, develop a constitution, have an advisor and have at least 5 other students as charter members of the organization.

Student Organizations will first submit their paperwork to the Student Life Suite and the Director of Student Engagement will forward the packet to the Hood College Student Government Association, Dean of Students and Department Chairs, if necessary. The Student Government Committee for Student Life will make a recommendation on recognition to the Director of Student Engagement. After meeting with the petitioning student organization and reviewing the submitted information, the Director of Student Engagement will either grant or deny recognition. The Director's decision may be appealed to the Dean of Students.

Paperwork for New Student Organization Recognition can be found outside the Student Life Suite, second floor of the Whitaker Campus Center. Students need to complete the application packet, which includes drafting a constitution, provide a list of prospective members, secure an advisor and provide the answers to the following questions:

What is the mission of this organization?

What differentiates this organization from others currently on campus?

How will this organization contribute to the academic, social, multi-cultural and spiritual life of the institution?

What is the process for recruitment and education of new members?

Academic, professional, or honorary organizations will first have their information reviewed by Student Government Association and the academic department with which it is affiliated. The department and Student Government Association will forward recommendations on recognition to the Director of Student Engagement. The Director of Student Engagement will review the submitted information, and either grant or deny recognition. The Director's Decision may be appealed to the Dean of Students.

Continuation of Organization Recognition

To continue to be recognized by the College, organizations must:

- Complete the Organization Active Status Form
- Have a current constitution on file in the Student Life Suite
- Adhere to College policies, including the non-discrimination policy and event registration policy
- Hold regular meetings
- Attend Organization Leadership events as required by the Student Life Suite
- Sponsor at least one all campus event per semester
- Have a faculty/staff advisor

Hood College Student Organization Sample Constitution Template

Constitution of the Hood College Name of Organization Current School Year: *Last Revised: month/year*

Article I: Mission

Write a statement detailing the mission of the organization and how the organization will meet the needs of Hood Students.

Article II: Membership

This section should include:

- 1.) Needs of membership, which will vary among different organizations
- 2.) Whether the organization is open to everyone or if there are objective prerequisites/requirements for membership
- 3.) Process for membership (i.e. simply signing a list, interview, application)
- 4.) Details of the membership of the selection committee, if applicable
- 4.) Attendance policy
- 5.) Details of the procedures for revoking membership and/or disciplining members

Article III: Meetings

This section should include:

- 1.) When and how often the organization will have its regular scheduled meetings
- 2.) Requirements for a quorum
- 3.) The circumstances when a special meeting can be called and the procedures for doing so. In this section, there must also be a provision that general members can call a special meeting. The standard process is that a specified number or percentage of the executive board or general members must request in writing to the President or Vice President their desire to call a meeting. The President or Vice President is mandated to call that meeting within 72 hours of notification.

Article IV: Officers and Duties

This section should include:

- 1.) Role and responsibilities of each individual office, including any requirements for holding the position.
- 2.) A minimum of President, Vice President, Secretary and Treasurer for officers
- 3.) How the advisor will be selected, what their term shall be and how advisors may be removed.

Article V: Election Procedures

This section should include:

- 1.) Process for elections (i.e. secret ballot, nominations)
- 2.) Who facilitates the elections process
- 3.) Timeframe for elections
- 4.) Requirements, if any, for each position (i.e. being in the organization for a certain amount of years)

Article VI: Recall of officers

This section should list the process for removal of officers. The following is a sample that you can modify to fit your organization.

- 1.) Grounds for recall:
 - a. Neglecting duties outlined in the organization constitution.
 - b. Acting prejudicially toward a member(s) based on race, gender, sexual orientation, creed, age, religion, color, political affiliation or ideology, or national or ethnic origin.
 - c. Behaving in a manner which is unbecoming of an organization leader.

Hood College Student Organization Sample Constitution Template (Continued)

- 2.) Recall procedure is as follows:
 - a. A written statement asking for recall is to be submitted to the Vice President or President. The statement can be submitted by a general member of the student organization or an Executive Branch officer.
 - b. The statement must list specific reason(s) for the recall.
 - c. The Vice President (or a designee of the Executive Branch should the Vice President be up for recall) must inform the officer/senator of the request for recall and schedule a mediation with the individual within three (3) academic days. The Vice President or her/his designee creates a contract or statement of conduct which the officer facing recall must adhere to.
 - d. A recall meeting can be scheduled if:
 - i. The officer facing recall does not uphold the contract within two (2) academic weeks of its origination. The Vice President or her/his designee will schedule a recall vote at the next regularly scheduled organization meeting.
 - ii. The individual who submitted the recall statement wishes to recall the officer after four (4) academic weeks due to an ineffective contract. The individual must notify the Vice President or her/his designee to bring the recall vote to the organization meeting at the next regularly scheduled organization meeting.
- 3.) The recall meeting
 - a. The Vice President or her/his designee will notify the organization of the recall meeting.
 - b. During the meeting, the Vice President or her/his designee will read the recall statement and the grounds for recall and will conduct the vote.
 - c. The officer facing recall can provide a written or oral statement to the organization before the vote is conducted.
 - d. Four-fifths of the entire membership shall be necessary to vote on a recall and the officer shall be recalled if there is a two-thirds vote in support of such action.
- 4.) Following the recall meeting, the Vice President or her/his designee will inform the individual of the outcome of the recall.

Article VII: Committees and Operating Procedures

This section should include:

- 1.) Comprehensive list of all standing committees for the organization
- 2.) Membership requirements of the committees
- 3.) Duties and responsibilities of the committees

Article VI: Standards

This section should include the following points, exactly as they are written:

- 1.) The organization and its officers will adhere to all Hood College Guidelines and Local, State and National Statues.
- 2.) Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, pregnancy, disability, religion, age, or any other protected classification under applicable federal, state, or local law, in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act Amendments Act, and their implementing regulations.

Article VII: Amendments

State the matter in which the constitution can be changed.

Policies for Student Organizations

Grade Eligibility Requirements for Participation

Fundraisers, Display and Information Tables

Charity Donation Drives

Use of Hood College Letterhead

Hood College Hazing Policy

*Whitaker/Res. Quad Educational/Political Activity
Policy*

Transportation

Publicity

Fundraising Policies

Grade Eligibility Requirements for Student Participation in Student Clubs and Performance Organizations

Any student who is in a performance organization or publicly represents Hood College should have a 2.0 Cumulative GPA. Performance organizations and activities include Athletics, Hood Chamber Singers, Hood Choir, Hood Dance Ensemble, Hood Theatre, Orchestra, Wind Ensemble, etc.

Officers of Student Organizations should have a 2.5 Cumulative G.P.A. Officers include elected or appointed student leaders (i.e. President, Vice President, Treasurer, Secretary, etc.).

All new students are eligible to participate in activities and performance organizations during their first semester. However, to continue eligibility, students must achieve a cumulative G.P.A. of 2.0 or better.

General members within any organization may freely participate in programs and activities. Although a cumulative 2.0 G.P.A. is not required, members are strongly encouraged to maintain this minimal academic standing. General members are defined as members who attend meetings, but hold no leadership position in the organization.

Fundraisers, Displays and Information Tables

All fundraisers must be conducted by recognized student organizations, registered with and approved by the Student Engagement Office. See Fundraising Section for details.

Tables for fundraisers, recruiters, informational displays, etc., may be reserved through the director of Student Engagement and Orientation, at studentengagement@hood.edu. Please email or call to determine time and number of tables needed.

Charity Donation Drives

- **There are six bins to be used for donation collection from the Student Engagement Office**
- **The office will place these bins in each residence hall and the Whitaker Campus Center for donation collection. Each bin will be labeled with the required information by the student organization.**
- **Only one Charity Donation Drive may occur at any given time and cannot last longer than two weeks.**
- **The Student Organization bears the responsibility for the items donated and must monitor the bins and empty them if they become full before the fundraiser ends.**
- **Bins will be collected by the office the day after the Charity Donation Drive ends.**

Charity Donation Drives conducted without prior approval of the Student Engagement Office or without appropriate signage, bins will be immediately terminated. The office reserves the right to deny approval of or end any Charity Donation Drive based on items to be collected, dates of fundraiser, or questionable organization investment/activity. If the Student Organization fails to follow these regulations set forth by the offices of Student Engagement, they may jeopardize their ability to hold fundraisers in the future.

Unsupervised Charity Donation Drives collecting money will not be allowed. If a Student Organization wishes to collect money for a charity, they should reserve a table in the Whitaker Atrium by emailing studentengagement@hood.edu.

Use of Hood College Letterhead

Hood College letterhead may be utilized by recognized Student Organizations. The content of the communication must be approved by the Director of Student Engagement BEFORE letterhead will be distributed to a Student Organization.

The Hood College name, the Hood College letterhead, and the Hood College services such as the Communications Office and college publications may not be used for services and announcements related to non-Hood sponsored events and activities. Approval to use the Hood College name is described through policy statements in sponsorship of on-campus and off-campus activities as stated in the Hood College Student Handbook. For questions, contact the Student Engagement Office.

Hood College Hazing Policy

Hazing is a fundamental violation of human dignity. Hazing is prohibited at Hood College, and is a violation of Maryland State law. Hazing is defined as any action that may coerce, endanger, abuse, degrade, or intimidate a person physically, mentally, emotionally, or psychologically regardless of the person's consent or lack of consent. Hazing also may be defined as any action that is designed to, or produces mental or physical harassment, discomfort or ridicule. Hazing may also include a situation in which students are forced to participate in an activity that willfully destroys or removes public or private property for the purposes of affiliation, initiation, admission, or continued membership in any organization. This could be connected to, but not limited to initiation into, or affiliation with any group or organization at Hood College, or any part of an official or unofficial College-sponsored event or tradition on or off College property.

Groups and officers of Student Organizations may be held accountable for misconduct committed by individuals in the context of group membership.

Any College official or student has the responsibility to cease and desist activities immediately that threaten immediate harm to students.

Examples of conduct which would violate this policy may include, but are not limited to:

- Any activity that is designed to single out an individual, or produces mental or physical harassment, discomfort, or ridicule;
- All forms of physical activity not part of an organized, voluntary athletics contest or not specifically directed toward constructive work;
- Any activity (including voluntary athletics contests and constructive work) that might reasonably bring harm to the individual;
- Paddling, beating, or otherwise permitting undergraduate or alumni members to hit other individuals, depriving individuals of the opportunity for sufficient sleep, decent and edible meals, or access to means of maintaining bodily cleanliness;
- Activities that interfere with an individual's academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time;
- Requiring individuals to consume alcohol or drugs;
- Forcing, coercing, or permitting individuals to eat or drink foreign or unusual substances;
- Any requirement, which compels an individual to participate in any activity, that is illegal, perverse, publicly indecent, contrary to the individual's moral and/or religious beliefs, or contrary to the Student Code of Conduct and/or policies and regulations of Hood College.

Violations of the Hazing Policy shall be reported to the Office of Campus Safety, the Student Life staff or Dean of Students, who will begin an investigation and determine responsibility and sanctions. If appropriate, the AJC may be involved. Sanctions could range from educational sanctions, to community service, to suspension or separation from the College.

Whitaker and Res. Quad Educational/Political Activity Space Guidelines

As an educational institution that embraces critical thinking, knowledge, debate, and the free exchange of ideas, it is important to have a dedicated space on campus for recognized Hood College Student Organizations to host activities and displays to inform other members of the campus community, and to encourage dialogue about important issues.

The sponsoring Student Organization and their advisor must meet with representatives from the Student Engagement Office at least four weeks prior to the scheduled event to create a logistical plan for the event. During this meeting, a plan will be devised to assure the success of the program, review College protocol and outline appropriate responses and actions towards potential counter-protesters. The Student Organization should complete the Residential Quad Educational/Political Activity Space Reservation Form and bring it to the meeting with the Student Life Suite.

The Student Life Suite reserves the right to modify or terminate the display or activity at any time, if they deem it necessary.

All activities must adhere to the following guidelines:

- Only one activity will be registered per day.
- Because the Pergola traditionally represents a place of unity and peace, activities cannot be held in the Pergola.
- Activities may begin at 8 a.m. and must conclude by 7 p.m. Set up may begin at 7 a.m.
- The Quad must be returned to its original state (trash cleaned up, displays removed), etc. by 8 p.m.
- Any College support needed, tables, etc., must be ordered through the Student Life Suite.
- The Area of the quad that can be utilized will be either the Coblenz/Memorial Lawn or the Coblenz/Meyran Lawn.
- Sidewalks may not be blocked. In addition, the activity/display must be at least five feet away from the sidewalk.
- The Student Organization sponsoring the activity/display must be clearly and prominently displayed throughout the event. The Student Organization must have a table by the event that is staffed by a Hood student throughout the duration of the event. This table must have information appropriate to the subject at hand.
- Individuals from outside the Hood College community are not allowed to partake without prior approval from the Student Life Suite.
- Posters/flyers must contain documented facts.
- Tents, etc., may not be set up without prior approval.
- If an organization will be using stakes or anchors that will protrude in the ground further than three inches, at least three weeks' notice will be needed so that utility lines can be marked.
- Activities or displays may not be destructive to college property, or be visible after the event concludes. (i.e. paint, etc)
- As these activities are designed to inform and educate the Hood Community, and not the general public, the event shall not be advertised off campus, or in local media. After the event has ended, a press release may be submitted to the Marketing and Communication Department.
- An email message to all students (undergrad_students@hood.edu) must be sent 48 hours before the event to notify students of the event.
- The Student Organization bears the risk and responsibility of any display materials. Campus Safety staff will not be stationed at the event to protect display materials. A representative from Campus Safety may do unscheduled and periodic walk-throughs during the event.
- The College will respect students' rights of free speech during the event, including students not in the sponsoring student organization. Any dissenting protest must remain at least 10 feet away from the designated display or activity area. In addition, the dissenting protest must not block the sidewalk and must be at least five feet away from the sidewalk. If at any time, an individual feels threatened or harassed, they are encouraged to notify Campus Safety.

Transportation

All requests for transportation for Student Organizations, student field trips and any other College-related transportation needs must be made through the Student Life Suite. Transportation needs should be addressed when meeting for event approval. A Hood faculty or administrator must accompany any event sponsored by a Student Organization that leaves campus. In addition, a roster of students on the trip must be left with Switchboard before the Student Organization leaves campus. Switchboard needs to be notified when the trip returns to campus.

The College leases two vans that may be reserved for organization events. Students must be 21 years of age and would need to be approved to drive the vans. The vans cost \$50 - \$100 a day depending on the size of van needed. Buses are contracted through outside sources and range in cost from \$200-\$1,000 per day.

College transportation may only be used for College sponsored activities and must first be approved by the Student Activities department. If you plan to be a driver for one of the College's vehicles, you will need to be 21 years of age and submit to a free background check. The Campus Safety website has a printable release form and instructions on how to become an approved driver.

Publicity

Posting Policy

All posting of flyers advertising events or information by recognized Student Organizations must adhere to the guidelines set forth by the Student Life Suite. Any flyers failing to meet the requirements may be removed by the administration.

Each flyer must contain the following information:

- Student organization name or nickname
- Email contact information for the individual organizing the event
- Event title, time, date, location

Flyers may not be posted on the following locations:

- Any trees on campus
- The entry doors of residence halls (which is reserved for official college notices)
- The doors of the Whitaker Campus Center (including the glass and wood)
- Academic buildings or bulletin boards without prior approval of the appropriate department
- Hodson Science and Technology building, except on approved bulletin boards.

Flyers must be posted with tape that will do minimal damage to the painted surfaces that they are affixed to. Clear Scotch tape or 3M double sided poster tape are strongly encouraged. Any flyer posted with duct tape or other colored tape will be removed.

Because the Pergola is traditionally a place of unity and peace, flyers posted in the Pergola must be advertising an upcoming event sponsored by a recognized student organization. Flyers simply containing information to educate the Hood College community cannot be placed in the Pergola.

If flyers are brought to the Student Life Suite by 10 a.m. Monday through Friday, we will have them posted by the end of the day.

Organization Copying

Requests for duplication need to be sent at least 3 days prior to the expected date of return to ensure that the publication is received in an adequate amount of time. Students should e-mail the publication to duplicatingservices@hood.edu, notating the number of copies needed, as well as the name of the organization to be billed.

When publications are finished, you may pick them up from the “Student Organizations” bin located in the duplicating pick-up room (outside of the duplicating office). If there are any additional questions, you may call Duplicating at (301) 696-3593.

Public Events

Student groups must have approval from the Student Engagement Office to have an event open to the public at large. All off-campus publicity to the general public must be approved by the Student Engagement Office and the Office of Marketing and Communications. The Office of Marketing and Communications is responsible for information about the College that goes to the public, and can also give you professional advice about off-campus publicity.

Before the Office of Marketing and Communications can release any information on your event, you must have reserved your space through the Life Suite. You may not publicize events, on or off campus, until you have registered your event and/or confirmed your reservation for space.

Invitations

College recognized Student Organizations may send invitations to recognized student organizations at other colleges and universities. The event organizers must inform the Student Life Suite of the organizations that are invited and/or attending prior to the event occurring.

The following information must be included in all publicity materials or invitations.

- Title of event, nature of event, location, day and date, and time of event
- Any special conditions or limits on attendance (suggested statement “come early-space limited”)
- Notice that guests must stay at the event, unless escorted elsewhere on campus by a Hood student, faculty or staff member
- Name of sponsoring group

Invitations (not flyers) may only be mailed to recognized organizations at a college or university as approved by the Student Life Suite. The party planner is responsible for securing names from the student organization at other colleges who will be attending.

The Student Life Suite must review publicity materials going to on- and off-campus guests and, if necessary, will make recommendations in compliance with the publicity policy. Student Life has final authority on approval of all publicity.

A copy of any invitations that are sent to invited student organizations off campus must approved by the Student Life Suite prior to invitations being sent.

Fundraising Policies

Registration and Approval

All Fundraisers must be approved through the Student Life Suite. Two fundraisers that are similar in nature will not be approved to take place at the same time. Fundraisers are registered/approved on a first-come, first served basis. Organizations will receive notification if their fundraiser has been approved or denied.

Fundraising and Solicitation of Businesses

Student Organizations must complete a Fundraising Forms and obtain clearance from the Student Life Suite and Institutional Advancement Office before contacting off-campus businesses, groups, or individuals for donations of prize, money, food, etc.

- Fundraising activities cannot conflict with the College business activities and services. For example, fundraisers may not conflict with the College's contract with Hood Dining Services for food services.
- Fundraising activities cannot conflict with the College's own efforts to raise funds for the College as a whole. For example, no individual or group may solicit funds directly from parents, alumnae, foundations, corporations, etc. For exemptions to this policy, consult with the Director of Student Engagement, and the Director of Institutional Advancement.
- Door-to-door canvassing is not permitted on College premises. Leafleting of cars on campus is restricted to notices for car-related events sponsored by Hood departments or Student Organizations. Permission for leafleting for these kinds of events must be gained ahead of time from the Student Life Suite.
- Products sold must be of good quality and, if commercial product, must be purchased from a reputable firm.
- Items that serve as potential fire hazards or are otherwise dangerous will not be sold.
- Money cannot be offered as a prize, except in the form of gift certificates. Indeterminate amounts of money will not be offered as prizes (i.e. no 50/50 raffles). Gift certificates need to be for a specific business, not an ATM-like gift card.
- Solicitations during major college weekends must be approved through the Student Life Suite.
- Campus post office boxes may not be used to distribute announcements, flyers or other forms of solicitations intended to advertise, promote or draw attention to any activity which has not been sponsored by Hood College.
- If your organization needs a Cash box you must obtain and complete a request for the cash box. You can get the form/authorization from Bonnie Nipper in the Student Life Suite. You'll need to tell us how much cash you'll need, and in what denominations. You'll also have to have a person from your organization listed as the responsible party for depositing the cash each day.

Gambling

Gambling or conducting games involving the use of money is prohibited and violates Maryland State Law. Raffles with cash tickets are not permitted.

Bake Sales

Bake Sales must be approved by the Student Engagement Office.

FREDERICK COUNTY HEALTH DEPARTMENT FOOD CONTROL DIVISION BAKE SALE REQUIREMENTS

The following are the minimum guidelines for food handling at your organization's bake sale.

1. **Acceptable Baked Goods** – Cakes, cookies, candies and fruit or berry pies.
2. **Not Acceptable** – Baked goods that may promote rapid growth of bacteria e.g., cream pies, cream filled pastries, pumpkin pie, éclairs, cream puffs, and other potentially hazardous foods.
3. **Food Protection** – All food shall be pre-wrapped in the quantity to be sold. Acceptable materials: Food grade plastic wraps and bags or foil.
4. **Preparation** – Food shall be prepared under clean circumstances and by disease free individuals.
5. **Hand Cleanliness** – Commercially produced hand wipes shall be available for hand cleaning as necessary.
6. **Records** – The name and product of each contributor shall be kept for future reference.

Any liability resulting from a food borne epidemic may be the responsibility of the organization or individual to whom the permit is issued.

The Health Department may hold surveillance inspections to denote violations. If violations are noted the department will issue no further permits to this organization.

Food Samplers

Food Samplers must be approved by the Student Life Suite and the Frederick County Board of Health. The cost of a permit is \$15.

FREDERICK COUNTY FOOD SAMPLING & TASTING REQUIREMENTS

1. The use of common containers for the tasting of foods is not permitted. This means no dipping of chips, pretzels, crackers, etc.
2. All exposed food must be properly protected by the use of sneeze guards, containers with lids, restricted opening containers, etc.
3. Approval of food dispensing with squeeze bottles is contingent upon the following:
 - a. All potentially hazardous products must be kept 45°F or below. If ice is used as a refrigerant, keep ice to the level of the food product.
 - b. Provide a clean container when empty. Do not add new product to old.
 - c. All squeeze bottles are to be properly washed, rinsed, sanitized, and air dried. Provide appropriate cleaning brushes, etc. as needed.
4. All food preparation (dips, soups, etc.) is to occur on site or from a licensed facility. Private homes, motel rooms, etc. are not acceptable.
5. Maintain acceptable food temperatures:
 - a. Hot foods – 140°F or above
 - b. Cold foods – 45° or above
 - c. Frozen foods – 0° or below

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Planning Events

Calendaring Events

For student events, all events must be put scheduled in the Student Life Calendar. Organizations can NOT book over already scheduled events. Consult the Student Engagement Office for available dates and locations. Spaces for events or meetings need to be scheduled through the Student Engagement Office, not Conference Services.

Timing of Events

Student sponsored activities are permitted only when classes are in session. Activities must end by midnight on the last day of classes before a break or final exams and may not be held until the start of the first day of classes after a break.

Because Hood is in a residential neighborhood, outdoor events at night (i.e. after 7 p.m.) with loud music are restricted to two per semester and must end by 11 p.m.

Events may not run later than 1:30 a.m. on Friday and Saturday nights. On other nights, events must end by midnight. All student-sponsored social events are restricted to a four-hour time limit unless permission is granted through the Student Life Suite.

Only Whitaker Wednesdays are scheduled from 9-11 p.m. on Wednesdays. No Organization meetings are to be held at this time. Organizations can request this time for All Campus programming through Student Engagement Office.

If for any reason an event becomes generally unruly, the Student Event Coordinator will either bring it under control or stop the event. A Student Life staff member, Area Coordinator, Student Life Team Member, or any Campus Safety Officer may stop an event, if it becomes uncontrollable or exceeds the limits of safety.

Cancellation of Events

If an event must be canceled at the last minute, the person in charge of the event must handle all the details of the cancellation, which include:

- Notifying the Switchboard, so callers can be told of the cancellation;
- Notifying Campus Safety;
- Notifying other College departments that were to have provided service for the event;
- Putting signs on the doors of the location of the event – all doors to the building and the door(s) to the room(s).

Responsibility of Student Event Coordinator

Each event must have a Student Event Coordinator, to be indicated on the Program Planning Form when submitted. The Event Coordinator must refrain from drinking alcohol beverages and partaking in illicit drugs before and during the event. The Event Coordinator will be responsible for the following:

- Implement and adhere to the following Major Events Booking Policy.
- Serve as the main contact for the College, Student Life Suite and Campus Safety personnel. The Event Coordinator must be present for the entire event, including an hour before the event and continuing through clean-up of the event.
- Check in with Campus Safety and Hood administrators present at least once every hour.
- Upholding federal and state laws, Hood College regulations, and the Code of Student Conduct.
- Ensure the event runs smoothly and designate someone to take care of any crises.
- Arrange for Campus Safety and Hood administrators to be in attendance throughout the event, as necessary.
- Designate a clean-up crew to make sure the area is clean after the event ends.

- If for any reason an event becomes generally unruly, the Event Coordinator will work with administrators present to bring it under control. The College administrators have the final say in whether or not an event stops if it becomes uncontrollable or exceeds the limits of safety.

Major Event Booking Policy

If you are holding an event that is open to the campus-wide community, will have more than 100 people in attendance, will be held outdoors, or is an event in the Whitaker Campus Center that continues after normal building hours, you will need to complete the following process before your event will be approved.

- 1.) Make an appointment to meet with a Student Engagement Office staff member *at least four weeks prior to the event*. During this meeting you will need to be prepared to review the following aspects of your proposed program:
 - **Performer contracting/payment:** Are you paying someone to perform at your event? How much? Will they send a contract? Do you need to provide a contract? Has a check been requested? What other things are you contractually obligated to provide for performer (meal, overnight accommodations, sound...)
 - **Set-up/equipment needs:** (audiovisual equipment, electrical needs, sound...) what sound, audiovisual equipment do you need? Have you done a diagram of how you want the space set-up for Conference Services? Who from your organization is going to be responsible for set-up? What does your performer need? Have you thought about an alternative location in case of inclement weather?
 - **Food:** Are you having food at your event? If you are having food, are you using meal exchanges to pay for it? What is the budget? Have you met with Dining Services?
 - **Organization Responsibility:** What members will be working the event? Who is responsible for what?
 - **Security Issues:** If you are planning on having 100 or more people, or having an outdoor event, have you made arrangements with Campus Safety for officer coverage? Have you made arrangements to have an advisor present for the entire event?
 - **Cleaning Services:** If event is after hours or needs additional cleaning there might be a charge for cleaning services.
- 2.) Once the event is registered in the Student Engagement Office, a staff member will contact Conference Services to reserve the requested space for the event.
- 3.) After you have reviewed your program with a member of the Student Engagement staff, you will also need to review the program with your advisor to make sure that he/she is aware of what you are planning, supports your program idea, and is aware of his/her responsibilities regarding the program. Both the Student Life staff member and your advisor must sign the Program Planning Guide.
- 3.) You will then be able to return to the Student Life Suite with a Program Planning Guide that has been signed off by your advisor and the representative from your organization that is in charge of the event. At this point, your reservation will be confirmed and you will need to give a final diagram and food order to Conference Services.

Completing Event Details

Scheduling Rooms and Spaces

In order to reserve a room or space for a Student Organization event or meeting, you must contact the Student Life Suite. They in turn will confirm availability with Conference Services, which schedules all rooms and spaces on campus.

Meeting Spaces

- Whitaker Campus Center Commons
- Whitaker Campus Center, Room 220
- Student Life Suite
- Whitaker Campus Center Mezzanine
- Library Conference Rooms
- The Marx Center
- Coblenz Seminar Room

**** Lounges in the residence halls CANNOT be booked for meeting spaces for student organizations.

Programming Spaces

- Whitaker Campus Center Commons (occupancy limit is 250)
- The Loft (occupancy limit is 100)
- Whitaker Campus Center Room 220 (occupancy limit is 40)
- Coblenz Seminar Room
- Gambrill Gymnasium
- Hodson Auditorium (occupancy limit is 400)

Occupancy Limits

The maximum occupancy levels of rooms must be strictly enforced. The maximum occupancy levels are determined by Campus Safety and the Fire Marshall. The figures given here are for a typical set-up with most/all furniture removed and a D.J. set up in a corner. Depending on the set-up for the event, the occupancy limit may be lower than that stated below; for modified limits, check with the Director of Campus Safety.

Reservations for the Gym and Pool

Reservations for these facilities should be made through the Student Life Suite. This contact should be made three weeks in advance of the event. For use of the pool, arrangements must be made for lifeguard coverage for the event. For use of either pool during hours when it is not normally open, there will be a charge to cover costs. The pool cannot be reserved for events after 10 p.m., unless special permission is granted by the Student Life Suite and Director of Aquatics.

Campus Safety

The Student Life and Campus Safety Departments will work together to determine if additional campus safety staffing is required during student organization events.

Technology Needs at Programs

If you and/or your organization wish to schedule AV equipment, please visit the Information Technology page of the Hood website (<http://www.hood.edu/it/>). In order to use the technology in Hodson Auditorium, members of the Student Organization need to be trained by Information Technologies prior to the event.

Food at Programs

The event sponsor must have the space reserved with the Student Life Suite before placing orders with Hood Dining Services for catering. Any food provided in an open setting must be catered by Hood Dining Services, unless a waiver has been obtained from Hood Dining Services. (This does not apply to internal organization meetings.)

Dining Services should be contacted three weeks prior to an event. Organizations should plan to set up an appointment with a Dining Services representative to discuss the event and its food needs. Regardless of the event, Dining Services needs to be contacted first for all Hood College sponsored events, regardless of special dietary menus, restrictions or specialized ethnic or cultural selections. They will be able to offer options that meet an organization's specific food needs or they will help the event be as successful as possible by using an outside caterer. For a fee, an organization can use supplies and accommodations from Dining Services, pending availability.

When an organization submits an order through Hood College Dining Services, they must provide the organization budget number. This allows Dining Services to directly charge the proper account through the Accounting Office. Dining Services will not process orders for food or services without a budget number.

The event sponsor is responsible for reserving the room(s) for an adequate amount of time before or after the event for set up and clean up. Set up and clean up must not extend beyond the hours the room is reserved for the function. Contact Aramark Dining Services via email at pedroza-caroline@aramark.com to arrange catering.

Parties and Dances

Parties or dances occurring on campus must adhere to the following regulations:

- Events cannot last past 1:30 a.m.
- At least two administrators must be present throughout the event to work the admission table.
- During the last hour of the event, there is no new admission of Hood students or guests who had not been previously admitted to the event.
- During the last 30 minutes of the event, there is no re-entry.
- Hood students must have their College ID to gain entry to the event.

Guest Admittance Regulations

Guests of individual students may attend a party sponsored by a Hood College student organization, as long as they are pre-registered, signed in and escorted at all times. Hood students will need to accompany their guests while their guests gain admission to the party. Hood students are responsible for the actions of their guest. This responsibility includes, but is not limited to, payment of any damages which may occur, violations by non-Hood students of campus regulations (including the Code of Student Conduct), and under-age drinking.

- Guests and host must present a valid picture I.D. at the admission table, where the door monitors will verify the person's name, ID number, ID type and that the guest is at least 16 years of age and not banned from Hood College functions. Hood students must present their Hood ID.
- Guests must be pre-registered via the Hood website and only 1 guest per student permitted.
- Admissions and door monitors will not admit people who are drunk and/or unruly, or those who have been unruly at a previous function, even if they are otherwise eligible under the guest policies. This includes former and current Hood students. They may not admit people who are not on the guest list.
- Guests of the Hood group sponsoring the event (i.e. invited guests) will not be permitted to leave the location of the event unless they are leaving the campus. A statement to this effect must accompany all outgoing invitations. Invited guests found in violation of this policy will be asked to leave the premises and will be escorted to their vehicles or to the edge of campus by Security. Loitering outside the building including before and after the event, where the social event is being held is strictly prohibited.
- At any point during the party, persons whose behavior is unacceptable because it is deemed rude, abusive, disorderly, or drunken must be told to leave by the student in charge of the event, an officer of the organization sponsoring the event, College administrator, or a Hood Campus Safety Officer.
- All guests will receive a hand-stamp, wrist-band or other non-transferable symbol of admittance to the event.
- There is only one guest allowed to be sponsored by a Hood student. Hood alums must be signed in as outside guests.

Organization Financing

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RECEIVING FUNDS

Student Government Funding

Only Hood College Recognized Student Organizations may apply for funding from the Student Government Association (SGA).

In order to be eligible for SGA funding, the Student Organization must be considered in good standing. This includes:

- Current copy of constitution on file
- Officer update form submitted
- SGA funding account must not be holding a balance below zero. Any negative balance must be taken from an organization's fundraising account.

Finance Committee

The Student Government Association Finance Committee is comprised of three SGA Senators, an Associate Chair and the SGA Treasurer, who serves as the Committee's chairperson. The purpose of the Finance Committee is to allocate SGA funding to Student Organizations. The Committee makes its funding recommendations to the SGA Executive Branch. The Finance Committee is advised by a staff member from the Student Activities Office.

Funding Types

There are two types of funding available for Student Organizations through SGA:

- Budget Allocations
- Contingency Funding

Budget Allocations

Funding requests for Budget Allocations are to be submitted to the Finance Committee at the end of each academic year on a date specified by the Finance Committee. Appropriate forms for Budget Allocations will be available outside the Student Activities Office. Student Organizations are required to have a representative attend a Budget Workshop. Before submitting a request, Student Organizations can also meet with either the SGA Treasurer or Finance Committee's advisor to ensure the forms are fully completed and adequate detail is present.

When evaluating Budget Allocations, the Finance Committee considers the following points:

- Is the event open to the entire College community? Is there an entrance charge?
- Does the budget fit allocation limits (i.e. DJ, advertising)?
- Are expenses for the event proportional to the anticipated attendance and quality of the program?
- What is the history of this event (i.e. attendance, expenses/cost, success)?
- What is the history and responsibility of the organization asking for funds? Have they been fiscally responsible in the past?
- Is the organization registered and in good standing?
- Does the submission have adequate documentation of requested funds?
- How will the program enrich the College community? Does the event represent a major service or traditional activity for the College? Does it enhance student life and the out-of-class experience or the co-curricular climate at the College?
- What effort is being made by the organization to financially sustain itself?
- Does the event occur on campus?
- Does the event fit with the mission of the College and SGA?
- What is the degree of necessity of SGA funding for the event to be effective and successful?
- Is the event occurring as part of an activity resulting from a College happening (i.e. school's anniversary, special College occasion)?

When determining Budget Allocations, the Finance Committee adheres to the following limits and restrictions:

- Maximum of \$10 for advertising per event, \$20 for major events
- Maximum of \$600 for DJ services
- No capital expenses or equipment will be funded, unless it is stored in the Student Life Suite and necessary to the organization's functioning. This includes technical equipment, costumes, uniforms, etc.
- Food is only funded if it is integral to the event. It is the organization's responsibility to prove the vitality of providing food for an event in the budget proposal. Food will also be funded for recruitment meetings at the beginning of the fall semester, if the meeting is well advertised and open to the entire campus community.
- Gifts can only be purchased for speakers, entertainers, or performers if they are not receiving an honorarium or fee for their services. Gifts for Hood students or advisors will not be funded.
- Cash cannot be given for prizes. Gift cards for a specific location may be purchased for event prizes, if an organization records the name and contact information of the persons receiving the prizes. These prizes must be part of either a competition or appropriate giveaway at an event.
- Awards, certificates and recognition items for individual members or the advisor are not funded.
- Instructor, referee, umpire and advisor fees will not be funded.
- Decorations for an event will only be funded if the desired materials are not already available in the Student Life Suite. A maximum of \$50 can be allocated to decorations. Any remaining or reusable decorations must be returned and stored in the Student Life Suite.
- Reimbursement for ground travel is based on mileage, not gas pricing.
- Alcoholic beverages will not be funded.
- Banquets or meals for only the members of an organization will not be funded.
- Items, after Student Life approval, in a performer's rider will be funded.
- The creation and/or maintenance of web pages will not be funded.
- In order for speaker fees to be funded, the following information must be part of the funding request:
 - Potential date of the program
 - Name of speaker or performer
 - Subject of the presentation
 - Artist fee or honorarium
 - Maximum speaker fee is \$1500

Contingency Funding

After Budget Allocations are determined by the Finance Committee, there is money available for Contingency Funding. An organization can apply for contingency funding, if they meet one of the following requirements:

- The organization has been created since the Budget Allocations.
- The organization did not apply for budget allocation by the required deadline.
- The organization has a new idea for an event.
- The organization has encountered unexpected costs.

Requests for Contingency Funding can be submitted at any time during a semester. However, there is a limit of one request per academic year for each Student Organization and maximum of \$1500 for each request. Contingency funding requests must be submitted prior to the expense being incurred. Proper price estimates and adequate supporting documentation must accompany the required Contingency Funding Request Form.

Requests for additional funding should be submitted to the SGA Treasurer in hard copy at least two weeks prior to when the funding is needed. At least four weeks is required for funding a new event. Finance Committee will approve Contingency Funding requests as needed.

Reallocation of Funds

When the Finance Committee decides Budget Allocations, it assigns funding to a specific event. If a Student Organization wishes to move money from one event to another, they must submit a written request to reallocate funds. This request should be presented to the SGA Treasurer prior to the Student Organization spending the money on the

different event. At the end of the fall semester, Student Organizations can reallocate their unused funds that were designated to fall semester events. These requests must be submitted to the SGA Treasurer prior to the last day of class. Before the spring semester begins, the Finance Committee will meet to determine reallocation requests. Their recommendations will be passed to the SGA Executive Board for final approval.

DEPOSITING FUNDS

Fundraised money should be immediately deposited into the fundraised account at the Accounting Office. Deposit slips are available in the Student Life Suite. The money should be brought to the Accounting Office between 8:30 a.m.-5 p.m., Monday - Friday. If your fundraiser is on the weekend, you should take your money to Campus Safety, who will secure your money for the weekend.

SPENDING FUNDS

Spending According To Your Budget

Organizations have two types of accounts: SGA Allocated and Fundraised Accounts.

- Money in the SGA Allocated Account is returned to SGA at the end of the school year, if it is not spent.
- Money in Fundraised Accounts remains in the account from year to year.

When spending SGA-allocated funds from a particular category, your organization must adhere to the following established policies:

- The funds may be used for expenses related only to that category, unless a reallocation of the funds is requested and approved.
- If the funds are to be used for a specific event, the event must be open to all Hood College students at no cost.
- Funding for a particular project or program must be approved through the Finance Committee before the program is held, any contracts arranged, or related expenses are incurred.

Budget Account Number Information

Each organization has an account number with a separate budget line for SGA Allocated and Fundraised Accounts, which can be obtained in the Student Life Suite. Use these budget numbers on all check requisitions. All requests and funds for expenses related to organization activities are to be approved by the organization treasurer and/or organization president and submitted to the Student Life Suite for payment. Every check request must be turned in first to the Student Life Suite, who will submit the funding request to the Accounting Office.

Organizations can charge duplicating and postage directly to their account simply by providing their account number.

All Hood College Recognized Organizations (SGA funded or not) may apply for a Fundraised Account through the College.

Payment of Services (DJ, Speaker, Entertainer, etc.)

A contract will be needed to request a check. Basic Contract/Performance Agreement forms are available in the Student Life Suite.

Before a contract is obtained, the Event Planner/President/Treasurer must do the following:

- Research the Entertainer/Speaker
- Find out if the performer is available on the required date/s
- Have a copy of the "Terms of Hire"
- Present the above information for review to a member of the Student Life Suite

The Director of Student Engagement will review the contract with the individual responsible for the event. The Director of Student Engagement will sign the contract, verifying that all of the pertinent information is accurate (i.e. payment, time, date, etc.) Negotiations and execution of contracts are the responsibility of professional staff members and/or advisors. **Students are not authorized to sign or negotiate contracts on behalf of Hood College.**

Once the contract has been signed by the Director of Student Engagement, a check request may be submitted to the Student Life Suite. Check request will not be accepted without a contract signed by the Student Life Suite.

- Check requests must be submitted at least 10 business days (two weeks) prior to the event.
- Checks are prepared for distribution on Fridays. It is VERY important that you plan accordingly. If a check request is not FULLY COMPLETED (i.e. contract signed, check request signed) by the prior Friday, a check will NOT be issued. This means the completed check request needs to be turned in to the Student Life Suite on Wednesday by noon.
- Failure to allow sufficient time to have a check prepared could result in the cancellation of an event.

When issued, checks will be sent via campus mail to the Student Life Suite or the individual being reimbursed.

Purchasing Items

Prior to purchase, all expenses MUST be approved by the organization's treasurer or president. In order to pay for the items purchased, the student organization members can either use reimbursements or a Hood College credit card. If a credit card cannot be used for purchasing the desired items and the student organization members cannot afford to be reimbursed, a cash advance will be issued in rare occasions.

Reimbursements

All receipts MUST have the individual's name, event, and organization listed on EACH receipt. The organization treasurer or president must complete and sign the check request. Reimbursement Checks will be cut on Friday. All receipts and signed check request must be turned in to the Student Activities Office on Wednesdays by 10 a.m.

Using a Hood College Credit Card

If you need to purchase items using a Hood College credit card, you must meet with a member of the Student Life Suite at least three business days prior to when the items need to be purchased. During the meeting to arrange for use of a College credit card, the student should have a prepared list of the items needed to be purchased. You will be required to fill out a credit card usage form with the office prior to using the credit card. **The credit card and receipts must be returned to the Student Life Suite, in the envelope provided, on the first business day following the purchase. If purchases are made on a weekend, the card and receipts should be returned to the switchboard in the envelope provided, once all purchases have been made.** If receipts are lost, it is the Student Organization's responsibility to secure a duplicate receipt before the credit card statement is due for reconciling with the Accounting Office. You may not charge personal items to the college credit card. Doing so will result in the loss of use privilege.

Cash Advances

In extremely rare occasions, a Cash Advance will be issued to a Student Organization. The Student Life Suite will determine whether or not a Cash Advance is necessary or if there are other ways to purchase the items. In order to receive approval, the Student Organization must submit a detailed list of the intended purchases, including quantities and prices. If the Cash Advance is approved, a Student Organization must submit the proper paperwork and have it signed by either the Organization Treasurer or President. Cash Advance Requests must be in by Friday morning for a check to be cut on the following Friday.

After receiving the Cash Advance, the individual must submit receipts and remaining cash to the Accounting Office within 48 hours of the event date. Failure to submit receipts and remaining cash in at least seven business days will result in the Student Organization being denied the right to request Cash Advances in the future.

If receipts are not submitted, the following will also happen:

- If the student is a student worker, the amount will be deducted from the student's work-study paychecks until the amount is paid off.
- If the student is not a work-study student, the amount will be reported to the IRS as taxable income. Cash advances will not be provided after April 15th.

ACCOUNTING FOR FUNDS

Procedures for “Keeping Books”

The Student Life Suite will produce and distribute monthly reports to the Student Organization treasurers that will show the expenditures through the end of the month and the remaining budget. These reports will be emailed to the Student Organization President and Treasurer. Review of the reports is very important to make sure that they are accurate. If you have any questions about the reports, please contact the Student Activities Office.

SGA requires that all organizations keep track of all financial activity – receipts and expenses – and compare with the reports distributed by the Student Activities Office. Any problems of discrepancies should be discussed with the Student Activities Office, so the issue can be resolved. These statements will NOT reflect the individual SGA allocations for specific events; nevertheless, you will still need to keep within those allocations or requests to transfer funds through SGA.

Misuse of Funds

Any misuse of funds allocated by SGA will result in a combination of the following as determined by the Finance Committee. The actions of the student organization will be reviewed to determine fund eligibility.

- Reimbursement to SGA allocation account from organization fund raised money (or submission of fundraising plan to cover costs)
- Warning to the organization Treasurer
- Probation of the organization and/or appropriate officers
- Suspension of funding