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Student Organizations & Service Mission

Student Organizations & Service provides a comprehensive collection of co-curricular opportunities designed to increase personal growth, leadership skills, and community involvement via participation in student organizations and service opportunities. The goal of our office is to complement traditional academic programs of study by providing leadership development, service experiences, and exposure to and participation in social, cultural, intellectual, and recreational activities.

Advisor Roles & Responsibilities

Each organization shall be free to choose its faculty or staff advisor who, by accepting appointment, agrees to maintain contact with the organization so as to be familiar with its programs and personnel. The advisor shall be responsible for advising the organization as to its programs and personnel having in mind not only the objectives of the particular group, but also the best interests of the University.

1) Approved Advisors — An approved advisor shall be
a) A person with the rank of instructor or above;
b) A person engaged in research duties, holding the equivalent rank of instructor or above;
c) A full-time administrator employed in one of the administrative units of the University;
d) A director of a recognized religious organization; or
e) A chapter advisor of a social fraternity or sorority appointed by the national organization of that particular group.

2) Additional Responsibilities of Advisors
a) Advise and consult with the organization and its officers in its financial affairs to see that proper budgets are formulated; to see to the proper disbursement of, and accounting for, funds of the organization; and to see to proper security for the payment of debts for the organization
b) Accept any responsibility of advisor including transmitting communications between any University office and the officers of the organization
c) Maintain contact with the organization and its officers so as to be familiar with its program, financial status, and personnel

3) Time Commitment
a) The amount of time required to serve as a student organization advisor varies based on the needs of the group. Minimally, Student Organizations & Service expects advisors to spend two to three hours per month on student organization issues during the academic year. A very active advisor for a large student organization could expect to spend as many as two to four hours per week engaged in related activities. These activities can include: Attending meetings (executive and all-member); Attending various events sponsored by the student organization which you advise; Meeting with the president(s) or leader(s) of the student organization to discuss event programming, organizational development, and reflection*
Advising Functions

Faculty and staff advisors assist student organizations with four broad areas:

- **Maintenance**: Serve to maintain the existence of the student organization and to help provide continuity with the history, activity and tradition of past years.

- **Growth**: Provide advice about activities that improve the operation and effectiveness of the group and help it progress towards its goals.

- **Education**: Stimulate group members’ learning and skills development, contributing to their intellectual development and the enrichment of campus life.

- **Networking**: Help group members develop new contacts for programming and mentoring.

In order to support these broad areas, advisors engage in the following functions:

1. **Believe in the organization and have the enthusiasm necessary to help the organization reach its potential.**
   - a. Students will look to the advisor for encouragement, and your belief and support are important.
   - b. Advising can be a fulfilling role, but it can also be challenging – keeping your enthusiasm and sense of humor, especially in difficult times, is vital.

2. **Be familiar with the organization’s constitution, understand its mission and purpose, be aware of its history, and know its personnel.**
   - a. The more you can be familiar with the organization’s functions, the more effective you will be in your role of advisor.
   - b. Given membership turnover, it’s not surprising that many organizational leaders are unfamiliar with their constitution. It’s helpful to them if you refer to it when necessary.
   - c. Knowing the history and recent activities is helpful to maintain institutional memory and consistency. It can also help to keep a group on track, especially if the leadership is relatively new.
   - d. Getting to know the leadership is time well-spent. You can be of much greater assistance to the group if you develop relationships with the leaders and members.

3. **Help the organization to maintain continuity.**
   - a. Students come and go, but hopefully your tenure is a bit more consistent. You have the opportunity to help students be consistent and respectful of their organization’s past.
   - b. Institutional memory is an often overlooked responsibility of student leaders. Help them to find a way keep organizational records and to transition them to future organization leaders.

4. **Assist the group in developing realistic goals for the academic year.**
a. If you’re familiar with the organization’s purpose, history, and leadership, hopefully you can be an effective resource in this regard.
b. Having a conceptual understanding of solid goal development strategies may also be helpful.
c. While you influence the process, it’s still their process and their goals—but you can work to keep them on track and realistic.
d. When necessary, play devil’s advocate

5. Assist officers in understanding their duties, and help them to grow as leaders.
a. This is a great opportunity for students to stretch themselves and grow.
b. Understanding the strengths and talents (and deficits) of the leaders is important for you to be of most assistance to the individuals.
c. Having a balanced, caring approach can open doors for you when a serious conversation needs to take place.
d. Ideally, this experience should open new doors for the leaders and create opportunities for the organization.
e. Emphasize the importance of a thorough transition of officers.

6. Help the current leaders develop an eye for the future and devote time to developing their membership.
a. Work with the leaders to tap the leaders of the future.
b. The current leadership should think about providing developmental opportunities to their members.

7. Clarify your role with the organization. Define expectations.
a. In your role as an advisor, you should be clear with the leaders about your expectations and their expectations. It is the responsibility of the organization to communicate its needs to the advisor.
b. Be sure to understand the distinction between advisor and supervisor.
c. Be willing to be flexible with your role depending upon the stage of the group’s development or the current leadership.
d. One year may look very different from the next.
e. Be patient. It’s easy to begin stepping outside your appropriate role.

8. When possible or appropriate, attend organizational meetings and organization-sponsored events.
a. Your visibility and presence show that you are committed and care.
b. Attending meetings and events gives you the opportunity to meet and know students on neutral ground. It can provide a great avenue for conversation and discussion about the organization or larger matters.
c. By being present, you also can get a first-hand look at how the leaders function, as well as how the group is coming along.
d. Your presence can also help you be proactive in many issues relating to the organization’s functioning.
e. Remember that it’s all right not to attend all meetings and events. You have other responsibilities that do not always permit you to give undivided attention to the organization.

9. **Be a resource with regard to institutional policies and practices as they pertain to the organization and its events.**

   a. Take time to explain and clarify such policies and practices to students. Your knowledge of University policies can help the group avoid problems and/or address emergencies. [Click here](#) for some pertinent Student Organization policies.

   b. If students can gain the ability to grasp the complexities of an organization, they will be better prepared when they join a new organization.

   c. Students can also help to point out inconsistencies in policies and practices, so conversations with them about these issues can be helpful to the college.

   d. If there are questions about policies, remember to utilize resources through the Student Organizations & Service office.

10. **Help to provide ample and regular opportunities for reflection.**

    a. Growth in individuals and in organizations includes taking stock of where things are.

    b. Assessing events and practices may be an undesirable process, but it typically is one of the most important.

    c. If you can help students to reflect and think about things – meetings, interactions, and events – they will become more skilled leaders and learn to draw upon the membership for assistance.

    d. Reflection should take place after meetings, events, and each semester.

11. **Encourage students to find a balance between their academic and co-curricular commitments.**

    a. Students who assume too much responsibility risk burning out – thereby letting down both themselves and the organization.

    b. Help officers delegate responsibilities to members, which helps to distribute accountability and serves to engage members in meaningful ways.

*Advising Functions Adopted from University of Florida, Student Activities and Involvement Student Organization Advisor Handbook, 2015*
Privileges of Registered Student Organizations

A registered Student Organization has the following privileges:

- Recognition from MTSU which allows you to participate in events like Student Organization Fair, Week of Welcome, CUSTOMS, etc.
- Use of Middle Tennessee State University or MTSU in the organization’s name and materials.
- Ability to apply for Student Activity Fee funding.
- Permission to hold events, meetings, and other activities on campus.
- Listing in university publications, like the yearbook and websites.

Updating Your Student Organization

In order to update a student organization, you need to submit the following information on myMT (www.mtsu.edu/mymt).

1. First log into myMT using your username and password.
2. All student organizations will need to click the “Organization” tab at the top of the page.
3. On the left hand side select register and then search for your organization through the myMT system.
4. Once you find your organization, select re-register and complete the form.
5. Submit any new by-laws or changes to the constitution.
6. Attend the Presidium Retreat or a Student Organization Orientation session.
7. All of these items should be completed by the middle of September each year.

Leadership Library

Organizations will be able to check-out books on icebreakers, group activities, recognizing leaders, community development programs, and more. The Leadership Library is housed in the Student Organization Resource Lab in the Student Union 320. You are encouraged to look through the items and make copies of activities that are of interest to you. Please do not remove books from the office.
Application Dates & Deadlines
Student Activity Fee Applications are available 3 times per year. You may only request funds in the semester in which the program/event takes place. All applications must be typed and submitted by the deadline in order to be considered for funding. Please visit http://mtsu.edu/sos/SAF.php for more information about Student Activity Fee funding.

Fall Applications Available ...................................................................... August 27, 2018
Fall Applications due ........................................................................ September 14, 2018
Spring Applications Available ............................................................. November 5, 2018
Spring Applications due ..................................................................... December 5, 2018
Summer/Early Fall Applications Available ........................................... March 22, 2019
Summer/Early Fall Applications due .................................................... April 10, 2019

Reimbursement Dates & Deadlines
Student Activity Fee money is by reimbursement only. All reimbursements must be submitted by the deadline of each semester in order to guaranteed reimbursement. Make sure you attach all receipts to the completed Reimbursement Request Form.

Summer/Early Fall Reimbursements due ............................................ September 14, 2018
Fall Reimbursement Deadline due ..................................................... December 14, 2018
Spring Reimbursement Deadline due ................................................ May 3, 2019
Student Organization Finances

Student Organizations who plan to collect money for dues, fundraising efforts, or through sponsorship will need some type of financial record keeping system.

Bank Accounts
In the event a registered student organization maintains a bank account, at least two (2) signatories will be required for withdrawal or payment of funds from the account. Debit cards are prohibited. Student Organizations who maintain a bank account will need to complete a W-9 form (see appendix) in order to seek student activity fee reimbursements.

MTSU Agency Accounts
Registered Student Organizations are able to open an MTSU agency accounts through the Business Office. This account operates very similar to a bank account in that it too requires dual signatures for expenditure of funds. You may contact the MTSU Business Office by calling (615) 898-2540, visiting our offices in Cope Administration Building, or emailing boffice@mtsu.edu.

Financial Reports
All University approved student organizations must be prepared to submit a financial statement and/or reports concerning programs and activities upon request to the associate dean of Student Life. The University reserves the right to place on probation or withdraw its approval from organizations which operate outside the bounds of sound financial procedure or show other evidence of financial irresponsibility. The University assumes no responsibility for indebtedness incurred by student organizations. Every University-approved organization must submit a statement of fees, dues, and assessments to Assistant Vice President of Student Affairs upon request.
Student Organization Travel Policy

Student Organizations who travel must complete in its entirety the notification to travel form before traveling.

Travel Policy

The goal of the MTSU travel policy is to ensure that student organizations effectively prepare for and plan travel so that everyone involved has a safe and fun experience. The travel policy applies when the intended travel is to an activity or event located more than 50 miles from the university. MTSU will provide education about safety, crisis response, and trip preparation in the travel manual to assist organizations when traveling. All registered student organizations are required to complete and submit the “Notification of Student Travel” form to the Office of Student Organizations and Service five (5) business days prior to the departure date. Additionally, all student organizations are required to have a travel liaison whose primary responsibility will be to coordinate the groups travel and communicate the travel plans to the Office of Student Organizations and Service. The travel liaison may be the same student for the entire academic year or may change with each trip. Failure to comply with this requirement may result in the immediate suspension of the organization pending investigation by the Office of Judicial Affairs and Mediation Services.

Travel Liaison

An approved travel liaison will be a current Middle Tennessee State University student, member of registered MTSU student organization. Travel Liaison will be responsible for submitting the travel notification form five (5) business days prior to travel; collecting emergency contact information for each individual traveling five (5) business days prior to departure; serving as the primary contact with the organization advisor; and submitting copies of all information to the organization’s advisor and Director of Student Organizations and Service. See appendix for travel form example.

Visit http://mtsu.edu/sos/docs/travel.pdf to access the Travel Policy forms.
Student Organization Awards

The Office of Student Organizations and Service sponsors an annual awards recognition program during the spring semester. All organizations are encouraged to apply for awards so that you may be properly recognized for all of your hard work and dedication to the University. Award applications will be available in February 2016.

Student Organization President of the Year Award
This award is given to the President or primary officer of a registered student organization who displays outstanding organization leadership and involvement, based on the following criteria:

1. Contribution to nominating student organization and its individual members
2. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
3. Extensive involvement in campus, other organization, or community programs
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Relations with members and officers of the nominating student organization

Student Organization Silent Inspiration Award
This award recognizes a member of a registered student organization who has made significant contributions to his/her organization, but not within an officially recognized leadership capacity for that student organization, based on the following criteria:

1. Contribution to nominating student organization and its individual members that is not expected as a part of the student’s membership responsibilities
2. Demonstrated commitment to the organization’s purpose and those served by it
3. Demonstration of going above and beyond expectations of membership responsibilities

Student Organization Advisor of the Year Award
This award is given to the advisor of a registered student organization who displays outstanding leadership, dedication and involvement, based on the following criteria:

1. Contribution as an advisor to nominating student organization, MTSU and community
2. Effective advising within the standards and expectations of the organization, any affiliated national/regional offices and all applicable university policies
3. Excellent student relations, aptitude in challenging and empowering the organization to thrive, and providing support to assist the organization with meeting its goals
4. Dedication to consistently advising the organization
Organization of the Year Award

This award is given to a registered student organization that displays outstanding effort based on the following criteria:

1. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
2. Contribution to the Murfreesboro community
3. Contribution to the development of its members
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Communication with related MTSU departments and other student organizations
Reserving Space

Application for Use of Facilities Form and Scheduling Policy:
http://mtsu.edu/eventcoordination/forms.php

Instructions for Reserving Space on Campus:
1. Check 25Live (www.mtsu.edu/25live) for appropriate facility and/or available space.
2. Complete and print Application for Use of Facilities. Hard copy must be submitted with original signatures from the student advisor & student organization officials. Turn into Office of Student Organizations and Service in SU 330.
3. All paperwork (forms, contracts, insurance information, etc.) must be approved, finalized and received by the scheduler ASAP or at least 5 business days prior to the event or meeting. Larger events require paperwork to be submitted at least 20 business days prior, in order to secure venues and resources in a timely manner.

<table>
<thead>
<tr>
<th>Space</th>
<th>Scheduler</th>
<th>Phone</th>
<th>Fax</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Spaces/Parking Lots for Events</td>
<td>Quintina Burton</td>
<td>(615)898-5143</td>
<td>(615)494-8600</td>
<td>Box 130</td>
</tr>
<tr>
<td></td>
<td>Boniface Amuzu</td>
<td>(615)898-2753</td>
<td>(615)904-8101</td>
<td>Box 350</td>
</tr>
<tr>
<td>Honors Building (Restricted Rooms)</td>
<td>Karen Demonbreum</td>
<td>(615)904-8431</td>
<td>(615)904-8263</td>
<td>Box 267</td>
</tr>
<tr>
<td>Murphy Center Complex, Floyd Stadium/Tower</td>
<td>Rita Whitaker</td>
<td>(615)898-8219</td>
<td>(615)904-8101</td>
<td>Box 350</td>
</tr>
<tr>
<td>Recreation Center and Fields</td>
<td>Andy Allgrim</td>
<td>(615)898-2104</td>
<td>(615)898-5569</td>
<td>Box 556</td>
</tr>
<tr>
<td>Student Unions (SU, KUC &amp; JUB)</td>
<td>Jennie Rhinehart/Tiffany Fantine</td>
<td>(615)898-2591</td>
<td>(615)898-2873</td>
<td>Box 11</td>
</tr>
<tr>
<td>Tennessee Livestock Center</td>
<td>John Jewell</td>
<td>(615)898-5575</td>
<td>(615)898-5434</td>
<td>Box 105</td>
</tr>
<tr>
<td>Tennessee Miller Coliseum</td>
<td>Travis Emore</td>
<td>(615)494-8961</td>
<td>(615)494-8962</td>
<td>Box 107</td>
</tr>
<tr>
<td>Tom H. Jackson</td>
<td>Debbie Londre</td>
<td>(615)904-8240</td>
<td>(615)494-8600</td>
<td>Box 130</td>
</tr>
<tr>
<td>Tucker Theatre</td>
<td>Justin Reed</td>
<td>(615)898-2181</td>
<td>(615)898-5826</td>
<td>Box 43</td>
</tr>
<tr>
<td>Walnut Grove, SU Commons, Quad</td>
<td>Jennie Rhinehart</td>
<td>(615)898-2591</td>
<td>(615)898-2873</td>
<td>Box 11</td>
</tr>
<tr>
<td>Knoll</td>
<td>Tiffany Fantine</td>
<td>(615)494-7887</td>
<td>(615)898-2873</td>
<td>Box 11</td>
</tr>
<tr>
<td>Wright Music Hall</td>
<td>Tim Musselman</td>
<td>(615)898-2493</td>
<td>(615)898-5037</td>
<td>Box 47</td>
</tr>
</tbody>
</table>
All schedulers have the right to refuse facility space to any group. Reasons include, but are not limited to: previous cancellations without notice, outstanding debt/non-payment or inappropriate use of facilities. Please check with facility schedulers for regulations and building hours.

The following MTSU services provide event planners with the knowledge and resources for a successful event. Please contact the facility scheduler for specific facility policies, building hours and applicable fees. All fees are dependent on market rates.

- **Building Attendant**: For outside normal building hours: Facility scheduler will make these arrangements.
- **Custodial**: Facility scheduler will make these arrangements.
- **Event Planning/Logistics**: Event Coordination and/or Facility Scheduler will help as needed/requested.
- **Security**: University Police 615-898-2424. $40/hour, 4 hour minimum.
- **Table/chair rental**: Event Coordination and/or Facility Scheduler will help as needed/requested 615-898-5002.

**Best Practices for Reserving Space**

**DO:**
- Plan ahead
- Review timelines and policies
- Talk to your advisor, a CSIL staff member and facility Scheduler/Coordinator
- Have a backup plan
- Secure a budget plan, as needed
- Turn in completed and accurate paperwork (facility, food and sound forms)
- Correct MTSU affiliated (student) organizational name
- Expected head count
- Event dates and back up dates, needs, and description
- MTSU email contact information
- Expect to receive communication concerning your request within three business days
- Read and double check the room confirmation email for accuracy
- Advertise on myMT and check the University Master Calendar (mtsu.edu/calendar)
-
DON’T:
• Wait until the last minute to check venue options (even for a small meeting)
• Turn in late forms
• Advertising a meeting or event prior to receiving a space confirmation
• Assume facilities come with resources without checking
• Expect to get in rooms early or stay late without confirming times with the scheduler

All schedulers have the right to refuse facility space to any group.

Reasons include, but are not limited to: previous cancellations without notice, outstanding debt/non-payment, or inappropriate use of facilities. Please check with facility schedulers for regulations and building hours.
Marketing & Advertising

Student Organizations are able to request announcements to be made via various technology resources on campus.

On-Campus Publicity
Signs advertising club or organization activities must comply with Policy 100 Use of Campus Property and Facilities Scheduling.

myMT Events
Student organizations have the option to create a myMT event that will be posted to the myMT home page. This will allow students registered on myMT to see the flyer and details of the event. Create these events from your student organization’s homepage.

Office of Student Organizations and Service Announcements
Student Organizations can request announcements to be posted on the Student Organizations and Service announcements. Requests should be made to camporgs@mtsu.edu by Friday at noon for the following week!

Digital Promotions
Student organizations are encouraged to use digital promotional options such as the Student Union video board and myMT. For more information on these advertising options, please contact camporgs@mtsu.edu.

Flyer Postings
Student organizations, MTSU departments and individuals may post flyers on designated bulletin boards in the Student Union, Keathley University Center, and James Union Building. No reservation is required, but each posting must be approved and stamped by the Student Unions department. Approval may be acquired at the Student Union Information Desk or the Keathley University Center Information Desk when an attendant is on duty. The Student Unions department reserves the right to decline any posting that is deemed inappropriate.

Handbills, Pamphlets, & Table tents
Registered student organizations and MTSU departments may request permission from the Student Unions department to distribute printed materials such as handbills, pamphlets, etc. Details on where and when these items may be disseminated will be determined on a case-by-case basis, according to the nature of the advertisement and the intended audience. Printed materials found around the buildings and grounds in areas not explicitly approved by Student Unions staff will be discarded. Unapproved printed materials found around the buildings and grounds will be discarded and promoters will be asked to leave campus.
Yard Signs
Yard signs advertising or promoting products, events, or services by unaffiliated groups or individuals or by commercial enterprises are prohibited. Only registered student organizations and departments are authorized to post yard signs. No reservation is required, and yard signs are allowed in most locations on campus, with the exception of all campus roundabouts and the President's Lawn. Yard signs must not block or protrude onto any sidewalk or impede accessibility to any walkway on campus. They must be removed by sponsoring organization promptly after event concludes.

Chalk
Sidewalk chalk is NOT permitted on campus grounds. Chalking is treated as a police offense for Destruction of Public Property.

Banner Space
The Student Unions department offers designated spaces inside the Student Union building and outside the Keathley University Center where student organizations and MTSU departments may display banners. Requestors may submit a reservation application to hang banners on the patio railings outside the KUC Grill, on the KUC columns (charges apply for this area, as Facilities Services must be enlisted to hang these banners) and/or in the Student Union Atrium on the 2nd floor railing. The newly updated banner reservation application outlines specific guidelines on the size and type of banner that may be displayed in each area. Please read these details carefully to ensure that your organization/department does not waste time and money on a banner that does not meet the requirements.

PLEASE NOTE: Bed sheets are no longer permissible in any area, but canvas cloth is an inexpensive alternative for handmade banners. Banner reservation applications: http://www.mtsu.edu/mtunions/documents/BannerSpaceApp.pdf

The following conditions must be met in order to receive banner approval:
- Banner space applications must be submitted a minimum of 5 - 7 business days prior to reservation date, though more lead time is appreciated.
- Banner space may be utilized only by registered student organizations or MTSU departments for the purpose of advertising events and/or promoting their organization.
- Banners may be displayed up to two (2) consecutive weeks unless approved by the Dean of Student Life or his/her designee for a longer period of time.
- Banners are limited to one per organization unless approved by the Dean of Student Life or his/her designee.
- Banners must be retrieved from the Information Desk of the building where they were hung (KUC or Student Union) no later than five (5) business days following the removal date, after which they will be discarded. The Student Unions department is not responsible for the loss or damage to any banner.
- Banner space is available on a first-come, first-served basis. Placement will be determined by available space in the requested location at the time of the reservation.
Scheduling Activities

On-campus social activities sponsored by a registered student organization must be approved a minimum of five (5) working days prior to the date of the event (additional notice may be required based on the complexity of the event). Dances and other events may require custodial, maintenance, and/or security services. The costs of such services are the responsibility of the sponsoring organization. Procedures listed below must be followed:

1. Any event that involves the use of University facilities must be cleared with the facilities coordinator of the particular building being utilized. Properly executed forms must be filed in that office by an officer of the organization making such application for use of the facility.

2. Except as provided in Policy 100 Use of Campus Property and Facilities Scheduling, the use of campus grounds that are not directly associated with and reserved through the facilities coordinator of a particular building requires the completion of an Application for Use of Facilities Form, which must be filed with and approved by the Assistant Vice President for Student Affairs.

3. Events sponsored by social Greek letter organizations must be approved by the director of Fraternity and Sorority Life.

4. Events sponsored by non-Greek registered organizations must be approved by the director of Student Organizations and Service.

5. Events that require police, custodial, and maintenance services may be denied, if such services are not available on the date requested for the activity.

6. Events sponsored by registered student organizations and national Greek letter organizations may not conflict with official Connection Point activities. All events that occur during Connection Point must be approved in advance by the Assistant Vice President for Student Affairs or designee. Student organization events or meetings taking place on study days or during final examination periods will not be approved, unless they are academically related (i.e., study halls, presentations, recitals, etc.) and approved by the Assistant Vice President of Student Affairs or designee.

Guidelines for Social Activities

In order to maintain an environment that promotes student-centered learning, social activities must be conducted in accordance with established guidelines.
Social activities include, but are not limited to, open houses, parties, dances, mixers, musical performances, or any other activity of a social purpose planned by registered student organizations. Social activities must be approved for registration by the appropriate University official.

The following guidelines apply:

1. Social activities are limited to University students with MTSU IDs and/or to persons with written invitations. National Greek letter organizations must comply with policies set forth by the Office of Fraternity and Sorority Life and their national offices.

2. Social activities with unrestricted access by nonmembers of the organization without specific invitation are prohibited. Specific invitations must be approved by the Office of Student Organizations and Service or the Office of Fraternity and Sorority Life. An announcement of general circulation to the campus is not considered to be an invitation.

3. The advertising and promotion of social activities must be limited to the campus.

4. Organizers of activities that are considered performances where admission is charged may request special permission from the appropriate University official to advertise the event at off-campus locations and not require written invitations.

5. Organizations planning social activities must comply with all University policies and standards, and with local, state, and federal laws and ordinances.

6. Any student organization which intends to conduct a social activity at an off-campus location at which alcohol will be present must conduct the activity in compliance with the requirements concerning responsible use of alcohol outlined in this policy, and on the Statement of Assurance form. Student organizations must also secure liability insurance in the name of the organization.

**Guest Speakers**

Any officially registered student organization planning to invite a speaker to the campus for a campus-wide audience must coordinate such event through the Office of Student Programming. Scheduling such events will follow the same procedures outlined for social activities and must comply with Policy 100 Use of Campus Property and Facilities Scheduling.

Any organization planning to invite speakers to the campus for an address shall inform the organization faculty advisor before the invitation is extended.
Rallies or Marches

Rallies or marches must be registered with the Assistant Vice President for Student Affairs Office five (5) working days before the rally or march and must comply with Policy 100 Use of Campus Property and Facilities Scheduling.

Use of Amplification Equipment

The use of loudspeakers or any other type of amplification equipment for outdoor use must be approved by the Assistant Vice President for Student Affairs in concert with the filing of the Application for Use of Facilities Form.

Sound equipment must not disrupt normal functions of the University (including residential facilities) or unduly disturb the surrounding community. Band, DJ, or other functions involving the amplification of music are restricted to the following times. Exceptions may be approved by the Assistant Vice President for Student Affairs. Refer to Amplified Sound Guidelines for more information.

The use of amplification equipment or loudspeakers is not permitted in the vicinity of academic buildings or activities during regularly scheduled class hours. This includes the quadrangle in the front of Walker Library during library hours. Exceptions may be approved by the Assistant Vice President for Student Affairs. The University may regulate the placement of speakers and the volume of amplified sound either prior to or during the course of all outdoor functions which utilize amplification equipment. The Assistant Vice President for Student Affairs shall be authorized to make such determinations. Failure to comply with requests to lower sound levels may result in immediate termination of the event and loss of the privilege to host future outdoor events involving amplified sound.
Solicitation & Fundraising

The buildings and grounds of MTSU exist for, and are exclusively devoted to, the organized and approved University program of higher education. As such, they are committed to the nonprofit, tax-exempt use of the official program of the University. Therefore, private, unsolicited business activities are not permitted on University premises. However, in certain limited areas, the University contracts with private firms to provide needed on-campus service for students, faculty, and staff that contributes to the accomplishment of the University’s educational purposes.

Apart from prohibiting profit-making commercial business activities, the University also regulates within limits under separate policies and consistent with the above policy, any use of its buildings and grounds for solicitation, including fundraising activities. Fundraising activities must not violate state law by including a drawing, raffle, lottery, game of chance, or any scheme for distribution of prizes among persons who are playing for a chance to obtain a prize.

Solicitation by Unaffiliated Group

Campus property and facilities may not be used by any non-affiliated group, organization, or individual for the conduct of commercial solicitation, on-site sales, or other profit-making activities except when (1) a license or lease agreement exists, (2) the activity is conducted in accordance with any other valid contract or agreement with MTSU, or (3) the commercial solicitation, on-site sales, or other profit-making activity is sponsored by a registered student organization for the purpose of raising funds to support the organization’s activities pursuant to Policy 100 Use of Campus Property and Facilities Scheduling.

Failure of a nonaffiliated group, organization, or individual to receive approval for fundraising on University premises will lead to the removal of the solicitor by the appropriate University authorities. Specific procedural guidelines should be sought from the director for Student Organizations and Service.

No unaffiliated group, organization, or individual will be permitted to solicit during the week(s) designated as Connection Point. The only opportunity for this is provided through participation in the Meet Murfreesboro event.

Raising Funds for Student Organizations

An unaffiliated group providing a tangible product or service may be permitted to come onto campus under the sponsorship of a campus department or registered student organization. The fundraiser must exist for the purpose of assisting the department or student organization in some way toward meeting its established goals.

Unaffiliated groups who collect applications for purposes other than educational or career-oriented reasons are restricted from soliciting said applications on campus. In
such instances where an unaffiliated group has received the appropriate sponsorship, the sponsoring department or student organization must adhere to the following guidelines:

1. All fundraising activities by registered student organizations (including occasions when admission is charged or donations are requested), whether on or off campus, must be registered in advance with the director of Student Organizations and Service. Fundraisers must be registered at least five (5) working days in advance of the planned fundraising event.

2. Registered student organizations may charge membership dues at meetings and conduct fundraising projects on the campus. These activities must support the program of the organization as stated in that organization’s registration material, the educational purposes of the University community, and/or a philanthropic purpose.

3. Fundraising projects for philanthropic purposes must be directed to nonprofit, tax-exempt organizations and not made directly to an individual or individuals.

4. The campus department or student organization must share in the proceeds from the sale of the product or service.

5. A sign that clearly indicates the name of the sponsoring organization must be displayed at all times at the location of and for the duration of the fundraising activity.

6. A representative from the sponsoring organization must be present at all times at the location of and for the duration of the fundraising activity. This representative must be actively involved in the solicitation of the product or service.

7. Use of University premises for fundraising activities is permitted only at designated locations and under the following specified conditions:

   a. Use is subject to scheduling arrangements.

   b. Fundraising may be conducted only if the activity does not duplicate the services already provided by MTSU, its contracted vendors, or other lease operations.

   c. Exceptions can be made with approval of the Vice President of Business and Finance. Questions relating to such activities should be referred to the Office of Student Organizations and Service.