Welcome!
The Office of Student Involvement welcomes you and your organization! We invite you and your organization to participate, and take advantage of the resources available within our office. Please visit any member of the Office of Student Involvement if you have any questions. The Office of Student Involvement is open for business Monday- Friday from 9:00 a.m. to 5:00 p.m. Student Involvement is located in 214 Dougherty, 217 Dougherty, 108 Dougherty, and on the Garden Level of Corr Hall. Staff members are available to assist your organization with programming, room scheduling, budgeting, and for general advisement. Feel free to email our office at studentinvolvement@villanova.edu

Office of Student Involvement Staff
217 Dougherty Hall – 610.519.4213
Director of Student Involvement J J Brown
Student Involvement Office Manager Amy Rockwell

Leadership Programs
214 Dougherty Hall – 610.519.4210
Assistant Director for Student Engagement and Cultural Development Devon Jackson
Assistant Director for Leadership Programs Steve Koch
Graduate Assistant Chris Kotowicki

Campus Programs
108 Dougherty Hall – 610.519.4211
Associate Director for Campus Programs Nikki Hornsberry
Assistant Director for Campus Programs Joe Citera
Administrative Assistant Natalie Cooke
Graduate Assistant Kailyn Jennings
Graduate Assistant Eddie Escobio

Fraternity and Sorority Life
Garden Level, Corr Hall – 610.519.7280
Assistant Director for Fraternity and Sorority Life Brooke Goodman
Coordinator of Fraternity and Sorority Life Martin Garcia
Administrative Assistant Mimi Moran
Mission
Villanova's Mission Statement speaks to the development of the whole person: intellectually, emotionally, spiritually, culturally, socially, and physically. It is through participation in student activities that these goals are met. Understanding that our role is both developmental and complementary, we believe that a student's academic interests should assume highest priority in his or her life at Villanova. Participation in student activities is contingent upon proven success in one's academic pursuits.

We further believe that student leadership, supported by a dedicated professional staff and interested faculty is the key to a successful co-curricular program. Consequently, Villanova is dedicated to providing frequent opportunities for students to assume vital leadership positions and to guiding and developing the potential of Villanova students.

Student Life Mission Statement
To provide programs, activities, and services that advance the involvement of students - intellectually, emotionally, spiritually, culturally, and physically - within a learning community committed to Catholic values and the spirit of St. Augustine.

Core Values of the Student Life Staff
In accordance with its Mission, the Student Life staff believes that:
- Helping students connect their experiences in the classroom to their lives in the community is at the heart of what we do.
- Mutual love, respect, and compassion should guide all interactions.
- Social Justice and service are core values of a Villanova education.
- Villanovans are stewards of the community and are called to a spirit of selflessness to promote the common good.
- Personal growth is an on-going process through which students develop values, faith, autonomy, identity, and emotional stability.
- Student development is enhanced by collaboration among faculty, staff, students, and parents.
- Each person teaches others and learns from others.
- Individuals are responsible for their behavior and accountable to each other and to the community.

Student Involvement Mission Statement
The Office of Student Involvement enriches the student collegiate experience and serves the campus community through the active involvement of students, faculty, and staff in quality programs and organizations. Dedicated to the Augustinian mission of the University, the Office of Student Involvement seeks to foster the growth of the total person, one who builds community, values differences, leads ethically, and serves others. The office also provides a variety of services, programs, and activities which enhance campus life.

Student Government Association
Mission and Purpose:

The Villanova University Student Government Association shall represent the interests of the undergraduate student body in all matters.

To do so, the Student Government Association shall:

1. act, in a manner consistent with the University’s Mission Statement, as the official representative entity of the student body in order to give voice to the students in all aspects of the life of Villanova University;
2. advise the Division of Student Life on the governance of student organizations and work in support of those organizations to achieve their stated goals and objectives;
3. promote unity of purpose and action among the students while protecting individual student rights;
4. promote, in concert with the Board of Trustees, administration, faculty, and staff, the best interests of the undergraduate students of Villanova University.
**What is a Student Organization**
Villanova University has over 250 registered student organizations and new organizations form each year. A student organization is defined as a group of currently enrolled, full-time undergraduate Villanova University students who convene to promote a common interest, and is registered by the Office of Student Involvement. They may include other members of the University community such as alumni, faculty, staff, and administrators as associate members. Only currently enrolled undergraduate students can serve as officers or vote on organizational matters. Student organizations are student-initiated and student-run. Joining a student organization is a great way to enrich your college experience while meeting new people and gaining leadership skills.

**Student Organization Registration**
At the start of each academic year, every previously existing student organization re-registers with the Office of Student Involvement. All student organizations registered for the previous academic year will receive a notification about the Budget Summit Meeting in September. At least one representative of every continuing student organization must attend. Each existing club that has not completed its re-registration by the deadline must file a new student organization petition with the Office of Student Involvement in 214 Dougherty Hall.

**Registered Student Organizations Privileges and Expectations**
Student organizations that have registered with the Office of Student Involvement are entitled to the following benefits provided by the University:

- Authorization to reserve University space, services, or equipment.
- Eligibility to provide information to Villanova University’s student body through tabling at designated locations and / or flyers posted in designated locations.
- Eligibility to seek funding through the Office of Student Involvement.
- Eligibility to seek approval to raise funds, develop a new program offered to the university community, sponsor an event to raise awareness about a particular cause after is approved by the Office of Student Involvement.
- Ability to use student media for advertising or dissemination of information.
- Authorization to use the name or logo of Villanova University in a manner that is approved by the Office of Student Involvement.

**New Student Organization Requests**
Students interested in creating a new student organization can submit a completed New Student Organization Petition found in the Appendix, in 214 Dougherty Hall, and online at [http://www1.villanova.edu/studentorgs](http://www1.villanova.edu/studentorgs) to the Office of Student Involvement. Pending approval from the Office of Student Involvement, students will be asked to submit an organization constitution and bylaws. See the Appendix for an example of an organization constitution and bylaws.

**Maintaining Status as a Registered Student Organization**
In order to maintain recognition as a registered student organization, groups must:

- Adhere to the Mission of Villanova University, the Mission of the Office of Student Involvement, and all University and Student Involvement policies found in this handbook as well as the Student Handbook.
- Comply with all federal, state, and local laws, and with regulations of parent organizations as applicable;
- Reflect in the organization's mission statement, as well as all programs and activities, values that are consistent with the Catholic mission of the university.
- Uphold their student organizations values, constitution, and by-laws.
• Maintain a membership list of at least twelve (12) students who are matriculated and in good academic and disciplinary standing with the university (individual groups may set higher academic requirements for membership) and keep an updated organization roster on villanova.edu/studentorgs.
• Maintain a positive balance in any student organization account.
• Accept responsibility for all financial obligations incurred and decisions made as an organization.
• Operate financially through an account (or accounts) established within the Office of Student Involvement.
• Have an active, full-time faculty/staff advisor who has been approved by the Office of Student Involvement.
• Re-Register annually on villanova.edu/studentorgs.
• Send a representative of the organization to the Fall Budget Summit Meeting and the Transitional Student Leaders Conference in the Spring semester.

**Student Organization Advisor**
In order to retain recognition as a student organization, each student organization must have an active advisor.

**Selection of an Advisor**

- The advisor must be a member of the Villanova University community. A full-time faculty member, administrator, or staff member of the university must serve as an organizational advisor.
- Selection of an advisor is through the mutual consent of the student organization, the proposed advisor and the Office of Student Involvement. A list of duties and responsibilities should be presented to the Advisor for review.
- The advisor and the organization should jointly and periodically review the advisor's performance and mutually agree to the advisor's continuance in that position.
- Advisor status is contingent upon mutual agreement between the organization and the Advisor. If students should wish to change the Advisor, they should contact the Office of Student Involvement. A meeting among the current Advisor, leadership team, and Student Involvement will be set up to assist in the process and transition.

**Expectations/Functions of an Advisor**
Specific functions of the advisor are listed below. Individual organizations may expand upon these through their constitutions.

- The advisor should be aware of the organization's meetings and activities. He/she need not attend all of these activities but a frequent visit is appropriate.
- The advisor should meet with the executive committee of the organization a minimum of once per month during the academic year. Executive committee meetings are ideal for establishing a meaningful working relationship.
- The advisor should obtain minutes of all organizational meetings for review.
- The advisor must be registered as the Faculty/Staff Advisor on villanova.edu/studentorgs, giving them access to a complete officer and membership list with addresses and phone numbers.
- The advisor should be aware of financial transactions of the group and their budget status. The advisor should periodically review club finances with the organization treasurer or business manager. Please visit the Office of Student Involvement – 214 Dougherty Hall for assistance.
- The advisor should be knowledgeable of the organization's purpose and constitution and help the general membership adhere to them in decision making.
- The advisor should be aware of the student organization’s financial status, spending and account balances.
• The advisor may assist the students in adding the role of the Advisor to the Constitution and Bylaws. This should include the selection process that the student leadership team will use to select their Advisor.

• The advisor MUST be present at:
  o Any organization function held on campus, at which alcohol is served.
  o Any outdoor event held on campus.
  o Any event that is more than 300 miles away from campus
  o Any event in while non-Villanova students will be present

• The advisor should serve as an academic resource for the organization, ensuring that no one in academic difficulty serves in a key office, and offering assistance to any group members who are in need.

• The advisor is encouraged to discuss the annual report that is filed each Spring with the Office of Student Involvement.

• Approve and submit newswire posts.
  o Log into MyNova and on the “Home” tab and see the “Links” section on the left hand side. In the “Important” tab scroll down to the Newswire Submission forms section to click on the “Wildcat Newswire” link.

• The advisor should direct students to the Office of Student Involvement – 214 Dougherty Hall to approve all tee-shirt designs, flyers and fundraising events.

• The advisor should attend the Advisors’ Meetings held in September and February.

• The advisor should be in contact with the Office of Student Involvement with any concerns or questions.

• Advisors should assist students with leadership transition from year to year.

Advisors are NOT expected to:
• Attend ALL events and meetings.
• Lead meetings.
• Dictate use of funds.
• Use personal credit card/money.
• Plan events for student organizations.
• Sign any contracts/agreements on behalf of the university.
• Submit or complete budget request, registrations or final report.
• Serve as the Primary Contact on the student organization webpage.

Advisor Concerns
In the event that your group is not satisfied with the level of support from the organization’s advisor, or the Advisor has concerns about the student leadership, please set up a meeting with the Director of Student Involvement, whose office is in 217 Dougherty Hall.

Advisor Liability Coverage
The university views the role of student organization advisor as part of an employee's normal work and thus extends liability insurance coverage to any member of the university community so engaged and behaving appropriately. It is clearly wise however, for anyone involved in this type of work to exercise what the courts have described as "reasonable judgment" in the conduct of their responsibilities.
Financing Student Organizations

All recognized student organizations must conduct their financial business through the Office of Student Involvement. As a service to all organizations, the Office of Student Involvement assists in maintaining the balances for each student organization account. The office established accounts (3 account and 9 account) for each recognized student organization. Student organizations, with the exception of fraternities and sororities may not hold bank accounts outside of the University. Any group having such an account will be in provisional standing until the closing statement and the remaining funds are presented to the Office of Student Involvement. Account balances for these student organizations can be done bi-weekly by visiting 214 Dougherty Hall. Student organization money is available for student organizations with the following standards:

- All income that is generated (for example, through dues or fund raising events) must be deposited in the established student organization account on the same day it is collected. Bring collected money to 217 Dougherty Hall.
- All bills will be paid with money withdrawn from the established student organization account.
- Funds may not be used to only support programs such as social activities, banquets, dinners/dining off-campus, purchasing of t-shirts, etc.
  - Organizations may fundraise to support the above mentioned or other related activities.
- University funds may not be used to support the following student organization activities:
  - Appropriation to any partisan, political activity or for the support of the political campaign of any candidate for public office.
  - Appropriation to a legislative body or to a registered student organization whose primary purpose is to influence legislation.
  - Contributions to organizations or activities which discriminate on the basis of race, ethnicity, religion, gender, age, ability, sexual orientation, or national origin.
  - Hiring of legal services, paying legal fines or providing bail bond funds.
  - Appropriation for personal non-contractual gain of any student, faculty member, or other person.
  - Grants-in-aid, scholarships, salaries, wages, loans or other such personal compensations to organizational officers or appointed or elected members.
  - Excessive dining off-campus.

Budget Allocations

Funds allocated to student organizations do not carry over from year to year. Monies that have been raised by student organizations (through dues or fundraising efforts that are deposited into the student organization 9 account) do carry over from year to year. In order for an organization to obtain a budget for the academic year from the Office of Student Involvement, student organizations must:

- Re-register their student organization between April 15th and May 31st.
- Complete the Budget Request for Student Organizations which is available from June 1st through July 31st.
- Send a representative to the Budget Summit in September of the Fall semester and the Transitional Student Leaders Conference in the Spring semester.

The Office of Student Involvement will review the Budget Request and assign allocated funding after the Activities Fair in the Fall Semester. This money should be used for specific programs as detailed in the submitted budget proposal. Organizations which request funds for a particular program or purpose and do not use these funds for their intended purpose may lose some or all of their university allocation.

Nova Nights Programming Request
Nova Nights provides a free or low cost entertainment setting for those looking to have fun on Friday nights. Nova Nights include programs like live bands, comedians, poets, novelty acts and more! Registered Student organizations can complete the Nova Nights Programming Grant by visiting the student organization website at http://www1.villanova.edu/studentorgs. Grant applications are due by the end of the semester to apply to the following semester.

**Fundraising**

Student organizations may sell approved materials related to the purpose of those organizations, may collect dues, initiation fees, donations, and admission charges at locations approved by the Office of Student Involvement and at organizational meetings. Funds raised by recognized student organizations may be used in any manner that is consistent with the purposes of those organizations. Fundraisers scheduled to occur during Orientation, Special Olympics Weekend, Parents' Weekend, or Commencement will not be approved. Permission from the Office of Student Involvement is required for any student, group of students or student organization to solicit funds or sponsorship from anyone outside the University, including, but not limited to, alumni, parents and off-campus businesses. All requests for mailing labels for fundraising purposes must be expressly approved by the Office of Student Involvement. Such funds are subject to local, state, and federal laws and to financial accountability to the Office of Student Involvement.

In order to have fundraising events, student organizations must:

- Be approved by the Office of Student Involvement using the online event form: http://www1.villanova.edu/studentorgs. Students will receive an email from the Office of Student Involvement confirming approval of the fundraiser. (Note: Students still must complete the space request form online separately after receiving event approval from the Office of Student Involvement).
- All items to be sold for fundraising purposes must be approved, prior to their being ordered, by the Office of Student Involvement.
- All fundraising events should be scheduled at least two weeks in advance with the Office of Student Involvement.
- No organization may sell items or sponsor fundraisers in the residence halls, study lounges, dining halls, etc., or disturb or interrupt the conduct of classes. Limited permission for fundraisers in the residence halls may be granted at the discretion of the Director of Residence Life.
- All monies raised through approved fundraising activities must be deposited immediately in that organization's account with the Office of Student Involvement - 217 Dougherty Hall.

**Billing and Purchasing**

Please note that the Office of Student Involvement will not process payment or be responsible for any financial commitments that have not received prior approval. The following is a non-exhaustive list of purchases the Office of Student Involvement will not approve: alcohol, drugs, personal items, Zipcar fees, legal services, and political contributions.

- All expenditures in excess of $100 should be included in their initial budget request as a “need” and approved in advance by the Office Student Involvement prior to purchase. Once expenditures are approved bills/invoices must be sent to the Office of Student Involvement for payment. Expenditures not included in the initial budget request will be reviewed on a case by case basis.
- Buying equipment, ordering buses, hiring entertainment, etc., must be approved by the Office of Student Involvement before final arrangements.
- Reimbursements will be issued to students/advisors after purchase requests have been approved. Reimbursements totaling up to $100 will be granted in cash by completing the Reimbursement Request Form with the original receipts attached, available in 214 Dougherty and online at
villanova.edu/studentorgs (See Appendix for example). For reimbursements over $100, please stop by Dougherty 214 for further instruction. Please allow 3-5 business days for reimbursements totaling up to $100 and 2 weeks for reimbursements over $100.

- Cash advances for registered student organizations, which are generally only used for travel expenses, will be processed through the Office of Student Involvement. In order to receive a cash advance, an organization must file the appropriate paperwork with the Office of Student Involvement at least ten days prior to the date on which the money is needed
  - Cash advances can only be taken out in the name of a University faculty or staff member.
  - Only one cash advance can be outstanding at a time. To clear a cash advance, receipts and any remaining money must be turned into the Office of Student Involvement.
  - Any cash advances not returned or cleared within a reasonable time period will result in the outstanding cash being billed to the person responsible for the advance.

- All checks for registered student organizations must be made payable to “Villanova University” with the student organization name written in the memo. If check is written by a student, Villanova ID# must be included on the check. Checks will not be accepted if written more than 90 days prior to deposit date.

- There is a University Purchasing Card available in 217 Dougherty for registered student organizations. This card may be used in the Office of Student Involvement only. Receipts are required and the amount purchased will be taken directly from student organization accounts. Email receipts to studentinvolvement@villanova.edu

- There is a list of preferred vendors available in the Office of Student Involvement and on villanova.edu/studentorgs.

- If you are requesting a check for a new vendor (one that has never done business with the University before) the vendor will need to complete a Vendor Profile form, available at: http://www1.villanova.edu/villanova/finance/procurement/about/NoticetoNewVendors/required.html. Please visit Dougherty 217 before completing any forms for these performers.

- Contracts should never be signed by a student. Upon receipt of a contract, please submit to the Office of Student Involvement – 217 Dougherty Hall for review and signing.

- There are special contracts and procedures for DJ’s, bands, and other performers coming to campus. These forms are available at: https://www1.villanova.edu/villanova/finance/insurance/forms.html. Such events must be approved by Student Involvement. Please visit Dougherty 217 before completing any forms for these performers.
Resources for Student Organizations
The Office of Student Involvement - 214 Dougherty Hall, is a valuable resource center for Villanova students. The office is available to students and student organizations during normal business hours, Monday- Friday 9:00 a.m.-5:00 p.m.to:

- Create and print flyers (limited numbers), agendas, etc.
- Use the fax machine.
- Reserve university vans.
- Plan conference trips.
- Borrow a book from the Leadership Library (including team building and ice breaker activities.)
- Get advice or assistance regarding your club, events, etc.
- Purchase event tickets.
- Check account balances.
- Make a reservation at the Villanova Challenge Course.

Student Organization Space Requests
Registered student organizations are encouraged to use university facilities. Designated university facilities may be reserved when the university is in session for meetings and other non-commercial events by:

- Registered student organizations for events related to the purposes of those organizations university duties.
- Members of the faculty and staff for co-curricular events related to registered student organizations and their activities.
- Official alumni or similar university-related organizations, colleges, schools, departments and other units of the university for events related to their purpose.

See Appendix for help reserving any campus space.

Responsibilities of Organizations Using University Facilities
A registered student organization may reserve campus space by visiting the villanova.edu/studentorgs and selecting the “Submit Your Event Request” link on the side of the page. One of its officers or a designated active member responsible for the event may apply to use the event form. The organization, its officers, and / or any individual applying to reserve facilities on behalf of the organization are responsible for:

- Damages to the facilities used including any financial loss to the University or a registered student organization because of the temporary closing of facilities.
- How the facilities are used during the time reserved and occupied.
- Any violations of university regulations, state, local, or federal laws which occur in connection with the use of facilities.
- Not deferring its use of a reserved facility to another group or individual without the permission of the Office of Student Involvement.
- The cleanliness of the facility after its use.
Conferences and Trips
The Office of Student Involvement encourages our student leaders to participate in outside professional conferences and other related professional experiences. All travel (whether to conferences, conventions, or field trips, etc.) must be approved in advance by the Office of Student Involvement. Student organization money may be used, if available, to finance professional related experiences but these expenses should be included in the yearly budget request which is submitted annually to the Office of Student Involvement. Typical budget expenses include travel costs, which must be made through the Office of Student Involvement, conference fees, reasonable meal costs, or hotel costs.

After travel has been completed, all expenses must be listed by date and category of expenditure. In addition, receipts must be submitted for all expenses. All of this must then be submitted to the Office of Student Involvement as soon as possible after the trip has been completed. Remember that you will not be reimbursed for any conference expenses that were not approved in advance.

Van Reservation and Usage Policy
Vans may be reserved for University-sponsored activities. Any unauthorized use of the vehicles or use for other than the stated purpose will result in loss of van privileges for the entire year for the offending organization. All drivers of vehicles must be certified through the Offices of Student Involvement and Public Safety. Only students who have completed the driver training are eligible to drive University vehicles. Please see the Appendix for a guide on how to reserve a university van and example van registration forms.

Zipcar Usage Notice
Zipcars are available in Main Lot and on South Campus. Without prior approval from the Office of Student Involvement, students will not be reimbursed for any Zipcar charges including but not limited to membership fees, rental fees, mileage, gas, damages, etc. Students are encouraged to reserve university vans for student organization travel.

Villanova University Speaker Policy
As a Catholic institution Villanova University welcomes all who seek to discern the fundamental goodness of creation in any field of study. It recognizes that Catholicism is open to all truth and every value and greets reason as faith's good friend. In order to pursue these values the University has established a Procedure for Recognized Student Organizations Proposing to Invite Speakers. This Procedure provides the process for implementing the principles of mutual respect, intellectual rigor and moral integrity that inform all constructive dialogue within the academic setting. These are the conditions under which Villanova University, through its recognized student groups, extends its hospitality to guest speakers.

Procedure for Inviting Speakers
Any approved student organization proposing to invite a speaker must take the following steps to obtain approval:

- The organization shall consult with its advisor regarding: the identity of the speaker, the time and place of the speaker's presentation, the subject matter of the speaker's presentation and the stipend, if any.
- The advisor and students leaders of the student organization will present the proposal to the Director of Student Involvement or the Director for the Center for Peace and Justice Education as appropriate.
• The Director shall approve or disapprove the organization's proposal. If the Director approves, the event shall be planned and scheduled according to established procedures. If the organization disagrees with a decision of the Director to disapprove the proposal, the organization may appeal that decision to the Vice President for Student Life who will convene the Speakers Appeal Advisory Board.

**NOTE:** If approved, a contract must be reviewed by the Director of Student Involvement. If an honorarium is to be given, the speaker must complete a W9 form with the proposed contract.

The Speakers Appeal Advisory Board shall consist of the following members:

- 3 Student Members:
  - Student Government Association President
  - Campus Activities Team President
  - Student Senator

- 2 Faculty Members:
  - Faculty Council President
  - A Member of the Executive Committee of the Villanova Chapter of the American Association of University Professors

- 2 Administrators:
  - Dean of Students
  - Dean of the College of Arts and Sciences

The Speakers Appeal Advisory Board shall select a chairperson from its membership at the beginning of the academic year for which the board is constituted. The Speakers Appeal Advisory Board shall meet at the earliest opportunity, in any event, within two weeks, to decide on the proposal presented by the student group. The board shall give notice of this meeting to the affected parties. The board shall receive information from the organization, the advisor and the Director of the Office of Student Involvement. The board may receive written information from any individual appearing before the board or any other individuals or groups who may have an interest in the proposal. The board may receive other information as needed.

The Speakers Appeal Advisory Board shall make a recommendation concerning the organization's proposal no later than one week after the meeting. If the Vice President for Student Life or the Director for Peace and Justice Education approves the organization's proposal, the event shall be planned and scheduled according to existing procedures. If the Vice President for Student Life or the Director for Peace and Justice Education disapproves the organization's proposal, then the speaker shall not be invited.

**Student Organization Web Pages**

As part of the process for becoming a recognized Villanova Student Organization, groups must register a web account on villanova.edu/studentorgs. For assistance with the web account, visit 214 Dougherty Hall.

**Web Page Policy**

The University's website represents Villanova University to prospective students, alumni, the general public, and the on-campus community. To that end, its content and appearance should adhere to professional standards.
Student Involvement has contracted with CollegiateLink™ to provide internal and external webpages to student groups. This is the official webspace provided to student groups by the university. Groups are able to add their own pictures, content, etc.

Authors are solely responsible for the content of individual home pages. However, if the content or appearance violate the policy on the Student Code of Conduct, UNIT IT Policies, or any other University policy, the University reserves the right to remove the homepage from the server, discontinue the person's account, and / or take such other action as may be necessary in its discretion.

The Villanova Challenge Course
The Villanova Challenge Course offers student organizations a unique opportunity to develop leadership skills through hands-on team-building exercises. The on-campus course consists of a series of direct experiences including group activities, group problems to solve and a unique series of mental and physical challenges. The Challenge Course Programs train students in team skills, leadership, confidence, and personal and interpersonal effectiveness. Challenge Course programs are one of the important ways that Villanova University accomplishes its mission of helping students become self-confident, responsible individuals prepared to live a purposeful life. Among the many benefits of Challenge Course programs:

- Build life skills in cooperation, communication, and leadership.
- Raise appreciation and respect for differences within the group.
- Develop abilities in group decision-making and problem solving.
- Raise self-esteem and foster confidence.
- Allow for the practice of new skills, with feedback.
- Develop respect for others' opinions in discussion.

Student organizations may receive a free 2-hour team building session if booked for a time between Monday-Friday during business hours. If you are interested in finding out more about the Villanova Challenge Course and its programs, please contact Steve Koch at 610.510.4214 or at stephen.koch@villanova.edu.

Advertising Policies
Registered student organizations are encouraged to advertise themselves, their events, important dates, etc. The following is a guide intended to help students understand what resources are available to them and how they can comply with University policies.

Posters / Flyers
Members and non-members of the University community may post notices on campus. With respect to informing the university community of various events by means of posters or banners, the following criteria is established for approved flyers.

- All posters and banners must be sponsored by a recognized University office or student group, whose name shall appear prominently on the poster.
- Posters announcing a registered University or student group sponsored event will be approved with a stamp from Dougherty 214. One copy of the poster will be kept within the Office of Student Involvement to help promote the event of the registered student organization or university office.
- Posters that speak to issues contrary to the teachings of the Church may be posted if the poster is about the intellectual discussion and unfettered inquiry of the issues.
Poster approval does not imply University endorsement. Posters will be stamped for approval by the office responsible for the student organization such as the Office of Student Involvement, The Center for Peace and Justice, Campus Ministry, or the Office of Residence Life may all stamp posters with their own stamp.

Posters, Banners, and additional marketing materials will not be approved for the following reasons:

- Imply or endorse official University approval of any viewpoints.
- They contain language or symbols abusive or demeaning of specific social groups.
- They deny respect for the dignity of individuals.
- They appear libelous.
- They violate the Non-Solicitation Policy found in the Code of Student Conduct
  - “To avoid disruption of business operations or disturbance of faculty, staff, visitors, and students, the University has implemented a Non-solicitation Policy prohibiting Solicitation or Commercial Solicitation except under limited circumstances with prior written approval from the appropriate University official.” (Code of Student Conduct 56)
- Examples of violations of the non-solicitation policy include but are not limited to:
  - The promotion of goods or services sold for personal profit or sold by off campus persons or companies who are not sponsored by a recognized University Office or student organization.
  - They promote non-campus-related activities of commercial sponsors or non-registered student organization.
  - The promotion of events, activities, or social functions not approved by a registered student organization or university department including but not limited to ticket parties. If approved, this permission will be limited to two pieces of material (one to be posted in Dougherty Hall and the other in the Connelly Center).
- They encourage sale or use of alcohol or promote establishments selling alcohol.
- They promote or facilitate any aspect of substance abuse.
- They encourage or seek to incite specific illegal acts.
- Posters promoting activities and events of other non-profit institutions and organizations may be approved by the Office of Student Involvement in a limited numbers provided they do not violate the other criteria listed here.

**Posting Location**
Posters may be placed in designated areas only and never on painted surfaces, walls, glass windows or doors. Posting guidelines for each campus building can be found in the Appendix. If you have any questions about a particular building, please ask in the Office of Student Involvement – 214 Dougherty Hall or email studentinvolvement@villanova.edu.

**Printing**
All student organization advertising which is prepared for distribution or posting on campus must have the Student Involvement "Approved for Posting" stamp on it. If you are printing large quantities of flyers, please stamp your original copy prior to printing, otherwise you will have to hand-stamp each individual flyers.

- iPrint: offers copying service to student organizations and other interested persons.
- Off-campus Printing: Off-campus printing locations may not be used unless the service needed is not offered in a reasonable fashion through the University Graphic Services. If you need help in selecting an outside firm, please consult with the Office of Student Involvement in 214 Dougherty Hall.
Posting Permission Appeal
In the unusual circumstance of an appeal for permission to post, the student group will appeal to the Poster Policy Committee. The committee will be convened by the V.P. of Student Life for deliberation. A recommendation will be made to the Associate Vice President for Student Life for final adjudication. The committee will consist of the Associate Vice President for Student Life, Director of Peace & Justice Center, a faculty member named by VPAA, Director of Student Involvement, the Student Government Association President, and the editor of the Villanovan.

Banners
Groups who wish to hang a banner on campus (front of Dougherty Hall, Connelly Center, etc.) must be approved in by the Office of Student Involvement. Banner space will be reserved on a first come first serve basis. Groups are responsible to provide Banner and rope. Facilities management will hang banners for up to one week. Please visit 214 Dougherty Hall for assistance in submitting a facilities request to hang banners.

Chalking Policy
Chalking is prohibited in any area on campus. An exception may be made by the Office of Student Involvement for directional chalk for 5k runs/walks.

Lights in the Quad
Requests for changing the light bulb color in the Quad for awareness events such as Breast Cancer Awareness monthly must be requested through the Office of Student Involvement.
- Only recognized student groups may request this (no off campus groups will be permitted)
- The request will be for a minimum week, maximum two weeks because of the time required to change the bulbs
- The first two lights on either end of the Quad will be the only bulbs lit in the requested color
- Students must provide the colored gels (lights). These can be ordered in advance through Facilities but paid for by the student club.

Table Tent Procedures
Table tents are advertisements that sit on dining tables or within the napkin holders within Dining Services. In order to use table tents in the dining halls. See Posting Location Guidelines in Appendix for more information.

Multiple Leadership Positions
The assumption of multiple, high-level leadership positions by students can be problematic due to the high level responsibilities of the positions below. Students may not concurrently hold more than one of the following positions:
- Editor-in-Chief of the Villanovan
- Editor-in-Chief of the Belle Air Yearbook
- Festival Director/Management Team of Special Olympics
- Head Resident
- Fraternity/Sorority President
- Station Manager of WXVU
- Executive Board Member of the Campus Activities Team
- Student Chairperson of the New Student Orientation Program
- Administrative Coordinator of the New Student Orientation Program
- President and Vice President of the Student Government Association
- President of the Inter Fraternity or Pan-Hellenic Council
- President of the Blue Key Society
• President of Villanova Ambassadors
CHAPTER 4

STUDENT ORGANIZATION
SOCIAL POLICY
2016 – 2017 Student Organization Social Policy Check List

In order to plan and host a social event, please complete the following tasks by the applicable deadline:

Before Wednesday, Sept. 21, 2016

___ Complete and submit the “Social Event Date Reservation Request Form” on VU Groups for ALL semester events. Student orgs can access VU Groups by visiting villanova.edu/studentorgs and clicking on the Student organization resources link.

No Later Than days before the event

___ Submit your completed “Social Event Registration Form” and all required documentation on VU Groups.

___ Review the “Villanova University: Third Party Vendor Checklist” with your vendor. Make sure the vendor initials and signs the checklist. Submit the checklist with your “Social Event Registration Form” on VU Groups.

___ Submit all necessary documentation pertaining to the “Villanova University: Third Party Vendor Checklist” with your “Social Event Registration Form” on VU Groups. This includes the contract, certificate of insurance, and liquor license. Include banquet / catering menu detailing food offerings.

7 days before the event

___ Check-in with the Office of Student Involvement 7 days prior to discuss logistics of the event.

5 days before the event

___ Student organization leadership reviews the requirements and expectations set out in the social policy, as well as any inter/national expectations and policies at your latest student organization meeting

___ Ensure all social monitors (including the total number required by this policy and approved by The Office of Student Involvement) signed the Social Monitor Responsibility Agreement in 214 Dougherty Hall.

2 days before the event

___ Check-in with The Office of Student Involvement to discuss logistics of the event.

___ Call to confirm your reservations with the third party vendor and Villanova approved bus company

Day of event
Provide Student Involvement with a list of all individuals attending the event by 3 p.m. (or by 5 p.m. on Friday if the event occurs on Saturday)

You must complete all of the action items above by the deadlines listed in order to hold a social event.
2016 – 2017 STUDENT INVOLVEMENT SOCIAL POLICY

It is each student organization’s responsibility to know, practice, and uphold this policy in its entirety. Additionally, it is expected the student leadership will educate student organizations members on the requirements of this policy and hold student organizations members and guests who attend any event accountable for their decisions and actions.

PURPOSE

The purpose of the guidelines set forth in this document is to guide and hold student organizations at Villanova University accountable for management of their organizations. This policy applies to all social events planned by student organizations. This policy will help facilitate a safe and healthy social environment, as well as assist all student organizations in the social event planning process.

INTRODUCTION

Student organizations must comply with this policy, as well as all applicable federal, state, Villanova University, and inter/national laws, rules, regulations, and policies for planning and hosting social events. Student organizations may not hold any social events that are not in compliance with these applicable laws, rules, regulations, and policies. Additionally, student organizations and their members may be subject to disciplinary action for any failure to comply with this policy.

EMERGENCY INFORMATION

The following list is the proper protocol when dealing with an emergency situation:

1. For on campus emergencies, call Villanova University Public Safety → 610-519-4444
2. If off-campus or unable to reach Public Safety, call 911
3. Call you the Office of Student Involvement – 610-519-4213
4. Call your advisor

DEFINITIONS

Social Event: A general term that includes mixers, formals, list events, and date parties; all must be registered with Student Involvement.

Formal/Date Party: A social event held by one student organization in which each member may invite one guest

Social Monitor: A Villanova student member of the sponsoring student organization(s) who is 18 years or older and 100% free of influence of any substance (including alcohol and drugs) during the social event and hours leading up to the social event. This person helps the student organization Social Chair (or equivalent) organize the logistics of the social event, including loading and unloading of buses, monitoring bus behavior while traveling to and from the venue, monitoring chapter members and guests at the third party venue, and arranging rides for those who need to leave the venue. At least three executive board officers from each sponsoring student organization must serve as social monitors during any given event. In addition to this, a minimum number of social monitors sufficient to represent at least 10 percent of the total attendees must be present at each event. In the case of events sponsored by two organizations, the total number (i.e. 10 percent of the total attendees) of social monitors required must be distributed across both sponsoring organizations. At least half of the social
monitors must be non-first year members of the chapter, and no new members (i.e. individuals who just joined the organization as of the date of the event) may serve as social monitors at any given event. The final number of social monitors will be determined in the discretion of Student Involvement staff, and Student Involvement staff may require additional social monitors in excess of the minimum described above in its sole discretion.

SOCIAL EVENT REQUIREMENTS

A. Student organizations proposing to hold social events must be in good academic, social, and disciplinary standing as determined by the Office of Student Involvement and the Dean of Students.
B. Student organizations proposing to hold social events must be in good standing with the University.
C. All social events must be registered with Student Involvement via VU Groups at least 14 days prior to the event.
D. All social monitors must sign the Social Monitor Responsibility Agreement prior to the event. If a student organization does not have enough social monitors by the time of the event (in accordance with this policy), the event must be canceled.
E. The checklist, vendor contract, certificate of insurance, and liquor license are due at least 14 days prior to the event and will be reviewed by Student Involvement staff to determine compliance with the checklist for social events. Social events that Student Involvement determines are not in compliance must be cancelled by the sponsoring or co-sponsoring chapter(s).
F. Student organizations must follow the Third Party Vendor Checklist. Student organization(s) not in compliance with such guidelines at any time as determined by Student Involvement will not be permitted to hold or sponsor social events.

SCHEDULING

A. Student organizations may plan 1 social event throughout the course of one semester.
B. Only 3 social events may take place or 500 people may participate in social events on any given night.
C. No events may occur on Sundays, during midterm/final weeks, on reading days, during recruitment periods, during orientation, or during vacations, as defined by the Villanova University calendar and the Office of Student Involvement.

THIRD PARTY VENDOR

All social events will be gatherings at a third party venue.
A. A third party vendor will be chosen by the host student organization(s), in conjunction with Student Involvement, taking into account the number of agreed-upon guests.
B. Venues must be within one hour driving distance from Villanova University. The method of transportation, to include the name of a Villanova University approved bus company, must be noted in the Social Event Registration Form. See Appendix A for a list of Villanova University approved bus list.
C. Vendors must cease serving alcohol 30 minutes before the end of the event.
D. No open bar of any kind is permitted.
E. The vendor must clearly state in the contract if the social event is “18 to party and 21 to drink” or specifically a “21 and older” social event.
F. The vendor or the hosting student organization(s) must provide appropriate quantities of food (at minimum, “snack food,” such as chips, chicken fingers, veggie trays, etc.) and water for those in attendance. If vendor is providing food, this must be explicitly stated in the vendor’s contract.

G. The contract with the vendor must include the provisions listed on the attached Student Involvement Third Party Vendor Checklist.

H. The checklist, contract, certificate of insurance, and liquor license will be reviewed by Student Involvement staff to determine compliance. Social events that Student Involvement determines are not in compliance must be cancelled by the sponsoring or co-sponsoring student organization(s).

I. Licensed bartenders must be employed by or hired by the vendor to serve throughout the duration of the social event.

J. Only beer, wine, mixed drinks, and non-alcoholic drinks are permitted. Shots, champagne, or any common container (i.e. Kegs, jungle juice, etc.) are not permitted.

ATTENDANCE

A. The number of guests in attendance will be determined on a case by case basis by Student Involvement staff. Conditions for consideration will include, but will not be limited to:
   a. Current student organization(s) standing as determined by the Office of Student Involvement.
   b. Number of student organization(s) working in conjunction to plan and execute said event.
   c. Past precedent set by the student organization(s) in the planning and execution of prior, similar events.
   d. Realistic character of event as proposed by host student organization(s).
   e. The number of social monitors who have signed the Social Monitor Responsibility Agreement, and committed to attending the event, as set forth by the required minimum number of social monitors in this policy.

B. The maximum number of guests will be 300 people in attendance or established at the discretion of Student Involvement Staff.

C. The host student organization(s) shall certify that it has compiled a list of guests and provide the names of the guest and the student organizations members attending the event to Student Involvement in 214 Dougherty Hall no later than 3 p.m. the day of the event. For Saturday events, this information must be submitted to Student Involvement in 214 Dougherty Hall no later than 5 p.m. the Friday prior.

D. Host student organization(s) will not permit individuals who are not student organization members and who are not on the guest list to attend the event.

TRANSPORTATION

A. The student organization(s) responsible for the event will provide third party transportation, using a Villanova University approved or preferred vendor, to and from the event. See appendix A for an approved bus list.

B. The student organization(s) will further ensure there is a seat available for each person in attendance on the transportation vehicle.

C. All buses will pick up and drop off in the West Campus loop.

D. At least two (2) social monitors will be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue.

E. Social monitors present at bus pickup (i.e. before departure to the event) have the right and responsibility to refuse entrance to any guest:
   a. Appearing visibly under the influence of alcohol.
b. Having or reasonably appearing to have alcohol or drugs in his or her possession.
c. Falsely representing his or her identity for the purpose of gaining entrance to the event.

**STUDENT ORGANIZATION’S RISK MANAGEMENT**

A. The host student organization(s) must maintain a list of all persons in attendance. The host student organization(s) shall certify that it has compiled a list and provide the number of guests on such list to Student Involvement in 214 Dougherty Hall no later than **3 p.m. on the day of the event.** For Saturday events, this information must be submitted to Student Involvement in 214 Dougherty Hall no later than **5 p.m. the Friday prior.**

B. In addition to their submitted guest list, the host student organization(s) will submit an agreement (provided by Student Involvement) to be signed by each social monitor. The number of social monitors will be at least the minimum number of social monitors required by this policy, plus any additional social monitors required by Student Involvement. Conditions for consideration will include, but will not be limited to:
   a. Number of student organizations working in conjunction to plan and execute the event.
   b. The previously agreed-upon number of expected guests in attendance.
   c. The size and set-up of the third party vendor.
   d. The number of buses secured for transportation to and from the event.

C. The responsibility of social monitors will include, but will not be limited to:
   a. Supporting the host chapter Social Chair (or equivalent) in organizing and managing logistics of the social event.
   b. Verification of the guest list against the actual attendees prior to transportation of guests to the event location.
   c. Monitoring guest bus behavior during transportation to and from the third party venue.
   d. General maintenance of a respectable and responsible social environment.
   e. Responsible communication with vendor management and staff throughout the duration of the event.
   f. General assistance should any unforeseeable circumstance arise.
   g. Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social monitor will arrange for a third party ride back to campus. The student removed from the event will be personally responsible for financing the ride; however, the social monitors will have sufficient funds to advance the cost of the taxi. In the event of a deemed medical emergency, the social monitor shall take other appropriate measures to arrange for the medical evaluation of the student, as outlined in the Medical Assistance Policy within the Student Code of Conduct.

D. Failure to comply with the rules and regulations of this social policy will result in disciplinary action, including the loss of privilege to hold or sponsor such events.
Student Involvement
Third Party Vendor Checklist
(to be completed by the THIRD PARTY)

Date of Event: ______________________

The venue/vendor must initial next to each of the below items. This Third Party Vendor Checklist is part of the agreement between the venue and Villanova University for the event.

THE VENDOR MUST:

1. Be properly licensed to serve alcohol by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF THE THIRD PARTY VENDOR’S STATE AND LOCAL LIQUOR LICENSES TO THE CHECKLIST.

2. Be properly insured with the coverages and minimum limits set forth below:
   - General Liability: $1,000,000 each occurrence minimum (or greater if required by your (inter)national fraternity or sorority)
   - Liquor Liability: $1,000,000 each occurrence*
     *For events not on the third party vendor’s premises, the Liquor Liability policy must include off premises liquor liability coverage, which must be specifically evidenced on the insurance certificate. Note: Liquor Liability coverage may exist under the third party vendor’s General Liability policy; this is acceptable as long as the coverage meets the $1,000,000 each occurrence limit requirement and is evidenced on the certificate.
   - Automobile Liability including owned, non-owned, and hired autos**
     **Only applicable for events not held at the third party vendor’s premises.
   - The certificate of insurance must name Villanova University as additional insured (and the local chapter of the fraternity or sorority hiring the vendor, the (inter)national fraternity or sorority with whom the local chapter is affiliated if applicable.)

ATTACH A COPY OF THE THIRD PARTY VENDOR’S CERTIFICATE(S) OF INSURANCE EVIDENCING THE ABOVE REQUIREMENTS.

3. Agree in writing to cash/credit card sales only, collected by the vendor, during the function. No open bar of any kind is permitted.

4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
   A. Checking identification cards upon entry.
   B. Clearly stating in the agreement if the event is “18 to enter and 21 to drink” or specifically a “21 and older event.”
   C. Not serving individuals less than 21 years of age.
   D. Not serving individuals who appear to be intoxicated.
E. Certifying that all bartenders are licensed and will serve throughout the duration of the event.
F. Maintaining absolute control of ALL alcoholic containers present.
G. Collecting all remaining alcohol at the end of the event. No excess alcohol – opened or unopened – is to be given, sold or furnished to the organization or attendees.
H. Removing all alcohol from the premises, if applicable.
I. Cease serving alcohol 30 minutes before the end of the event.
J. Not serving shots, champagne, or any common container beverages (i.e. Kegs, jungle juice, etc.). Only beer, wine, mixed drinks, and non-alcoholic drinks may be served.

The written agreement for the event must be attached to this initialed and signed Third Party Vendor Checklist.

Printed Name of Vendor

____________________________________________________
Authorized Representative of Vendor Signature & Date

____________________________________________________
Authorized Representative of Vendor Printed Name and Title

____________________________________________________
Student Involvement Signature & Date
ALCOHOL AND DRUGS

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on organization premises or during a student organization’s event or any situation sponsored by the organization, or in any event an observer would associate with an organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher educations and must comply with either BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, shall be forbidden.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on organization premises or during a student organization event or at any event that an observer would associate with the organization is strictly prohibited.

6. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations, groups or organizations.

8. No member shall permit, tolerate, encourage or participate in “drinking games.”

9. No alcohol shall be present at any induction or recruitment event of the organization.
Preferred and Approved Transportation Companies

Fall 2016

University Preferred Transportation Company:
George Krapf Jr. & Sons, Inc. (Krapf's Coaches Inc.)
School Buses and Motor Coaches
Michele Williams 610.431.1500 ext. 216

University Approved Transportation Companies:
Philadelphia Trolley Tours
School Buses, Mini Buses, Motor Coaches, Trolleys
215.389.TOUR (8687)

David Thomas Tours
School Buses, Mini Coaches, and Motor Coaches
215.969.6700

Klein Transportation
School Buses and Motor Coaches
Ashley Hoke 484.925.0099

Safety Bus Service
School Buses and Motor Coaches
856.665.2662

Sague Bus
School Buses
610.828.5776

Student Transportation of America (STA)
School Buses
800.448.0193

Perkiomen Tours
Mini Coaches and Motor Coaches
Brian McGimpsey 215.679.4434

Stouts Transportation
Mini Coaches and Motor Coaches
800.245.7868

STARR Tours
Motor Coaches
800.782.7703
Social Monitors

Social monitors are members of the sponsoring organization(s) who are 100% substance (alcohol and other drugs) free during the social event and hours leading up to the social event. The total number of social monitors will be determined by the number of attendees on the guest list (minimum of 10 percent of total event attendees, plus at least three executive board officers from each sponsoring chapter) and at the discretion of Fraternity and Sorority Life staff.

Social monitors are responsible for helping the sponsoring organization(s) Social Chair(s) (or equivalent) organize and manage logistics of the social event. This can include, but is not limited to:

- Verification of the guest list against the actual attendees prior to transportation of guests to the event location
- At least two (2) social monitors must be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue
- General maintenance of a respectable and responsible social environment
- Responsible communication with the vendor management and staff throughout the duration of the event
- General assistance should any emergency or unforeseeable circumstance arise
- Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social monitor will arrange for a third party ride back to campus. The student removed from the event will be personally responsible for financing the ride; however, the social monitors will have sufficient funds to advance the cost of the taxi.
- In the event of a deemed medical emergency, the social monitor shall take other appropriate measures to arrange for the medical evaluation of the student, as outlined in the Medical Assistance Policy within the Villanova University Student Code of Conduct.

I have read the above social monitor job description and will be responsible for the duties listed above for this planned social event.

Student Organization: ______________________ Date of Event: ______________________

Social Monitor Printed Name

________________________
________________________
________________________
________________________
________________________
________________________
________________________
________________________

Social Monitor Signature

________________________
________________________
________________________
________________________
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________________________
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________________________
Community Standards

Disciplinary Issues for Student Organizations
Student organizations, their officers and their members may be held collectively or individually responsible for violations of the Code of Student Conduct or the specific regulations governing student organizations. While group membership shall not serve to release an individual from personal responsibility, collective group responsibility may be found for some violations committed by individual group members at the University's discretion. Please see the Code of Student Conduct in the Blue Book for more information.

Community Standards for Clubs and Organizations
Student organizations, their leaders, and members are called to exemplify the values of our Augustinian community. As such any violation of this manual or the Code of Conduct is taken very seriously, and both the individuals involved and the student organization will be held accountable for any actions that violate these policies. In some instances, the Office of Student Development may deem it necessary to review an organization’s recognized status, operations, and procedures. Villanova University reserves the right to take any action it deems appropriate with respect to any actions or activities undertaken by any student organization. Any organization found in violation of the policies in this manual or the Student Code of Conduct shall be considered for probation, suspension or termination of recognition. The final decision for probation, suspension or termination of recognition shall be made by the Director of Student Development. Additional information related to student organization disciplinary actions is located in the Villanova University student handbook, The Blue Book.

In cases where student organizations and/or its members behave in a manner unbecoming of a Villanova student, but not in violation of the Code of Conduct, the Student Leadership Advisory Council may render a sanction including but not limited to additional required trainings, community service, and loss of social events.

Good Academic and Disciplinary Standing
Students may hold offices in student organizations only if they are in good academic and disciplinary standing (as determined by the Office of the Dean of Students) at the University.

Students wishing to pledge a fraternity or sorority must be at least a second semester freshman and be in good academic standing with the University and must adhere to the GPA requirements as established by the Inter-fraternity and Pan-Hellenic Councils. Students wishing to join other student organizations must be in good academic standing with the university.

Good academic standing is defined in the University Bulletin and disciplinary standing is defined in The Blue Book. It is generally recommended that executive officers maintain a GPA above a 2.5 and general members above a 2.3. The Director of Student Development welcomes the opportunity to work with advisors in making decisions that are in the best interest of students who are at risk academically.
APPENDIX

CHAPTER 6
Welcome to the Office of Student Involvement! The following is an outline intended to provide you with resources and information on how to effectively become a recognized student organization at Villanova University.

- Complete the petition found below to start a recognized organization.
  - Student organizations must be initiated, organized and run by current matriculated Villanova students.
  - Obtain 12 names, email addresses, and signatures of active members.
  - Only faculty, staff, and registered students shall be eligible for active membership status in student organizations. Only full-time students shall be eligible to serve as appointed or elected officers in registered student organizations.

  Note: In order to serve as an officer of an organization, students must be fully enrolled in classes on campus. They cannot serve if they are participating in an internship or abroad, for example.

- Create a one page proposal highlighting the mission, purposes, goals, and objectives of your student organization. Please attach this to your petition.
  - Become familiar with Villanova University mission statement and Student Involvement’s mission statement, so that the purpose of your organization will be congruent.

- Schedule a meeting with the Director for the Office of Student Involvement, JJ Brown, to discuss approval for the petition. Your advisor is welcome to attend this meeting. Please email: studentinvolvement@villanova.edu to set up a meeting time.

- After your meeting with the Office of Student Involvement, complete the organization’s Constitution and By-laws according to the template provided.

- Send a copy of your completed Constitution and Bylaws to studentinvolvement@villanova.edu.

- Read the Student Organization Manual available online at villanova.edu/studentorgs and copies in 214 Dougherty Hall.

- Schedule a time to take the online new student organization quiz in the Office of Student Involvement - 214 Dougherty Hall. The quiz is an open book test for your student organization. During this meeting, there will also be time to clarify any additional questions the student leader or Student Involvement may have.

- Once you’ve passed – Congratulations! Now register your organization on villanova.edu/studentorgs.

- There will be 30-day New Organization Registration period of provisional approval. After this period, there will be a letter sent to the student leader of the organization granting them full student organization access.
New Student Organization Petition

We, the undersigned students, hereby petition the Office of Student Involvement of Villanova University to recognize:

_____________________________________________________________________

Organization Name

Membership in this organization shall be open to all students regardless of race, creed, religion, national origin, sexual orientation, or age who are in good disciplinary and academic standing as certified by the Vice President for Student Life and the Office of Academic Affairs.

Activities of this organization shall be in accordance with the mission of Villanova University, the policies and procedures of the university, and the policies and procedures of the Office of Student Involvement. Please return this petition to the Office of the Provost where it will be reviewed by a professional staff member with your one page proposal outlining purpose, goals, and objectives.

Membership List
Proposed organizations should have at least twelve interested members before considering being recognized by the Office of Student Involvement. Please collect the **name, signatures, and email addresses** of twelve interested members below. This is to determine interest.

1.________________________________  7.________________________________
2.________________________________  8.________________________________
3.________________________________  9.________________________________
4.________________________________ 10.________________________________
5.________________________________ 11.________________________________
6.________________________________ 12.________________________________

_____________________________________________________________________

Student Contact’s Name  Student Contact’s Cell & Email  Date

Advisor’s Name  Advisor’s Signature  Date

For Honors Society Only:

Office of the Provost Signature  Date

( ) Approved ( ) Rejected  Date

Student Involvement Staff

Reason for rejection of petition:
Sample Constitution and By-Laws

Villanova University

(Organization Name)

Constitution

Preamble

We, the members of the (Organization name) do hereby establish this constitution in order to facilitate effectiveness and efficiency in the on-going operation of the organization.

Article I – Name

The name of the organization will be (Organization name) and herein referred to as the (Organization name).

Article II – Purpose

State the purpose of the organization.

Article III - Membership

Membership in the (Organization name) is open to any Villanova matriculated student, who is in good academic and disciplinary standing. Membership in the (Organization name) is maintained through active participation in the organization as provided for in the by-laws.

Article IV – Non discrimination

Membership in the (Organization name) will not be limited to persons based on their gender, sex, race, color, religion, national origin, age, sexual orientation, or disability.

Article V – Advisor

The advisor of the (Organization name) will be selected by its members and responsible is for the organization as provide for in the by – laws.

Article VI – Officers

The Officers of the (Organization name) will be specified in the by – laws and selected on an annual basic as provided for in the by – laws.

Article VII – Executive Board
SECTION ONE – Definition
The Executive Board will be the governing body of .
The executive Board will establish and enforce organization policy, approve all activities, supervise operations, and provide leadership development for members.

SECTION TWO – Membership

The membership of the Executive Board will consist of the officers and additional members outside of officers if called for as specific in the By – laws.

SECTION THREE – Meetings

The Executive board will have meetings on a regular Basis as determined at the end of the previous semester by the President and Board.

A. Quorum – a quorum will be defined as two thirds of the membership of the executive Board. A quorum is necessary in order to transact business at any Executive Board Meeting.

B. Meetings – All meetings are open unless otherwise dictated by the President, By-laws or two-thirds majority vote.

Article VIII – By laws

By- laws of the (Organization name) will be established upon approval by a two-third majority vote of the Executive Board.

Article IX – Amendments

Amendments to this constitution may be proposed in writing by any member of the Executive Board at any regular meeting of the board. A proposal presented at a regular meeting will be voted on no sooner that next regular meeting, and will become effective upon approval by two – thirds majority vote.

Article X – Ratification

This constitution will become effective upon approval by two-thirds of the voting members at a regular meeting. Ratification becomes complete upon approval of the Director of Student Involvement. This constitution when ratified will supersede any existing documents.
Examples and replacement areas are highlighted. Groups should establish own guidelines.

Villanova University
(Organization Name)
By-laws

ARTICLE I – STRUCTURE

The (Organization Name) will consist of the following sub-units: the Executive Board and (#) standing Committees.

SECTION ONE – EXECUTIVE BOARD

A. Definition – The Executive Board will be the governing board of (Organization Name). The Board will establish and enforce organization policy, approve all organization activities, supervise operations, and provide leadership development for members.

B. Membership – The membership of the Executive Board will consist of (List positions).

C. Meetings – The Executive Board will have regular meetings on a (weekly basis) as determined at the end of the previous semester by the President and Executive Board.

1. Procedures – Meetings will be conducted, when applicable, according to Robert’s Rules of Order. In all other cases, meetings will be conducted by common practices as long as they are not inconsistent with the By-laws.

2. Attendance – All members of the Executive Board will be expected to attend each meeting of the Board and remain for its entirety. After three unexcused absences in a one year term, a motion for impeachment will be brought against the member by the President. The discretion of the President will determine what constitutes an unexcused absence. The member will be notified within 24 hours whether the absence is unexcused.

3. Visitors – Any member of the University Community or other invited guest may attend an Executive Board Meeting. If a visitor wishes to address the Board, notification must be given to the President in order to be placed on the agenda.

D. Quorum – A quorum is defined as two-thirds of the membership of the Executive Board. A quorum is necessary to transact business at any meeting of the Board.

SECTION TWO – MEMBERSHIP

A. Definition – The standing committees of (organization name) will be the functional units of the organization. The committees are:

B. Membership – The membership of each committee will consist of the committee coordinator and interested general members.

C. Meetings – Each standing committee will meet on a regular basis as determined at the end of the previous semester by the committee and its advisor.

D. Powers and Duties – Each standing committee will have the following powers and duties:

1. establish committee goals, objectives, and guidelines that are consistent with the established mission and guidelines formulated by the Executive Board,
2. initiate and implement programming after approval by the Executive Board,
3. recruit new members
4. keep accurate records of expenditures
5. maintain accurate membership records
6. educate and inform members about (organization name).

ARTICLE II – OFFICERS

SECTION ONE – OFFICERS

A. Definition – The officers of (organization name) are:

1. President (or other titles as chosen by the organization)
2. Vice-President for Human Relations
3. Vice-President for Finance
4. Vice-President for Public Relations

B. Qualifications – The qualifications for officers are:

1. President (EXAMPLES ONLY)
   a) Have served on the Executive Board for at least one year prior to Selection
   b) Be a student in good academic and disciplinary standing
   c) Be able to fulfill at least one term of office
2. Vice-Presidents
   a) Have at least one year involvement in (organization name)
   b) Be a student in good academic and disciplinary standing
   c) Be able to fulfill at least one year of office

C. Selection – (selection process fully outlined)

D. Term of Office – Officers will be elected for one term, which will begin with an Orientation and transition period after their selection and ends on the last day of Classes of the following Spring semester. (This is an EXAMPLE)

E. Vacancy – In the event that an Executive Board position becomes vacant before the term is completed, the President will appoint an interim replacement until the position can be filled permanently. This is an example. Groups should establish their own guidelines.

F. General Duties and Responsibilities – All officers will be responsible for the following:

1. serve as a member of the Executive Board and attend all meetings
2. attend all leadership weekends and training
3. responsible for the orientation of successor upon completion of the selection Process
4. participate in sub-committees as needed
5. maintain scheduled office hours during regular business hours as needed
6. establish personal and position goal

G. In addition, the following will be expected requirements: This is an example. Groups Should establish own guidelines).

1. President
   a) preside over Executive Board meetings
   b) plan agendas for Executive Board meetings
   c) serve as an official spokesperson for (Organization Name)
   d) provide general direction and ensure efficient functioning of all components of the organization
   e) serve as a liaison between (Organization Name) and other University entities as needed
   f) serve as liaison for Student Government
   g) establish and organize ad-hoc committees as needed
h) plan leadership development activities for the Executive Board

2. Vice-President for Human Relations
   a) assist President and function in his/her absence in all matters pertaining to human resources
   b) responsible for general member leadership development activities
   c) responsible for membership recruitment drives in cooperation with public relations
   d) direct year-long drives for membership recruitment and retention
   e) maintain accurate active membership list

3. Vice-President for Finance
   a) assist the President and serve in his/her absence for all matters pertaining to finance
   b) participate in the budget development process and represent (Organization name) in any budget hearings with the President,
   c) be familiar with Student Involvement financial codes and guidelines and ensure that all (Organization name) financial transactions are in compliance
   d) develop a monthly budget report for the Executive Board
   e) coordinate all fundraising activities

4. Vice-President for Public Relations
   a) assist the President and serve in his/her absence for all matters pertaining to public relations
   b) maintain accurate records of all business of the executive board meetings, minutes and agendas
   c) coordinate the development and implementation of all public relations campaigns, and weekly and monthly publications

ARTICLE III – OPERATIONS

SECTION ONE – BUDGET

The (Organization Name) budget will be approved and controlled by the Executive Board and Monitored by the Vice-President for Finance in collaboration with the Advisor.

SECTION TWO – ADVISORS

The (Organization Name’s) first advisor is (Name). The advisor advises the Organization, and provides feedback as to budgeting and long range planning of (Organization Name).

Advisors are non-voting members of the organization.

   1. Selection
   2. Responsibilities

SECTION THREE – VOTING

A 2/3 majority of the membership of the Executive Board must be present to conduct official business of the Executive Board. In emergency situations where an official meeting is not feasible, the President may make a reasonable effort to contact all members of the Board in order to ascertain a vote by telephone or other means. In unusual circumstances where contacting members is impractical or unfeasible an emergency decision may be made by the President in collaboration with appropriate coordinator and their advisor. The President must report to the Board the circumstances and the results of any such occurrence at the next Executive Board meeting.

SECTION FOUR – DEFICIENT PERFORMANCE
Any infraction of the (Organization Name) Constitution, By-laws, or guidelines, and/or failure to adequately carry out job functions by a (Organization Name) Executive Board Member will constitute deficient performance. Any member in good standing with (Organization Name) may bring charges of negligence against an Executive Board Member. Charges may not be made anonymously. All charges must be made in writing and submitted to the President. In the event that the President is being charged, the Vice-President for Human Relations will carry out the proceedings. Any such member’s status will be subject to review according to the following procedures:

A. The president will convene a meeting with the Board member, and the advisor to discuss the alleged deficiencies. The result of this meeting will be one of the following

   1. corrective actions recommended which may include a probationary period,
   2. decision to take no action and dismiss issue,
   3. recommend resignation by member or impeachment by the Executive Board

B. Any action will be documented in writing with copies to the member and the advisor’s file

C. If impeachment becomes necessary, the issue will be discussed at the next regular meeting of the Executive Officers in closed session. The member will be invited to be present with reasonable notice. The issue will be brought up as the first order of business at the next Executive Board meeting in a closed session. The Executive Board will effect impeachment with a ¾ majority vote. The Executive Board may also elect to impose a lesser action.

APPEALS – If the member is dissatisfied after meeting with the President and advisor in step one (1), s/he may appeal to the Officers within three (3) working days by notifying the President in writing. The President will convene a meeting of the Officers to hear the appeal. The member may appeal the Officers’ decision to the Executive Board at the next regular Executive Board meeting in closed session by notifying the President within three (3) working days of the Officers’ decision. The decision of the Executive Board will be final.

ARTICLE IV – AMENDMENTS

Amendments to these by-laws may be proposed in writing by any member in good standing at any regular meeting of the Executive Board in which quorum exists. A proposal presented at a regular meeting will be voted on no sooner than the next regular meeting in which a quorum exists and will become effective upon approval by a ¾ majority vote.

ARTICLE V – RATIFICATION

These by-laws will become effective by a ¾ majority vote of the Executive Board at a meeting in which quorum exists. Ratification becomes complete upon approval of the Director of Student Involvement. These by-laws when ratified will supersede any existing documents and take effect one week following ratification unless otherwise specified in the amendments.

ARTICLE VI – REVIEW

The Constitution and the By-laws will be reviewed and revised on even numbered years.
Villanova University
Office of Student Involvement
Roster Management Guidelines

The following is an outline intended to manage your organization’s roster: adding and removing members, assigning officers and primary contacts, and managing permissions on your organization’s webpage. Students can visit their student organization homepage by clicking the “List of Student Organizations” link on http://www1.villanova.edu/studentorgs.

Note: In order to manage your organization’s roster, you must login as an officer of your organization and click “Roster” on the Task Bar.

Adding New Members:
- From the Roster page, click “Invite People.” This will bring you to a new page prompting you to enter the email addresses of the people you would like to invite to your organization.
- After you have entered the email addresses, click “ADD E-MAIL ADDRESSES.” This will bring up a new prompt where you can identify whether you would like to invite this person as a general member of your organization or as a specific officer from a drop-down menu. Once you have selected their organization position click, “SEND INVITATION.”
- You can view your invitees by clicking “MANAGE ROSTER” on the “Roster” page and clicking “Pending.” Invitees will appear in this tab until they either accept or deny the invitation to the organization.
- Students who have clicked “JOIN THIS ORGANIZATION” at the top of your organization’s page will appear in the tab titled “Prospective.” Under the Prospective tab, officers can either approve or deny requests to join the organization.

Reassigning Primary Contact:
- Click the edit button next to the existing primary contact’s name. This will bring up a new window, prompting you to select a new primary contact from your organization’s existing roster. Once you have found the intended primary contact, click “SELECT.”
- Only the existing primary contact to select a new primary contact. Click “MANAGE ROSTER” on the Roster Page.

Assigning Officers:
- From the Roster page, click “MANAGE ROSTER.” This will bring you to your “Current” roster.
- Click “EDIT POSITIONS” next to the intended member to bring up a new window, prompting you to select/deselect positions for that person. Once you have selected and/or deselected positions for your member, click “SAVE.”

Creating/Editing Positions:
- From the Roster page, click “MANAGE POSITIONS.” This will bring you to a new page with a list of the available positions for your organization. Clicking on an existing position opens a new window, allowing you to change the position name and/or edit webpage permissions such as the ability to create and edit forms, events, and documents.
- In order to create a new position, click “+POSITION.” This opens a new window, allowing you to name the position and/or edit its webpage permissions.
Villanova University
Office of Student Involvement
Reimbursement Request Form (for reimbursements up to $100)

NOTE: Please return completed form to Dougherty 214 with all original receipts attached. You will be notified within 7-10 business days by email when reimbursement will be ready for pick-up.

Date:__________ Student Organization: ________________________________________________________

Student Name: ________________________________ Banner ID: ________________________________

Contact Phone: ____________________ Contact Email: _______________________________________

Type of Expense: _____________________________________________________________

Total Reimbursement Amount Requested: $_____________________

If submitting a reimbursement request for multiple receipts, please list each vendor and the corresponding amount separately:

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<th>Vendor Name</th>
<th>Amount</th>
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<td>Total: $</td>
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Please state the reason for your expenses (meeting, dinner, event, etc.). For meals, please include the names of all attendees:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

I, the undersigned, verify the above statements to be true and correct and that all expenditures were for Villanova University business purposes only.

Payee Signature: ________________________________ Date: ________________________________

For Internal Use Only:

Account Number: ________________________________ Date Received: ________________________________

Cash Recipient Signature: ________________________________ Date: ________________________________
Villanova University
Office of Student Involvement
Room Reservations

Note: For all room reservations, please visit http://www1.villanova.edu/studentorgs and click on the “Submit Your Event Request” button. Students interested in reserving table space at the Oreo, Dougherty, or Connelly should visit Dougherty 214. All academic spaces are managed by the Office of the Registrar. Students interested in reserving an academic space should use the link available on the “Submit Your Event Request” page, bringing you to the EnCampus Portal. Users can login using their MyNova user ID and password.

Things to Note When Requesting a Reservation

- University spaces will only appear in the “Room Reservation” field if they are available during the requested time.
- After submitting their event request, students can expect to receive three emails:
  - The first email is a confirmation receipt of your event request.
  - The second email will be an approval of the location titled “Calendar Event Facility Request for Villanova University has been Approved”
  - The third email will be an approval of the event titled “Your event: [Event Name] for the Villanova University Calendar has been APPROVED.”
- Only after receiving that third email, confirming the approval of the event, can students proceed with their event.
- Please contact the Office of Student Involvement at studentinvolvement@villanova.edu with any questions or concerns regarding the event approval process.
Villanova University
Office of Student Involvement
Reserving University Vans

1. Fill out the packet and submit **ONE WEEK PRIOR** to your trip. Forms can be dropped off at 214 Dougherty.
   a. **The first page must be completed and submitted ASAP** by the driver.
      i. The driver must be certified by Public Safety
      ii. Your advisor must also sign this page as well
   b. On the second page, list all of the names of the students who will be riding in the van, along with their emergency contact information.
      i. This list is required by Financial Affairs for University Insurance records.
   c. The third page is a trip waiver that must be signed by all of the students traveling in a university vehicle.

2. Once your reservation has been submitted and approved by Student Involvement, **ONLY** the assigned driver can take their **van confirmation and driver’s license** to the Public Safety Office at Farrell Hall and pick up van keys.

3. If your group, class or office is using a university van for the first time, please make sure that Amy Rockwell or Natalie Cooke has the account number that van mileage should be charged to.

**VAN CHARGES**
Accounts that are submitted for van reservation(s) will be charged $.32 per mile.
Departments and/or offices that did not contribute vans into the van fleet pool will be charged an additional $25 per van request.

**REMEMBER**
Bring your van confirmation and driver’s license when picking up van keys. Keys must be returned to Farrell Hall at the end of your trip. Vehicles must be returned to the designated parking area (back of West Main Parking Lot).

*Van reservations must be cancelled at least 24 hours in advance or you will be charged a cancellation fee of $10. One violation will result in loss of van privileges for one month. Second violation will result in loss of van privileges for the semester.*
OFFICE OF STUDENT INVOLVEMENT
VAN REQUEST FORM

Organization ____________________________________________________________

Account Number_________________________________________________________

Date/Dates Requested ____________________________________________________

Destination______________________________________________________________

Purpose of Trip __________________________________________________________

7 or 12 Passenger Van ____________________________________________________

Pick-up/Return time of van_________________________________________________

Name of Certified Driver ___________________________________________________

Driver’s Cell Phone/E-mail_________________________________________________

DRIVER PLEASE READ THE FOLLOWING STATEMENTS; SIGNING BELOW CONFIRMS AGREEMENT:

♦ I understand that the van must be returned to the West Main parking lot.
♦ I understand that the keys for the van must be returned to Farrell Hall
♦ I understand that I am responsible for returning the van with a minimum quarter tank full of gas.
♦ I understand that the interior of the van must be clean upon return.
♦ I understand that if the van is involved in an accident/incident, I will report it immediately to Villanova Public Safety and the Office of Student Involvement.
♦ I understand that if the van and keys are not returned on time, my group will lose van privileges.
♦ I confirm that I have passed the University’s driver certification program, have submitted a Motor Vehicle Report Consent Form, and registered as a driver at villanova.agilefleet.com.

_____________________________________________ ____________________
Signature of Certified Driver Date

Advisor Name (Printed) __________________________________________________

_____________________________________________ ____________________
Signature of Advisor Date
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<tr>
<th>NAME</th>
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VILLANOVA UNIVERSITY
ASSUMPTION OF RISK AND RELEASE
FIELD TRIPS AND OFF-CAMPUS ACTIVITIES

VILLANOVA UNIVERSITY CLUB FIELD TRIP AND OFF-CAMPUS ACTIVITIES
WAIVER AND ASSUMPTION OF RISK

I, the undersigned, desire to participate in the _________________________ Club (the “Club”), a voluntary activity sponsored by Villanova University, during the Fall/Spring semester of 2016-2017. As part of the Club activities, I understand that I will be traveling to and from various locations in University vehicles. In return for being permitted to participate in the Club, and understanding that there are certain risks associated with such Club activities and in traveling to and from various locations in connection with such Club activities (together “the Activities”), and intending to be legally bound hereby, I the UNDERSIGNED, for myself, my assigns and legal representatives hereby agree to:

1. RELEASE, WAIVE, DISCHARGE AND AGREE NOT TO SUE, Villanova University, its successors, assigns, affiliates, officers, directors, employees and agents from all manner of actions and causes of action, suits, debts, judgments, claims and demands whatsoever in law or equity, including all claims for personal injury or property damage arising in any way out of my participation in the Activities.

2. ASSUME ANY AND ALL RISKS arising from my participation in the Activities, including, without limitation, the risks of death, bodily injury or property damage, the unavailability of emergency medical care or the negligent or deliberate act of another person.

3. INDEMNIFY, DEFEND AND HOLD VILLANOVA UNIVERSITY and its officers and employees and agents harmless from, any and all claims, cause of action, damages, judgments, costs or expenses, including attorney’s fees, whatsoever, arising from my participation in the Activities.

4. I certify that I have no medical condition that would preclude or restrict my participation in the Activities and that I have adequate health insurance protection to cover the expense of any unforeseen accident or injury. I recognize that Villanova University does not carry or maintain health, medical or disability insurance coverage for my participation in the Activities and is not obligated to attend to any of my medical or medication needs; I assume all risk and responsibility therefore.

5. I further acknowledge that Villanova University does not carry property insurance that applies to theft or loss of my personal property in connection with the Activities. I understand that University will not be responsible for any physical damage to or theft or loss of my personal belongings in connection with the Activities.

6. I acknowledge that I have read and understand this WAIVER and that by signing it I surrender valuable rights, which I have done freely and voluntarily.

PRINTED NAME:
SIGNATURE:
DATE:

PARENT NAME: (If participant is under 18)
PARENT SIGNATURE and DATE:
Villanova University
Posting Location Guidelines

Only materials stamped for approval by the Office of Student Involvement maybe posted. Materials may also be approved by Campus Ministry, the Center for Peace and Justice, and the Office of Residence Life. Poster approval does not imply University endorsement. Compliance with these rules is required. All rules issued by the Office of Student Involvement must be followed and are incorporated herein by reference. Posters maybe placed in designated areas only and never on painted surfaces, glass windows, or doors. In addition, posting in classrooms, computer labs and religious facilities are not permitted. Each building has special requirements as noted below. If you have questions about a particular building, you may ask the Office of Student Involvement or the Dean’s office of the building in question (if applicable).

General posting guidelines are as follows:

A. Academic Buildings
   1. Bartley Hall: Bulletin boards only.
   2. Center for Engineering Education and Research: Post on spinning stands in CEER Lobby and on 2nd Floor only.
   3. Chemical Engineering: Use bulletin boards in the entrance to the building only.
   4. John Barry Hall: Stair wells only
   5. Mendel: Do not use department bulletin boards or stairwells
   7. St. Mary’s Hall: Post flyers in general areas, not in classrooms, not in Second Storey
   8. Tolentine: Post flyers on the non-departmental bulletin boards only
   9. Driscoll Hall: Post only on bulletin boards by the elevator on first floor and lower level.
   10. Vasey Hall: Stair wells only

B. On Campus Buildings
   1. Dougherty Hall: Use of designated bulletin boards or the tiled areas within the hallways. Stairwells are also permitted.
   2. Connelly Center: Use of areas specifically designated by Connelly Center personnel – no doors, stairways, or windows.
   3. Kennedy Hall: Use of stairwell walls only for posting. No posters/flyers are permitted on the first floor (bookstore) level of this building.
   4. Falvey Library: Post flyers on bulletin boards only unless otherwise permitted by library staff.
   5. Athletic Buildings: No posting is permitted.

C. Dining Halls
   1. Posting or distribution of materials, of any kind, is prohibited in Dougherty Dining Hall, Café Nova, Donahue Dining Hall, the Law School Café, or St. Mary's Dining Hall without approval
from both the Office of Student Involvement and Dining Services. This prohibition includes posting or distribution at the entrances to these cafeterias. Acceptable materials are limited to table tents and napkin holder flyers. Students must bring their materials to the Office of Student Involvement for approval before requesting approval from Dining Services in Dougherty 106. The use of bulletin boards near entrances is permitted.

2. Bartley Café: Bulletin boards only.

D. Residence Halls
Residence Life is happy to support communication and marketing efforts through posting relevant fliers, advertisements, and posters as they pertain to opportunities, events, programs and resources for undergraduate students. Posting print materials in the Residence Halls is highly utilized by numerous departments and organizations. The Office for Residence Life strongly recommends utilizing multiple platforms for communication and advertisement, designing attractive and eye-catching material, printing in color or on color (as opposed to black font on white paper), and/or utilizing varying sized paper (most advertisements are 8 ½ by 11). Included here, please find:

- Guidelines for Posting in the Residence Halls
- How to Request RA assistance
- How to gain access to Residence Halls to manage your posting & marketing efforts

**Guidelines for Posting in the Residence Halls**

1. All print material marketing specific clubs, activities, and events must be approved and stamped “Approved for Posting” by the supporting Villanova University department. All fliers must have a clear end date for the posting.

2. All print material is required to be posted in designated areas, most frequently on “FYI” bulletin boards. Posting that is hung on doors, windows, and other non-designated areas will be promptly removed.

3. All print material must honor the spirit of the Community of Respect. Print materials with offensive language, innuendo, and artwork are not deemed appropriate for the residence halls. Language must respect the dignity and inherent worth of all individuals.

**Requesting RA and Residence Life to Post Print Materials**

1. To ensure that your print materials are posted prior to the event date, all fliers and advertisements must be received by the Office for Residence Life 10 days prior to event date.

2. All fliers should be divided into 4 sections with 30 copies per section.

3. The Office for Residence Life will disseminate print materials to the RA staff for posting. Delivering print materials to the RA staff make take several days, as there is one pick up per day.

4. Once received, RAs located in 26 residence halls across campus will post fliers and advertisements in designated locations (assuming the event is not occurring that day, and/or the post end date has not yet passed).
5. RAs and Custodial Services will remove print materials once the post end date has passed.
6. The Office for Residence Life is not responsible for individual damage or destructive removal of fliers that may occur.

**Requesting Wildcard Access to Halls to Post Your Own Materials**

1. Departments & organizations are permitted to have temporary access to residence halls to post printed materials in designated areas.
2. An email from the supporting faculty or staff member should be sent to residencelife@villanova.edu
3. Included in the email should be:
   4. A list of all persons requiring access – first name, last name, Banner id
   5. Dates, time, and location that posting will occur
4. The Office for Residence Life will approve requests, confirm access with an email, and grant Wildcard access for limited amounts of time.
5. Should the Guidelines for Posting in the Residence Halls not be met, future requests for wildcard access will be denied.
6. All persons granted access for posting need to abide by all Residence Hall polices and be respectful of residential students.
7. No door-to-door solicitation, posting on doors, or placing fliers under doors are permitted. This is considered a violation of the Code of Student Conduct and will be referred to the Dean of Students.
8. All postings must be placed on designated bulletin boards (bring a stapler).

**E. Restrooms**

1. Posters/flyers are allowed in restrooms at an organization’s own discretion, but must be limited to tiled surfaces only. Custodians may remove materials from restrooms at anytime.
   i. Posters maybe placed install doors if they do not obstruct any flyers previously posted.

**F. Open Areas**

1. Materials may not be placed on/at the following objects/locations: trees, poles, campus signs, the Oreo, outside building walls, train trestles, underpasses, walkways, and fences.
2. Materials may not be placed on cars or car windshields. Automobiles are not allowed to be used as promotion vehicles, and may not be decorated as such.

**G. Off Campus**

1. There is no posting or distribution of materials in public places off campus.

**Important Notices Involving Postings:**

- All posted materials cannot obstruct other notices of any sort already posted.
- Absolutely no material may be placed under, on, or around any door in any residence hall. This is a fire safety issue and will be strictly enforced.
- Material may be distributed to on-campus mailboxes with the approval of the Office of Student Involvement and the student mail room. All material distributed through on-campus mailboxes must be folded by members of the organization.
Preamble

The University:
Central to a university is the conception, sharing and promulgation of ideas and information. Education of this nature flourishes in an environment of free expression where the institutional community dialogues with itself and other parties outside the university. In a Catholic university, this discourse must always be respectful and charitable.

The purpose of media at the university:
Discourse of ideas and information is realized in countless forms of media such as publications, and radio, television or internet broadcasts. Likewise, within each of these media, are countless outlets for further expansion of a particular discourse - advertisements, cartoons, comics, and humor segments. It is the obligation of each medium to aid the institution and its constituents in promoting discourse and advancing the exchange of ideas and information. Each medium allows members of the institution the opportunity for self-reflection and criticism, an openness to opposing perspectives, as well as a window for further involvement. In expanding viewpoints and perspectives rather than limiting them, an environment of free expression with numerous media approaches the institution’s goal of the pursuit of truth.

The uniqueness of a Catholic university:
John Paul II’s Ex Corde Ecclesiae states, “The source of [a Catholic university’s] unity springs from a common dedication to the truth, a common vision of dignity of the human person, and ultimately the person and message of Jesus Christ, which gives the institution its distinctive character.”

Policy

1. All publications must conform to the standards articulated in the Preamble and Policy stated herein

All state and federal laws that are applicable to publications or expression by any institutions or by individuals are also applicable to Villanova University. Fraudulent, obscene or libelous publications or expression may expose the University to civil or criminal liability. Accordingly, every possible effort must be made to avoid such expression. Publications or expression that include unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the community or of any of the community’s physical facilities, or any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or
obstruction, are inappropriate. Likewise, publications or expression that are indecent, obscene, or offensive on matters such as race, ethnicity, religion, gender or sexual orientation, are inappropriate in the Villanova community.

2. Values and standards enhance greater discourse

In accord with the missions of both a university in general and a Catholic university in particular, the pursuit of truth through open dialogue and exchange of ideas and information is contingent upon certain media standards. Villanova University welcomes all who wish to engage in dialogue focused on broadening perspectives and sharing viewpoints that lead to greater understanding. In turn, the University expects its publications, broadcast venues, and any other form of medium to approach discourse with mutual respect, intellectual rigor, moral integrity, and accepted standards in journalism. An accurate and honest dialogue must ensue while the parties involved maintain a commitment to the community of Villanova University, its mission and its Catholic heritage.

Complaint Procedures

1. Any member of the University community may lodge a complaint against a student publication, student organization, or individual when the complaining organization or individual reasonably asserts that the terms or spirit of this policy have been violated. Complaints arising under this policy should be submitted to the Director of Student Involvement who will forward complaint(s) to the Vice President for Student Life when appropriate. The Vice President for Student Life will convene the Publications Advisory Board as defined below. The Vice President for Student Life will ultimately determine whether this policy has been violated and the consequences for any such violation.

2. In the event of a complaint under this policy, the Vice President for Student Life will convene the Publications Advisory Board, which shall be an advisory board. The duty of the Publications Advisory Board will be to advise the Vice President concerning the allegations made under this policy.

3. The Publications Advisory Board will be comprised of the following:
   - 3 student members
   - 2 faculty members
   - 2 administrators

   The Vice President, may also include on the Board an expert from the field. The Vice President for Student Life will designate the Chair of the Board.

4. The Publications Advisory Board shall meet at its earliest opportunity after being convened by the Vice President and no later than two weeks after being
convened (unless approved by the Vice President for Student Life).

5. The board shall gather information from any relevant sources as appropriate in order to understand fully all of the facts and circumstances surrounding the allegations related to the publication or expression, including but not limited to hearing from both the complaining party as well as the “offending” party or parties.

6. After gathering information, the board will vote on whether this policy has been violated. A majority vote of the entire board will suffice to determine the recommendation of the Board. In the event the Publications Advisory Board finds a violation, the board will then make a recommendation to the Vice President for Student Life for appropriate action.

7. Upon receiving the recommendation of the board, the Vice President shall decide whether the publication or other media expression violated this policy. In the event the Vice President finds that a violation did occur, the Vice President shall take appropriate action. The Vice President is not required to follow the recommendation of the board.

8. No appeal is available.
Villanova University
Office of Student Involvement
Guidelines for the Administration of the Trademarks and Licensing Program

**Visual Identity**
The Villanova University **visual identity** is the primary identifier of the University in all communications and should inform all print and electronic pieces for both internal and external audiences. Using a clear, consistent visual identity for Villanova will promote awareness and recognition of the University across all audiences.

The visual identity encompasses three elements:

1) A graphic design
2) Typography
3) University-approved color

Examples of communication vehicles include, but are not limited to, magazines, newsletters, brochures; stationery; banners and signage; electronic and print invitations and electronic and print ads. *In each of these instances the designed piece must possess the University’s visual identity.*

**University Logo Hierarchy**

**Primary Marks**
The Villanova University **Primary Marks** each have two components: the University crest and the logotype (typeface). The word “University” has been carefully sized and letter-spaced underneath the word “Villanova.”

These two components are in a fixed relationship, and should not be altered, modified or repositioned in any way. The crest should not appear separately from the words Villanova University, but work as one unit to create the logo:
**Secondary Mark**

The Villanova University **Secondary Mark** is a standalone circular mark used primarily for merchandising such as embroidered clothing and other promotional ephemera. The circular mark may also be used in communication pieces where the primary mark does not work visually for the intended format:

![Secondary Mark Image]

**Alternate Marks**

The Villanova V with the words Villanova University is an **Alternate Mark**, available both stacked and sideways. This mark is less formal than the University’s primary and secondary marks and is intended for specific uses. For example, the Villanova V mark provides a clear, more bold visual representation of the University’s visual identity online than the traditional crest.

The Villanova V mark may be used in external marketing materials such as billboards, banners and transit advertising. The V mark may also be used in social media, on promotional items and for internal student activities.

When using the V mark every attempt should be made to allow for enough space to include the words Villanova University, however the V may also be used alone.

All requests to use the V in merchandising or retail must be made through the Collegiate Licensing Company (www.clc.com).

If you have questions about which mark is most appropriate, please contact the Creative Services department at 610-519-4275 or use the Logo Request form found on the University Communication web page.
Color

The University colors are blue and white, with Pantone 281 as our signature blue color. The University also uses a gold accent color for special events and announcements. Pantone 871 is our signature gold metallic, and Pantones 8003 and Warm Gray 6 are flat equivalent options.

The University also has a secondary color palette consisting of six hues that complement our signature colors. If colors outside of the primary colors are to be used we strongly suggest the use of the provided secondary palette.

Athletic Light Blue (Pantone 298) is a color specified for use with the Athletic logos and is to be used primarily with print material for the University’s Athletic Department. **When used, it can ONLY appear in 10% of any design.**

Creative Services can assist you with color questions concerning the secondary palette or the Athletic Light Blue. Please contact creatives@villanova.edu or telephone 610-519-4275.
University Fonts

The Goudy (serif) and Gotham (san-serif) font families are the recommended typefaces for all University communication materials. Either may be used in print or digital formats for headlines, body copy, or other text.

Acceptable substitute typefaces used in a limited manner, such as in a Word document, would be Times New Roman (serif) and Arial (san-serif).

<table>
<thead>
<tr>
<th>Goudy Oldstyle STD</th>
<th>Gotham</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular</strong></td>
<td><strong>Gotham Light</strong></td>
</tr>
<tr>
<td><strong>Italic</strong></td>
<td><strong>Gotham Book</strong></td>
</tr>
<tr>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
</tr>
<tr>
<td><strong>Bold</strong></td>
<td><strong>Gotham Book italic</strong></td>
</tr>
<tr>
<td>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 123456789</td>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
</tr>
<tr>
<td><strong>bold italic</strong></td>
<td><strong>Gotham Medium</strong></td>
</tr>
<tr>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
</tr>
<tr>
<td><strong>Gotham Medium italic</strong></td>
<td><strong>Gotham Bold</strong></td>
</tr>
<tr>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
</tr>
<tr>
<td><strong>Gotham Bold italic</strong></td>
<td><strong>Gotham Black</strong></td>
</tr>
<tr>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
<td>a b c d e f g h i j k l m n o p q r s t u v w x y z 123456789</td>
</tr>
</tbody>
</table>

University Wordmark

![Villanova University Wordmark](image)

Every attempt should be made to allow for enough space to use the primary University marks, but in the event that the available space is so small that the crest would be unrecognizable (less than ½ inch), the words Villanova University can be used as a stand alone wordmark. On all designed materials, the wordmark should appear as shown here. DO NOT re-type the words, but instead use the existing artwork to ensure consistency in font, size, and spacing.

If you have questions about which mark is most appropriate, please contact University Communication’s Creative Services department at creatives@villanova.edu or telephone 610-519-4275.
Stationery

The University’s stationery is available through Villanova’s iPrint portal, in the Nova Docs tab. Each stationery item—letterhead, #10 envelope, and business cards—has its own template for the user to customize for his or her needs. College, Department, Center and Institute, as well as individual names and titles are customizable fields in the templates.

Ignite Change. Go Nova. Tagline

When using the tagline on its own, please do not typeset (key in by hand), but use the existing artwork for the tagline to ensure consistency with font, punctuation, and registered trademark designation. For help on how to use the tagline in running text, please refer to the editorial style guidelines available at: https://www1.villanova.edu/villanova/uniconmunication/styleguide.html.

IGNITE CHANGE. GO NOVA.

Campaign to Ignite Change logo

The University’s Comprehensive Campaign has its own mark which is used along with the Villanova logo on Campaign print and online materials. Guidelines for graphic style and editorial focused on the Comprehensive Campaign can be obtained by contacting University Communication’s Creative Services department at creatives@villanova.edu.

FOR THE GREATER GREAT
THE VILLANOVA CAMPAIGN TO
IGNITE CHANGE
Unacceptable Uses of the Logo

Note: Use of the President's Seal is restricted to communication materials from the Office of the President only.

Creating Student Organization Merchandise

Students are encouraged to create customized merchandise for their student organizations. Interested students must first email an image file of the proposed design for approval to studentinvolvement@villanova.edu. Once approved, students may contact any of the following licensed vendors and proceed with the creation of the design:

Ampro Sports – Marty Marbach (mmarbach@amprosports.com)
Lime Sportswear – Nicole Villarose (nicole@limesportswear.net)
Play by Play Imprints – Jamie Braunwarth (playbyplayimprints@gmail.com)

Note: Student organizations can only purchase merchandise from licensed apparel vendors. Although student organizations are strongly encouraged to work with already licensed vendors, non-licensed vendors can pursue a license with CLC and Villanova by following the instructions on the following link: http://www.villanova.com/licensing/.