



STUDENT ORGANIZATION HANDBOOK

FLORIDA SOUTHERN COLLEGE

2023 / 2024

INTRODUCTION

Florida Southern College Cornerstone

Florida Southern seeks to create a community of scholars who hold one another accountable to the high ideals, vision, and mission of the college. Choosing to join the community obligates each member to a code of behavior that reflects the highest personal and communal values to which the college is committed.

Inspired by the Judeo-Christian principles on which the college was founded, a Florida Southern Scholar...

- will practice personal and academic integrity and excellence of character and expect the same from others.
- will respect the dignity, value, and worth of all persons while learning from the differences in other students' backgrounds, heritage, ideas, thoughts and opinions.
- will respect the rights and property of others.
- will demonstrate concern for others, their feelings, and our collegiate need for conditions that promote personal growth and academic success.
- will contribute to the rich heritage left by those who have preceded us and work to leave the college a better place for those who follow.

The Center for Student Involvement Mission Statement

The Center for Student Involvement provides premiere student involvement opportunities for the campus community. The Center strives to use best-practices to create civically engaged global leaders through dynamic student-led and staff-led programming, fostering community, and creating an inclusive environment that supports each students' holistic development. The Center provides resources of support to students and student organizations through engagement technology, advising, education, and training.

Purpose & Goals of Student Leadership

The overall purpose of student leadership at Florida Southern College is to serve the campus community. A student leader's main focus should be that of making a positive contribution to the FSC community. Some goals that student leaders can have in order to serve are listed below

Promoting Florida Southern College governing ideas by:

- Becoming aware of the College's vision, mission, and values
- Committing to abide by the Cornerstone
- Educating others about the College's vision, mission, and values

Contributing to the life of the Florida Southern community by:

- Participating in community building activities
- Participating in programs that create learning opportunities outside the classroom
- Participating in College wide programs and organizations especially those sponsored by other organizations
- Supporting College events
- Serving as a resource to administration about student needs

Student Leader Expectations

Student leaders are direct representatives of Florida Southern College and are held to high standards and expectations. Student leaders at FSC are expected to:

- Be a positive influence and role model for other students
- Be honest and ethical
- Demonstrate the values and policies of Florida Southern College
- Encourage students to uphold the values and policies of Florida Southern College
- Support learning and development of self and others
- Respect self and others
- Communicate openly and honestly with members of the FSC community
- Be responsible for personal behavior and decisions

The following information will provide you with helpful information to use as you lead. Whether you are new to a leadership role or have years of experience, this handbook gives valuable information about communication skills, groups and leadership, and presenting to groups. Enjoy this tool as you embark on your leadership experience.

Simmons Center for Multicultural Appreciation Mission Statement

In a continued effort to support diversity initiatives throughout the FSC campus community, The Simmons Center for Multicultural Appreciation plans to ensure that all FSC diversity clubs are properly supported and enabled to thrive here on campus. The Diversity Organization Certification supports FSC organizations who focus on providing support, education, & foster community while educating the FSC community about the various cultures represented within the FSC student body.

STUDENT ORGANIZATIONS

Membership

Membership in campus organizations is open to all students who have met college and organization membership requirements. All student organizations will be open to all students of the college based on interest and qualifications without regard to race, creed, gender, national origin, religion, political affiliation, age, physical capability, sexual identity, gender identity, or sexual orientation. Recognized inter/national Greek letter organizations are exempt with regard to sex only, and must meet all other requirements.

Students on academic or social probation are not eligible to hold office in any recognized campus organization or co-curricular activity. Organization membership should not interfere with academic responsibilities. Regular class attendance is a student obligation, and a student is responsible for all work as stated in the current Florida Southern College Student Catalog and Handbook. As stated in the Florida Southern College Student Handbook, each instructor has the authority to prescribe attendance regulations for his or her classes. Only the instructors excuse absences from class for valid reasons.

Receiving and Maintaining Recognition

A new organization can apply for recognition at any time. Interested students must complete the New Student Organization Application on Engage and must have at least ten (10) committed members. New organizations will be considered registered student organizations. RSO can complete the SGA recognition process to be considered an SGA Organization. If the SGA Organization distinction is considered, the new organization will be scheduled to appear before the SGA Presidents' Circle and Senate to petition for recognition and will be voted on. If the organization is awarded SGA Status, the new organization is eligible to receive the benefits of recognition and must participate in the SGA Presidents' Circle.

Official recognition expires in April of each year. Organizations will be prompted via Engage to renew. Organizations that do not renew their registration will be considered inactive and will not be eligible to sponsor activities on or off campus, reserve rooms, register events, post information, use the college's name, apply for funding through the Student Government Association, nor will they be eligible for a seat in the Presidents' Circle. To become an active organization again an organization will need to complete the Reactivation of Student Organization form on Engage.

The New Student Organization Application is required for initial registration and will notify the Center for Student Involvement that a new student organization is petitioning for membership. The application can be found on Engage by clicking on the Organizations tab, then clicking the Register an Organization button, then scrolling down to see the blue Register a New Organization button. The application is described below and will be submitted through Engage.

Registration and Maintaining Active Status

1. New Registered Student Organization Process
 - a. Fill out the New Student Organization Registration on Engage
 - i. Profile picture (in .jpg or .png format)
 - ii. Must have a FSC Faculty or Staff member who has agreed to serve as an advisor
 - iii. Names and Moc Emails of 10 committed students and Advisor
 - iv. Description of organization
 - v. List President and 1 other office

- vi. Contact information
 - vii. Upload Constitution and bylaws
 - viii. Agree to student organization nondiscrimination and anti-hazing clause
 - b. Meet with Director of CSI or Proxy
 - i. If an organization is religious in nature, they must meet with the Chaplain's office.
 - ii. If an organization is athletic in nature, they must meet with the Wellness Center.
 - c. Attend Required Trainings assigned by Center for Student Involvement
- 2. Maintaining Active Student Organization Status
 - a. Complete annual Re-registration for Student Organizations
 - i. Profile picture (in .jpg or .png format)
 - ii. Names and Moc Emails of 10 committed students and Advisor
 - iii. Description of organization
 - iv. List President and 1 other office
 - v. Contact information
 - vi. Upload updated Constitution and bylaws
 - vii. Agree to student organization nondiscrimination and anti-hazing clause
 - b. Attend Required Trainings assigned by Center for Student Involvement
- 3. Reactivating an Inactive Student Organization
 - a. Inactive Student Organizations must complete the Reactivation process within the first 90 days of the academic semester for their organization to be considered for reactivation. Any organizations that do not complete the process at the conclusion of the first 90 days must wait until the next academic semester to start the process.
 - b. Complete the Reactivation Form in Engage for the student organization
 - i. Profile picture (in .jpg or .png format)
 - ii. Names and Moc Emails of 10 committed students and Advisor
 - iii. Description of organization
 - iv. List President and 1 other office
 - v. Contact information
 - vi. Upload updated Constitution and bylaws
 - vii. Agree to student organization nondiscrimination and anti-hazing clause
 - c. Attend Required Trainings assigned by Center for Student Involvement
- 4. Frozen or Locked Student Organization
 - a. Reach out to CSI at FSCCSI@flsouthern.edu to set up a meeting
- 5. SGA Organization Recognition Status Process
 - a. Reach out to the Executive Vice President for Student Government Association via sga_evp@mocs.flsouthern.edu to schedule a presentation before the senate body and President's Circle. The senate and President's Circle will then vote on SGA status for the Student Organization.
 - b. To maintain your SGA Status, organizations are expected to abide by the following:
 - i. Update the organizations' membership roster on Engage before fall break
 - ii. Attend and participate in each President's Circle meeting in order to stay up-to-date with information and updates
 - c. Additional questions regarding recognition should be directed to the SGA

Executive Vice President at sga_evp@mocs.flsouthern.edu.

6. FSL Organization Status Process
 - a. Reach out to CSI via fccsi@flsouthern.edu to schedule a presentation
 - b. To maintain your FSL status, organizations are expected to abide by the following:
 - i. Update the organizations' membership via Engage & CSI
 - ii. Attend and participate in President's Circle meeting in order to stay up-to-date with information and updates
 - c. Additional Questions regarding recognition should be directed to CSI at fccsi@flsouthern.edu
7. DEI Organizations Status Process
 - a. Reach out to Simmons Center at fscsmc@flsouthern.edu
 - b. To maintain your DEI status, Organizations are expected to abide by the following:
 - i. Are in good standing with student accountability
 - ii. Have been able to fulfill the expectations asked of them in the essential functions section of the Simmons Center document
 - iii. Represented Florida Southern College and maintain high standards as outlined in the student organization handbook
 - iv. Submit application on an annual basis
8. Religious, Wellness, and Political Organization Status Process
 - a. Any student organization that intends to focus on religion, health and wellness, or be affiliated with a Political party or have political themes, must go through an additional approval process during New Organization Registration.
 - b. Religious organizations must receive written approval from the Chaplain's Office to move forward in the New Organization Registration process. Please reach out to Wyatt Robinson, Associate Chaplain, at wrobinson3@flsouthern.edu.
 - i. All religious organizations will have a staff member for the Chaplain's Office added to their Engage Event Request process and must receive approval from the Chaplain's Office for their events
 - c. Any organization that relates to health, wellness, or physical fitness, must receive written approval from the Hollis Wellness Center staff before moving forward in the New Organization Registration process. Email Alicia Rossow, Director of the Hollis Wellness Center at arossow@flsouthern.edu.
 - d. Any organization that relates to politics, or has an affiliation with a national political organization or party, must receive written approval from the Department of Political Science to move forward in the New Organization Registration process. Email Dr. Anderson at banderson@flsouthern.edu.
9. Student Organization Advisor Vacancies
 - a. If a faculty or staff member working with a student organization is no longer interested in serving as an advisor, the organization and the faculty or staff member serving as the advisor must alert the Center for Student Involvement in writing at fccsi@flsouthern.edu of their resignation.
 - b. The faculty or staff member must indicate their last date of service.
 - c. Starting with the day after the last date of service for their advisor, the student organization will have two weeks (14 days) to find a new faculty or staff member to serve as their advisor.

- d. The Center for Student Involvement staff will serve in the interim to support the student organization. However, it is the student organization's responsibility to find a new advisor within the deadline.
 - i. If the organization is a DEI organization, the Simmons Center staff will serve in the interim. If the organization is a religious organization, the Chaplain's Office staff will serve in the interim.
- e. When a faculty or staff member has agreed to serve as the organization's advisor, the faculty or staff member must alert the Center for Student Involvement in writing at fccsi@flsouthern.edu and indicate the date that they will officially begin their duties as the organization's advisor.
- f. If a student organization cannot find a new advisor within the 14-day deadline, the organization will then be moved to Frozen status by the Center for Student Involvement. In Frozen status, organizations cannot submit Event Requests or participate in student organization activities.
- g. If the student organization remains in "Frozen" status until the conclusion of the academic semester, the organization will be moved to Inactive status in Engage. The organization will need to go through the process of re-activating their organization.

Classifications

An organization classified as a Registered Student Organization:

- Is given oversight by the Center for Student Involvement
- Can participate in Blast Off and Relaunch
- Can reserve space on campus
- Can hang posters in approved posting locations
 - Posters must be approved by the Center for Student Involvement
- Cannot receive money from SGA
- Can attend Presidents' Circle as a spectator, but is not a voting member of Presidents' Circle
- Must abide by the Student Organization Handbook policies

An organization classified as an SGA-Recognized Student Organization:

- Is given oversight by Student Government Association
- Can participate in Blast Off and Relaunch
- Can reserve space on campus
- Can hang posters in approved posting locations
 - Posters must be approved by the Center for Student Involvement
- Can receive money from SGA through Student Organization Grants
- Can participate in Presidents' Circle has voting members
- Must attend Presidents' Circle
- Must abide by SGA's Bylaws and the Student Organization Handbook

An organization classified as an FSL organization:

- Cannot participate in Blast Off and Relaunch
 - Participate in Meet the Greeks in lieu of
 - NPC & IFC will attend as representatives of the individual FSL organizations
- Can reserve space on campus
- Can receive money from SGA through Student Organization Grants

- Can participate in Presidents' Circle has voting members
- Must attend Presidents' Circle
- Must abide by SGA's Bylaws and the Student Organization Handbook
- Must abide by IFC/NPC rules

ORGANIZATION ADVISORS

All student organizations are required to have an on-campus advisor registered with the Center for Student Involvement in order to maintain active status. Advisors can be full-time faculty or staff members, and will assist students on an as-needed basis with specifics of organizational management. Student organizations should try to find campus advisors who are interested in the goals and objectives of the organization and who have knowledge of Florida Southern policies and procedures. Advisors must receive approval from the Center for Student Involvement.

An advisor may act in several roles; including teacher, coach, counselor, supervisor, advocate, mentor, and liaison with the college faculty and administration. Organizations may look to their advisors to attend meetings, to assist in training members, to ensure that members adhere to requirements, and to provide continuity with executive officer transitions.

Advisor Responsibilities

Event Approval: The advisor will give approval for all student organization events. They will need to login to Engage to give their approval for events. CSI will not move forward with approving events without the advisors “thumbs up”. This must happen at least 5 days prior to the event start or the event will not be approved.

Strategic Planning: The advisor should assist the organization in developing realistic goals for the academic year. This will contribute not only to the education and personal development of the students involved, but the overall success and preservation of the organization.

Be Aware: The advisor should be aware of what is going on with the organization and the events they have planned. The advisor should inform the organization if their plans conflict with college policies, or go against the Cornerstone values. Although the advisor is not required to attend meetings and events, it is certainly encouraged to attend whenever possible to show support.

Accessibility: The advisor should make themselves available to the organization. Regularly meeting with the organization’s executive board, or even just the president, is encouraged.

Well-being: Student leaders often overextend themselves. As an advisor, it’s important to remind members of their obligations to their academics as well as themselves. An advisor may encounter members dealing with high levels of stress or personal problems. Lending an ear as support is helpful, but the advisor should not hesitate to encourage members to visit the Counseling Center (1st floor Thrift) for additional support.

Promote leadership balance: It is not uncommon for some organization members to be more eager than others in terms of leadership positions and responsibilities. This can potentially send out an impression of asserting dominance. In turn, this can occasionally lead to other members feeling as though they’ve lost their voice and begin to withdraw their involvement with the organization. It is important for the advisor to discourage dominance of the organization by any one individual. Should an advisor see a member beginning to withdraw from the group, they are encouraged to address these concerns in a one-on-one meeting with the students and/or organization leadership.

Continuity: Membership turnover is high in student organizations. More often than not the

only link to the immediate past is the advisor. The advisor should be as familiar as possible with the group's history. This will enable the advisor to help guide organization members away from repeating past mistakes. In addition, this helps the organization preserve their history as well as to better develop long term plans.

Sounding Board: Organization members are full of event ideas, fundraising plans, and goals or initiatives. Although an advisor should in no way dominate or dictate the planning process, advisors should not hesitate to “play devil’s advocate” to help members see all components and potential impacts of their ideas. Constructive criticism is key.

Encouragement: Being a member of a student organization can provide students with valuable leadership skills, interpersonal skills, and personal development. Advisors should encourage all members to get involved in some way with the organization.

Accountability: From executive officer positions to committee members, each member should work to fulfill the obligations that are expected of them. Advisors should work to provide positive reinforcement for members questioning their value or worth in the organization.

It is strongly encouraged that advisors work with their organization to ensure that they are submitting their renewal process every year without completing the process for them.

All organizations must register for any on or off-campus meetings or events through CSI by completing the event registration form on Engage. All meeting space is free for student organizations to use for organizational meetings and events. It is strongly encouraged that advisors work with their organization members to ensure that they are familiar with the event registration guidelines found on the following pages.

REGISTERING CAMPUS EVENTS

Holding Meetings or Events

All organizations must register any on or off-campus meetings or events through the Center for Student Involvement by completing the Event Registration form on Engage.

The following rules will be enforced regarding the student organization meetings, functions, and events.

- All events must meet the standards and policies outlined in the Florida Southern College Cornerstone Tenets, the FSC Student Handbook, Academic Catalog, Judicial Policies, and Community Living Policies.
- Organizations are responsible for the actions of invited and uninvited guests attending the event.
- All activities held by social Greek letter organizations must follow their inter/national regulations and risk management policies and/or FIPG policy, whichever is more strict.
- Organizations must follow the specific space usage guidelines for the areas reserved for events
- Organizations are responsible for clean-up following their events. Organizations will be assessed a cleaning fee and will risk forfeiture of further reservation space if they do not clean-up following events
- The college's name may not be used in any manner that represents or suggests college sponsorship of the event
- Any fundraising efforts must be approved by the Center for Student Involvement. Businesses being approached for sponsorships must be approved through the Office of Advancement

College Facilities and Rates

The Center for Student Involvement staff can assist you in determining the best location for your meeting or event. Some facilities can better serve the needs of certain types of meetings and special programs. To determine availability, fill out the Event Registration form on Engage no later than 10 business days prior to your meeting or event. All meeting space is free for student organizations to use for organizational meetings and events. Labor rates may apply outside of normal operational hours and/or for technical or event personnel.

Floor Plans & Maps

Student Organizations are able to reserve the following spaces for their events through the Event Registration Process. If the organization is interested in a space that is not listed, please contact the Center for Student Involvement at fccsi@flsouthern.edu and work with a staff member. Reservable Space Brochure (Hyperlink)

Event Registration Process

The registration process is as follows (step by step):

1. To get started, you must be a registered student organization or registered on Engage.
2. Log on to Engage under your organization and click on the "Manage Organization" button. Under the Organization menu, select "Events" and then "Create an Event." All event requests must be submitted fourteen (14) days in advance at minimum of the

desired event date in order to ensure timely processing, confirmation of availability, and to determine any facilities information.

3. It is important that you list three (3) different choices in venue location. We use this to determine the best fit for the event, based on availability and event type. By not providing three (3) different venue options, or listing the same venue three (3) times, it will delay the process of your registration request.
4. When planning outdoor events, Student Organizations should consider inclement weather. In the State of Florida, thunderstorms and other forms of moderate to severe weather can occur with little to no warning. The Center for Student Involvement is not responsible for any events that may be impacted by inclement weather. The Center does not provide indoor rain locations for student organization events, and cannot accommodate student organizations whose events are impacted by weather. It is the Student Organization's responsibility to have a contingency plan regarding their outdoor events for potential inclement weather.
5. Due to numerous requests campus wide, facilities requests will be reviewed and may be edited. If organizations submit event requests after the 14-day policy, the facilities requests will not be submitted. Please see the information below regarding facilities:
 - a. The fire pit is available in the following area ONLY: Dell Sand Volleyball Courts
 - b. Pipe and drape, stages, grills, and tents are available at the discretion of the Facilities and Center for Student Involvement teams. These items may be canceled due to weather issues.
 - c. Upload a detailed set up diagram that will be forwarded to Facilities for your event. This document must be uploaded to your event at the time of request to ensure proper setup. Do not indicate a location on your diagram, as this can delay approval.
6. All events taking place outdoors or held in venues holding 200 people or more are considered major events. These events often require extensive logistical needs, including but not limited to staging and sound/light equipment, campus security, furniture displacement, musical performance/ theatrical productions, etc. All persons/organizations planning major events must complete and submit the Event Request Form to the Center for Student Involvement no less than twenty-one (21) business days prior to the proposed event date. No exceptions!
7. All events soliciting payment for admission require approval from the Center for Student Involvement and must have an approved ticket and price point no later than fourteen (14) business days prior to the event. The Center for Student Involvement staff is granted free access to the event for supervision purposes.
8. Guest Services has the sole college contract on dining services at Florida Southern College. In the event that you have any questions please contact Guest Services for more information at fscatering@flsouthern.edu or 863-680-4617.
9. Compliance with all College building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility will result in your organization receiving a strike in accordance with CSIs strike policy and will be referred to the Office of Accountability, Education and Compliance.

10. Once the event is approved, Student Organizations can submit change requests through Engage to the event or cancel the event through the Engage platform up to three (3) business days prior to the event. Failure to make changes or cancellations within the deadline may cause incomplete equipment setup for the event, and will result in a strike toward your organization. Student Organizations are not liable to the Cancellation Policy if the event is canceled after the three (3) business day's window due to an Act of God, such as severe weather, a campus emergency, or an epidemic.
 - a. Cancellations for Catering: In the event that services need to be canceled, you must contact Guest Services at fscatering@flsouthern.edu or 863-680-4617 as soon as you are aware of the cancellation.
11. Publicity concerning on-campus events/activities should not begin before the organization or the requester has received written confirmation of the reservation from the Center for Student Involvement via Engage. Any written/online materials to be used for the marketing of on-campus events must first receive approval from the Center for Student Involvement via the Student Organization Marketing Materials Approval Form on the CSI Engage page. Failure to procure such approval may result in the removal of your materials or the cancellation of the event and will result in your organization receiving a strike in accordance with CSIs strike policy and will be referred to the Office of Accountability, Education and Compliance.
12. The Center for Student Involvement may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall College's mission and goal.
13. Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly "Cook Outs", require approval by the Center for Student Involvement. Approval for such events will be included in the Event Registration form and you will be notified of approval by the Center for Student Involvement. The Center of Student Involvement, and Campus Safety reserve the right to reassign or cancel confirmed registrations if, due to unforeseen or uncontrollable circumstances, the event poses a safety risk. Failure to follow this policy will result in your organization receiving a strike in accordance with CSIs strike policy and will be referred to the Office of Accountability, Education and Compliance.
14. Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the Center for Student Involvement. The Center for Student Involvement is not responsible for rental equipment.
15. In an effort to utilize College space as efficiently any event request for events lasting longer than 3 hours is subject to review by the Center for Student Involvement.
16. Once your request has been "Approved" comments will not be seen and you will be notified via Engage. Be sure to check the status of your request via the Engage conversation details to stay updated on the changes that may come as a result to your request.

CSI Strike System

A strike system will be implemented to keep track of violations, increasing in severity as strikes are given.

1. 1st Strike - Written Warning to the organization from the Center for Student Involvement.
2. 2nd Strike - Loss of the ability for the organization to use CSI Technology Resources for a minimum of 7 days.
3. 3rd Strike - Loss of the ability to use CSI Technology Resources for the remainder of the academic semester, and the organization will be referred to Student Accountability for accountability proceedings. Through the Student Accountability process, the student organization may receive sanctions that include but are not limited to loss of privileges, loss of the ability to reserve space, suspension, or expulsion from the College.

Reservation Guidelines

1. Event Request Timeline
 - a. Student Organization Submits their Event Via Engage
 - b. Advisor gives Approval
 - c. Location is confirmed
 - d. Tech and facilities Request

Reserving space on campus is one of the benefits afforded to registered student organizations. All registered student organizations are allowed to participate in the spring/summer reservation process to reserve space for recurring registrations and special events for the following academic year.

The following are terms used when making registrations:

- One-Time Reservation – Individual one-time registrations.
- Repeating Registrations – Any regularly scheduled meeting throughout the academic term or academic year, i.e. every Thursdays at 6pm.
- Special Event – Any event that is outside of the group’s normal business or regular meeting including social and educational programs.

Noise/Amplified Sound

In order to ensure that students, faculty, and staff do have the opportunity to exercise their primary right, the following guidelines have been established.

There is to be no loud and/or amplified sound past the following times

- Sunday through Thursday: 10pm
- Friday and Saturday: 11pm

This restriction applies to both formal and informal events and actions. Requests for exceptions must be submitted to the Center for Student Involvement at least ten (10) business days prior to the requested activity. When enforcing this policy, consideration will be given to the intended use or purpose of the reserved space. Conflicts in use will be resolved based on primary purpose.

- Classroom Buildings – Primary purpose is academic. Secondary use may not interfere with academic endeavor.

- Non-Classroom Buildings – Primary purpose is administrative. Secondary use may not interfere with administrative endeavor.
- Public Space – Primary purpose is public movement and assembly. Secondary use should avoid conflict with any proximate academic and/or administrative purpose.

Activities, programs or events must not unreasonably disrupt official College functions or the orderly operation of the campus. Groups must be respectful of other facility users. If asked to lower the sound level by a designated College representative the group must comply in a timely manner. Failure to do so may result in the cancellation of the remainder of the reservation and closure of the event. Continuing or repeated violations of the noise policy may result in a cancellation of reservations for the remainder of the semester, a strike through the CSI strike policy, and may be referred to the Office of Accountability, Education, and Compliance. While the Center for Student Involvement will make every effort to place groups in space that is suitable for their event type it will be the responsibility of the reserving group to maintain an appropriate level of volume. In summary, any type of disruption which interferes with the primary rights of students, faculty, and staff is not allowed. This includes noise that occurs outside or inside campus buildings, whether it be a formal or informal activity.

Decoration Use in College Facilities

The following are the guidelines for decoration use in college facilities:

- Electric lights can be used as long as they are U.L. approved and used in compliance with the manufacturer's recommendations.
- All decorative materials must be flame proof and/or fire retardant.
- Candles, gas or oil fired lanterns or anything producing an open flame is not allowed.
- Decorations must be removed immediately after the event or program. Any decorations left behind will be disposed of, and the group may be charged a fee for the removal and disposal of the items.
- No GLITTER of any kind is allowed to be used in any of the academic or administrative rooms on campus. A minimum \$50 clean-up fee will be assessed for ANY glitter found during or following an event.
- No tape, staples or thumbtacks are allowed on the walls, desks, cabinets or doors. Some buildings may require building staff to hang or install certain types of decoration at an additional cost. No damage to any room, equipment, or hall area such as using nails, tacks, tape, with the exception of blue painters tape, holes in the walls, marks, or scratches on the wall and tables, etc. is acceptable. If electrical cords need to be taped down, you must use Gaffers tape or blue painters tape, absolutely no duct tape. Do not hang props or decorations from any lighting or equipment fixtures.
- Doors, passageways, exits or fire protection equipment must never be blocked by any decoration, including cords, tables, other structures or furniture.
- All trash must be gathered and disposed of at the conclusion of your event. Excessive clean-up may result in a minimum \$50 clean-up fee being charged to the customer.
- Furniture that is present in a building or space should not be moved. In the event that furniture needs to be moved you must receive approval from the Center for Student Involvement or the building's Administrative Assistant. Upon completion of the event the furniture should be moved directly back into its space.

If organizations fail to comply with any of these guidelines, it will result in your organization receiving a strike in accordance with CSI's strike policy and will be referred to the Office of Accountability, Education and Compliance.

Event Planning 101

Animals

In compliance with the Americans with Disabilities Act, registered Service Animals with the Office of Disability Services and Student Support are welcome to participate in CSI events with their companions as appropriate. Students must follow all policies with the Office of Disability Services and Student Support related to Service Animals. **Emotional Support Animals are not considered Service Animals.**

The following policies are related to student organizations that desire to have animals (petting zoos, therapy dogs, etc.) as a part of their events:

- Student organizations must provide the following items to the Center for Student Involvement 3 business days prior to the event:
 - Proof of animals license(s)
 - Immunization records for the animals that will be visiting campus
 - If working with a third-party vendor, the Certificate of Liability Insurance from the vendor must be provided
- These should be submitted via email to fcccsi@flsouthern.edu.
- Liability waivers will need to be signed by all event attendees before they interact with the animals. Student organizations are responsible for keeping record of the signed waivers for a minimum of seven years.

Gambling, Bingo & Casino Games

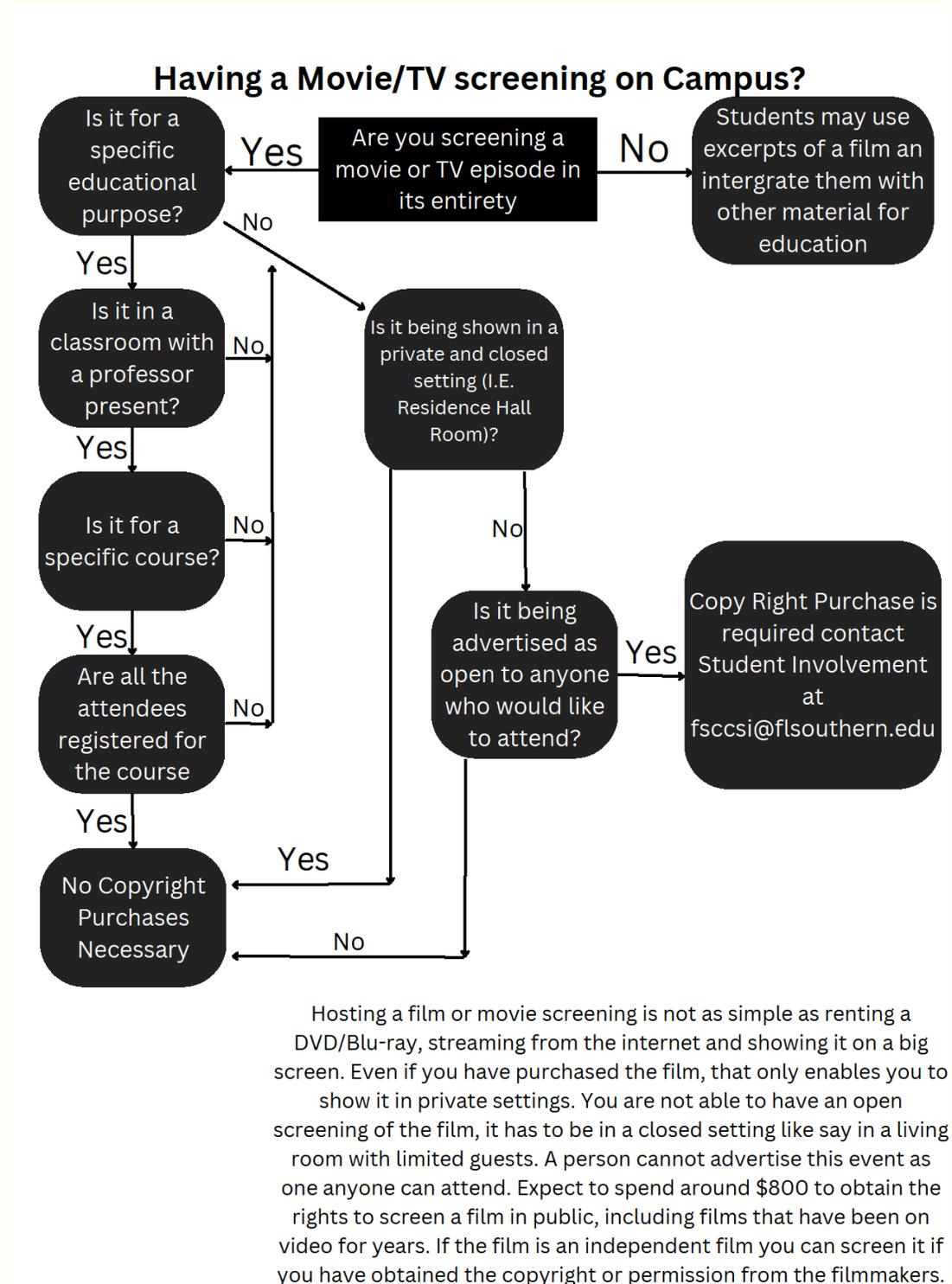
1. RAFFLES AND GAMES OF CHANCE
 - a. State gambling laws apply to student organizations and their activities. Gambling (games of chance or with a chance to lose and win money) in any form is not permitted. Bingo, casino games, and other activities can be done as entertainment and even as a fundraiser as long as gambling laws are strictly adhered to.
2. CRITERIA
 - a. In order to award prizes (cash is prohibited) through chance, everyone must have an equal opportunity to win by meeting one of the following criteria:
 - i. All persons in attendance have the same number of entries or chances.
 - ii. There is no financial cost in exchange for entries or chances.
 - iii. Chances to win or entries are attached to the sale of a good, AND, the price for the good is of fair value with or without the chance to win.
2. PRIZE GUIDELINES
 - a. If prizes or give-away items are purchased with FSC SGA provided budgets, the items can only be given to current FSC students.
 - i. For more information on raffles and other fundraising activities, visit the Florida Attorney General website.

Amplified Sound and Movies

1. AMPLIFIED SOUND
 - a. Sound levels and amplification must not interfere with business or educational activities of the College or the welfare of residential neighbors.

- b. If music is used for outdoor tabling at the Buckstop or similar location, be respectful of others nearby so that all students benefit from each group present.
 - c. Florida Southern College follows all City of Lakeland policies regarding amplified sound. Therefore, amplified sound is permitted within the following parameters:
 - i. Sunday through Thursday 8:30 AM until 10:00 PM
 - ii. Friday and Saturday until 8:30 AM until 11:00 PM
2. MOVIE RIGHTS
- a. The right to play movies in a public space (e.g., at a student organization event) is protected by copyright law (Title 17, United States Code).
 - b. Copyright law controls our ability to use and display movies within a "public" performance setting.
 - c. More information regarding showing movies on campus can be found here:
 - i. Copyright Law of the United States
 - 1. <https://www.copyright.gov/title17/title17.pdf>
 - ii. SWANK Motion Pictures (movie and TV licensing agency)
 - 1. <https://www.swank.com/>
 - iii. Netflix Movie Rights (Educational Screening of Documentaries)
 - 1. <https://help.netflix.com/en/node/57695>

Please reference the below flowchart to see if you will need to purchase a copyright for you next movie or TV screening.



Event Parking and Road Closures

All access and vendor parking request are handled by Campus Safety – you will need to coordinate outdoor event space access and vendor parking with them directly at safety@flsouthern.edu

If your organization is interested in closing a parking lot or road for an event you must contact safety at least 120 Days prior at safety@flsouthern.edu

Tracking Attendance: Event Check-In

1. HOW-TO ARTICLES (**Need to link articles**)
 - a. Event Check-in App FAQs
 - b. Mobile Event Check-in App Walkthrough
 - c. Accessing Your Event Pass
 - d. Tracking Event Participation
2. TIPS AND TRICKS
 - a. You don't have to be a member of the organization hosting the event to check people in. All you need are SSO credentials and the event code from Engage.
 - b. Need to look up an attendee? Ask for their full name or their @mocs.flsouthern.edu email address. Start typing it in, and watch their name pop up quickly!
 - c. Phone taking a while to register an Event Pass? Screen shot the pass and check in the person later.
 - d. Need to add attendees after the event? You can enter email addresses through the event in Engage (see Tracking Event Participation article above).
 - e. Have more questions? Contact the Center for Student Involvement at fsccsi@flsouthern.edu.

Content Requirements for Events

For Outdoor Events:

- Music, images, and content at all outdoor events must be “G,” “PG,” or “PG-13” or Radio-Friendly content.

For Indoor Events:

- Student Organizations may host one “Rated-R” or “Not Safe for Work (NSFW)” event per academic semester.
- These events must take place indoors.
- These events must be clearly advertised as “Rated-R” or “NSFW” so that event attendees know well ahead of time what to expect.
- “Rated-R” and “NSFW” events and the students participating must continue to follow all College policies in the Student Organization Handbook, the Student Handbook, and State of Florida Laws.

Speakers and Topics

Members of the College community may assemble and select speakers for Student Organization meetings and sponsored events with approval from the College. Additionally, students and student organizations may discuss issues of their choice. No speaker shall be invited or topic

discussed that is detrimental to College operations, or endangers life or property or, in the opinion of the College, is ethically or morally inappropriate as a speaker on the College campus.

Student-Led Activism and Demonstrations

The College respects the free speech and free expression rights of all members of the College community, while at the same time creating an environment of civility that fosters tolerance and mutual respect and which allows all members of the college community to participate meaningfully in campus life without being subject to discrimination or harassment. All members of the College community are free to examine, discuss, and express their opinions publicly or privately within these guidelines. At the same time, students, especially those in leadership positions, shall remember and always make clear that they speak only for themselves and not for the College. **Furthermore, the College reserves the right to decline any request that does not adhere to these stated guidelines, does not adhere any other current College policies including but not limited to the Student Handbook or the Cornerstone, or presents a risk to campus safety.**

For the context of this policy, a Demonstration is defined as “a public meeting or march against something or expressing views on a political issue.”

The following guidelines apply to student demonstrations:

- Demonstrations must be planned in advance and approved through the Event Request process on Engage. To facilitate “spontaneous” activism, the fourteen-day in advance event request rule for demonstrations will be suspended. Instead, demonstration Event Requests must be submitted at least 3 business days prior to the demonstration.
- Demonstrations may only be held in the Rogers Courtyard.
- Only current FSC students are allowed to participate in or organize a demonstration on campus. No outside individuals, groups, or organizations will be permitted to demonstrate on-campus or participate in student-led demonstrations.
- Any handouts or printed materials related to the demonstration must be approved by the Center for Student Involvement through the Marketing Approval Form on Engage.
- Demonstrations may not disrupt the educational or business activities of the College.
- Demonstrators may not block walking paths, golf cart paths, parking lots, or roads.
- Demonstrations must follow amplified sound policies and may not use amplified sound to such a level that it disrupts educational activities or other events and programs sanctioned by the College.
- Demonstrations may not disrupt other scheduled events and activities taking place on campus.

Information about Outside Vendors

No representatives from outside companies or organizations are allowed to work, table, or hold events on the Florida Southern College (FSC) campus or enter any buildings with prior approval from FSC. Anyone seeking approval to complete work on the FSC campus may inquire about the process with our Business Affairs office. Those seeking permission to conduct a student event should contact the Center for Student Involvement. Outside organizations are not permitted to table at the Buckstop, even in partnership with a Student Organization, without permission from the Center for Student Involvement.

Publicity & Posting

All flyers, posters, banners, Engage graphics, social media event marketing, and t-shirts must be approved by the Center for Student Involvement prior to posting/distribution through the Student Organization Marketing Materials Approval Form on Engage. All publicity must be free from any reference to alcohol or drugs (unless it is part of an educational program), inflammatory speech, obscenity, slander, or defamation; the material should be in good taste and must include information as to what the event is, the date and time, and the sponsoring organization. Organizations may not use trademarked images in any of their marketing materials without permission.

Student Organizations are welcome to use the printer located on the second floor of the Rogers Student Center in the Student Organization Room to print their posters or fliers. The printer has a swipe card reader and the student's printing credits will be deducted when the printer is used. Student Organizations can also order professionally printed posters from local printing vendors. Pricing varies. See the "Resources" section of the document for recommended printing vendors. Student Organizations are responsible for any costs incurred with printing.

Marketing Materials Approval Process:

1. Fill out the Student Organization Marketing Materials Approval Form on CSI Engage Page.
2. Receive a green "Approval" notification through Engage from a CSI staff member.
3. Bring your printed posters to the front desk of the Rogers Student Center.
88 is the ideal number of posters to ensure that your organization will have a poster in each approved posting location and in each residence hall floor.
4. Be prepared to show the Student Life Assistant at the front desk your green "Approved" notification on the form.
5. The Student Life Assistant will hang the posters for you in approved posting locations.

Publicity materials must be taken down by your organization within 24 hours after the end of the event.

The Center for Student Involvement is proud to offer a team of talented student graphic designers and student photographers to help support your event marketing needs. Student Organizations can request work from a student graphic designer or photographer by filling out the appropriate forms on the CSI Engage page.

Sidewalk Chalking:

- Chalking should only be done on the sidewalk
- There should be no chalking of any buildings or other fixtures on campus (this includes painted surfaces and tennis courts, etc.)
- Sidewalks should only be chalked in areas where the rain can wash the chalk away
- When chalking, make sure to include the date not just "tonight" or "tomorrow"
- If after 25 hours rain has not washed the chalk off, it is the responsibility of the student organization to clean the chalked area
- No chalking is permitted on the campus west of the Ordway Building (Frank Lloyd Wright side of campus). If you have a question regarding an approved location, email fsccsi@flsouthern.edu.

Failure to comply with these guidelines will result in the organization receiving a strike with

CSIs strike policy and referral to the Office of Accountability, Education and Compliance.

RISK MANAGEMENT & PREVENTION

Introduction

Risk management is the process of identifying, assessing, and controlling threats to an organization. Effective risk management means attempting to control, as much as possible, future outcomes by acting proactively rather than reactively. All student organization activities, receptions, athletic contests, and events carry some risk. To ensure the safety of organization members and participants, it is important for student leaders to assess the risk of the events and activities within their organizations and to plan proactively to reduce risk at their events. Before you begin planning an event, student leaders should take the time to develop a risk assessment before planning begins and should create a risk management plan or emergency action plan.

Areas of Risk to Consider When Planning Your Events

Weather

Inclement weather can affect events, particularly outdoor events. In Florida, thunderstorms and rain can occur with little to no warning. When planning an outdoor event, student leaders should consider if there is an option to move the event indoors to keep event attendees safe and comfortable. Student leaders should reserve a separate rain location when they begin planning their event – it is not the responsibility of the Center for Student Involvement to find a rain location for you. If the event must take place outside, make plans for a secondary to reschedule your event if the weather-related dangers are too risky. Be sure to follow all College policies and monitor notifications/timely warnings from Campus Safety.

Health, Accident, and Disaster Risks

Student leaders should be prepared in case someone has an accident at their event. First, assess the activities that will be taking place at your event and determine the level of risk for injury involved. Make sure that all Emergency Exits or access points for emergency vehicles are clear of obstacles, are easily accessible, and clearly visible in case of an accident or fire. In the event of an infectious disease outbreak, you may need to cancel your event or move your event to a virtual platform. Be sure to follow all College policies and monitor notifications/timely warnings from Campus Safety. If a student becomes ill or is injured at your event, call Campus Safety at (863) 680-4305. **If it is a medical emergency, please dial 9-1-1.**

Technology

With even the basics, there is a risk for technology to misbehave and cause issues at your event. Double-check every laptop, tablet, projector, speaker, microphone etc. before the start of your event. Work with the Student Event Tech assigned to your event ahead of time to come up with a plan for troubleshooting technology issues. Review any slideshows or videos before the event to ensure they display correctly. It may also be helpful to bring a duplicate copy of your presentation in case there are any issues with the original. To prevent “Zoom Bombing,” if you are hosting a virtual event via Zoom, Google Hangout, or Teams, make sure you assign a password for your attendees to join the event. Only give the password to people that you want to attend the event – do not post it publicly. Make sure you set up your virtual event or meeting with a “waiting room” to filter out any unwanted guests before they join the meeting.

Security Risks

Stay up to date with timely warnings and security alerts from Campus Safety. If a suspicious person has been reported within the vicinity of your event or meeting, move or cancel your event. If you see something... say something! Student leaders and volunteers working at the event should always remain alert and aware of their surroundings during the event. Call Campus Safety at (863) 680-4305 or dial 9-1-1 if there are suspicious persons or activities going on at your event.

Hazing

Both Florida law and the Florida Southern College hazing policy, as shown in the Florida Southern Student Handbook, prohibit hazing for any student group. The Florida Southern College policy also prohibits hazing for individuals. You need to be familiar with these laws since your group is responsible for what happens to new members. There is no defense for hazing, and Florida Southern policy specifically prohibits it, regardless of the willingness of the person.

Florida Statute 240.262: Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any organization operating under sanction of a university or college...(Hazing) shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity which could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual. Any activity as described above upon which the initiation or admission into or affiliation with a university or college organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

Alcohol

Florida Southern College does not condone the use of alcoholic beverages and prohibits the use or possession of alcohol on campus. Possession, consumption, or being under the influence of alcoholic beverages on campus is prohibited and is grounds for disciplinary action.

- Student organizations should be aware of a number of alcohol-related laws and guidelines:
- Florida law states that no one under 21 may possess alcoholic beverages. If your event involves the serving of alcohol, then everyone who receives the alcohol must be 21 or older. Given that more than 75 percent of the undergraduate population at Florida Southern College is under 21, serving alcohol at your event involves considerable risk that alcohol will be served to those under 21.
- Florida social host liability states that you are responsible for someone if you provide him or her with alcohol, regardless of the person's age. If your group provides alcohol at your event, you increase your risk substantially, even if everyone is of the legal drinking age.
- Florida law states that you cannot serve someone who is noticeably intoxicated. If you provide alcohol at your event, you must ensure that those receiving it not only are 21 or older, but also are not intoxicated. If you provide them with alcohol and they are intoxicated, your group is responsible for their actions. This is a very high standard to maintain.

- No student fee monies may be used to purchase alcoholic beverages. Any monetary transaction leaves a paper trail. Purchasing alcohol with student fee monies will likely leave a trail that leads directly back to the student group.
- The best course of action involving the use of alcohol at an event is to avoid it. Having alcohol at your event, particularly if the event involves any physical activity, such as sports or driving increases your risk substantially.

In addition, as a student organization leader, you face personal liability. If an accident occurs or the law is broken at your organization’s event, you may be held personally responsible along with the group. You reduce this possibility considerably if you obey the law and Florida Southern College policies and attempt to reduce risk. All student groups are subject to the Fraternal Information and Programming Group (FIPG) policies; for more information, visit www.fipg.org. Greek letter organizations will follow FIPG or their inter/national risk management and risk prevention policies, whichever is stricter.

Waivers

If your event involves risk, you may want to consider having your participants sign a Liability Waiver. This form is meant to help participants understand the risks associated with an activity, but organizers of the event have the responsibility to make sure these risks are communicated clearly.

Sample Waiver

**Florida Southern College
Waiver and Release of Liability**

1. By signing this Waiver and Release of Liability (Agreement), I waive and release Florida Southern College, its agents, servants, employees, insurers, successors and assigns from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility.

This waiver and release is intended to and does release Florida Southern College from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and Florida Southern College’s negligence. This is not intended to release Florida Southern College from any liability resulting from their intentional conduct.

I further covenant and agree not to institute any claims or legal action against Florida Southern College for any claim released by this Agreement. I further agree that should any claim be made against Florida Southern College in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Florida Southern College for any such claim and expenses including attorney’s fees and costs incurred by Florida Southern College in defending themselves or security indemnity hereunder.

2. I understand that Florida Southern College is not responsible for any lost, stolen, or damaged valuables or property.

3. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Florida Southern College for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by Florida Southern College, will void and terminate this Agreement and may result in loss of the ability to use the facility.

I am signing this Agreement freely, voluntarily and competently and am at least eighteen (18) years of age.

Name (please print) _____

Signature _____ Date _____

This Waiver and Release of Liability Form is a guideline. It does not address potential compliance issues with federal, state or local law, and it is not meant to be exhaustive or construed as legal advice. The contents of this waiver, and the extent of its effectiveness in court, may be affected by state law. Consult your licensed commercial property and casualty representative at Baldwin Kristyn Sherman Partners or legal counsel to address possible compliance requirements.
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Due to the level of risk involved, the following activities are prohibited for Student Organizations to partake in:

- Water balloon fights
- Slip-n-slides
- “Snowball” fights
- Any type of contest that involves the amount or speed of eating or drinking
- Bonfires

Student Organizations must acquire additional permission for the following activities:

- Using firepits, grills, or anything related to an open flame
 - **Firepit**
 - Only Allowed at Dell Volleyball courts
 - Facilities/safety Assistance: Facilities/safety will light and put out the fire at the end of the night.
 - **Grill**
 - Currently FSC Facilities only has one grill. It can be reserved on a first come first serve bases.
 - Facilities will provide 1 bag of charcoal and 1 bottle of lighter fluid.
 - Student organizations are responsible to bring a lighter and any other materials they might need.
- Renting mechanical rides or bounce-houses from a third-party vendor
 - Requires Certificate of Insurance; May require the organization to purchase additional insurance.
- Hosting off-campus events with alcohol
 - Student organizations must submit the following to the Center for Student Involvement **no later than 3 business days prior to the event:**
 - Method of transportation to and from the event
 - Organization’s risk management policy
 - Copy of the venue’s insurance
 - Copy of the venue’s liquor license
 - Copy of the guest/driving list
- Using paint
 - Student organizations must provide plastic covering to protect surfaces when using paint or craft supplies in indoor locations
 - If using paint for an outdoor event, paint must be water-based.
 - Students organizations are responsible to cover the costs of any equipment or facilities damaged by paint.

FRATERNITY & SORORITY ORGANIZATIONS

All chapters are also subject to their respective governing council's policies as outlined in the Panhellenic or Inter-Fraternity Council's governing documents.

Chapter Membership Rosters

Chapter member rosters are especially important for keeping up to date records and accurate grade reports. Throughout the fall and spring semesters, chapter presidents will be reminded to keep their rosters up-to-date. It is the chapter's executive board's responsibility to keep the rosters updated through their Engage organization. A chapter member on 'inactive status' should not be left off a grade report unless the inactive status lasts for at least one year (see NPC Manual of Information).

Grade Reports

Grade reports are sent out to chapter presidents, advisors, and inter/national headquarters at the conclusion of each semester. The members included on the grade report are considered final. A chapter not updating its member roster is not justified in requesting the rerunning of a grade report.

The information contained on grade reports should be considered private among the appropriate chapter officers, advisors, and individual members. Only members who have signed a FERPA Grade Release form or accepted the disclosure agreement will have their GPA released to the aforementioned parties.

ID Access

Members that do not reside in designated chapter housing can obtain ID access in the Center for Student Involvement that will allow access to designated chapter residence halls. This is done through updating membership rosters on Engage and sending to CSI.

Membership Paperwork

To be offered membership in a social Greek letter organization, a student must meet the following requirements (FSC Student Handbook):

- Cumulative and Semester GPA of at least a 2.5
- Free from academic and social probation
- Currently carrying at least 12 hours at FSC

Once offer is accepted they must meet with the CSI to complete the following forms:

- Hazing Statement Acknowledgment
- COB MRABA (Pan Only)
- Disclosure Agreement (Pan only during COB)

Wearing Chapter Specific Apparel

No chapter member, male or female, may wear fraternity or sorority apparel until the first day of classes in the fall regardless of when he or she moves back to campus.

Additional questions regarding Fraternity and Sorority Organizations should be directed to the Assistant Director of Student Involvement at (863) 680-4113

STUDENT GOVERNMENT ASSOCIATION

Grant Funding Process

Student Government Association has a financial policy that includes an allocation process to support SGA Recognized Organizations.

Three different types of SGA funding grants are available to our student organizations: Operational, Event, and Travel.

Operational Grants: Organizations can use this grant to fund resources necessary for day-to-day operational needs of the group and its recruitment of new members (i.e. Blast off, supplies, t-shirts). Applications are made available at the beginning of the fall semester.

- Organizations may only apply for this grant one time per academic year
- The award for this grant is up to \$350 per student organization per academic year **depending on the tier of the organization.**
- No voting is required, the SGA VP Finance will approve or deny funds.

Event Grants: Organizations can apply for this grant to support the programming needs on-campus and within 10 miles of the main FSC campus.

- The maximum award is \$800 per student organization per academic year
- A hearing before the SGA Senate is required
- Funds must be requested and approved prior to the event
- All events must comply with FSC's Cornerstone Values

Travel Grants: Organizations can apply for this grant to travel to conferences, trainings, competitions, and other events not organized by the student organization.

- The maximum award is \$800 per student organization per academic year
- A hearing before the SGA Senate is required
- Funds must be requested and approved prior to the event
- Travel funds may not be used to cover ANY food or drink expenses

SGA maintains a monthly budget where money is allocated on a first come, first served basis. There is a finite amount to allocate each month and when all that is awarded, organizations will need to make other funding arrangements. Student Organizations are encouraged to submit applications as early as permitted to allow for maximum funding opportunities. No organization is guaranteed funding in any capacity from SGA.

To access all details and information about the SGA grant funding process:

1. Log into Engage
2. On the right-hand side, find your organization and click the gear icon next to the name.
3. Select Finance
4. Select the blue "Create Request" button

Additional questions can be directed to the VP of Finance at sga_evp@mocs.flsouthern.edu

Tier System

The tier system is presently under review by the 2022-2023 Student Government Association Executive Board. More information on the Tier System for SGA Recognized Student Organizations will be coming soon.

Senator Outreach Initiative

In an effort to build a better relationship between the Student Government Association and campus organizations, the Student Government Association has developed this program to better assist organizations and ensure we have a fluid communication between SGA and campus organizations.

The Senator Outreach Initiative will consist of senators acting as a consultant to organizations on behalf of the Student Government Association. They will be trained by the SGA Executive Board and Center for Student Involvement staff, who will become primary points of contact for student organizations assigned to them. They will be versed in finances, administrative, membership recruitment, event planning and leadership development, and will be relied upon to facilitate visits with their respected organization(s).

The purpose of the Senator Outreach Initiative is to complement the interaction between senators and organization leaders around campus. Through this program, we hope to develop our senators to be well versed in organization development on Florida Sothern's campus and to be a support system to student organizations.

Each senator will be assigned to two to four student organizations. Senators will be expected to meet with these organizations during each combined President' Circle/Senate meeting as well as when needed. Senators will address the needs of the organizations and build a relationship throughout the year, providing resources and guiding presidents through their role in leading their organization.

Additional questions can be directed to the Executive Vice President at sga_evp@mocs.flsouthern.edu.

Passport Program Overview

Passport is the College's incentive-based student involvement program. The program encourages students to get engaged with their campus community, broaden their horizons, and supports the holistic liberal-arts education provided at Florida Southern College.

How Passport works:

Each event that satisfies one of the six categories for Passport will be worth 10 Passport Points. You can accumulate points by using the Event Pass through the Corq App, supported by the Engage platform (there occasionally may be alternative methods to tracking attendance). Points will be tracked through the Engage platform by the Center for Student Involvement.

Once you have earned a certain number of points, you can receive prizes for meeting that benchmark. It is your responsibility to alert the Passport Team when you have accumulated enough points to earn a prize by emailing passport@flsouthern.edu. The Student Life staff member will verify that you have earned enough points and have not yet collected your prize. Point values will reset to zero at the end of each academic year. Points do not roll over from year to year. Prizes and experiences are subject to change. Bonus Points: If you attend one event in each of the 6 categories, you will earn 5 bonus points on top of your current number of points. The first two Convocation events will be worth 15 points each, and Founders' Day Convocation will be worth 20 points. Additionally, the Center for Student Involvement reserves the right to assign Bonus Points to any event deemed appropriate. Bonus points will not automatically show on your Path. If you do not see these show up after two weeks, please email the Passport Team.

Six Passport Categories:

- Learning Beyond the Classroom
- School Spirit
- Service and Diversity
- Health and Wellness
- Pathways to Profession
- Fine Arts

Five Prize Levels:

- Level One: FSC "Viper" Sunglasses
- Level Two: Passport Tumbler
- Level Three: Passport Crew Neck Sweatshirt
- Level Four: FSC Custom VIP Experience
- Level Five: Points off Housing Selection Number* and Limited-Edition Challenge Coin

**Will discuss an alternative prize for Graduating Seniors or Commuter Students who reach Level 5.*

How to find your Event Pass:

In order to scan in to events you will need your Event Pass. You can find this in one of two places detailed below. Your Event Pass will not change for the entirety of your time at Florida Southern College.

- The Corq app:
 - Download the Corq app and log in with your Single Sign On credentials.
 - Select the arrow at the top left to open your dashboard

- Select “Event Pass”
 - You can screen shot your Event Pass or add it to your phones wallet for quicker access
- On the Engage website:
 - Log into Engage and select your picture/initial at the top right to open your dashboard
 - At the top left is a QR Code icon, select this
 - Take a picture of your Event Pass

How to monitor your progress:

Passport Progress will be tracked in a path on Engage. You can find this on the bottom right side of the homepage on Engage. If you do not see the Path reflected on your Engage site, please reach out to the Passport Team at passport@flsouthern.edu.

What to do if you believe you are missing a credit:

You will have one month post event (or before the last day of classes, whichever is sooner) to submit the [Passport Attendance Discrepancy Form 23-24](#). You can find this on the Passport Program page on Engage or by searching the name of the form. If you still cannot find this form, please reach out to the Passport Team at passport@flsouthern.edu. Your submission will be reviewed and either approved or denied by a member of the Passport Team. If denied, you will be given a reason. If approved, you will see this reflected in your path.

How to redeem your points for prizes:

Once you have accumulated enough points to complete a level it is your responsibility to contact the Passport Team for your prize. Once level completion has been confirmed, you can go to the front desk in Rogers to pick your prize up. To receive your prize your Event Pass must be scanned.

How to find eligible events in Engage:

You can find eligible Passport events the following ways:

- The Corq app
- The Passport Program page on Engage
- Under the events tab on the home page of Engage
 - Filter the category for whichever Passport Category you would like
 - Search “Passport”
 - Select “Credit” under the Perks section

RESOURCES

All student organizations are encouraged to utilize resources offered to them from Florida Southern. Several resources and contact information are provided below.

[Academic Center for Excellence](#)

The Academic Center for Excellence welcomes you with a well-qualified and welcoming professional staff to assist you with a variety of questions and resources.

- Contact information
 - 863.680.4900
- Our Programs
 - Academic Fuel

[Campus Ministries](#)

The student-led campus ministries are at the heart of religious life at Florida Southern College. Virtually every night of the week there is an opportunity for students to put their beliefs into practice and live out their faith.

- Contact Information
 - 863-680-4297

[Campus Safety & Security](#)

The Department of Safety and Security is a full service law enforcement agency that provides its services to the college community - 24 hours a day, 365 days a year.

- Contact information
 - 863.680.4305
- Services
 - Safety Escorts
 - Lost & Found
 - [Shuttle Services](#)
 - [Airport Shuttle Services](#)
 - Building access
 - First Aid

[Career Services Office](#)

The Florida Southern Office of Career Services provides a wide array of services to students and alumni. Subject matter experts are available to help you choose just the right path to meet your career goals.

- Contact information
 - 863.680.4390
 - careercenter@flsouthern.edu
- Services
 - Career Prep
 - Networking Opportunities
 - Professional Development

[Catering and Guest Services](#)

Your busy life requires many locations, many different foods, and many different services. We offer eight dining options on campus along with [catering services](#). These options include a variety of food and service offerings from nutritious meals in the main dining hall to a quick burger on your way to class at the campus grill.

- Catering Contact information

- Plopez@flsouthern.edu
- 863.680.4617
- Guest Services Contact Information
 - traible@flsouthern.edu
 - 863.680.4187

Center for Student Involvement

CSI oversees all student organizations at Florida Southern, so any questions regarding organizations can be directed to CSI. The Center for Student Involvement is located on Rogers 1st floor and the main phone line is (863)680-4209.

- Assistant Dean of Student Involvement
 - Contact info
 - (863)680-4967
 - mmerryday@flsouthern.edu
 - Responsibilities:
 - Assessment
 - SGA Advisor
 - ACE Advisor
 - Engage
 - Student Organization Development
 - Marketing
- Assistant Director of Student Involvement
 - Contact info
 - (863)680-4113
 - kthomas@flsouthern.edu
 - Responsibilities:
 - Fraternity and Sorority Life
 - Civic Engagement & Leadership
 - Engage
 - Student Organization Development
 - Marketing
- Technology and Events Coordinator
 - Contact Info
 - (863)680-4568
 - rprince@flsouthern.edu
 - Responsibilities
 - Discover Florida
 - Engage
 - Marketing
 - Student Employees
 - Student Organization Development
 - Technology Requests

Chaplain's Office

The Office of Church Relations was established in order to enhance and strengthen the relationship between Florida Southern College and the members of the United Methodist Church, particularly in the Florida Annual Conference. The office serves as a liaison between the College and the Church by providing programs for United Methodists of all ages both on campus and in the individual churches; by assisting and encouraging United Methodist young people in

becoming students at Florida Southern; and, by serving as a resource center for the Conference.

- Contact Information
 - wrobinson3@flsouthern.edu
 - 863.680.4297

Community Living

As a residential college, Florida Southern provides a wide array of services to all students living on campus, including Spectrum cable and high-speed internet WiFi connection in every room, two Ethernet ports, microwave and mini-fridge combos in each room, and no cost laundry room, computer labs, facilities maintenance, mail services and dining — all which make living on campus a great option!

- Contact information
 - 863.680.4206

Counseling Center

The FSC Counseling Center strives to provide all FSC students with the highest quality of mental and behavioral health services. Our holistic wellness approach provides a culturally sensitive scope of services, which helps the campus community achieve a well-balanced path to academic and personal success. We're committed to increasing the well-being of our students so that they can feel empowered to engage and thrive as a member of our FSC community.

Holistic Wellness is the active, conscious and deliberate process for an individual to unlock your full potential. To learn more about holistic wellness and the FSC Wellness Wheel visit Canvas.

- Contact Information
 - 863.680.6236
 - counsel@flsouthern.edu

Simmons Multicultural Center

The Simmons Multicultural Center provides a variety of quality support services, plan and drive educational and entertaining cultural awareness programs, and provide leadership opportunities through student involvement and service.

- Contact Information
 - 863-680-3945
- Services
 - International Student Information
 - Multicultural Student Council

Office of Student Conduct

The Office of Student Conduct ensures that all students are conducting themselves as responsible citizens and to comply with all the college policies.

- Contact information
 - 863.680.6221
 - ablount@flsouthern.edu
- Services offered
 - Educational offerings for individuals and student organizations
 - Community responsibility, hazing prevention & risk management
 - Conflict resolution

- Student Accountability Board
- Awareness programs
 - Sexual assault awareness
 - Domestic violence awareness
 - Dating violence awareness
 - Stalking awareness

Student Disability Services & Accessibility

Florida Southern College welcomes students of all abilities and perspectives to engage fully in their college experience. Student organizations must be accessible to all of their members, participants, and guests. Advisors and organization presidents should be mindful of disability accessibility when planning the location of meetings, providing materials, and scheduling events. Visit the following website for more information: <https://www.flsouthern.edu/campus-resources/student-disability-services.aspx>

The Office of Student Disability Services assists and works with student organizations to ensure program accessibility. Presentations on disability awareness are also offered. For more information about services available through the Office of Student Disability Services, visit the office in the Rogers Student Center Room 121 on the first floor.

If there is a group member or a participant in a program that has a disability who requires accommodations, please contact the office of Student Disability Services

- Contact information
 - 863-680-4197
 - mpospichal@flsouthern.edu

Student Government Association

Student Government Association is involved with organizations receiving and maintaining Student Government recognition. The SGA recognition for student organizations provides financial, leadership, and any other necessary resources to student organizations.

- Contact Information
 - 863.680.4389
 - sga_evp@mocs.flsouthern.edu
- Services
 - Grant Funding
 - President Circle
 - SGA Organization Status

Wellness Center

Our mission is to promote a holistic lifestyle through recreation, health education, and wellness opportunities for the Florida Southern community.

- Contact Information
 - 863-680-6290
 - wellnesscenter@flsouthern.edu
- Our Programs
 - Intramurals
 - Outdoor recreation
 - Aquatics & waterfront
 - Wellness Facilities