

WELCOME & INTRODUCTION

We are incredibly grateful for your commitment to serve your peers and the greater Florida Southern College community through leadership in an officially registered and recognized student organization. Your work does not go unnoticed and contributes immeasurably to student belonging and engagement. Here at FSC and within registered student organizations (RSOs), we believe student engagement is one of the most important parts of all students' co-curricular experiences. RSOs are some of the most important vehicles for students to *Show Up, Give Their Best Effort*, and *Celebrate Others*—core tenets espoused by the College's senior leadership. Thank you for playing a part in the big picture of all that RSOs do for the FSC student body! We hope that you will find all the answers you need within these pages, but we know that words on pages cannot always answer questions as well as face-to-face conversation. That said, you are always welcome to visit the Student Engagement offices. We are in the Carlisle Rogers Building, near the Water Dome. In addition, do not hesitate to contact us at fscsi@flsouthern.edu if you need assistance with anything—we are here to help!

Student Engagement Staff		
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STUDENT ORGANIZATIONS

Guiding Principles

Membership in campus student organizations is open to all currently enrolled students who have met institutional and organization membership requirements. All student organizations are 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.

Any group of students that meets regularly, elects or appoints officers, collects dues, conducts a program or in any other way consistently functions as an organization is required to seek college recognition through the Department of Student Engagement.

If an organization has a relationship with an outside or inter/national entity, the policies and procedures of Florida Southern College will supersede those of the outside entity when there are conflicting policies and/or procedures. The goals, values, or events of an individual student organization do not represent those of the entire FSC community.

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 randerson2@flsouthern.edu.

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.

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.

Definitions

For purposes of this guidebook, the College recognizes Registered Student Organizations (RSOs) and Agency Student Organizations (ASOs) as "student organizations."

Registered Student Organizations (RSOs): A Registered Student Organization is a voluntary association of currently enrolled Florida Southern College students who unite around a common educational, social, cultural, recreational, professional, religious, service, leadership, governance, or special-interest purpose that supports the mission and values of the College. To be recognized as an RSO, an organization must satisfy all registration requirements established by the College, including maintaining the minimum membership requirements, identifying student leaders, designating an eligible advisor, and complying with all applicable College policies and procedures including but not limited to the Student Engagement Guidebook and the Student Handbook. They are student-created and student-led, fostering a sense of community and engagement among members. RSOs provide opportunities for leadership development, social interaction, connections, and personal growth. Benefits include but are not limited to access to a MocsConnect student engagement platform page and resources, the ability to request

student activity fee funding, the ability to request and reserve space on campus, an on-campus organization account (if applicable), campus event resources, and the ability to promote their organization at sanctioned involvement events such as Blast Off and Relaunch.

Registration is required annually to remain active as a Registered Student Organization. If a group is unregistered and desires to become an officially registered student organization, they must go through the New Student Organization Request process.

Recognition decisions are made using viewpoint-neutral criteria designed to support the educational mission of the College, promote responsible organizational operation, and ensure compliance with institutional expectations.

Recognition as a Registered Student Organization is a privilege granted by the College, not an inherent right. The College reserves the right to deny, suspend, revoke, or decline to renew recognition when an organization fails to meet registration requirements, ceases to operate in accordance with its stated purpose, violates College policy, or poses a significant risk to the safety or well-being of the campus community.

Recognition by the College does not constitute endorsement of an organization's viewpoints, activities, affiliations, or statements.

Fraternity & Sorority Life (FSL) Organizations: Fraternity and Sorority Life (FSL) Organizations are Registered Student Organizations (RSOs) affiliated with recognized inter/national fraternities and sororities. FSL Organizations provide members with opportunities for leadership, community service, academic support, social activities and lifelong engagement through shared values and membership experiences. FSL organizations are expected to comply with all College policies and procedures, as well as the governing documents, standards, and expectations of their respective inter/national organizations and governing councils. FSL Organizations in good standing are eligible to apply for funding through the Registered Student Organization (RSO) grant process and participate in all other RSO benefits.

Student Organization Standards:

All registered student organizations at FSC must adhere to the following standards to maintain official recognition by the College:

- Eligibility for RSO Status
 - RSOs and FSL chapters must consist of at least 10 currently enrolled active members in good academic and conduct standing.
 - Members must not receive academic credit for participation.
 - Submission of constitution/bylaws.
 - Identification of student officers.
 - Designation of a faculty/staff advisor.
 - Comply with all institutional and policies, including but not limited to the Student Engagement Guidebook and the Student Handbook.
 - Align with the College's Mission, Vision, and Cornerstone Values.
- Administrative Requirements
 - Keep MocsConnect, the student engagement platform, information up to date, including primary contact(s), organization description, profile picture, advisor

- information, roster, officers, constitution, and bylaws.
 - Complete the reregistration process at the start of each academic year.
 - Student organizations are required to maintain appropriate organizational governance including maintaining a constitution, election procedures, officer responsibilities, removal procedures, succession planning, etc.
 - Attend required trainings and meetings, such as Presidents' Circle
- Membership & Non-Discrimination
 - Membership in all student organizations must be open to all eligible students unless a lawful exception applies.
 - Leadership Eligibility
 - Organization leaders must meet requirements of the organization's bylaws and be in good academic and conduct standing.
 - All membership must adhere to all college non-discrimination and anti-harassment policies.
- Programming
 - Submit and receive approval for all organizational activities, including but not limited to on-campus meetings/events, off-campus meetings/events, travel, tabling, and fundraisers, via the Event Submission Process.
- Community & Conduct
 - Cultivate an inclusive community for all FSC students, even when articulating meaningful disagreements about particular positions for which other student organizations might advocate.
 - Support all policies and expectations set forth by FSC's Student Handbook.
- Membership Status
 - Good Standing: Organizations in Good Standing have completed the annual organization registration process in a timely manner, maintain their organization's community page in MocsConnect, attend all Presidents Circle meetings, and have a faculty or staff advisor.
 - Inactive: 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. In Inactive status, organizations cannot submit Event Requests, participate in student organization activities, or receive organization grant funding.
 - Frozen: Frozen Student Organizations have not met the criteria for Good Standing and/or have remained Inactive beyond the first 90 days of the academic semester. In Frozen status, organizations cannot submit Event Requests, participate in student organization activities, or receive organization grant funding.

STUDENT ORGANIZATION ADVISORS

All student organizations are required to have an on-campus advisor in order to maintain active status.

1. Eligibility & Role

- A student organization advisor is a full-time faculty, adjunct faculty, or full-time staff member employed by Florida Southern College who assists in supporting the co-curricular learning environment through mentoring and role-modeling for student organization leaders and members. Student organizations are encouraged to find campus advisors who are interested in the goals and objectives of the organizations and have knowledge of the College's policies and procedures.
- The advisor's role includes:
 - Attending annual advisor training sessions and meetings (virtually or in person) hosted by the Department of Student Engagement.
 - Providing guidance, mentorship, and institutional perspective to organizational leaders in support of the organization's mission, goals, and operations.
 - Representing the organization in any conflicts with a member of the College staff.
 - Reviewing and approving or denying (based on this manual and Student Handbook policies) the organization's event requests in MocsConnect at least five days before the event.
 - Encourage responsible decision-making, effective leadership practices, sound risk management, and advanced planning.
 - Call meetings with executive leadership to discuss organizational concerns, leadership transitions, operational challenges, or policy compliance matters and when necessary.
 - Advise on policy matters including assisting organizational leaders in understanding and complying with the organization's Constitution, Bylaws, and applicable College policies and procedures.
 - Exercising advisor approval authority, including withholding approval of organizational actions or activities that are inconsistent with the organization's stated purpose, Constitution, Bylaws, or FSC policies.

2. What Advisors Can Expect from RSO Leadership

- While advisors provide support, guidance, and oversight, the responsibility for the organization's operations, decisions, and success ultimately rests with its student leaders.
- Because advisors volunteer their time and expertise, organizations are expected to maintain regular communication and foster a productive working relationship with their advisor. It is the organization's responsibility to inform the Advisor of the organization's activities.
- Student organizations are expected to:
 - Notify the Advisor of all meetings and events.
 - Consult the Advisor in the planning of all activities.
 - Consult the Advisor before any changes in the structure of the organization or in the policies of the organization are made.
 - Understand that although the Advisor has no vote, they have speaking privileges and maintain the responsibility to intervene if the organization's actions have the potential to be in conflict with the College's interests.
 - Remember that the responsibility for success or failure of an organizational project, event, or program rests ultimately with the organization's members, not the Advisor.

- Talk over any problems or concerns with the Advisor.
- Follow through on any commitments to the Advisor.
- Attend all meetings and events scheduled with the Advisor.
- Acknowledge the Advisor's time and energy are donated and express appreciation.
- Copy your Advisor on all official correspondence.
- Be clear and open about your expectations for your Advisor's role.

The following list provides some examples of topics for organization leadership to discuss with their Advisor, in order to develop a strong working relationship and best support the organization. These items, ultimately, are the responsibility of the organization.

- Initiate ideas or purposes for discussion when necessary.
- Be a part of the organization, except for voting and holding office.
- Recommend programs and speakers.
- Meet with executive leadership.
- Help executive leadership build skills in preparing an agenda and keeping minutes at meetings.
- Assist in actively developing outcomes and goals for the organization and its programs.
- Mediate interpersonal conflicts that may arise among organization members and leadership.
- Let the organization work out its problems and allow mistakes.
- Encourage program outcomes and evaluation for each activity.
- Initiate teamwork and cooperation.
- Promote leadership balance and well-being.
- Provide budgeting guidance (if applicable).
- Review and approve the spending of organizational finances (if applicable).
- Review all official correspondence prior to sending.

3. Student Organization Advisor Vacancy

- If a faculty or staff member working with a student organization is no longer interested in or able to serve as an advisor, the organization and the faculty or staff member serving as the advisor must alert the Student Engagement team in writing at fscsi@flsouthern.edu of their resignation. The faculty or staff member must indicate their last date of service.
- Starting with the day after the last date of service for their advisor, the student organization will have a two-week (14 days) grace period to find a new faculty or staff member to serve as their advisor. Student Engagement team 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 grace period. If the organization is an inclusion org, the Director of Multicultural Affairs staff will serve in the interim. If the organization is a religious organization, the Chaplain's Office staff will serve in the interim.
- When a faculty or staff member has agreed to serve as the organization's advisor, the faculty or staff member must alert the Student Engagement team in writing at fscsi@flsouthern.edu and indicate the date that they will officially begin their duties as the organization's advisor.

If a student organization cannot find a new advisor within the 14-day deadline, the

organization will be moved to Frozen status by Student Engagement.

- If the student organization remains in “Frozen” status until the conclusion of the academic semester, the organization will be moved to Inactive status.

Organization Registration and Maintaining Active Status

New Registered Student Organization Process

- Send the following information to fscsi@flsouthern.edu:
 - An organization profile picture (in .jpg or .png format)
 - Organization profile pictures or graphics must follow the Florida Southern College Brand Guidelines.
 - Name and email of an FSC Faculty or Staff member who has agreed to serve as an advisor
 - Names and Moc Emails of 10 committed students and Advisor
 - Description of the organization
 - List President and at least one (1) other officer
 - Contact information
 - Constitution and Bylaws (templates are on the SGA page in MocsConnect)
 - Include all relevant governance information, including details regarding officer elections
 - Agree to student organization nondiscrimination and anti-hazing clause
- Meet with an Assistant Director of Student Involvement or proxy
- If an organization is religious in nature, they must meet with the Chaplain’s office
- If an organization is athletic in nature, they must meet with the Wellness Center
- If an organization is political in nature, they must meet with Dr. Bruce Anderson.
- Attend Required Trainings assigned by Student Engagement

Maintaining Active Student Organization Status

- Complete annual Re-registration for Student Organizations before Blast Off
- Organization profile picture (in .jpg or .png format)
 - Organization profile pictures or graphics must follow the Florida Southern College Brand Guidelines.
- Update rosters in MocsConnect: names of at least 10 committed students and an Advisor
- Description of organization
- List President and at least one (1) other officer
- Contact information
- Upload updated Constitution and bylaws
- Agree to student organization nondiscrimination and anti-hazing clause
- Attend required trainings assigned by Student Engagement

Reactivating an Inactive Student Organization

- 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 reactivation process.
- Complete the Reactivation Form in MocsConnect for the student organization
- Organization profile picture (in .jpg or .png format)
- Names and Moc Emails of at least 10 committed students and Advisor

- Description of organization
- List President and at least one (1) other office
- Contact information
- Upload updated Constitution and bylaws
- Agree to student organization nondiscrimination and anti-hazing clause
- Attend Required Trainings assigned by Student Engagement

Frozen or Locked Student Organizations

- Reach out to Student Engagement at fscsi@flsouthern.edu to set up a meeting.

FSL Organization Status Process

- Reach out to Student Engagement via fscsi@flsouthern.edu if you need assistance
- To maintain your FSL status, organizations are expected to abide by the following:
 - At the start of each semester, update the organizations' membership rosters in MocsConnect and notify the FSL Advisor.
 - Attend and participate in Presidents' Circle meetings in order to stay up to-date with information and updates

Religious, Wellness, and Political Organization Status Process

- 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
- 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: wrobinson3@flsouthern.edu
- All religious organizations will have a staff member from the Chaplain's Office added to their MocsConnect Event Request process and must receive approval from the Chaplain's Office for their events
- Any organization that relates to health, wellness, or physical fitness, must receive written approval from Hollis Wellness Center staff before moving forward in the New Organization Registration process. Email Alicia Rossow, Director of the Hollis Wellness Center: arossow@flsouthern.edu.
- 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: randerson2@flsouthern.edu.

CAMPUS ACTIVITIES/EVENTS

Definitions

This manual uses the terms "activity," "event," "program," and "co-curricular experience" interchangeably. For your organization's planning purposes, these are the formal definitions that distinguish each term:

Student Event:

A student event is a planned, scheduled, and time-specific occurrence sponsored by a registered student organization, Student Life office, or other approved college unit. Student

events are intended to enrich the student experience and are subject to applicable Student Handbook policies, procedures, and approval processes (see below).

Student Program:

A student program is an intentionally designed co-curricular experience developed to promote student learning, development, engagement, or community connection. Student programs may be educational, social, cultural, leadership-focused, service-oriented, or wellness-based in nature and are expected to support the mission and values of Florida Southern College.

Co-Curricular Experience:

A co-curricular experience is any structured learning, involvement, or developmental opportunity that occurs outside the classroom and complements the academic experience. At Florida Southern College, co-curricular experiences are intended to support the holistic development of students and advance the educational mission of the College.

Learning Outcomes for Activities/Events

At Florida Southern College, the first step in planning a student activity is identifying the intended outcomes of the experience. Before selecting a date, reserving space, or promoting the activity, student leaders and advisors should determine what they want students to gain from participation, such as a stronger sense of belonging, increased campus engagement, leadership growth, community connection, service, or learning connected to the mission of the College. Establishing clear outcomes helps ensure that activities are intentional rather than incidental and that they contribute meaningfully to the student experience. These outcomes should guide all aspects of planning, including the activity format, target audience, partnerships, marketing approach, and methods for evaluating the activity's effectiveness after it concludes.

Agency Student Organizations are expected to plan with least two of the following outcomes in mind:

- Establish opportunities for students to make new friendships and connections, social or professional
- Provide positive memorable experiences that stand out as deeply connected to attending FSC, as opposed to another college or university
- Intentionally include opportunities to learn during events, even if the primary point of an event or program isn't education
- Help student-leaders grow, sustain, or even start new organizations to potentially reach all students attending FSC

Event Policies

All organizations must register any on or off-campus meetings or events through the Department of Student Engagement by completing the Event Registration form on MocsConnect.

General Policies:

The following rules will be enforced for all programming including but not limited to student organization meetings, programs, and events:

- All events must comply with all federal and state laws and the policies of the College, including but not limited to the Student Handbook, The Cornerstone Values Statement, the Student Engagement Handbook, and Residence Life Policies.

- In addition, all activities held by FSL organizations must follow their individually mandated inter/national regulations and risk management policies.
- Events funded in whole or in part through College funding, including student activity fees, or supported through other institutional resources must be open to all Florida Southern College students, except where participation is limited by legitimate capacity, safety, educational, or eligibility requirements approved in advance by Student Engagement.
- All meetings, programs, and events must be properly registered and approved through the College's event management process before being advertised or conducted.
- Student Engagement may require additional safety measures, staffing, security, waivers, contracts, insurance, transportation plans, or risk management protocols based on the nature, size, location, or anticipated attendance of an event. Furthermore, Organizations must comply with any reasonable directives issued by College officials before, during, or after an event to address safety, operational, facility, or policy concerns.
- The College reserves the right to postpone, relocate, modify, or cancel an event when necessary to address safety concerns, operational needs, facility issues, weather conditions, policy violations, or other institutional interests.
- Organizations are responsible for the actions of invited and uninvited guests attending the event. Please refer to the speaker, vendor, and outside organizations policies in the Student Handbook.
- Organizations must follow the specific space usage guidelines for the areas reserved for events.
- Guest Services has an exclusive contract for dining services and catering of all food on campus, including student organization events. All requests for outside catering/food must be approved in advance by Paloma Lopez (plopez@flsouthern.edu).
- Organizations are responsible for cleaning and restoring all event spaces to their original condition following an event, including the removal of trash and the return of furniture and equipment to their original locations. Organizations that fail to adequately clean and restore a space may be assessed a cleaning or damage fee, as determined by Student Engagement. Repeated or significant violations may result in the suspension or loss of space reservation privileges.
- Organizations must follow Florida Southern College Brand Guidelines. Generally, the College's name and/or logos may not be used in any manner that represents or suggests institutional sponsorship of the event. Ask a Student Engagement staff member if you are uncertain.
- Any fundraising efforts must be approved by the Vice President of Student Affairs (VPSA). Businesses being approached for sponsorships must be approved by the VPSA and the Office of Advancement.
- All events soliciting payment for admission require approval from the Dean of Students and must have an approved ticket price point no later than fourteen (14) business days prior to the event.

Event Space, Locations, and Rates:

The Department of Student Engagement staff can help you determine the best location for your meeting or event. Some facilities can better serve the needs of certain types of meetings and programs, and some campus spaces are not available for student organization use. To determine availability, fill out the Event Registration form on MocsConnect no later than 14 business days prior to your meeting or event.

- All on-campus meeting spaces are 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.
- Large tent requests must be approved by the VPSA and a fee may be charged to the organization to cover additional labor and rental costs.
- The Office of Facilities Maintenance will accommodate reasonable table and chair requests; however, large-scale event setup requests may incur fees. If you have questions, please consult Student Engagement staff.
- The fire pit is available, with approval only in the Dell Sand Volleyball Courts.
- Small tents, pipe and drape, stages, and grills are available at the discretion of the Facilities and Department of Student Engagement. Requests for these items may be canceled due to weather limitations.

The following terms are 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.

Event Registration and Approval Process:

To register an event, you must be a representative of a registered student organization with administrative permissions for your organization. Organization presidents and advisors have administrative permissions by default. If you are a member of an organization and believe you should have administrative permissions for that organization on MocsConnect, please email fsccsi@flsouthern.edu.

Log on to MocsConnect, select your organization, and click “+” in your organization's cover page. Follow the prompts to create an event. All event requests must be submitted 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 and catering information.

When planning outdoor events, student organizations should consider potential inclement weather. In the state of Florida, thunderstorms and other forms of moderate to severe weather may occur with little to no warning. The Department of Student Engagement is not responsible for independently making changes to any events that may be impacted by inclement weather. Student Engagement does not automatically switch location requests to indoor rain locations for student organization events. It is the student organization's responsibility to have a contingency plan for potential inclement weather.

Due to the volume of 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 cannot be accommodated.

Major Event Registration:

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, administrative approval, etc. Organizations planning Major Events must complete and submit the Event Request Form in MocsConnect at least twenty-one (21) business days ahead of the proposed event date. Exceptions cannot be accommodated.

Event Logistics:

External Rental Equipment: Tables, chairs, tents, etc. ordered and secured from an external (non-FSC) company 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 Student Engagement. Student Engagement is not responsible for rental equipment.

Event Parking and Road Closures: All access and vendor parking request are handled by the Office of 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. Do not contact the City of Lakeland regarding road closures unless the Office of Campus Safety instructs you to do so.

Tracking Attendance: Event Check-In

Using the check-in process in MocsConnect is an essential part of sustaining and growing an organization. With check-in data, the Student Engagement team can help org leaders review event attendance trends, develop thoughtful assessment surveys to improve attendance, and identify effective marketing tools and resources.

- You don't have to be a member of the organization hosting the event to check people in, but you must be added as an Event Host in MocsConnect for the event you are checking in attendees.
- Phone taking a while to register an Event Pass? Screenshot the pass and check in the person later.
- Need to add attendees after the event? You can enter email addresses through the event in Engage (see Tracking Event Participation article above).
- Have more questions? Contact Student Engagement at fscsi@flsouthern.edu.

Changes to Events:

Once the event is approved, student organizations can submit change requests to the event or cancel the event through the MocsConnect 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.

The College reserves the right to postpone, relocate, modify, or cancel an event when necessary to address safety concerns, operational needs, facility issues, weather conditions, policy violations, or other institutional interests.

Cancellations for Catering: In the event that services need to be canceled, you must contact Guest Services at plopez@flsouthern.edu or 863-680-4617 as soon as you are aware of the cancellation.

Student Engagement 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 if the event is deemed outside of the College's mission and goals.

Marketing Events:

Marketing/Publicity concerning on-campus events or activities should only begin once the organization or the requester has received written confirmation of the event approval from Student Engagement via MocsConnect or email. Any written/online materials to be used for the marketing of on-campus events must follow [Florida Southern College Brand Guidelines](#). Please reference IFC/Panhellenic by-laws for specific guidelines regarding Recruitment marketing. Failure to follow FSC Brand Guidelines may result in the removal of your materials or the cancellation of the event, will result in your organization receiving a strike in accordance with Student Engagement's strike policy, and may be referred to the Office of Student Conduct. 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 detailing 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. Agency Student Organizations' marketing materials must note if student activity fee funding is sponsoring any portion of an event.

When planning marketing for an event, consider the following communication resources:

- Social Media
 - Tag Student Life to reach a broader audience (@studentlifefsc)
- Create printed flyers or posters (see below for flyer/poster distribution).
- Invite students directly through MocsConnect.
- Campus screens: email an image (1920 x 1080) of your program or event's flyer to rprince@flsouthern.edu. *Note, images on campus screens must follow [Florida Southern College Brand Guidelines](#).

Student Engagement can facilitate hanging an organization's event or program posters around campus in highly visible areas.

Marketing Materials Approval Process:

- Fill out the Student Organization Marketing Materials Approval Form on the Student Engagement MocsConnect Page.
- Receive an "Approval" notification through MocsConnect from a Student Engagement staff member.
- Bring your printed posters to the front desk of the Rogers Building. 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.
- Be prepared to show the Student Life Assistant at the front desk your “Approved” notification on the form.
- 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.

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 24 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.

Evaluating Events:

Affiliated student organizations are expected to gather event feedback from attendees, using questions that correspond with student development and Student Life goals. Advisors should help organization leaders devise appropriate questions. As a general rule, agency student organizations should strive to attain feedback from $\geq 30\%$ of students who attended (discounting members of the sponsoring organization). Feedback results must be accessible to the organization’s advisor and all executive officers, and, as a standard of good practice, reviewed during an event debrief.

Specific Restrictions or Criteria

The following is a non-exhaustive list of restrictions and requirements that should be reviewed prior to planning or requesting approval for an event or program. Student organizations are responsible for understanding and complying with all applicable College policies, procedures, and event requirements, including but not limited to the restrictions outlined below.

Alcohol (Off-Campus Events Only)

Alcohol is prohibited at all on-campus student organization events and activities. Off-campus events involving alcohol require advance written approval and must comply with all applicable laws, College policies, and risk management requirements. The College reserves the right to impose additional conditions, require modifications, or deny approval for any event involving alcohol when deemed necessary to protect the safety and well-being of participants or the interests of the institution.

Student organizations requesting approval for an off-campus event at which alcohol is reasonably anticipated to be consumed by participants are required to submit the following to Student Engagement at least 7 business days prior to the event:

- Transportation plan, including methods of transportation to and from the event and designated driver or rideshare arrangements, if applicable
- Organization’s risk management policy
- Copy of the venue’s insurance

- Copy of the venue's liquor license
- Copy of the participant roster and transportation assignments

Amplified Sound/Noise:

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 Student Engagement 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 the space's primary purpose.

- Classroom Buildings – Primary purpose is academic. Secondary use may not interfere with academic business.
- Non-Classroom Buildings – Primary purpose is administrative. Secondary use may not interfere with administrative business.
- 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 Student Engagement strike policy, and referral to the Office of Student Conduct. While Student Engagement will strive 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 that 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.

Animals

Events that plan to have live animals require additional approval. Student organizations must provide the following items to Student Engagement at least 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 vendor's Certificate of Liability Insurance

These should be submitted via email to fscsi@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.

Service Animals & Emotional Support Animals (ESAs): Please refer to the Student Disability Services (SDS) Policy Manual.

Decorations

- Electric lights may 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 will be charged a fee for the removal and disposal of the items.
- No glitter of any kind may 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 Student Engagement or the building's Administrative Assistant. Upon completion of the event the furniture should be moved back to its original place.

Gambling, Bingo & Casino Games

Raffles and Games of Chance: 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 included as entertainment and even as a fundraiser as long as gambling laws are strictly adhered to.

Criteria: In order to award prizes (cash is prohibited) through games of chance, everyone must have an equal opportunity to win by meeting one of the following criteria:

- All persons in attendance have the same number of entries or chances.
- There is no financial cost in exchange for entries or chances.

Prize Guidelines: If prizes or give-away items are purchased with FSC SGA provided budgets, the items can only be given to current FSC students.

For more information on raffles and other fundraising activities, visit the Florida Department of Agriculture and Consumer Services website.

Movie and Other Copyrighted Media Licensing

Movie Rights

- Movies playing in a public space (e.g., at a student organization event) fall under copyright law (Title 17, United States Code) and rights must be purchased.

- Copyright law guides our ability to use and display movies within a "public" performance setting.
- More information regarding showing movies on campus can be found here:
 - Copyright Law of the United States:
<https://www.copyright.gov/title17/title17.pdf>
 - SWANK Motion Pictures (movie and TV licensing agency):
<https://www.swank.com/>
 - Netflix Movie Rights (Educational Screening of Documentaries):
<https://help.netflix.com/en/node/57695>

Appropriate Content Guidelines for Events

For Outdoor Events:

- Music, images, and content at all outdoor events must be "G," "PG," or "PG-13," or RadioFriendly content.

For Indoor Events:

- Student Organizations may host one "Rated-R" or "Not Safe for Work (NSFW)" event per academic semester.
- 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.

Open flames

Open flames are generally not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly "Cook Outs," require approval by Student Engagement. Approval for such events will be included in the Event Registration form and you will be notified of approval. Student Engagement and Campus Safety reserve the right to reassign or cancel confirmed registrations if the event poses a safety risk. Failure to follow this policy will result in your organization receiving a strike in accordance with Student Engagement's strike policy and will be referred to the Office of Student Conduct.

Political Candidates, Organizations, and Use of College Facilities

Please reference the policies outlined in the Student Handbook.

Speakers: Vendors and Outside Organizations

Please reference the policies outlined in the Student Handbook.

Student-Led Activism and Demonstrations

Please reference the policies outlined in the Student Handbook.

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

- Respond in a timely manner to Florida Southern College email and other communications
- 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 Wright Advantage: FSC Student Leadership & Career Readiness

Student leaders involved with campus activities make a commitment to serve and learn about themselves in order to make connections with and influence others. They understand and seek opportunities and experiences that allow them to develop relationships based on values, a shared vision, and trust. Your experiences and development as a student-leader at Florida Southern College will focus on the development of 10 core leadership competencies:

- Communication: clear expression of ideas and active listening
- Relationship Building: authentic connections that create opportunity and growth
- Resilience: adapting, persevering, and thriving in the face of challenges
- Career & Self-Development: self-ownership of your learning and professional growth
- Critical Thinking: creative problem-solving and informed decision-making
- Inclusive Excellence: valuing diversity and ensuring all voices are heard and respected
- Leadership & Followership: leading with integrity and following with purpose
- Professionalism: responsible actions, self-representation, and representation of the College
- Teamwork: effective collaboration to achieve shared goals
- Technology: leveraging modern tools to stay connected and competitive

Five Exemplary Practices of Leaders:

1. Model the Way: leaders establish principles regarding how goals will be attained and how people interact, characterized by role modeling appropriate behavior and aligning actions with shared values.
2. Inspire a Shared Vision: leaders envision, passionately communicate, and enlist support for future possibilities.
3. Challenge the Process: leaders are willing to examine and change the status quo, and to look for innovative ways to improve.
4. Enable Others to Act: leaders engage others in shared processes, to foster collaboration and develop confidence in others.
5. Encourage the Heart: leaders recognize and celebrate individual and group accomplishments by creating a spirit of community.

Adapted from The Leadership Challenge (Kouzes & Posner, 2012).

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

Non-Discrimination and Anti-Harrassment

Please see policies outlined in the Student Handbook.

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 Student Engagement 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. If needed, request to work with a Student Event Tech, which can be assigned to your event ahead of time by Student Engagement upon request. A Student Event Tech can help you 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 or Teams, 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

Please reference the policies outlined in the Student Handbook.

Alcohol

Please reference the policies outlined in the Student Handbook.

Waivers

If your event involves risk, you may want to consider having your participants sign a Liability Waiver. Liability Waivers are required for any events with animals. 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. Please contact Student Engagement for additional information fscesi@flsouthern.edu.

Prohibited and Restricted Activities

Prohibited

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

Restricted

- Using firepits, grills, or anything related to an open flame
 - **Firepit**
 - Only allowed at Dell Volleyball courts with permission.
 - 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-served basis.
 - 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.
- 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 MocsConnect 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).

Decorations

Please reference the Decoration Use in College Facilities section.

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 MocsConnect and contacting the FSL Advisor.

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 FSL Coordinator to complete the following forms:

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

Wearing Chapter Specific Apparel

Resident Advisors (RAs) and Orientation Leaders (OLs), male or female, should not 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 Coordinator of FSL & Leadership Development at (863) 680-4113.

COMMUNITY SERVICE

Community service is an essential expression of student leadership, civic responsibility, and belonging at Florida Southern College. Student organizations, including fraternities and sororities, are encouraged to engage in meaningful service that strengthens the Lakeland community and extends the College's commitment to preparing students for lives of purpose, service, and positive impact.

Through service, students develop empathy, cultural awareness, teamwork, problem-solving skills, and a deeper understanding of the communities of which they are a part, while also experiencing the personal reward that comes from giving back to others. The Evett L. Simmons Center for Multicultural Appreciation and Belonging supports this work by curating service opportunities in Lakeland and beyond, connecting students with community partners, and helping students track the impact of their service endeavors.

Student organizations seeking guidance in identifying new or ongoing service opportunities are encouraged to contact the Director of Multicultural Affairs at **863.602.3950** or **amcfadden@flsouthern.edu**. By participating in intentional and sustained service, student organizations contribute to the common good while advancing their own members' growth as ethical, engaged, and socially responsible leaders.

STUDENT GOVERNMENT ASSOCIATION

Classification System for Finances

Section 1: SGA Budget

- A. A proposed, itemized budget for the following academic year shall be presented at the last Senate meeting of the current elected year by the President with the Vice President of Finance.
- B. The budget must be approved by the President and SGA Advisor.
- C. All funds will be handled by the SGA Vice President of Finance with the approval of the SGA President.
- D. Any of the Executive Board members may request a line itemization of how funds are being spent if not available through the Vice President of Finance.
- E. All funds in the administrative budget of SGA shall be deposited in an account at the Business Office in the name of "Student Government Association of Florida Southern College."

Section 2: Finance System

- A. All finance decisions pertaining to organization allocations will be decided on by the Vice President of Finance.

- B.** Any conflicts to be resolved are at the discretion of the SGA President, SGA Vice President of Judicial Affairs, and SGA Advisor.
- C.** At any time the Vice President of Finance may be requested by the VPJA to provide reasoning for support of grant requests being approved on the basis of bias being suspected.
- D.** The SGA Advisor holds veto power over decisions made by the Vice President of Finance.

Section 3: Student Activity Fee Funding

- A.** All organizations applying for funds through the Student Government Association (SGA) must adhere to the following guidelines:
 - 1. Be a registered and approved student organization with the Center for Student Involvement (CSI) via Engage. Accessibility to funding is dependent on registration status of the organization & availability, first come; first serve. New organizations will abide by the classification system laid out in Code II, Section 1, new organizations will begin in the non-funded classification.
 - 2. An organization must have an eligible voting representative at Presidents' Circle Meetings. Eligibility must also remain throughout the entirety of the semester prior in which an organization is awarded a grant. Failure to remain eligible in said semester will cause the funds to be retracted from the organization's account. Any organization that does not comply with these eligibility guidelines may be placed in the non-funded classification and will not be able to apply for Event Grants or Travel Grants at the discretion of the Executive Vice President.
 - 3. After submitting the Online Grant Application, the organization president will be contacted by a member of the Finance Board. It is up to the discretion of the Vice President of Finance to finalize permitted funding.

Section 4: Types of SGA grants

- A.** There are three (3) types of funding opportunities for eligible organizations eligible to participate in the SGA grant and funding processes. All grants will be subject to review and approval from the Vice President of Finance. All activities must comply with Florida Southern College Cornerstone values. The funding methods include the following:
 - 1. Event Grants
 - a. Funded Organizations can apply for these grants to support the programming needs of registered and approved groups on-campus and within 10 miles of the main FSC campus.
 - b. The maximum award is \$500 per SGA-funded organization, per academic year for the organization's on-campus/off-campus events.
 - c. SGA-funded Organizations are eligible to receive funds to support up to 50% of the fundable costs of the special project/event. There is no limit to the number of on or off-campus Events/programs the group may organize for the campus community.
 - d. Funds must be requested and approved according to the timeline approved by the SGA Senate. Applications should be received at least 3 weeks prior to the event.

- e. All activities must comply with Florida Southern College Cornerstone Values.
 - f. Justification of need will need to be defined with request.
- 2. Travel Grants
 - a. Student Organizations can apply for this grant to travel to conferences, trainings, competitions, and other events not organized by the student organization.
 - b. The maximum award is \$800 per student organization per academic year.
 - c. Travel Grants may not be used to cover any food or drink expenses outside of submitted/approved reasons.
 - d. Every traveler must continue to adhere to the values of the Cornerstone while off-campus.
 - e. Funds must be requested and approved according to the timeline approved by the SGA Senate. Applications should be received at least 5 weeks prior to the event.
 - f. Funded Organizations are eligible to receive funds to support up to 50% of the fundable costs of the special project/event. There is no limit to the number of on or off-campus Events/programs the group may organize for the campus community.
 - g. Justification of need will need to be defined with request.
- 3. Greek Life
 - a. Social Greek life organizations are housed under the Fraternity and Sorority Life department under the Center of Student Involvement. Due to their unique positioning, they may not petition for SGA Funded classification. However, [Article V, Section IV] mandates that individual social greek chapters may request a \$150 operational grant per academic year.
- 4. Multicultural Appreciation and Inclusive Programming Grant
 - a. This grant will be administered by the Multicultural Student Council
 - b. An eligible organization can apply for the multicultural appreciation and inclusive programming grant to support the programming needs of any Engage approved programming.
 - 1. Eligibility requirements according to Organization Recognition:
 - a. Non-SGA Funded organizations
 - i. Attending three (3) MSC Open Meetings per academic year
 - b. SGA-funded organizations
 - i. Attending two (2) MSC Open Meetings per academic year
 - c. MSC Partner Organizations
 - i. MSC Partner Organizations are eligible to apply for the Grant before satisfying the Open Meeting requirements for the current school year if they have

an active MSC Partner Org Agreement and met the requirements outlined in the Agreement.

- c. The maximum award is \$300 per eligible organization, per academic year.
- d. The eligible organization can receive funding up to 50% of the total costs for the programming or project specified in the application.
- e. Applications must be received three (3) weeks in advance of the programming/project.
- f. All use of funding must comply with FSC cornerstone values and support the goal of multicultural appreciation, inclusivity and education.

SGA, ACE, MSC

The Student Government Association (SGA) is the official governing body for students at Florida Southern College. SGA works to enhance the student experience by serving as the voice of the student body, allocating funding for student organizations, and promoting leadership, engagement, and inclusivity.

SGA oversees two key branches: the Association of Campus Entertainment (ACE) and the Multicultural Student Council (MSC), which focus on campus programming and belonging initiatives, respectively.

To learn more about SGA, visit their MocsConnect page.

SGA Key Functions

- **Representation:** Acts as the liaison between students and FSC administration, advocating for student needs and concerns.
- **Funding:**
 - Allocates operational, event, and travel grants to recognized student organizations.
 - Reviews funding requests submitted via Engage and approves them through the Senate.
 - **Leadership and Governance:** Supports the leadership development of students through elected and appointed roles.
 - **Programming Support:** Oversees the programming efforts of its branches (ACE and MSC) to provide enriching and inclusive events for all students.
- **SGA Leadership Positions**
 - Administrative Vice President
 - Vice President of Student Activities (also ACE President)
 - Vice President of Inclusion (also MSC President)
 - Executive Vice President
 - Interfraternity Council (IFC) President
 - Vice President of Judicial Affairs / Student Accountability Board (SAB) Chair
 - Vice President of Communication
 - Vice President of Finance

The Association of Campus Entertainment (ACE) is the programming branch of SGA, dedicated to planning and hosting events that enhance campus life and promote student engagement.

To learn more about ACE, visit their MocsConnect page.

ACE Key Functions:

- **Event Planning:** Hosts a variety of events, including movie nights, concerts, holiday celebrations, and cultural showcases.
- **Collaboration:** Partners with other student organizations and councils to support campus-wide initiatives.
- **Student Engagement:** Ensures events are free or affordable and accessible to all FSC students.

ACE Leadership Positions

- ACE President (also SGA Vice President of Student Activities)
- Vice President of Marketing and Public Relations
- Vice President of Administration and Finance
- Vice President of Membership Development
- Southern Cinema Director
- Destress Director
- Mocs Night Out Director
- Mocs Live Director

The Multicultural Student Council (MSC) plans and implements informative and entertaining cultural awareness programs, provides leadership opportunities, and provides a global learning environment to expand cultural knowledge and experiences.

To learn more about MSC, visit their MocsConnect page.

MSC Key Functions:

- **Advocacy:** Ensures the voices of underrepresented students are heard and their needs addressed.
- **Cultural Programming:** Organizes events celebrating cultural heritage, such as heritage months, international fairs, and educational discussions.
- **Awareness Initiatives:** Provides workshops, training, and events to support the campus community's sense of belonging.

MSC Leadership Positions

- MSC President (also SGA Vice President of Inclusion)
- Programming and Finance Chair
- Campus Outreach Chair
- Cultural Advancement Chair
- International Support Chair

- Public Relations Chair

Getting Involved with SGA, ACE, or MSC: Students interested in joining SGA, ACE, or MSC can attend meetings, apply for open leadership roles, or volunteer at events. For more information, visit their MocsConnect pages.

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 Southern's campus and to be a support system to student organizations.

Each senator will be assigned two to four student organizations. Senators will be expected to meet with these organizations during each combined Presidents 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.

Orientation Leaders

The purpose of the Orientation program at Florida Southern College is to *engage, educate, and support* new students as they begin their journey at FSC. Orientation Leaders serve as onboarding mentors for students and family members who are making the transition to the diverse and inclusive academic, intellectual, and social culture of Florida Southern. Orientation Leaders are expected to be able to share knowledge about the College with enthusiasm, warmth, and commitment to service. Selection to the Orientation Leader team is a privilege and a rewarding opportunity for personal and professional growth, especially in the areas of leadership, team building, collaboration, presentation, and event planning.

Through participation in Orientation Leader Training, students will develop the following skills and traits:

- Communication: strong verbal and nonverbal communication to clearly explain information and engage with diverse audiences.
- Empathy and Approachability: the ability to connect with new students and their

families, offering support and understanding during a potentially overwhelming transition.

- **Leadership and Teamwork:** confidence in leading groups while collaborating effectively with other orientation leaders and staff.
- **Problem-solving Skills:** thinking and decision-making to handle unexpected situations and answer questions on the spot.
- **Time Management and Organization:** keeping track of schedules, sessions, locations, and responsibilities to ensure the orientation program runs smoothly.
- **Campus Resource Knowledge:** familiarity with academic, involvement, and wellness resources to guide students and families to the right services when needed.
- **Public Speaking:** comfort with addressing large groups of students and families in an engaging and professional manner.
- **Adaptability and Resilience:** flexibility to adjust to necessary changes and maintain a positive, service-focused attitude.
- **Conflict Resolution:** handling interpersonal issues and questions with authority and professionalism.
- **Cultural Awareness:** sensitivity and respect for students from diverse backgrounds and experiences.

Appendix

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
 - 863.680.4187

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

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

Evelt L. Simmons Center for Multicultural Appreciation and Belonging

The Simmons Multicultural Center provides a variety of support services, including for international students, drives cultural awareness initiatives, and provides leadership opportunities as a community service liaison.

- Contact Information

- 863-680-3957

Office of Student Conduct

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

- Contact information

- 863.680.6216
- rgebauer@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

Residence Life

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 home away from home.

- Contact information

- 863.680.4206

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-offices/offices-directory/office-of-student-disability-services>

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 Building.

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
 - 863-680-6468

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