Welcome

Congratulations on your decision to join a registered student organization at Reinhardt University (RU). Here at RU, students have enthusiasm and passion for their co-curricular activities. In addition to accomplishments in the classroom, students continue their education by participating in student organizations that foster personal and professional development, relationships with other students and leadership skills.

Student organizations are regarded as an integral part of the educational program at Reinhardt University. Student organizations enrich the lives of individuals and the campus in many ways. They provide avenues for learning outside of classrooms, for meeting other people, for sharing interests, for broadening members’ horizons, for developing life, work and leadership skills, for gaining experience, and for engaging students as citizens of the campus community.

The selection of student organizations is as diverse as our community members. Whether you become a member of a service, recreational or artistic organization, you will soon discover that the quality of your education will be substantially increased as a result of your involvement in a registered student organization.

Your participation in a student organization identifies you as an ambitious student with energy, dedication, responsibility and enthusiasm. We are eager to assist you in achieving your goals and realizing your personal and professional aspirations so that you will become a successful student and citizen of the RU community. It is an expectation as a community member that you understand and follow all institutional rules and university policies.
Introduction

The Handbook for Student Organizations of Reinhardt University provides current information regarding the many resources and services that support learning inside and outside the classroom, and the standards of conduct for the campus community. This handbook exists to help student organizations understand their rights and responsibilities and to assist them in being effective organizations.

This handbook contains all relevant and current policies and procedures as they relate to all recognized student organizations at Reinhardt University. Student organization officers, members and advisors are expected to read and follow all of the policies in this handbook.

Disclaimer

The Handbook for Student Organizations is for informational purposes only and should not be construed as the basis of a contract between a student and the University. While provisions of the Handbook for Student Organizations will ordinarily be applied as stated, Reinhardt University reserves the right to change any provision listed herein without notice to individual students.

Every effort will be made to keep students advised of any such changes. Information on all changes will be available in the Office of Student Activities.

Reinhardt University is an equal opportunity institution. The University is committed to providing equal educational and employment opportunities to qualified persons regardless of economic situation or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, age, culture, nationality, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability and ideology.

Information in this handbook is accurate as of the date of publication. Reinhardt University reserves the right to make changes in University policies, procedures and catalog information in accordance with sound practice. Please consult the University web site at www.reinhardt.edu for recent updates.

Student Government Association

The Student Government Association (SGA) is the governing body for recognized clubs and organizations. The SGA is responsible for overseeing and coordinating the activities, recognition, funding, programming and leadership development for the betterment of all student clubs and organizations.

Student Organization Recognition

Authority to Recognize Student Organizations

The authority to recognize student organization on behalf of Reinhardt University resides with the Director of Student Activities or her/his designee. This authority is delegated to the Student Government Association. The Student Government Association will vote to recommend to the Office of Student Activities whether the group should receive recognition.
Student Organization Recognition
Recognition is a process through which a student organization is granted the privilege to function officially at Reinhardt University. Annually, over 40 student groups on the Reinhardt University campus complete the registration process to become Recognized Student Organizations.

Recognized Student Organizations Defined
A Recognized Student Organization is a group of students organized around a common purpose that is officially designated by Reinhardt University.

Requirements for Student Organization Recognition
Recognition by the University will be granted to organizations who meet with the following requirements:

- The student organization’s purpose is not in conflict with the mission of the University.
- The membership of the student organizations is not exclusive (i.e., the organization must be open to all Reinhardt University students who are interested in membership). In the case of academic honor societies, membership may be exclusive if the national requirements dictate selection.
- The student organizations must have a current constitution or bylaws on file with the Student Government Association.
- The student organization must submit a Student Organization Recognition Form to the Student Government Association.
- The student organization must have a least one advisor who is a full time faculty or staff member of Reinhardt University.

Once the completed Recognition Form and all required materials have been received, the Student Government Association will determine the prospective student organization recognition status.

Notification of Recognition Status
The Student Government Association will notify the organization in writing within one (1) week of the decision of the Student Government Association whether it has been approved. If denied, a written explanation of the denial will be included.

Levels of Student Organization Recognition
The Reinhardt University acknowledges several levels of recognition for student organizations:

Active – A student organization maintaining an active status is fully registered with the Student Government Association. This status is contingent upon meeting all required recognition policies and procedures.

Inactive – A student organization with Inactive status is fully registered but the organization has in some way failed to meet registration requirements or follow procedures and guidelines. The length of time for a student organization to be continuously inactive before losing recognition is still to be determined by the Reinhardt University Division of Student Affairs.

Categories of Recognized Student Organizations
There are a variety of student organizations registered at Reinhardt University. Each year a list of current student organizations is identified according to the following categories:
**Academic Interest Organizations** – Academic interest organizations are offered to meet the needs of students interested in a particular area of study. Several of the organizations are comprised of students who are studying that particular discipline, but all are open to any interested students.

**Art Organizations** – Arts organizations provide Reinhardt students with avenues to express themselves and to provide educational and cultural experiences beyond the classroom for students interested in visual and performance arts.

**Club Sports** – Club Sport organizations promote Reinhardt students with physical, emotional and social growth through the enhancement of lifelong skills revolving around sustainable fitness and wellness principles.

**Community/Volunteer Service Organizations** – Community Service Organizations provide volunteers for on or off-campus projects. Membership requirements generally include a commitment to work for and/or an interest in a particular cause.

**Honor Societies** – Honor Societies recognize the outstanding progress students have made in their respective fields of study. Many honor societies have a service component while the students are pursuing their degree. Students may join honor societies based on the given academic requirements of the national organization, in conjunction with those of the chapter at the Reinhardt University. Honor Societies recognize high level of academic achievement and generally require a demonstrated interested in a particular career or academic discipline.

**Leadership Organizations** – Leadership Organizations and clubs are committed to developing student leaders and providing opportunities to hold leadership roles at Reinhardt University.

**Media Organizations** – Media organizations provide Reinhardt students with avenues to express themselves and to provide educational and cultural experiences beyond the classroom for students interested in journalism, electronic media and visual arts.

**Musical Organizations** – Music organizations provide Reinhardt students with avenues to express themselves and to provide educational and cultural experiences beyond the classroom for students interested in music.

**Political Interest Organizations** – Political interest organizations support political parties, political issues and/or candidates who are seeking political office.

**Professional Associations** – Professional clubs and organizations provide a place for students to network with professionals within a field of interest, opportunities to learn about the latest trends in a field of interest, and information on scholarships and internships.

**Recreational and Leisure Organizations** – Recreation organizations are defined as a recognized student organization, which exists to promote and develop interest in a particular sport, physical or recreational activity.

**Religious Organizations** – Religious clubs and organization are open to ALL people, regardless of religious affiliation. Each seeks to build up the body of faith by providing spiritual nurture to students through denominational affiliations.
Religious organizations serve as support for students of a particular religious persuasion or denomination.

**Fraternities and Sororities** – Fraternities and sororities refer to social Greek-lettered organizations. Membership cannot be held in more than one organization at the collegiate level. These organizations are often defined as single sex, selective, and fulfill the Greek pillars of leadership, scholarship, camaraderie, and service. The purpose of fraternities and sororities is to cultivate scholastic excellence, develop leadership skills, and provide opportunities for community involvement and philanthropic pursuits while forging lifelong brotherhood and sisterhood.

**Rights and Privileges of Recognized Student Organizations**
The most important privilege that accompanies recognition as a student organization is the official association with Reinhardt University. Additionally, organizations that are officially recognized may use University facilities without charge; take advantage of University services, congregate without special permission, and sponsor activities on campus.

The benefits of being an officially recognized student organization of Reinhardt University include:

- Ability to reserve Reinhardt University facilities (meeting rooms and space on campus) subject to the established rules governing such use.
- Appropriate use of the Reinhardt University name and logo.
- Authorization to publicize events and distribute information on campus.
- Opportunity to seek funding from the Student Government Association.
- Advisement and support from the Office of Student Activities.
- Opportunity to have information listed on the Reinhardt University Website.
- Opportunity to participate in official University events and activity fairs.

**Responsibilities of Recognized Student Organizations**
In order to maintain recognition, the following responsibilities must be fulfilled. Failure to fulfill any of the following responsibilities may result in loss of allocated funding and/or revocation of an organization’s active status:

- Maintain at least 10 active student members who are currently enrolled at Reinhardt University.
- Turn in a list of active members and officers no later than the withdrawal date each semester.
- Operate in compliance with Reinhardt University policy and regulations, with all federal, state and local laws, and with the regulations of parent organizations (as applicable).
- Operate on a not-for-profit basis.
- Continue to accept responsibility for all financial obligations incurred.
- Participate in the Spring Day and other University sponsored events.
- Participate in the Involvement Fair held during the Welcome Week each semester.
- Select the following academic year’s officers by April.
- In order to receive funding from the Student Government Association, officers and advisors must attend training offered for the Student Organization Officer & Advisors each academic year.

**Change in Student Organization Recognition Status from Active to Inactive**
The following are circumstances which could result in changing the status of a Recognized Student Organization’s status from Active to Inactive:

- Student organization account is in deficit for more than 30 calendar days.
- Failure to update officer information during a registration period.
Failure to successfully complete the Annual Registration process.
Failure to adhere to Reinhardt University policies and procedures
Failure to adhere to student organization policies and procedures.
Loss of an advisor/inability to replace an advisor.

Loss of Recognition for a Student Organization
When a student organization fails to meet or maintain registration requirements or follow procedures and guidelines, the student organization will lose its recognition from the University and all rights granted to it through active status. Any funds existing as a balance within the organization’s account are returned to the University upon the loss of recognition.

The following are circumstances which could result in the removing a Recognized Student Organization’s recognition:
- **Continuous Inactive status.** The length of time for a student organization to be continuously inactive before losing recognition is still to be determined by the Reinhardt University Division of Student Affairs.
- **Hazing (as defined within the Reinhardt University Student Code of Conduct).**
- **Discriminatory practices.**
- **Violations of Reinhardt University policies or procedures as determined by the Office of Student Activities.**
- **Violations of local, state, or federal laws.**
- **Changes in the organizational constitution or governing documents which are in violation of University policies and procedures, or local, state, or federal laws.**

Appeals Process for Denial or Loss of Recognition of a Student Organization
If a new student organization is denied recognition or if recognition is removed from an existing student organization, the group may appeal the decision within 5 (five) business days of receiving the written notice of the denial or loss of recognition to the Office of Student Activities.

Withdrawal of University Recognition
Any student organization which voluntarily chooses to not maintain active status may withdraw their recognition from the University. This can be done through contacting the Office of Student Activities.
Student Organization Recognition Process

Annual Renewal for Recognized Student Organizations
All student organizations must update their registration information annually with the Student Government Association within the first two weeks of the fall semester. This period of time shall be considered a temporary/grace period during which the student organization may access all the privileges afforded to student organizations while they complete the annual registration process. Failure to complete the registration process by the end of the above time period will automatically result in a change from Active to Inactive status for the student organization. Inactive student organizations are not entitled to the same privileges granted to those student organizations that are officially recognized.

Student organizations, renew their recognition status each year by submitting updated documentation (i.e. a Student Organization Recognition Form as well as their governing documents) and requesting recognition Student Government Association. A renewal request does not guarantee recognition from Student Government Association.

Materials will be reviewed by the Student Government Association to ensure that goals from last academic year were successfully met and that the funding received by the organization was used to reach those goals. Student organizations may have to update their goals from the previous year or add new goals to be registered again for the next academic year.

A re-recognition presentation may be required if Student Government Association need more information or explanation of materials.

If the proposed organization has successfully completed all of the required, the Student Government Association will send the organization president and advisor a confirmation letter recognizing official Reinhardt University student organization status.

Recognition for New Student Organizations
To start a new recognized student organization, an interested student must complete the following steps:

Step 1: To start a new recognized student organization, an interested student must first set up a new student organization meeting with a staff member of the Office of Student Activities. A student cannot begin to form a new student organization without first setting up and attending this meeting.

After an initial meeting with a staff member of the Office of Student Activities, the interested student(s) will be granted some temporary marketing and advertising privileges to assist with forming a new student organization. These temporary privileges include:
- The ability to reserve a meeting room on the campus of Reinhardt University.
- Students with temporary marketing and advertising privileges who are seeking to start a new student organization may not host events, activities or programs; use the name Reinhardt University; do any fundraising or receive any donations.

Step 2: After the initial meeting with a staff member of the Office of Student Activities, the interested student(s) next need to determine interest for the proposed student organization on campus by meeting informally with other students.
Step 3: Once the interested student(s) have ensure that they have at least ten (10) members interested in participating in the proposed student organization, they must complete and sign a Student Organization Recognition Form.

Step 4: Find a current faculty or staff member willing to advise your student organization. Have your Faculty/Staff Advisor of Record sign the Student Organization Recognition Form. Before gaining recognition, a student organization must have an advisor. The advisor must be a current full-time Reinhardt University faculty or staff member. Please refer to the advisor requirements section in the Handbook for Student Organizations for more details on what is needed for advisors.

Step 5: Draft student organization governing documents (i.e. mission statement, constitution and/or by-laws). Please refer to the Student Organization Governing Documents section of the Handbook for Student Organizations for requirements related to what needs to be included. They can be submitted to the Office of Student Activities. The constitution will then be reviewed for approval by the Office of Student Activities.

Step 6: Once the governing documents are complete, submit the documentation (i.e. Student Organization Recognition Form and governing documents) to the Office of Student Activities. The Director of Student Activities will review all documents. If any changes need to be made to the materials, the students will be notified so that changes can be made and the materials can be re-submitted.

Step 7: When all the above steps/paperwork are completed, they will then be forwarded to the Student Government Association for its consideration. The Student Government Association will schedule a presentation time and location with the officers of the proposed student organization.

Step 8: Present the proposed organization to Student Government Association; explain the mission of the organization, the measurable outcomes of the organization, and how their organization supports the mission of Reinhardt University and the Learning Outcomes.

Step 9: Following the presentation to Student Government Association, the student organization may need to answer additional questions, modify and resubmit governing documents if necessary.

Step 10: If the proposed organization has successfully completed all of the required documentation and their presentation and governing documents contain measurable outcome goals that support Reinhardt University’s mission and vision as well as the Learning Outcome goals, the student organization will be recognized and will gain access to all of the privileges afforded to them by the University. The Student Government Association will send the organization president and advisor a confirmation letter recognizing official Reinhardt University student organization status.

Student Organization Officers and Advisor Workshops

The Student Government Association in conjunction with the Office of Student Activities offers Student Organization Officer and Advisor Workshops throughout the academic year. These workshops will help student organizations become more familiar with University and Student Government Association policies and procedures as well as
train student organization to plan events and understand their finances. The workshops have been designed with student organization officer and advisor success as the focal point. The workshops will help student officers and advisors properly manage their organization and successfully achieve their goals! Training is mandatory for all recognized student organizations to receive funding and to remain active.
Note: To be eligible to receive funding, student organization advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop prior to submitting their funding request.

Student Activities Fair

Each semester, all recognized student organizations are invited to participate in a Student Activities Fair. These fairs attract large crowds of students, offering student organizations great opportunities for recruiting new members and increasing their visibility on campus. Typically, Student Activities Fairs are held twice a year; once in September and again in January. Participation in the Fairs is free for recognized student organizations. Information on how to reserve a space for your organization will be forthcoming.

Student Organization Membership Requirements

Membership requirements vary between different types of Recognized Student Organizations. Please read the following for the requirements for your organization:

- All Student Organizations must have at least ten (10) Reinhardt University active student members.
- Active Student Members are defined as any student registered and taking classes at Reinhardt University that attend a majority of activities or meetings of the organization.
- At least 51% of the organization’s membership must be currently enrolled Reinhardt University students. Some student organizations may further define and limit their membership based upon non-discriminatory practices. Examples of further limitations include restrictions permitted under Title IX, limiting membership to Reinhardt University students, or appropriate G.P.A. requirements for honor societies.
- Individuals who are non-Reinhardt University students may join a student organization as non-voting members at the discretion of the individual student organizations. Student organizations may not discriminate against non-student members in a manner prohibited by law.
- Personal beliefs or viewpoint specific beliefs may not be used as criteria for membership or for eligibility to hold an officer position within the student organization, except that officers may limit to students who share the beliefs, values and purposes of the organization.
- Only Reinhardt University students may serve as officers in student organizations.
- To serve as an officer of a student organization, students must have and maintain a cumulative 2.0 Grade Point Average and carry a minimum of twelve credits at Reinhardt University.
- The organization must have a President (or similar role).

Student Organization Governing Documents

All Recognized Student Organizations are required to have some form of governing document. This may come in the form of a constitution, by-laws, a statement of purpose, or other descriptive documents. Organizations wishing to make changes to their constitutions or other governing documents must submit them for review and approval to the Office of Student Activities.

All student organizations must have constitutions or other governing documents that include the
following:
 The full name of the student organization.
 The stated purpose and/or mission of the student organization.
 A non-discrimination clause consistent with that of the University and prohibiting discrimination on the basis of race, ethnicity, sex, gender expression, sexual orientation, religion/spiritual belief, socioeconomic status, age, marital status, and veteran’s status.
 A definition of the student organization’s membership that is consistent with the University’s policies for student organizations.
 An outline of all officer positions and their responsibilities in the student organization.
 A provision for the election and removal of officers in the student organization.
 A provision for the selection and removal of the advisor(s) of the student organization.
 A provision for decision-making/voting processes in the student organization.
 A provision for amending the constitution that is inclusive of the membership of the student organization.

In addition, include in the governing documents at least 5 measurable learning outcome goals that your organization wishes to accomplish over the academic year. These goals will support the mission of Reinhardt University and the University’s Learning Outcomes listed in the University’s Academic Catalog. Proposed student organizations are encouraged to meet with their faculty advisor and a staff member of the Office of Student Activities during the drafting process for assistance with goal setting and overall governing document construction.

Student Organization Websites

Any officially recognized student organization may submit information to be included as part of the Reinhardt University website. The information must conform to established stylistic and informational standards, which govern the website. Each student organization which submits information to be part of the Reinhardt University website must designate one officer to be responsible for forwarding updates to the Office of Student Activities. The Office of Student Activities will review all information and make any changes needed to ensure that the content conforms to Reinhardt University policy.

Student Organization Funding

Sources of Funds
The Student Government Association appropriates funds each fall and spring to registered student organizations in support of their events, projects, programs and organizational support.

Please Note: Reinhardt University and the Student Government Association Constitution require that the Student Government Association make the allocation of monies to student organizations.
**Student Organization Funding Process**

All officially recognized student organizations have the privilege of applying for funding each semester from the Student Government Association. Student organizations may request funding by submitting the necessary paperwork.

Funding from the Student Government Association is not intended to fund all operation and programming needs of student organizations.

The Student Government Association will review and consider all funding requests. All recognized student organizations that request funding from the Student Government Association will receive an initial start-up amount each Fall and Spring semester.

Additional funding can be requested by student organizations through the form of a proposal presented to the Student Government Association. Supplemental funding requests will be reviewed by Student Government Association throughout the year for exceptional situations as determined by the Student Government Association.

When additional funding is sought beyond the initial start-up funds, the student organization, through their respective representative, must submit a Funding Request Form and related documents to the Student Government Association. The following documents must be included with a completed Funding Request Form:

- Narrative describing the proposal and how the funds are to be used. In addition, include in the narrative how the funding proposal supports the mission of University, the University’s Learning Outcomes and purpose of your student organization.
- A detailed expenditure breakdown for how the funds are to be used.

Once the Funding Request Form and related documentation have been received, the student organization must then present their proposal to the Student Government Association for consideration. The Student Government Association will use this material to help determine justifiable and appropriate funding.

The student organization must then present their proposal to the Student Government Association along with a budget which should list programs in priority order and a document listing measurable learning outcome goals. The Student Government Association will use this material to help determine justifiable and appropriate funding.

**NOTE**: To be eligible to receive funding, student organization advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop prior to submitting their funding request.

**Eligibility for Funding**

In order to receive and sustain funding for the academic year, all of the following requirements must be met:

- Each student organization must have a current registration form on file.
- Each student organization must have and maintain at least ten active student members.
- Each student organization must maintain a status of active.
- Each student organization must maintain a faculty/staff advisor.
- Each student organization is required to participate in Fall Festival and Spring Day.
- Submit a list of active members and officers before the withdrawal date each semester.
• Student organizations must serve the student body as a whole and must not have any policies or affiliations which discourage otherwise interested students from joining.
• The student organization’s membership and programs must be open to all Reinhardt University students in accordance with other guiding policies.
• Funding must relate to the mission of the student organization and the student organization and its programs must support the mission of the institution.
• Advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop.

Funding Related Guidelines
The SGA has established the following funding related guidelines:
• Any student organization or club that requests funding must be registered with the University through the Office of Student Activities and the Student Government Association.
• Funds do not carry over from year to year. Funds not used by the end of the academic year will be returned to the SGA account. However, monies that have been raised by student organizations through dues or fundraising efforts and placed in an University Agency account will be carried over from year to year.
• The Student Government Association is not obligated to allocate monies each semester to all organizations. Consideration will be given to organizations that contribute to the quality of student life on campus. All organizations are expected to have several activities each year and contribute to University sponsored activities.
• Student organizations can request for use of their allocated monies through Cash Advances, Credit Card Requests, Purchase Order Requests, Budget Check Requests and Reimbursement Requests.
• Requests for expenditures must be approved by the student organization’s advisor, the SGA Treasurer, and the Office of Student Activities before the forms are submitted to the Business Office (forms are available in the Business Office, Student Affairs Print Room, and through the SGA Treasurer). All original receipts must be retained and returned to the SGA Treasurer for record keeping purposes.
• The SGA Treasurer may make financial inquiries at any time. The SGA Treasurer may request that an organization receiving funds be able to document expenditures.
• If the Student Government Association feels that monies are not being spent for the benefit of Reinhardt University and its students, it may withhold or deny future funding to a student organization.
• The Student Government Association will review all conference fees or travel money requests.
• The Student Government Association expects that all organizations, which receive funds, conduct its activities in a consistent and fair manner, and that all financial decisions be made by the majority of the membership.
• Funding requests will be reviewed by deadline dates set up by the Student Government Association. All requests received after those deadlines will be reviewed at a designated time by the Student Government Association.
• Student Organizations that do not adhere to these Guidelines and eligibility requirements for hearing and appeals processes will be subject to loss of funding.
• Any further expenditure incurred beyond what is allocated by the Student Government Association is to be handled at the expense of the club or organization.
• Money from the Student Government Association will not fund:
  1. Organizations whose account balances fall below zero.
2. Events that have occurred prior to the submission of an allocation request.
3. Any property or supplies that can be obtained from the University at no charge or any items that are deemed unnecessary to the organization, students, and/or University as determined by the Office of Student Activities.
4. Political campaigns or publicly declared candidates.
5. Events that are held to raise funds; be it for the organization, a charity, or any other entity or cause. Student funds are not to be used for the purpose of making a profit; if an event were to charge admission for non-Reinhardt University students, the funds would only be able to go toward paying off the costs for that event.
6. Off campus activities, unless the event fulfills the following requirements:
   a. Officially sponsored/sanctioned by Reinhardt University.
   b. Helps fulfill the purpose of the organization.
   c. Will enrich the Reinhardt University community.
   d. Cannot be feasibly conducted on Reinhardt University property.
7. Money from the Student Activity Fee will not pay debts incurred by an individual or organization. Any organization in debt at the time of a given allocation meeting is ineligible for funding.
8. Funds cannot be used as contributions to organizations or activities which discriminate on the basis of race, color, creed, sex, age, religion, disability or national origin.
9. Funds cannot be used in the hiring of legal services or providing bail bond funds.
10. Funds cannot be used as a financial support for personal non-contractual gain of any student, faculty member, or other person. [However, services may be compensated for rendered services (does not include fees for contractual services)].
11. Funds cannot be used at any event that involves consumption of alcohol or illegal drugs.
12. Funds cannot fund scholarships in that they reward individuals and not the student body as a whole.
13. Funds shall not be used to fund professional staff salaries as there are other funding sources available for salaries.
14. Allocated monies cannot be transferred to an account at a bank.

A student organization requesting funds shall acknowledge that the Student Government Association has the authority to:
1. Require that all allocation forms be correctly completed.
2. Request additional information if needed.
3. Request that an organization resubmit or appeal an allocation request.
4. Approve or deny any allocation request.
5. Accept or refuse any late allocation requests. Late allocation requests are those that are not turned in to the Student Government Association by the posted deadlines.
6. Reserve the authority to review and audit all books and records to determine whether a given organization is using its allocated funds appropriately. In accordance with the policy and procedures of the Student Government Association, should a question of impropriety arise, the Student Government Association may respond with a number of possible actions.
   a. The Student Government Association may hold or freeze all spending of the allocated monies by the student organization. The account will remain frozen until such time as either a more thorough investigation or an
adjustment in the activities of the organization yields a satisfactory resolution of the problem as determined by the Student Government Association. The particular amount of funding that was subject to abuse being revoked, with the incurred cost placed on the student organization, is a potential result following an investigation and/or adjustment.

b. If substantial misuse of funding is discovered, the Student Government Association reserves the right to refuse consideration of the offending organization's allocation requests for such a time that is deemed reasonable. Examples of impropriety include, but are not limited to:
   i. Falsifying numbers or documents presented to the Student Government Association.
   ii. Utilizing approved funds for items other than for what they were approved.
   iii. Dishonestly representing the nature of an event and its activities and hiding what would have rendered it ineligible for funding if the true nature of the event had been known.
   iv. Creating illegitimate student organizations for the purpose of submitting allocation requests to circumvent the funding constraints put in place by the Student Government Association.

c. Student Organizations that have been determined guilty of such offenses will have due process afforded to them to defend their activities and appeal their suspension from the allocations process.

**Reallocation of Unused Funds**

It is SGA policy that on April 15 of each academic year, any and all leftover allocated funds must be returned to the SGA account. This policy is in place in order to make funds available for additional programs or projects. The unused funding return policy is in place to create a sustainable environment between individuals, departments and/or student organizations and the SGA, and is a crucial element of the SGA’s efforts to create the most fair and balanced budgetary practices. By returning all unused funds to the SGA, individuals, departments and/or student organizations are helping to make additional funding available to projects, individuals, departments and/or student organizations, and to make increased funding opportunities available that would otherwise not be accessible.

**Policy Stipulation to be Included with Each Allocation Notification**

In every allocation that the SGA makes, either through the Executive Board, Student Senate or the Student Government Association, there is at least one stipulation attached: All unused funds must be returned/reallocated to the SGA on April 15 of current academic year. This notification should be included in writing by the Treasurer along with the amount allocated by the SGA to all individual, department and/or student organizations who receive funding from the SGA.

**Year-End Spending and Reallocation of Unused Funds Notice**

Year-end spending and Reallocation of Unused Funds information is distributed by the Treasurer by email, posted on the SGA website, and posted on the SGA Eagleweb the first week in April. The deadline for year-end spending is April 15. If an individual, department and/or student organization intends to spend funds allocated by the SGA after April 15 they must notify the Treasurer in writing by April 15 of this intent. It is
the organization’s responsibility to be aware of year-end deadlines.

14. Student Activities Fee Guidelines

Each full-time main campus traditional student pays a Student Activities Fee of $100 per semester. The fee is distributed at the beginning of each semester to the Student Activities Fee Committee and is subsequently allocated by the Student Activities Fee Committee to appropriate bodies (Office of Student Activities and the Student Government Association) at that time.

Funds that are available for distribution by the Student Activities Fee Committee are entirely dependent upon the number of students that attend Reinhardt University in a particular semester, since the source of funds is from Student Activities Fee which every main campus full time student contributes. Consequently, the actual total figure that is available for the Student Activities Fee Committee to allocate varies and fluctuates.

Policies on Billing and Purchasing

All student organization expenses and contracts must be pre-approved by their advisor, the Student Government Association, and the Office of Student Activities prior to any product/service purchase or contract commitment.

Expenditures
All expenditures over $300.00 must be approved in writing prior to purchase. When the approved expenditure is made, the SGA TREASURER ONLY must send the bills/invoices to the Business Office, along with the approval form, for payment. All student organizations must have its advisor, SGA Treasurer, and Director of Student Activities sign and approve all expenditures and purchases before they are submitted by the SGA Treasurer to the Business Office. Buying equipment, ordering equipment, etc., must be approved by the Student Government Association Treasurer, the Office of Student Activities and the Business Office before final arrangements are made on an order. Student organizations may make their purchasing/expenditure request through the use of Check Request Forms, Purchase Order Request Forms, and Reimbursement Request Forms.

Budget Check Requests
If an organization wishes a check prepared in advance for an event (i.e. for a speakers’ honorarium), a Budget Check Request, signed by the organization’s advisor, must be submitted to the Student Government Association Treasurer a minimum of fourteen days in advance of that event. The Budget Check Request must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities. When preparing a check for a speakers’ honorarium, the University must have a contract.

Purchase Order Requests
For purchases or expenditures of $500.00 or more, the student organization must submit a completed Purchase Order Request, signed by the organization’s advisor, to the Student Government Association Treasurer a minimum of fourteen days in advance of that event or before purchasing materials. The Purchase Order Request must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities. Once the Purchase Order has been approved and assigned a Purchase Order Number, the Organization must submit a Budget Check Request form that
indicates that number [see Check Request procedures listed above]. Payment can only be made when the Business Office has the original receipt and has received an approved Budget Check Request form. The Business Office cannot issue a check on a Purchase Order without a Budget Check Request.

**Credit Card Requests**
The use of a University Credit Card(s) can be requested or used by student organizations.

**Reimbursements**
Any organization with monies allocated by the Student Government Association can request to be reimbursed through a Reimbursement Request Form. However, no funds will be given without receipts and an advisor’s signature. The Reimbursement Request must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities. Reimbursement forms must be turned in no later than two weeks after purchase.

**Loans**
The University forbids any temporary or permanent loans to student organizations. The University forbids any loans of student organization funds to any other organization or student.

**Contracts**
All contracts for services or purchases must be signed and approved by the organization’s advisor, the SGA Treasurer, and the Office of Student Activities, before submission to the University’s Vice President for Finance & Administration for final approval.

**Policies on Bank Accounts**

Student organizations are not permitted to have off-campus bank accounts under the University's umbrella (i.e.: using the University's name and/or Federal Tax Identification Number-FEIN).

**Policies on Agency Accounts**

Recognized student organizations may establish Agency Accounts with the University's Business Office wherein they can deposit monies that have been raised through membership dues or fund-raising efforts. Monies deposited in an Agency Account will roll over from year to year.

Funds deposited into Agency Accounts can be accessed through the University's established expense policies (i.e.: through Purchase Order Requests, Budget Check Requests and Reimbursement Requests). Requests for expenditures must be approved by the student organization’s advisor and the Director of Student Activities before the forms are submitted to the Business Office.

**Fundraising Policies**

At Reinhardt University, fundraising is a community endeavor. Students, faculty and staff are encouraged to participate in supporting the University. The Office of Institutional Advancement and External Affairs, through the Development Office, will coordinate the efforts of all. The Fundraising Policies and Procedures document is a
guide that directs fund raising activities to achieve success across the campus.

For the purposes of this policy, the term fundraising refers to Recognized Student Organizations that intend to raise additional funds through the solicitation of donations (funds and/or items), the charging of admission, or the selling of products or services. Fundraising may be for the benefit of student organizations themselves or for charitable groups.

If your student organization chooses to fundraise for a charitable group, the dollars cannot be placed in a student organization account. Any funds raised must go directly to the charity and any checks must be made out to the charity.

In order to maximize success, avoid duplication of effort, and assure adherence to the University’s professional priorities and policies, the Office of Institutional Advancement and External Affairs will serve as the coordinating agent for all Reinhardt University fundraising. Gift solicitation, proposals for gift solicitation, or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of Reinhardt University and its affiliates shall require prior approval from the Office of Institutional Advancement and External Affairs of Reinhardt University.

The Development Office, under the supervision of the Office of Institutional Advancement and External Affairs, is the gatekeeper for all University fundraising.

Monies raised by student organizations through fundraising efforts represent gifts as opposed to membership dues or fees for services. These funds must be deposited with the Development Office for recording and processing as gifts to the University after which the funds will be placed in the student organization's Agency Account.

Please be aware that student organizations must adhere to the guidelines found in the University's Fundraising Policies and submit a Fundraising Project Request Form to the Development Office prior to beginning any fundraising efforts.

Funds raised by recognized student organizations may be expended in any manner that is consistent with the purposes of those organizations. Monies are subject to local, state, and federal laws. Student organizations may sell materials related to the purpose of those organizations and may collect dues, initiation fees, and donations approved by the Office of Student Activities.

Student organizations are subject to the following restrictions using funds:
- All fundraising activities MUST be approved by the Office of Student Activities, reviewed by the Development Office, and the University Administration prior to beginning the activity or process.
- No organization shall have the right to disturb or infringe upon the privacy of the residents of the University residence halls, study lounges, dining halls, etc. (except with prior approval). Disturbing or interrupting the conduct of classes for the purpose of raising funds is considered inappropriate.
- The Advisor of each organization must approve all Fundraising events. In addition, all items to be sold for Fundraising purposes must be approved, prior to their being ordered, by the Director of Student Activities. Generally, fundraisers scheduled to occur during Orientation or Commencement will not be approved.
- All Fundraising efforts must be approved at least two weeks in advance of initiating efforts.
Fundraising Efforts
All funds raised on campus must be deposited in the Student Organization Agency Account. Fundraisers may not be conducted for private gain of individuals or for-profit businesses. Be sure to consult with the Development Office staff early in the fundraising planning process to ensure compliance with applicable rules and regulations. Fundraisers and solicitation of funds may be conducted outside university buildings by registered student organizations. Student organizations may receive donations from non-university entities; however, non-university organizations may not co-sponsor activities on campus.

Tax-Exempt Status
The ability of Reinhardt University to seek and receive philanthropic gifts and grants is dependent upon the continuing recognition of its tax-exempt status by the IRS. The University must protect this status by abiding by all relevant laws and regulations, including using its tax-exempt status solely for its own benefit and by not sharing it with other organizations.

A ruling by the Internal Revenue Service, dated January 6, 1999, states that Reinhardt University is exempt under section 501(c)(3) of the Code as an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii). This ruling is important for Reinhardt University because it establishes.

a. The exemption of the University from federal income tax and federal unemployment tax
b. The deductibility, for general income, gift, and estate tax purposes, of contributions by donors to the University.

Requests to Conduct Fundraising Activity
The primary responsibility for leading Reinhardt University in its fundraising efforts belongs to the President of the University with specific tasks delegated to the Vice President for Institutional Advancement and External Affairs (IAEA). Any faculty, department, school, student organization, employee or student of the University shall secure the approval of the President or, by designation, the Vice President for IAEA prior to engaging in any form of solicitation in the name of Reinhardt University or otherwise. Further, the Development Office must be consulted prior to the solicitation of individuals, corporations, foundations, government agencies or constituent groups to ensure the effective coordination of the University’s effort in fundraising.

Prior to any solicitation of gifts or contributions, a Fundraising Project Request Form must be submitted and approved by the Vice President for IAEA.

Fundraising Procedures
The following steps will be completed for submission of the Fundraising Project Request Form:

1. The Fundraising Project Request Form will be submitted to the Director of Development via inner-office mail or in person prior to the onset of any fundraising activities.
2. Upon review and approval of the Fundraising Project Request Form by the Vice President for IAEA, the form will be returned to the applicant to begin the fundraising process.
3. For all proposals, direct-mail, or target market solicitations (see below for definitions), the applicant will submit all materials (including but not limited to applications, grant proposals, cover letters, recommendation letters, solicitation letters, pledge cards, flyers, and brochures) to the Development Office for review prior to submission to the prospective donor(s). The Development Office will
ensure that all included budgetary and financial information is correct and in line with Reinhardt University policy by seeking the approval of the Vice President for Finance and Administration.

4. Upon approval, all materials will be returned to the applicant and he/she may submit their request(s) for funding to the prospective donor(s). A copy of all materials submitted will be kept on file in the Development Office and entered into an electronic database.

5. All funds are submitted to the Development Office as soon as collected. The gifts will be posted to the account that made the original appeal for its intended purpose. If gifts are initially received by the Development Office the original applicant will be notified of its receipt.

**Definitions of Fundraising Activities**

The Development Office includes the following in its scope of fundraising initiatives under its supervision, as defined by the Association of Fundraising Professionals:

1. Proposal: a written request or application for a gift, grant, or service.
2. Direct-mail fundraising: the solicitation of funds by mass mail, whether electronic or paper.
3. Target market solicitation: a group of potential donors or other constituents that have certain characteristics in common, toward which a concerted effort is to be directed.

Examples of activities to be coordinated through the Office of Institutional Advancement and External Affairs include, but are not limited to, the following:

a. Any program or event designed to solicit or acknowledge/recognize financial support and donors, including banquets, special events, Phonathons (telephone fundraising), golf classic events, etc.

b. Requests to private or public sources, such as foundations or government agencies, for the funding of new or existing academic programs or in support of individual faculty members, scholarships, students, staff, or projects.

c. All other programs or activities to solicit gifts.

**University and Non-University Fundraising Initiatives**

The University is aware that students and employees often engage in fundraising activities for which the University is not the intended beneficiary. These activities may range from campus based efforts to raise funds for groups such as the United Way or Habitat for Humanity or employee/student participation in their local churches or clubs.

As stated above, when the activities are intended to benefit Reinhardt University, they must be reviewed in advance by the Director of Development by submitting the **Fundraising Project Request Form**. When an activity is not intended to benefit Reinhardt University, administrative approval is still required from the Vice President for IAEA.

**Prohibited Activities**

Even when a fundraising activity is not one that benefits the University directly or is sanctioned by the University, members of the University community are prohibited from engaging in the following activities:

- Using home addresses from the University telephone directory to compile calling or mailing lists
- Using the Reinhardt University Alumni Directory to compile calling or mailing lists
- Using one’s status as a Reinhardt University employee or student to secure a gift commitment
- Using blast e-mails on the campus intranet system to solicit gifts
**Raffles**
Raffles are strictly prohibited for both on and off campus activities conducted by student organizations in any manner. A Raffle is any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize. Such term shall also include door prizes which are awarded to persons attending meetings or activities provided that the cost of admission to such meetings or activities does not exceed the usual cost of similar activities where such prizes are not awarded. (§ 16-12-22.1)

**Reports of Private Philanthropy**
The Development Office will be responsible for compiling official donor records on all gifts. Therefore, all subsections or parts of the University shall report all gifts to the Development Office, including bequests, deferred gifts, gifts-in-kind, gifts of land, stock gifts, and insurance policies, as well as checks and cash.

These reports should be made in a timely fashion in accordance with these Policies and Procedures.

(see Fundraising Procedures)

**Public Statements on Gifts to the University**
The Office of Institutional Advancement and External Affairs, in conjunction with the Development Office, will determine appropriate means of public recognition (i.e. press releases, Reinhardt Magazine, Honor Roll of Donors, donor stewardship) for gifts to the University. Each applicant for fundraising may separately recognize their donors if they so desire, but must submit this information, along with the Fundraising Project Request Form, to the Vice President for IAEA.

15. **Vehicle Usage and Travel**

Reinhardt University has established specific policies and procedures regarding vehicle usage and travel. Below you will find four specific items within these policies that pertain to student organizations. Please take time to read these complete policies which can be found the student organization Webpages.

Item # 1: If organizations have a need to rent vehicles on a short-term basis (i.e. through Enterprise Car Rental) in conjunction with a University-sponsored event or trip, the Finance and Administration Office should be contacted prior to arranging for the rental. No student will be allowed to operate a vehicle designed for seven or more passengers.

Item # 2: All University-sponsored events (which include all student organization related trips) must have drivers that are authorized and approved by the Finance and Administration Office. The insurability of all drivers must be determined prior to the departure of the trip and prior to renting any vehicle. The insurability and approval process is determined through a Motor Vehicle Record (MVR) check and through the successful completion of an on-line University-sponsored Defensive Driving Course. Please note that all drivers must be 21 years of age or older. Also note that this policy applies to both rented vehicles and personal vehicles that are used in carpooling.

Item # 3: Regarding the use of privately owned vehicles, the vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage. There is no comprehensive collision, or other physical damage coverage provided for the employee’s vehicle.
Additionally, for students or non-employees using privately owned vehicles must complete the wavier for students or non-employees using non-institution provided transportation to attend off-campus events before departing.
16. Insurance Coverage for Vehicle

**University-Owned or Long-Term Leased Vehicles**
To ensure insurance coverage, it is imperative that departments contact the Finance and Administration Office (FAO) whenever a vehicle is purchased or leased on a long-term basis with the following information: year, make, and model of the vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent. The department should also notify FAO whenever a vehicle is transferred to another department, sold, or returned to the leasing agent.

**Short-term Rentals**
If departments or organizations have a need to rent vehicles on a short-term basis, the Finance and Administration Office (x5515) should be contacted prior to arranging for the rental. The rental must be in conjunction with a University-sponsored event. Driver insurability must be determined prior to renting the vehicle through a Motor Vehicle Record (MVR) check (see Motor Vehicle Record (MVR) Checks below). Please contact FAO x5515 for details. Allow at least three days for processing. All drivers are required to complete a University-sponsored Defensive Driving Course.

**Other Rentals**
An employee renting a vehicle for business travel not arranged through the FAO, i.e., at an airport, should rent the vehicle in his/her name as well as REINHARDT UNIVERSITY, i.e., Name/REINHARDT UNIVERSITY. The University's insurance coverage is primary and the employee's coverage is secondary. Rental insurance need not be purchased.

**Personal Vehicles Used for University Business**
The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage. There is no comprehensive collision, or other physical damage coverage provided for the employee’s vehicle.

**International Vehicle Use**
If departments or organizations have a need to rent vehicles for approved University functions or business on a short-term basis from a rental agency in a foreign country, the vehicle should be rented in the name of the University. If a driver's name is required on the rental form, it should be entered as "REINHARDT UNIVERSITY/ (driver's name)." Because there are differences in insurance requirements in foreign countries, the insurance provided by the rental agency should be purchased.

**Driver Requirements**

**Employees**
Employees may be authorized to operate University-owned, leased, and/or rental vehicles on a regular basis as part of their job requirements under the following conditions: they are at least 21 years of age, have a valid Georgia driver's license for the class of vehicle they will be operating (MVR check), have reasonable experience driving the type of vehicle used, and complete a University sponsored defensive driving course.
Defensive Driving Course

After an MVR check is completed and the employee has met the guidelines, the employee is required to complete the University-sponsored Defensive Driving Course. The employee must contact FAO at x 5515 to set up the training.
Students (whether volunteers or paid) and others (volunteers and non-employees) are eligible to operate a University-owned, leased and/or rented vehicle only under very specific circumstances. The need for students and/or volunteers to operate such vehicles must be approved in advance by both the FAO and the Vice President or equivalent administrative department head over the unit requesting such approval, and all of the conditions specified under Employees above must be met by the driver in question. Normally such approvals will be granted for on-campus driving only. This restriction applies to all types of college vehicles including golf carts. Student and volunteer drivers approved under this provision will be required to read and sign a waiver confirming their understanding of the insurance coverage if the use of private vehicles is involved.

**Motor Vehicle Record (MVR) Checks**

In January of each year, departments are required to submit a list of those individuals who will be driving University vehicles on a regular basis with license information to FAO. The MVR check must be completed prior to allowing the employee to drive the vehicle. Throughout the year, to add employees to their approved driver list, departments should contact FAO. MVR checks are performed yearly for all employees who are authorized to operate University-owned, leased, and/or rental vehicles on a regular basis.

**Insurability**

All drivers must meet the insurability standards mutually set between the University and its insurance provider. FAO determines driver insurability by reviewing the person's driving record. If an employee is required to drive a University vehicle as part of their job duties and is determined to be uninsurable, the employee may be subject to disciplinary action leading up to and including termination. Violations that affect insurability are:

- Driving under the influence of alcohol or drugs
- Vehicular homicide/involuntary manslaughter
- Operating a vehicle during a period of suspension or revocation
- Using a vehicle in the commission of a felony
- Flee/elude police officer
- Drag racing
- Hit skip/leave scene
- Driving without owner consent
- Accumulating more than four points in a 24-month period

**Conferences and Trips**

The Office of Student Activities encourages our student leaders to participate in outside professional conferences and to plan and undertake appropriate field trips. Participation in such events exposes our students to new and innovative ideas and allows the University to interact with other institutions in a professional manner. The following regulations and guidelines pertain to such travel.

Student organization money may be used, if available, to finance such endeavors but these expenses should be included in the budget request (which is submitted to the SGA each semester). Such money may be used to cover the following expenses:

- Travel costs ($0.56 per mile and no reimbursement for gasoline)
- Conference fees
- Hotel expenses
Meals
• For travel requiring an employee to be away from home over night, reimbursement is allowed for meal expenses, including tip. The maximum reimbursement amount for the meals should not exceed $45 per day including tip (20% gratuity is the maximum.) Only meals purchased while actually traveling may be submitted (i.e., You leave at 3:00 pm for a conference starting the next day. Only the evening meal can be turned in as a meal expense for that day.) Meals on partial days of travel have the following limits: Breakfast $10 Lunch $15 Supper $20 This is not a per diem allowance. If actual expenses are less than the prescribed maximum, reimbursement will be limited to the actual expenses incurred and supported by valid receipts. Some cities are more expensive and the maximum may be increased on a case by case basis by a Vice President or the President. For travel not requiring an employee to be away from home overnight, a meal or meals may be reimbursed with the specific approval of the appropriate Vice President or the President, if the work assignment requires the employee to be away from home or the normal work site for more than eight hours. If meals cover more than one person, please list the people eating.

Organization money may not be used for the following types of expenses:
  o Alcoholic beverages
  o Telephone calls
  o Hotel room movies
  o Personal items, etc.

Also, please keep in mind that you should plan for these trips well in advance since the Business Office needs at least two weeks to prepare any checks that need to be sent.

If a rented vehicle is to be used, a staff/faculty member must drive the vehicle for the duration of the trip. If a personal vehicle is used for the approved trip, the University may reimburse the driver at a rate of $0.56 per mile.

Student leaders should remember that they represent both the University and their respective organization when they attend such events. Therefore, behavior, decorum, and dress should be exemplary.

Any outside-the-University travel is liable (students should sign release forms) with potential group/personal liability. It is wise to consult the Business Manager, regarding this important issue, well in advance of the trip.

Naturally, the Director of Student Activities is willing to assist any organization in planning and conducting travel or to answer any questions pertaining to this topic.

Sponsored Activities

Student Organization Event Planning Process
Registered student organizations interested in planning events on campus must complete a Project/Program Proposal Form and submit it to the Director of Student Activities at least 2 weeks in advance of the event. Programs must have specific and measurable goals that support the mission of the organization as well as the learning outcome goals. These goals and other event details will be used in the event approval process and also in the funding process if the organization is requesting additional funds for the event. In addition, student organizations are expected to complete a risk assessment matrix score.

Once the event is approved by the Director of Student Activities, students must reserve
space and ensure all logistical needs of their event are met. Following the event, student organizations should complete a Program/Project Assessment Form, submit one copy to the Director of Student Activities and keep one copy for themselves. This form will be used during future funding requests and during the re-registration process with the Student Government Association.

Throughout the academic year, student clubs and organizations will sponsor rallies, booths, speakers, field days, and other activities. Reinhardt University has a responsibility to ensure that these events are conducted in an orderly fashion and that these events/activities are in the best interest of the University. It is important that major activities (any event/activity other than regularly scheduled meetings) be approved by the Office of Student Activities, and that the sponsoring club or organization work with the appropriate University agencies to ensure that the best forms of communication and planning are employed.

Any official activity involving a planned gathering of students, on or off campus, for social or educational purposes, shall be defined as a University related activity. This is to include activities on all Reinhardt University properties and on properties governed by Reinhardt University policies. Additionally, the Reinhardt University Code of Conduct applies to, and shall be enforced during, all University related activities. Students found in violation of the Code of Conduct while participating in a University related activity shall be subject to disciplinary action.

ALL ORGANIZATIONS MUST NOTIFY THE OFFICE OF STUDENT ACTIVITIES AS TO WHEN AND WHERE THE EVENTS WILL OCCUR.

The Office of Student Activities will keep a schedule of these events. This includes Fundraising and programming.

**Facility Use Policy**

The Office of Student Affairs is responsible for reserving all buildings and grounds on the Reinhardt University campus. Any student club or organization may reserve any University facility by:

- Completing a Facilities Use Request Form.
- Filing the aforementioned form with the Office of Activities two weeks prior to the specific event.
- Promptly responding to all communication from the Office of Student Affairs concerning the request.

**17. Advertising Guidelines**

Any form of advertisement must be approved by the Office of Student Activities prior to its distribution on campus. Advertising which has not been approved will be removed and the individual(s) or club(s)/organization(s) may be sanctioned. To help reduce the use of paper on campus, *The EagleEye*, the University website, University Social Media, and Reinhardt University email are great sources for advertisement for events and meetings. Please note the following:

The steps in receiving approval for signs or posters are as follows:
- Construct a poster, flier, sign, or other advertisement.
- Present one or more of the above to the Office of Student Activities for approval.
- Place the poster, flier, sign, or other advertisement in approved areas only (See Step # 2).
• Clear all posting privileges with the Academic Dean’s Office after initial approval by the Office of Student Activities.

Rules on displaying posters are as follows:
• No obscene material or references to alcohol or other illegal substances will be allowed on signage.
• All posters, signs, fliers or other forms of advertisement may be posted up to ten days prior to an event.
• Outdated posters, signs, fliers or other forms of advertisement must be removed by the advertising club/organization 48 hours after the advertised event. Any organization not adhering to this guideline may be sanctioned.

Unauthorized materials will not only be removed and destroyed, but also the organization will be fined for posting the unapproved materials. The fine will be $1.00 per flyer, which will be taken from the organization’s account and deposited back into the SGA account. The SGA Executive Board may choose to use the usurped funds in any way they choose.

18. Student Organization Advisor

The Office of Student Activities views the position of advisor to a student club/organization as integral to that group’s success. This is an exceptional opportunity to work with the University students in a non-classroom environment and should be viewed in a serious manner. The Office of Student Activities will make every effort to support, encourage, and work with advisors as opportunities arise. In order to obtain and retain recognition as a student club/organization, each student club/organization must have an active advisor.

An advisor is an educator in a non-traditional classroom. The advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization.


1 All posters, fliers, signs, or advertisements of any kind must be stamped by the Office of Student Activities.
Selection of an Advisor
Only faculty or staff members of the University may serve as a club/organization advisor. Selection of an advisor is by mutual consent of the club/organization members and the potential advisor. When an advisor is asked to become involved, he/she should be informed as to how long he/she is expected to remain the advisor. It is best that the advisor be asked to serve one year at a time so that possible changes of this position may be addressed yearly.

The Role of the Advisor
By sharing both knowledge about the University and personal experiences, the advisor can assist the organization in its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things she or he will do and the things she or he will not do. The expectations will vary according to the needs of the organization and the advisor.

An advisor should:
- Recognize and support participation in student organizations for its contribution to the educational and personal development of students;
- work with student organizations but not dictate the group’s programs or activities;
- be direct in offering suggestions, considerations or ideas, and discussing possible consequences;
- be well informed about the plans and activities of the organization;
- attend some meetings and consult frequently with the organization’s officers;
- know the goals and directions of the organization;
- help the organization evaluate its progress;
- be aware of the constitution and bylaws of the organization and help with interpretation, if applicable;
- provide a source of continuity within the organization and be familiar with the organization’s history;
- be familiar with university policies and procedures and help the organization comply with them;
- be aware of the general financial condition of the organization and encourage good record-keeping;
- help train and develop the leadership skills of new officers;
- be prepared to deal with major problems or emergencies within the organization; and
- Monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities.

Purpose of an Advisor
The advisor of a student club/organization should guide the organization in its activities and in its relationship to the University. The advisor should be knowledgeable of University policies and procedures, including the policies and procedures of the Office of Student Activities and the Student Government Association.
The advisor does not set the policy of the group but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any club/organization are ordinarily active only as long as they are students, the advisor can provide some consistency and continuity for the group.

**Responsibilities of an Advisor**

The responsibilities of the advisor are:

- To counsel and advise the club or organization and its officers in the planning of meetings and programs and in group management. The adviser need not attend all of the club/organization meetings and activities, but frequent visits would be appropriate.
- To serve as a resource, so that the club/organization follows University policies and procedures for operations and expenditures.
- To receive and carefully review monthly financial reports from the Student Government Association Treasurer. After review, these reports should be passed to the club/organization treasurer.
- The advisor should be knowledgeable of the club or organization’s purpose and charter and help the general membership adhere to them.
- To attend club or organization meetings.
- To attend club or organization advisor meetings.

**The Organization’s Responsibilities to the Advisor**

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization’s responsibility to inform the advisor about the activities of the organization.

An organization should:

- notify the advisor of all meetings and events;
- consult the advisor in the planning of all activities;
- consult her or him before any changes in the structure or policies of the organization and before major projects are undertaken;
- understand that although the advisor has no vote that she or he should have speaking privileges;
- remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor;
- communicate with the advisor about any problems or concerns;
- acknowledge that the advisor’s time and energy are donated and express appreciation;
- be clear and open about your expectations for the advisor’s role; and
- evaluate the advisor and give appropriate feedback at the end of each semester.

**Suggestions for Effective Advising**

The maturity and/or skill level of the organization and its members should dictate your style of advising. If members have basic skill levels, you may need to be more actively involved with the organization. As the leaders’ skill level matures, you can then decrease the amount of direction you need to provide the organization. Below are some suggestions for effective advising.

- Express sincere enthusiasm and interest in the group and its activities.
- Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
- Provide feedback to the group and the leaders regarding their performance.
- Be familiar with the Institutional Rules on Student Services and Activities and this manual so that you can be a knowledgeable resource for the group.
- Participate with the organization and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
- Following organization meetings, discuss any problems encountered during the meeting with the officers.
- Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist and facilitate.

**Evaluation of an Advisor**

A critical concern for the Office of Student Activities is that our students have high-quality experiences while participating in student organizations at Reinhardt University. In an effort to ensure that our students have such high-quality experiences, it is important that we evaluate the performance of advisors to clubs and organizations. The evaluation of the adviser is an ongoing process; therefore, we are introducing four tools that can be used to address the topic of evaluation without becoming burdensome.

Forms such as Advisor’s Self-Evaluation Checklist, Advisor’s Evaluation Checklist, Discussion Questions for Evaluating the Advisors and Yardstick for Organizational Success are available in the Office of Student Activities for you to utilize at your discretion as you assess your advising and the health of your club/organization. Although these forms will not transform you into an expert advisor, we trust that the ideas they present will help you make informed judgments about the quality of support you are providing to the organization you advise and the overall health of your organization.

The aforementioned evaluation tools were obtained from a book that the Office of Student Activities highly endorses for all student organization advisers: Advising Student Groups and Organization written by Norbert W. Dunkel and John H. Schuh. A copy of this book can be found in the Office of Student Activities. The purpose of each of these tools is to give you feedback regarding activities and traits that are central to your relationship with the organization and the overall health of the organization.

Please do not hesitate to contact the Office of Student Activities if you have any questions or concerns regarding the evaluation process. Also, please feel free to utilize any of the Office of Student Activities resources. The Office of Student Activities provides training for students and advisers, resources for program development, personnel to handle institutional contract management for performers and attractions, oversight for maintaining institutional standards, and staff with experience to assist student organizations and advisers with their group development.

**19. Risk Management**

**Philosophy**

The Office of Student Activities believes that our role is to balance student freedom and responsibility so that students can learn from their experiences in a safe environment. We encourage student organizations to work with the Office of Student Activities and organization advisors to plan safe and successful activities. Staff in the Office of Student Activities and are committed to working with student organizations to assist them in managing the risks that can occur in the course of student activities; including but not
limited to risk of injury, financial risk and risk of violation of institutional rules and regulations. Services offered for student organizations include consultations with organization representatives and advisors on issues concerning: travel, event planning and organizational development. Office of Student Activities staff can also connect students with other risk management and event planning resources on campus.
Institutional Policy

All student organizations of Reinhardt University are subject to the rules and regulations contained in the Student Handbook, the Handbook for Student Organizations, and the Reinhardt University Code of Conduct. Student clubs/organizations that violate policies of Reinhardt University are subject to discipline by the Office of Student Affairs and/or the Student Government Association. The Office of Student Affairs and the Student Government Association retain the right to recommend that an organization’s official recognition be withdrawn if serious or continual violation of University policy occurs.

Student Organization Travel

Student organizations travel for many purposes: retreats, conferences, competitions and for fun. Traveling can help an organization accomplish its goals and can serve an extremely valuable purpose. However, it is important to remember that travel is a high-risk activity. With proper risk management, your organization can reduce its travel-related risks.

The Reinhardt University Travel Policy is designed to ensure that student organizations adequately consider and plan for the safety issues associated with an event or activity involving travel. Registered and sponsored student organizations are required to comply with the university travel policy and must submit the Student Club & Organization Travel Agenda and Rooster form to the Office of Student Activities 14 days prior to the trip.

General Safety Tips for Car Travel

- Follow all federal and state transportation rules and regulations, including posted speed limits.
- Use seat belts and other required safety restraint devices at all times when operating the vehicle.
- Never possess, consume or transport alcoholic beverages or illegal substances.
- All drivers must have valid driver’s licenses and proof of insurance.
- Drivers should not drive more than 10 hours in any 24-hour period.
- Drivers should take a break at least every 4 hours.
- Check the condition and safety of all vehicles (even if using a rental vehicle) before starting your trip.
- All vehicles should have driving directions, emergency telephone numbers and the destination address.

Fire Prevention and Awareness

A fire can occur anywhere, causing a catastrophic event and irreparable loss of human lives. Because of the potential danger, student organization members need to understand and be knowledgeable of some basic precautions that need to be taken to reduce the risk of fire. A fire can occur anywhere, including venues used by student organizations to host events (off-campus clubs, apartments or houses).

When selecting a venue for a social function, there are several things to consider:
- Does the location have sprinklers?
- What is the occupancy limit? Do not exceed this limit.
- Are your decorations flammable? If so, have them fire-proofed or do not use them.
- Are the smoke detectors blocked or covered? Ensure that smoke detectors are in good working order and are not covered in any way.
- Do you know where to exit in the event of a fire? Remember, the best way out in an emergency may not be the way you entered.
- There are some student organizations which own or rent property for the purpose of housing members. These organizations need to comply with an annual fire safety inspection.
- Failure to comply with this can result in the cancellation of their registration as a student organization.

**Alcoholic Beverages**
Alcoholic beverages are not permitted in university facilities, athletic facilities or public areas of the campus or at University related/sponsored events and activities.

**University Policy on Firearms and Facsimile Weapons**
Reinhardt University prohibits the possession or use of firearms, facsimile weapons/bombs, armor-piercing ammunition and knives on university property, including academic, administrative, special use, recreational and housing facilities, as well as all grounds and parking lots. This policy applies to students, faculty, staff and campus visitors. The only exceptions to this policy are for commissioned police officers.

**Date and Slave Auctions**
Equality, openness and sensitivity are strongly held values at Reinhardt University. The Office of Student Activities encourages student organizations to consider these values when planning events and activities.

Organizations sometimes hold Date or Slave auction events as a way to raise money. The Office of Student Activities understands that groups who hold these events, or have held them in the past, usually do so with good intentions. We would like to challenge student organizations to think more deeply about these events, the potential unintended effects of these events, and to consider holding alternative events that could accomplish the same objectives.

Date or Slave auctions involves bidding on a human being for their services or the ability to spend time with a certain person. This process devalues a human being to the level of merchandise and implies a comparison of the relative value of each person being auctioned. This process resembles actual slave auctions, which are a real and tragic part of this country’s history. The university would like organizations to consider the safety concerns that arise as a result of Date auctions. When a person wins the ability to spend time with another person, there is no way of discerning their true motives.

Safety concerns exist if you allow a member of your organization to be compelled to spend time alone with someone that she/he may not know. For all of these reasons, and because of the many imaginative and feasible alternatives to these activities, the Office of Student Activities believe that date and slave auctions should be avoided by student organizations at Reinhardt University.

**Crisis Response**
While student organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur.

Intentional development of a crisis response plan prior to an event or activity will
empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization’s needs. As a student leader, it is important to understand that crisis can happen to you and your organization. If this happens, know that you are not alone.

Outreach to the staff in the Office of Students Activities to assist you. It is important to be aware of your own feelings, perceptions and issues so that you can monitor your ability to cope with the difficult situation.

General crisis response plan
- Develop a crisis response strategy for your organization prior to your event or program.
- Create a step-by-step process for what to do in case of a crisis.
- Designate organizational officers and a crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update it as needed.
- If medical attention is needed, attend to those needs before doing anything else.
- Contact 911 for off campus events and/or contact 702-720-5911 for emergency and non-emergency calls on-campus or get appropriate help.
- There is a network of outdoor emergency telephones on and around campus. These telephones are mounted in yellow call boxes, have a blue light on top and are clearly marked EMERGENCY. Pushing the call button activates a direct phone line with the University Office of Public Safety that will automatically pinpoint the caller’s location.
- Consult the medical release form (if available) for any special needs of victims.

Contact the appropriate authorities
- Notify the University Office of Public Safety. (770) 729-5911
- Notify your advisor if she or he was not part of the activity.
- Notify all organization members in a meeting.

Notify the Office of the Vice President for Student Affairs and Dean of Students in the event of a serious injury or death. In the event of a student death, do not contact family. This is best done by the appropriate authorities.

Statements about the incident
- Appoint an organizational spokesperson and create an organization statement for media inquiries. You do not have to provide the media with a statement.
- Following the accident, empathize with victims/families but avoid saying anything other than we sympathize for those affected by this. The situation is under investigation and more information will be shared when it is available.
- When more information does become available to you, your organization spokesperson should decide what information will be released.
- Consult with your university advisor and/or national representative to discuss what to communicate in a post-incident press conference or statement.

Post-Incident
- Cooperate fully with those evaluating the incident.
- Gather as a group together as soon as possible. Lack of pertinent and accurate information can contribute to the critical nature of the situation.
- If necessary, Counseling Services staff is available to provide outreach support to
individuals and the organization. The Office of Student Activities can help facilitate requests for counseling.

- Covering up or ignoring information is never the recommended manner for handling a post-incident situation.
- Learn from the event.
- You are not alone. The staff of Office of Student Activities is always available to help you through difficult situations by providing support and referrals.

**Electronic Security Essentials**

While the technologies on which we rely make our lives easier, they can also lead to trouble if they are not used with some care.

Consider the following:

- What might a future employer’s Internet search uncover about you or your organization? Will a Facebook or other Social media profiles reveal anything about you or your organization that you would rather an employer not see?
- Does your organization have sensitive information on paper or in computer files from previous members (such as social security numbers on old tests)?

A lot of information is stored or accessible using digital devices. It is very important to treat your and your members’ personal information with extreme care. If you are ever in a position which makes you aware of other people’s private information, the law requires you to do everything you can to protect that information.

**Student Organization Conduct Process**

When a student organization is charged with a violation of the Code of Student Conduct, the Vice President for Student Affairs and Dean of Students (or designee) will determine how the organization or specific members should be disciplined. The Vice President for Student Affairs and Dean of Students (or designee) will conduct an administrative hearing in accordance with the Student Handbook and the Policy Handbook for Student Organizations. Student organizations in violation of the University policy are subject to a maximum sanction of termination of recognition from the University, or any lesser sanction, including but not limited to, restriction or suspension of the privilege to sponsor programs or events, loss of funds allocated by the University, restitution for damages, loss of facilities use, fines, or a written disciplinary warning.

Student organizations have the right to appeal any disciplinary sanctions as outlined in the Student Handbook and Policy Handbook for Student Organizations.

The following describes the Conduct Process for University Recognized Student Organizations:

Any student, University faculty, staff, student organization or member of the Reinhardt University community member may file charges against any student organization for alleged violations of the Student Code of Conduct. In addition, the University may initiate charges against a student when there is no other individual to act as Complainant. Charges will be prepared in writing and directed to the Office of Student Activities for processing. Any allegation should be submitted as soon as possible after the event takes place.

The Student Code of Conduct applies to all student organizations as well as to individual students. If an organization violates the Student Code of Conduct, the individual
students involved also assume responsibility for the organization’s actions, recognizing that organizations cannot exist or act without the cooperation of individual members.

The filing of charges of Reinhardt University against a recognized organization does not preclude the filing of charges at Reinhardt University against an individual student nor the filing of civil and/or criminal charges against the organization and/or individual.

Reinhardt University defines a violation of Group Offenses as the following:

“A violation may include, but is not limited to, actions by organizations, societies, clubs, and similarly organized groups that result in violations of University policies. Sanctions for groups may result in permanent or temporary suspension, loss of recognition or charter, social probation, or other actions deemed appropriate by the University. An individual involved in a group offense and/or sanction can also be subject to individual charges and sanctions.”

Student organization members should review the Student Code of Conduct for a full description of Conduct policies, how complaints can be filed, different kinds of complaints, and how the Conduct processes and procedures work.

**Jurisdiction and Procedures**

Charges of violations of this policy by a recognized organization or individual student should be filed in the Office of Student Activities. The procedures for violations are in the Student Handbook.

**Violations and Sanctions**

Violations of this policy by a recognized organization may result in the minimum sanction of a one (1) semester probation, with a maximum sanction of withdrawal of University Recognition from the organization for a period of twelve (12) consecutive regular academic semesters.

Violations of Reinhardt University policy by a Reinhardt University student or student organization will result in sanctions consistent with the Judicial System, in accordance with policy defined in the Student Handbook or penalties authorized by Georgia Law.

For violations of University policy by a recognized organization, sanctions shall be defined as follows:

- **Probation**: A specified length of time in which repeated violation of this policy or violation of other specified policies result in increased sanctions against the organization; the imposing of a probation necessarily implies no additional sanctions.
- **Mandatory Activity**: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
- **Financial Restriction**: The repayment of the mandatory value of damages, losses, or injuries, within a specified period of time as a result of a violation of this policy.
- **Social Limitation or Suspension**: A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the following: inter or intra organizational social activities, formals, all University events or activities, or any other event of a social nature.
- **Intramural Suspension**: A specific length of time in which the organization may not participate in individual or team sports.
- **Suspension of Recognition Benefits**: A specific length of time in which the organization...
organization maintains University recognition but is denied one or more benefits of recognition which may include but is not necessarily limited to the following: Student Government Funding, use of University facilities, or office space or property.

- Withdrawal of University Recognition: A specified or unspecified length of time or series of conditions in which University recognition is withdrawn and cannot be regained by the organization. The organization and any resemblance of its membership ceases to function at the University, is denied all benefits of University recognition and no longer falls under the jurisdiction of the University organization membership, to regain University recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

Mitigating or aggravating circumstances may be considered in order to fashion an appropriate sanction.

20. Non-discrimination and Harassment Policies

Detailed information about the university’s nondiscrimination policy can be found in the Student Handbook.

**Nondiscrimination Policy**
In accordance with federal and state law, Reinhardt University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, age, disability, citizenship and veteran status. Pursuant to university policy, this policy also prohibits discrimination on the basis of sexual orientation.

**Definitions of Discrimination and Harassment**
Discrimination is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression.

Harassment as a form of discrimination is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, national origin, age, disability, citizenship, veteran status or sexual orientation when such conduct is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual’s or group’s academic or work performance; or of creating a hostile academic or work environment. The harassment does not exhaust the category of speech that is unnecessary and inappropriate to vigorous debate in a diverse community of educated people. An essential part of higher education is to learn to separate substantive argument from personal offense, and to express even the deepest disagreements within standards of civility that reflect mutual respect, understanding and sensitivity among the diverse population within the university and in the larger society. These are community norms, even though they cannot be enforced by disciplinary rules.

Verbal conduct is defined as oral, written or symbolic expression that personally describes or is personally directed at a specific individual or group of identifiable individuals, and is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological or academic idea.
**Reporting of Discrimination and Harassment**

A person who believes that he or she has been subjected to discrimination or harassment in violation of this policy should report the incident to any university official, administrator or supervisor. Students are encouraged to report such incidents to the Office of Student Affairs.

**Sex Discrimination and Sexual Harassment**

In accordance with federal and state law, the university prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The university encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment.

**Definitions of Sex Discrimination and Sexual Harassment**

Sex Discrimination, including sexual harassment, is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of sex.

Sexual Harassment is a form of sex discrimination that can occur when: the submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or the submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

**Reporting of Sex Discrimination and Sexual Harassment**

A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any university official, administrator or supervisor. Students are encouraged to report such incidents to the Office of Student Affairs. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report sex discrimination or sexual harassment to the alleged offender.

**21. Hazing Prevention Policy**

**Hazing**

Reinhardt University strictly prohibits hazing and is defined as any action taken, or situation created, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading or humiliating games and activities or any other activity that intentionally or unintentionally endangers the physical or mental health of a student.
Sanctions for Hazing
Persons - normally, not less than disciplinary probation for one academic year, nor more than permanent separation from Reinhardt. In addition the individual(s) including officers of the organization could face criminal charges.

Organizations - not less than suspension of privileges for one academic year, nor more than indefinite disbanding of the organization.

Hazing is not permitted on Reinhardt’s campus. This is in accordance with Georgia law; the policies of Reinhardt University and all organizations represented on our campus, hazing is not permitted. All acts of hazing by any organization, member, and/or alumni are specifically forbidden.

Types of Hazing
Actions taken or situations created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule may be considered hazing, such activities and situations may include, but are not limited to:

- Deprivation of sleep by others.
- Forced consumption of substances not intended for normal eating or drinking.
- Handcuffing or tying to a building or structure.
- Kidnapping a current member of one’s organization.
- Participating in streaking or other activities while naked.
- Performing feats of strength of physical activity for excessive amounts of time.
- Performance of sexual acts.
- Receipt of a brand or tattoo.
- Striking with an object such as a ball, baton, fist or paddle.
- Blindfolding during activities.
- Participation in drinking games.
- Performances of chores or tasks for others.
- Forced shaving of a part of one’s body.
- Forced participation in an activity against one’s will.
- Standing in line for excessive amounts of time.
- Stealing a particular item.
- Being stranded alone or with newcomer.
Anti-Bullying Prevention Policy
Reinhardt University encourages the promotion of a learning, working and social environment where all students and staff work positively and harmoniously together. Reinhardt University believes that the University environment should give all students the freedom to do their work, research and study without having to suffer bullying or intimidation from a student or staff member. Bullying is not a trivial matter and can manifest itself on a regular basis in all shapes and forms. Bullying will not be tolerated by Reinhardt University.

Reinhardt University defines bullying as "engaging in actions which cause another person to experience a reasonable fear that he or she will experience social exclusion, humiliation, intimidation, or the unlawful use of physical force."

Individuals, who believe they may have experienced bullying in any form, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal written complaint, may discuss their concerns confidentially and informally with the Vice President for Student Affairs and Dean of Students. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness or anyone with information about an act of bullying or harassing behavior.

Reinhardt University prohibits all forms of hazing by its students or organizations as defined by the Georgia State law.

Georgia State Law Hazing
§ 16-5-61. Hazing As used in this Code section, the term:
   a. Haze means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
   b. School means any school, University, or university in this state.
   c. School organization means any club, society, fraternity, sorority, or a group living together which has students as its principal members.
   d. Student means any person enrolled in a school in this state.

It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature. (Code 1981, § 16-5-61, enacted by GA. L. 1988, p. 694, § 1; GA. L. 1990, p. 1690, § 1.)

The Law, Rules and Information on Hazing
Under state law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense. According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report in writing to the dean of...
students firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report.

The law does not affect or in any way restrict the right of the university to enforce its own rules against hazing. The law defines hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes but is not limited to:

A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;

B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

C. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;

D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

E. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

The Rules and Regulations of the University provide that:

A. Hazing with or without the consent of a student is prohibited by the University, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
B. Initiations or activities by organizations may include no feature which is
dangerous, harmful or degrading to the student, and a violation of this
prohibition renders both the organization and participating individuals subject
to discipline.

Activities which under certain conditions constitute acts that are dangerous, harmful or
degrading, include but are not limited to:
- Calisthenics, such as sit-ups, push-ups or any other form of physical exercise;
- Total or partial nudity at any time;
- The eating or ingestion of any unwanted substance;
- The wearing or carrying of any obscene or physically burdensome article;
- Paddle swats, including the trading of swats;
- Pushing, shoving, tackling or any other physical contact;
- Throwing oil, syrup, flour or any harmful substance on a person;
- Rat court, kangaroo court or other individual interrogation;
- Forced consumption of alcoholic beverages either by threats or peer pressure;
- Lineups intended to demean or intimidate;
- Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- Confining individuals in an area which is uncomfortable or dangerous (hot
  box effect, high temperature, too small);
- Any type of personal servitude which is demeaning or of personal benefit to the individual
  members;
- Wearing of embarrassing or uncomfortable clothing;
- Assigning pranks such as stealing, painting objects, harassing other organizations;
- Intentionally messing up the house or a room for clean up;
- Demeaning names;
- Yelling and screaming; and
- Requiring boxing matches or fights for entertainment.

_Hazing “Myths and Facts”_
Myth 1: Hazing is primarily a problem for fraternities and sororities.
   Fact: Hazing is a societal problem. Hazing incidents have been frequently
documented in the military, athletic teams, marching bands, religious cults,
professional schools, and other types of clubs and/or organizations.

Myth 2: Hazing is no more than foolish pranks that sometimes go awry.
Fact: Hazing is an act of power and control over others—it is victimization. Hazing
is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-
threatening.

Myth 3: As long as there’s no malicious intent, a little hazing should be O.K.
Fact: Even if there’s no malicious intent, safety may still be a factor in traditional hazing
activities that are considered to be all in good fun. For example, serious accidents have
occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such
activities serve in promoting the growth and development of group team members?

Myth 4: Hazing is an effective way to teach respect and develop discipline.
Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who hazed them. Like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth 5: If someone agrees to participate in an activity, it can’t be considered hazing.
Fact: In states with laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because, even if someone agrees to participate in a potentially hazardous action, it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth 6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.
Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the questions in the next section. Make the following inquiries of each activity to determine whether or not it qualifies as hazing:

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to family members, to a professor or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?
- If the answer to any of these questions is yes, the activity probably qualifies as hazing.


**Alternatives to Hazing**

Sometimes, organizations that haze new members are confused about how to change these practices. There are many creative ways to change from a hazing to a non-hazing organization. Following are some specific examples of ways to eliminate hazing and make membership a challenging but positive experience.

In many organizations, the very term pledge is often equated with hazing practices. Many national organizations have sought to eliminate this term in order to foster more positive attitudes toward the new members. Some substitute terms include associate members and new members.

When organizations are challenged to eliminate hazing practices, some members may be resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing that they themselves endured and expect that others should be abused in order to gain true membership in the organization. You will also find that some of these individuals are likely to be bullies of the organization; people who enjoy a power trip at the expense of someone else.

Of course, if you try to eliminate hazing in your group, you will likely encounter many elaborate reasons for why this will be devastating for your organization. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed benefits of
hazing may be more likely to change their opinion if they can envision some alternatives.


**Educating to Eliminate Hazing**

- Foster Unity: Have the members of your organization work together on a community service project. Visit a ropes course to work on group cohesiveness, communication and leadership skills. In organizations with houses, the group might work together on a room improvement project.
- Another option for fostering unity without hazing is for the members to work together to plan a social or athletic event with another organization.
- Develop Problem Solving Abilities: Have new members discuss organization weaknesses such as poor recruitment, apathy and poor scholarship, and plan solutions that the organization might then adopt.
- Develop Leadership Skills: Encourage participation in campus activities outside of the organization. Encourage new members to get involved in organizational committees and/or leadership roles.
- Develop a peer mentor program within your organization for leadership roles.
- Invite university/community/business leaders into the organization to share their experiences.
- Instill a Sense of Membership: Plan special events when the entire organization gets together to attend a movie, play or religious service.
- Plan a membership circle where students participate in a candlelight service in which each person has an opportunity to express what membership means to them.
- Promote Scholarship: Take advantage of your university academic and tutoring services.
- Designate study hours for members of your organization.
- Invite university or community experts to discuss test-taking skills, study methods, time management, etc.
- Build Awareness of Organization’s History: Invite an older member to talk about the organization’s early days, its founding, special traditions and prominent former members.
- Aid Career Goals: Use university resources for seminars on resume writing, job interview skills and for information on various careers.
- Involve All Members in the Community: Get involved with campus and community service projects. Plan fundraisers for local charitable organizations.
- Improve Relations with Other Organizations: Encouraging new members to plan social or service projects with other organizations; work together to plan joint social or service activities.

**Sexual Harassment and Sexual Violence Policy**

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a federal civil rights law that prohibits discrimination on the basis of sex within educational programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter “schools”) receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

The requirements and suggestions include:

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment
or sexual violence, prevent its recurrence, and address its effects. Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student’s behalf, the school must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

- A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

If you would like to read more about these requirements and guidelines the link is provided below: http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf

**Sexual Harassment Policy**

Reinhardt University prohibits and will not tolerate sexual harassment. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX protects students from sexual harassment in a university’s educational programs and activities. Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the university, regardless if those programs take place in a university’s facilities, at a class or training program sponsored by the university at another location or elsewhere.

Sexual harassment is unwelcomed conduct of a sexual nature. It includes unwelcomed sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to intellectual or other disability. A number of different acts fall into this category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered by Title IX.

Sexual harassment consists of non-consensual sexual advances, requests for sexual compliance, and other verbal or physical conduct or written communication of a sexual nature, regardless of where such conduct might occur, when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of an individual’s academic status or advancement in a college program, course, or activity.
- Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting that individual; and/or
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.
- Sexual harassment is distinguished from voluntary sexual relationships in that it introduces such elements as coercion, threat, unwanted sexual attention, and/or promises of academic or professional rewards in exchange for sexual compliance.

Sexual harassment is reprehensible. It violates the personal rights, growth, and integrity of the victim. Sexual harassment is especially damaging when it involves exploitation of the relationship between faculty members or administrators on the one hand and students on the other or between superiors and subordinates of any kind. When the authority and power inherent in such relationships are abused, there is damage not only to individual victims but also to the educational, professional, and social climate of the University. Individuals in positions of authority should be sensitive to whether consent can be chosen, as freely as it may seem, as well
as to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Sexual harassment most often takes place in situations where there is a difference in status between the persons involved. The University also recognizes that harassment may occur between persons of the same status.

Charges of sexual harassment are sometimes met with a contention that the person to whom the behavior was directed invited the behavior and consented thereto. However, where the person to whom sexual behavior is directed is in any way subordinate to the person who engages in the behavior, any supposed consent by the subordinate is subject to serious questions and should be carefully scrutinized. This is especially the case where the victim of the alleged harassment is a student and the perpetrator is a faculty or staff member.

**Harassment of Student by Student Policy**

Sexual harassment can occur between students where one student directs sexual conduct or remarks toward another student, when the behavior is unwanted and not freely consented to by the latter student especially when the former student knows or should reasonably know that the behavior is not wanted and not freely consented to. Examples of sexual harassment in this context include but are not limited to unwanted sexual propositions or patterns of conduct which cause discomfort or humiliation, such as sexually explicit comments, unnecessary and unwanted touching, or remarks about sexual activity or experience. Such conduct can have the effect of unreasonably interfering with academic performance and create an intimidating, hostile, or offensive learning environment, thereby infringing upon the rights of third parties as well as the rights of the student to whom it is directed.

**Sexual Violence Prevention Statement**

On March 7, 2013, President Barack Obama signed the Violence Against Women Act (VAWA) into law. The statutory changes made by VAWA require Reinhardt University to compile statistics for certain acts that are reported to campus security authorities or local police agencies including incidents of sexual assault, dating violence, domestic violence, and stalking. Additionally, Reinhardt University is required to include certain policies, procedures, and programs pertaining to these acts.

Reinhardt University supports the rights of all students to live and study in an environment free from sexual violence. Sexual contact with another person without consent or with the use of threat or force violates the standards of civility, decency, and respect expected of all members of the campus community. The University prohibits interpersonal violence of any kind, including sexual violence, intimate partner violence, and stalking. Every member of the University community should be (a) aware that such behavior is prohibited by the University's student Code of Conduct as well as by state and federal law, and (b) familiar with the University protocol for responding to reported violations.

Reporting an assault does not in any way obligate a student to pursue legal or institution disciplinary action; however, the University has the right to pursue disciplinary action at its discretion. If the victim chooses to report and pursue criminal charges against an alleged assailant the institution will be supportive and compliant during the criminal justice process.

Reinhardt University is furthermore committed to promoting healthy gender relations through dialogue and education toward the elimination of sexual violence. These educational activities
include the dissemination of information, interactive educational programming, and referrals for survivors as well as for their friends and family, and structural intervention within Reinhardt University. Reinhardt University strictly prohibits acts of sexual assault, domestic violence, dating violence, stalking, and sexual violence hate acts.

**Intimate Partner Defined**
Reinhardt University defines an “intimate partner” as a person who is legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who live together or have lived together; or persons who are dating or who have dated in the past, including same sex couples.

**Consent Defined**
Reinhardt University defines “consent” as the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. An individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, is not able to give consent. Further, one cannot infer consent under circumstances in which consent was not clear, including but not limited to the absence of “no” or “stop,” or the existence of a prior or current relationship or sexual activity.

The Official Code of Georgia Annotated defines the legal age of consent for sexual contact as sixteen years of age.

**Rape Defined**
Reinhardt University defines “rape” as any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sexual Assault Defined**
Reinhardt University defines “sexual assault” as a forcible or nonforcible offense that meets the definition of rape, fondling, incest, or statutory rape defined under the uniform crime reporting system of the Federal Bureau of Investigation.

- **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

** Dating Violence Defined**
Reinhardt University defines “dating violence” as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition,
dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence Defined**
Reinhardt University defines “domestic violence” as the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate or familial relationship, including individuals who are or have been married, living together, or dating. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Stalking Defined**
Reinhardt University defines “stalking” as the act of engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking may include, for example, non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts or any other communications that are undesired and/or place another person in fear.

**Sexual Violence Hate Acts Defined**
Reinhardt University defines “sexual violence hate act” to mean a sexual violence act that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Categories of bias that may serve as the basis for a determination that a sexual violence act is a hate crime would include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**“Amnesty” Policy**
A student who is under the influence of alcohol or drugs at the time of a sexual misconduct incident should not be reluctant to seek assistance for fear of being sanctioned. The Vice President for Student Affairs and Dean of Students will not pursue disciplinary violations against a student (or against a witness) for his or her improper use of alcohol or drugs (e.g. underage drinking) if the student is making a good faith report of sexual misconduct. This Policy only provides amnesty from violations of the Reinhardt University Code of Conduct. It does not necessarily grant amnesty for criminal, civil, or legal consequences for violations of federal, state, or local law.

**Legal Aspects**
You are not required to report a sexual assault. If you do talk to the police and/or Reinhardt University Office of Public Safety, they may be able to take steps to protect others from experiencing sexual assault. In addition, the police can inform you of your legal rights and options should you decide to prosecute. The University is strongly committed to providing medical and emotional support to victims/survivors of sexual assault regardless of whether they decide to take legal action. You may wish to notify Public Safety that a sexual assault has occurred. If you do choose to make a report, the Office of Public Safety and you will then determine whether the assistance and/or intervention of the police is necessary to protect other members of the community and/or to arrest the assailant. The Director of Public Safety or designee will inform the Vice President of Student Affairs that an alleged assault has occurred. If a threat exist to the larger community, appropriate agencies will be notified. The Office of Public Safety and the Vice President of Student Affairs will make every effort to protect the privacy of
the victim. If it is necessary to disclose confidential information (in cases involving legal requirements, requirements of the University policy on sexual assault, or if personal safety is at issue) the University will inform you that this is taking place. If you do decide to report the assault to the police, the University will make every effort to provide a support person if you would like help through the process. Making a police report concerning the assault does not mean that you must prosecute the assailant. In addition to cooperating with law enforcement officials in the prosecution of perpetrators, the University will take appropriate action to respond to and invoke sanctions for behavior through the Student Affairs office for any student found to violate this policy. Any staff or faculty member found in violation will be addressed from an employment perspective.

Assistance and Support for Victims of Sexual Assault and Sexual Violence

The Counseling Center is dedicated to providing assistance and support to students who have experienced intimate partner and/or sexual violence. Support is available for all aspects of the reporting process. Please refer to the Student, Faculty or Staff Handbooks for details.

Reporting Procedures

A Reinhardt University student who believes she/he has been sexually assaulted or that an act of sexual assault has taken place may notify any Campus Security Authority, such as the Vice President for Student Affairs, a Resident Assistant, an Assistant Dean, the Director of Public Safety, Public Safety Officer, or Director of Residence Life or an Athletic Coach. Any one of these people will notify the Vice President for Student Affairs as soon as possible that an accusation of sexual assault has been made.

The first concern of any official to whom an assault is reported will be the well-being of the victim. In particular, the official will inform the student of both on- and off-campus resources available to her/him and help the student make contact with the resources she/he chooses. If the student requests the assistance of local law enforcement, the University official will notify the Office of Public Safety (770-720-5789 or 5911). The Office of Public Safety will notify Cherokee County Sheriff’s Office.

The second concern of University officials must be the safety of the Reinhardt University community. If there is reason to believe that an assailant is at large who poses an immediate threat to other members of the community, the Vice President for Student Affairs and the Director of Public Safety will take action to protect the campus. The identity of the victim will not be revealed during this process.

After seeing to the well-being of the victim reporting the assault and to the immediate security of the campus, the Vice President for Student Affairs and the Director of Public Safety will assist local law enforcement in the investigation of the charge, if requested by the student. Such investigation may involve the examination of physical evidence, the interviewing of persons with relevant information, or other steps which particular circumstances make necessary. In conducting this investigation the confidentiality and privacy of the student bringing the charge will be respected.

The confidentiality and privacy of any persons under suspicion will also be respected. Charges of sexual assault brought by a Reinhardt University student against a member of the Reinhardt student community, or a guest in the community, will be reviewed by the Vice President for Student Affairs and the Director of Public Safety. Charges of sexual assault brought by a Reinhardt student against a member of the faculty or staff will be addressed through the
University’s procedures concerning sexual harassment and other forms of harassment and discrimination.

An individual accused of sexual assault may be subject to prosecution under Georgia criminal statutes. A victim is free to bring charges through the University and the criminal system simultaneously; however, the two processes are separate. It is not necessary for a student to pursue the matter in a criminal court in order to initiate a University proceeding. Also, the University is not obligated to wait until prosecution procedures are initiated or until a judgment is reached in court in order to proceed with its own decision-making process or to impose penalties.

The University shall proceed with disciplinary and/or remedial actions as needed when it appears that the university prohibition against any form of sexual assault has been violated. A student charged with sexual assault may be disciplined under the applicable University Student Code of Conduct as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the University retains the right to proceed with disciplinary action at any time; and the University need not await the disposition of any criminal prosecution. Under these proceedings, the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault (the term "outcome" meaning only the University’s "final determination with respect to the alleged sex offense and any sanction that it imposes against the accused"). The accuser and the accused will be given the opportunity to have others (the role of these individuals is non-verbal support) present during a disciplinary proceeding. Sanctions that the University may impose following a final determination of a Student Code of Conduct violation include the following: written warnings; University and/or residence hall probation; loss of visitation privileges; restitution; discretionary sanctions, (i.e., work assignments or service to the University or community); suspension or expulsion from the University.

**Plan of Action for Responders to Sexual Assault**

Following a Sexual Assault:
- Make sure the victim is safe from further harm.
- Call Public Safety, a Residence Life Coordinator, a Resident Assistant, Rape Crisis Center, or the campus counselor. (You can find the contact information for the aforementioned listed under Resources.)
- Direct the victim on preservation of any evidence that may be necessary to prove that the sexual assault occurred.

**Additional Information for Responders**

Most victims blame themselves. Do not let misplaced feelings of guilt stop a victim from getting help. Keep in mind that alcohol and other pharmaceuticals are a factor in many sexual assaults involving university students. As a result, sometimes victims are reluctant to seek medical attention. Do not let alcohol or other pharmaceutical (legal or illegal) consumption deter victims from getting medical attention. Their health and safety are top priority.

**Plan of Action for Victims of Sexual Assault**

Following a Sexual Assault:
- Get to a safe place.
- Call the campus Department of Public Safety (770-720-5789 or 5911).
- Call a friend or family member to offer support.
- Remember that what has happened is NOT your fault.
- Get medical care or attention (this can be done without police intervention).
- Write down as much as you can remember about the circumstance of the assault and the identity of the assailant.
- Seek the counseling assistance from your campus counselor or a local rape treatment center. The counselor can help you cope with the consequences of an assault.

In preparation for medical services, here is some advice for the victim:
- Do not bathe or douche no matter how much you may want to. Try not to urinate if possible.
- If oral contact took place, do not smoke, eat, drink, or brush your teeth.
- Do not brush your hair.
- If you have already changed clothes, place the garments worn during the assault in a paper bag. (Plastic bags can destroy evidence.) If you haven't changed, keep the original clothes on, and bring an extra set to wear home. The police may need to keep your clothing as evidence.

Note: Your body and clothing can hold clues called “transfer evidence”; it’s what’s left behind by the assailant and the environment. Dirt, hair, body fluids, and traces of skin under your fingernails can be collected and used as evidence. If you have already compromised potential evidence by showering, bathing, changing, or laundering the clothing worn during an assault do not let this dissuade you from reporting the assault, as such actions may not prevent further action from moving forward.

Additional Information for the Victim
Medical attention is vital, as you may have injuries of which you are unaware, possible exposure to a sexually transmitted disease, or pregnancy. You have the right to a rape kit examination, even if you choose not to report to the police. The rape kit examination is free of charge and should be billed to the Crime Victim’s Compensation program. The medical provider can test you, provide the needed medications, and provide emergency contraception if desired.

You will be afforded assistance in seeking counseling, follow-up medical care, making changes to your academic situation, living situation and reporting to the appropriate criminal authorities after an assault has occurred. Campus personnel will take reasonable and necessary steps to prevent any unnecessary or unwanted contact or proximity with the alleged assailant(s). You also have the option to file a Temporary Protective Order (TPO.) A TPO is a court order to help protect you from someone who is abusing, threatening, or harassing you.

What to do in the Event of Sexual Assault
While the University attempts to prevent sexual assault from occurring, through its programs and policies, it recognizes that significant numbers of students throughout the nation are sexually assaulted while they are college students. The University is committed to helping any of its students who have experienced sexual assault. Counselors, health center nurse, residential life staff, public safety officers, and deans will support a student as she/he goes through the recovery process. The University is also committed to investigating all reported cases of sexual assault; assisting a student in filing charges with local police, if she/he so desires; holding disciplinary hearings to adjudicate formal accusations; and disciplining any student or guest found to have violated the policy concerning sexual assault.

The University also recognizes that most campus sexual assaults involve people who are acquainted with one another. Coercive or violent acts between people who, because of their
membership in the University community, must continue to interact with each other are particularly traumatic to the victim and violate the trust that is essential to the University’s mission and sense of community. Therefore, should a sexual assault be reported, the University shall take reasonable action to protect the accusing student from any unnecessary or unwanted contact with the accused.

**Options for Students who have been Sexually Assaulted**

Any student who is sexually assaulted is strongly encouraged to seek help either from resources available through the University or from outside sources. The following is a short list of options available to students seeking help at Reinhardt University. More detailed information about each option is provided below.

- You may contact the Reinhardt University Health Center (x5542) to receive medical care, to speak to a nurse, and/or to discuss other options confidentially.
- You may go to a local hospital to receive a medical examination, which is admissible in court as evidence of an assault.
- You may call Reinhardt University Office of Public Safety (x5789, 5911 in emergencies) to report that a sexual assault has taken place.
- You may call 911, to report a sexual assault or to request emergency medical assistance.

**Medical Care**

You are strongly encouraged to receive some type of medical care after an assault. Because sexual assault can be physically and emotionally traumatic, you may not know whether or not you have been injured. The nurse at the Health Center or the hospital can answer questions you may have about health concerns. A follow-up exam is recommended to retest for pregnancy and sexually transmitted diseases (STDs), and to be sure that no other injuries were sustained during the assault.

The Health Center is able to counsel you on your options for medical care after an assault. An examination done at the Health Center is NOT admissible in court as evidence that an assault has taken place. If you think you may wish to press charges at any time, the Health Center personnel will recommend that you go to a local hospital, where medical evidence (Rape Kit) can be preserved for the police.

The Health Center will keep all information confidential; the assault will not be reported to the police, Public Safety, parents, or other University personnel without your permission. If it is determined that you or another member of the University community is in danger, necessary information will be released to the appropriate administrators without revealing your identity. The Health Center can assist you in finding any medical or emotional support that you need, including counseling on- or off-campus.

A local hospital is able to provide medical services that fulfill legal standards of evidence — a “rape-kit” examination. The rape-kit examination preserves medical evidence that can be used in court. Having a rape kit done does not require you to press charges. It merely gathers evidence should you wish to prosecute at some time. It is recommended that you do not shower, bathe, douche or change clothes if you want to preserve evidence. You may want to bring a change of clothes to the hospital in case your clothes are needed by the police.

A local hospital will test for pregnancy and STDs, offer medication to prevent STDs, and prescribe emergency contraception. The hospital is required to notify the police that a sexual assault may have occurred.
Resources
If you are a victim of a crime, it is important to know your options. You are encouraged to utilize the following resources as they relate to your circumstance.

On-Campus Contacts
Office of Public Safety 770-720-5798
   Emergency 770-720-5911
Counseling Center 770-720-5549
Health Center 770-720-5542
Office of Student Affairs 770-720-5538
Office of Residence Life 770-720-9202

Local/Regional/National Contacts
Cherokee County Sheriff’s Office Emergency–911/ Non-Emergency 678-493-4080
Northside Hospital – Cherokee (Canton) 770-720-5100
Piedmont Mountainside Hospital (Jasper) 706-692-2441
Local Sexual Assault Services Program (YMCA of NW GA) 770-427-3390
Local Victim Witness Program (housed in Prosecutor’s Office) 770-479-1488
Georgia Network to End Sexual Assault www.gnesa.org
Georgia Office of Victim Assistance http://dps.georgia.gov/victim-assistance
Criminal Justice Coordinating Council - Victim Services http://cjcc.ga.gov
Rape, Abuse, & Incest National Network (RAINN) http://www.rainn.org
HODAC, Georgia Victim’s Assistance http://www.hodac.org

Sexual Assault/Harassment Survivor Advocacy Policy
Reinhardt University can assist survivors of sexual assault/harassment issues. The University can assist survivors to get the help they need such as emotional support, medical examinations, and serve as a referral source for legal options. Additionally, the University helps to educate all members of the campus community about what can constitute sexual assault/harassment and the harm caused by such activity. Persons with questions relating to sexual assault/harassment are encouraged to consult with the University Counselor for assistance. The University works closely with the Cobb County YWCA of Northwest Georgia. The hotline contact for the YWCA of Northwest Georgia Sexual Assault Center is 770-427-3390 or visit The Rape, Abuse & Incest National Network (RAINN) which is the nation's largest anti-sexual assault organization at their website www.rainn.org for more resources.

Bystander Intervention Policy
A bystander, or witness, is someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something. Bystander education programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk for sexual violence. Furthermore a bystander is any person who is present at an event or incident but does NOT take part.

Five Steps Toward Taking Action
1. Notice the event along a continuum of actions.
2. Consider whether the situation demands your action.
3. Decide if you have a responsibility to act.
4. Choose what form of assistance to use.
5. Understand how to implement the choice safely.

**Rules for Bystander Intervention**

- Do NOT put yourself at risk.
- Do NOT make the situation worse.
- Intervene at the earliest point possible.
- Look for early warning signs of trouble!
- Intervening does not necessarily mean confronting.
- Ask for help!

**Three “D” of Bystander Intervention**

- **Direct**: Directly intervening, in the moment, to prevent a problem situation from happening
- **Delegate**: Seeking help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.
- **Distract**: Interrupting the situation without directly confronting the offender.

**Good Samaritan Policy**

Reinhardt University holds a fundamental commitment to the safety of its community. It is vital for students to call emergency medical services by dialing 911 when a student needs medical help. The “Good Samaritan Policy” offers a clear message to students that they should report any potentially dangerous cases of intoxication, drug overdose, or medical emergencies; they should not be concerned about disciplinary consequences at such a time.

The Good Samaritan Policy is as follows: Students or student organizations that seek emergency attention for dangerously intoxicated/overdosed or ill individuals will not be subject to punitive university disciplinary sanctions. This policy applies both to the person requiring help and the person or organization reporting their concern. When students encounter another person who may be dangerously intoxicated, overdosed or ill, they have a responsibility to call EMS by dialing 8-911 from a University phone or 911 from a cell phone. After calling EMS, the student or organization should immediately notify a person in a position of authority at Reinhardt University such as a Resident Assistant (RA), Residence Life Coordinator (RLC), Vice President for Student Affairs and Dean of Students, or a Public Safety Officer to report the emergency.

This policy reflects Reinhardt University’s priority on “safety first.” The policy does not rule out educational experiences for those involved with the incident however, an educational experience is NOT a punitive sanction like being removed from the residence halls or expelled from Reinhardt University. In addition, the student’s permanent educational record will reflect no formal university disciplinary action.

In situations where a student’s life may be in jeopardy, the Vice President for Student Affairs and Dean of Students may contact the student’s parents as a health precaution and may require a professional alcohol/drug evaluation to return to the residential community.

This policy refers to isolated incidents only and does not protect those students from punitive judicial sanctions who choose to flagrantly and repeatedly violate the Reinhardt University’s alcohol/drug policies.
If you fail to immediately report such incidents that seriously endanger the life of another person(s) and if that student is incapacitated or dies as a result of you taking no action you may face Reinhardt University sanctions along with criminal and civil legal action.

Reinhardt University cannot stress enough the value we place on human life and the importance of you getting help for persons who are in need of medical attention. Please don’t run away from or turn your back on a sick or injured person. Do the right thing and call for help.

Harassment Policy
The sensitivity of the issue of harassment and the very real legal ramifications emanating from charges of harassment make it imperative that an institution of higher education address the problem thoroughly for both employees and students. Legal basis for claims of harassment may be made under Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Education Amendments; and Executive Order 11426. An offender is subject to criminal liability for assault and battery and civil actions for tortuous interference with an employment contract, intentional infliction of emotional harm, breach of contract, or interference with the performance or progress of students. Harassment will not be tolerated by the University and may be grounds for immediate suspension, dismissal, or other appropriate action. Students who believe they have been harassed are asked to report any acts to the Vice President for Student Affairs and Dean of Students for immediate disposition.

Faculty/Staff and Student Relationship Policy
The University questions the propriety of any amorous relationship between any member of the faculty or staff and any student. Virtually all faculty and staff members are, or appear to be, in a position to exercise power, directly or indirectly, over virtually all students, whether or not the students are enrolled in their classes or are otherwise subject to their direct supervision. Many of the students are at a time and stage in their development when they may be particularly vulnerable to the influence of faculty and staff members who are older than they and in positions of authority and respect. Indeed, the respectful attitude of students toward faculty and staff is an important ingredient in the educational process, and the greatest care must be taken that it not in any way be abused. It should also be kept in mind in this connection that even if a fully mature student consents to an amorous relationship with a faculty or staff member, the existence of such a relationship could have unintended adverse effects upon the state of mind of other students and upon the educational atmosphere of the University.

Pledging
Pledge-related activities by nature must reflect the best interests of the pledges, members of the organization, and the Reinhardt University community.

For the purposes of the policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in a Reinhardt University-recognized organization is directly or indirectly conditioned, shall be presumed to be forced, the willingness of an individual to participate notwithstanding.
The negligence or consent of the participant, or any assumption of risk by the participant, are not defenses to an action brought pursuant to this policy.

All Reinhardt University students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.

Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (member or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

**Creating an Effective Student Organization**

Creating an effective student organization is challenging, but rewarding work. This section outlines many of the common issues that student organizations face throughout the year and offers valuable insight on strategies for handling these situations.

**Constitution and Bylaws**

Student organizations should adopt a constitution and bylaws that will help their organization function in an orderly manner. Constitutions and bylaws articulate the purpose and procedures of the student organizations. These governing documents are the backbone of the organization. The documents should be referred to when questions arise, reviewed annually and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs. Make sure that all members have copies of these important documents so they are informed about the organization and its procedures.

A constitution will serve to clarify the organization’s purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of the organization and how it functions. Use the sample constitution below to guide your organization as you draft your governing documents.

Bylaws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change. Bylaws usually only require a simple majority for passage.

**Preparing a Budget**

Student organizations should become familiar with the preparation of financial plans and budgets, as well as the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the organization’s plans into monetary terms;
- To provide a means of allocating limited resources among the organization’s activities; and to aid in tracking the organization’s actual revenues and expenditures against its goals.
Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group’s objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes.

**Planning a Budget**

Use the following questions to help your organization plan and prioritize your budget.

Why was your organization established? Review the purpose of your organization as stated in your organization’s constitution and bylaws.

1. Why was your organization established? Review the purpose of your organization as stated in your organization’s constitution and bylaws.

2. What does your organization want to accomplish in the next year and how can your organization accomplish it? Develop goals and objectives that will help your organization fulfill its purpose.

3. What programs or events will help your organization meet its goals? Create a written program for the next year that will help your organization achieve its goals and objectives. The program proposal should include details such as how many people you think might attend, where it could be held and how much you estimate it will cost.

4. Which program proposals are the most important? When your organization has designed all of your program proposals, number them according to priority.

5. How will your organization pay for these programs? Now that your organization has organized your programs by priority, you will have a better idea of how much funding you will need. Identify potential sources of funding for each of your program proposals including fundraisers, donations and other student organizations that might co-sponsor your event.

**Designing a Budget**

If your organization has been in operation for more than a year, the easiest way to prepare a budget is to start by recording your last two or three years of financial data by year. This will allow you to compare trends and identify major expenses. For example, is the attendance at an event continuously growing? It will also point out areas where your organization is growing or declining and indicate areas where reductions and cost savings might be possible, such as an event where the funding for a component like decorations is never used. This historical information can then be used as a basis for preparing a current year budget. After reviewing the historical data, your organization can adjust the current budget to reflect the trends and changes that you have identified. For the event with the growing attendance, for example, the program budget will need to be increased. The budget for the event that does not require decorations can be reduced or rearranged. If your organization is new or has not kept financial records, begin creating a system now that can be used in the future. A budget can be designed as a simple chart or spreadsheet that breaks down your organization’s finances by program.

Your budget should include the following items:

- The name of the expenditure, event or deposit;
- The date of the event or transaction;
- A detailed description of transaction, such as the individual items purchased;
- The amount of funds that you have allocated for the expense or estimate that you will deposit; and
- A running total of the funds your organization has available.
Remember that a budget design is not one-size-fits-all. Student organizations have unique structures and goals that will be reflected in their budget. Organizations that have more complex events may wish to include more detailed information in their budget. Large organizations that use committees to meet their organization’s goals may need to divide their budget by committee.

The most important thing is that your budget design works for your organization and helps you to effectively manage your finances. While preparing a budget may seem cumbersome, an organization that operates without a formal budgeting process cannot effectively manage or plan its activities. A properly prepared budget allows organizations to identify goals and to take action to reach success.

**Retaining Members**
Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of GRAPE.

**The Grape Principle**
- **G is for Growth** – Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually saved for the senior members?
- **R is for Recognition** – Do you recognize members when great things occur in your organization? Don’t wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.
- **A is for Achievement** – A sense of team achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment.
- **P is for Participation** – Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members’ contributions regardless of how long they have been with the organization.
- **E is for Enjoyment** – Volunteering and working hard in an organization has to be fun. If being part of a group isn’t fun, why be a member? A student’s time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization.

*Adapted from: Ohio State University’s Student Organization Handbook (2003).*

**Running an Effective Meeting**
Careful planning is the key to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive and a waste of time. Meetings can be productive and fun with proper planning. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.
Before the meeting:
- Define the purpose of the meeting. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda and distribute it before the meeting so that members can be prepared.
- Choose an appropriate meeting time and length.
- Choose a location that is easily accessible for all members.
- A location on or close to campus is helpful for students who do not have their own means of transportation.
- Visit the location prior to your meeting to ensure that the space is appropriate for the size of your group and the activities you have planned.
- Advertise the meeting to your organization and potential new members.
- If possible, hold meetings at the same time and location every week.

During the meeting:
- Greet members to make them feel welcome and be sure to introduce any new members.
- Start on time. Follow the agenda. End on time.
- Encourage discussion to get different ideas and viewpoints. Members like to see that their ideas have an impact on the decision-making process.
- Keep the discussion on topic and moving toward a decision.
- Keep minutes of the meeting for future reference.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members and appreciating diverse points of view.
- Announce the date and time for the next meeting.

After the meeting:
- Write up and distribute the minutes within 2 days to reinforce the importance of the meeting.
- Discuss any issues that may have surfaced during the meeting with officers so that the issues can be addressed.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Add any unfinished business to the next meeting agenda.
- Most importantly, give recognition and appreciation to the members for their contributions.

Program and Event Planning

Program and event planning helps your organization achieve its goals, teach leadership skills and foster camaraderie within your organization. However, it takes a great deal of pre-event planning to ensure success. The following list describes some basic programming tips that will help keep you on track.

Concept
- Determine the goals of the program. Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate, etc.
- Brainstorm the type of event and possible themes that will match your organizational goals. Examples: speaker, dance, fundraiser, trip, food, festival, athletic event, recreational tournament, etc.
- Determine which of the program ideas will work within your budget.
- Discuss options with your organization and advisor. Make a group decision.

Planning (Date and Time)
- Find a convenient date for members in the group and for the entertainment/guest speaker.
- Choose a date that does not conflict with other existing campus programs. For
more information on scheduling, please refer to the University Calendar

- Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, plan a time between day classes when many students are on campus.

Entertainment/Speaker
- Determine the type of entertainment/guest speaker you would like to invite.
- Research local, regional and national possibilities and negotiate a fee.

Location
- Project the attendance to make sure that you reserve an adequate facility.
- Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc.

Budget
- All costs associated with the event will be assumed by the registered student organization.
- Project all expenses and incomes such as fees, advertising, security, food, etc.
- Stay within the designated budget.
- Brainstorm additional funding sources if you need more money.

Publicity
- Design publicity strategies for targeted audiences.
- Design promotions to fit the style and theme of the program. Be creative.
- Make the publicity neat and accurate. Include the name of the program, date, time, place and ticket information if necessary.
- Distribute publicity at least two weeks in advance.

Food
- Determine food needs, as well as whether the program will be a dinner or reception. A dinner requires a full meal and a reception only calls for light refreshments, such as hors d’oeuvres.
- Decide whether organization members will prepare the food or hire a caterer.

Safety & Security
- Determine safety needs. Consult with the Office of Student Activities and the Office of Public Safety to ensure that you have considered all safety and security concerns for your event.

Implementation
- Develop a list of tasks that need to occur before, during and after the event; then determine who will be responsible for each one. For example: ushers, clean-up crew, stage crew, publicity, hospitality, etc.
- On the day of the program:
  - Arrive early to check on room arrangements and set up.
  - Prepare a brief introduction statement. For example, Welcome to tonight’s performance presented by__. If you are interested in attending or participating in more events like this one, please speak to a representative of our organization.
Do an evaluation of the program at the next meeting and determine if you accomplished your program goal, record both positive and negative results for future planning; prepare financial statement of actual expenditures; and send thank you notes to appropriate people.

**Accessibility**

It is important that your organization is accessible to all interested students. Reinhardt University is a wonderful community of diverse people, which is a tremendous benefit for registered student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.

The Office of Student Activities is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, gender expression, socioeconomic status and other unique characteristics that make us who we are. As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students.

Consider questions such as:

- Where do you hold your meetings?
- Hold your meetings in locations where all students feel comfortable and not in locations that might make some students feel unsafe.
- When do you hold your meetings?
- If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.
- Are your meetings and activities accessible to students with disabilities?

Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or oppressive language?

Educate yourself and your organization on how racist, sexist or other forms of oppressive language can be very damaging.

How do you advertise your organization and its activities? If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization.

Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Relying only on word-of-mouth advertising has a limiting effect on diversity.

For more information, or to discuss issues of diversity, inclusiveness and equality more in depth, please contact staff members in Office of Student Activities.
Community Service
Community service, volunteerism and service learning enhance your college experience in many ways. The following are a few of the ways that the members of your organization can benefit from participating in community service:
- A strong sense of self-worth and pride;
- A new experiences, new friends, new possibilities;
- Increased independence and managerial skills;
- Improved decision-making abilities;
- Visibility and prestige in the community and on the job;
- Personal growth;
- Contacts for job advancement; and
- Satisfaction from helping to build a stronger and safer community.

If you are interested in doing community service, you may contact the Office of Student Activities.

Leadership Transition
Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership.

Here are some reasons why transitioning is important:
- Provides the new leader with significant organizational knowledge;
- Minimizes the confusion of leadership change throughout the entire organization;
- Outgoing leaders gain a sense of accomplishment and closure;
- Shares the expertise of the outgoing leaders with the incoming leadership;
- Increases the knowledge and confidence of the new leadership;
- Minimizes the loss of momentum and accomplishments of the organization; and
- Provides a sense of continuity among the membership.

Start Early
- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.

Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other’s roles and start building their team.
- Transfer the knowledge, information and materials necessary for the new officers to function well.

Make the Transition Smooth
- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the duties of each officer.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind organized files that will be helpful to the new person.
- Introduce incoming officers to advisors, other student leaders and university administrators.
- Orient incoming officers to resources used in the past.
- Submit a Student Organization Recognition Form with officer updates.

Add Your Personal Touches
- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns or ideas never carried out.
- Have the officers go through organizational files together.
- Acquaint new officers with physical environment, supplies and equipment.

Share the Organization’s Structure and Documents
- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Historical records, scrapbooks and equipment
Appendix
### IV. Student Organization Funding Request Form

#### Student Club & Organization Funding Request Form 2016-2017

**Print Club Name:**
______________________________

**Advisor Information**
Name of Advisor Submitting Request: ____________________________

Reinhardt Email: ____________________________ Phone: ____________

**Student Information**
Name of Student Submitting Request: ____________________________ Student ID#: ____________

Reinhardt Email: ____________________________ Phone: ____________

**Funding Request**
Type of Request (circle one)  Single Event/Expense  Reoccurring Event/Expense

Total Amount Requested: ____________________________

Date of Event or Expense: ____________________________

**Supporting Documentation**
****Attach the following document to this form:
- A narrative describing the proposal and how the funds are to be used.
- A detailed expenditure breakdown for how the funds are to be used.

**Important Notices**
**See funding related policies and procedures in the Policy Handbook for Student Organization.**
**All unused funds must be returned/reallocated to the Student Government Association on April 15 of the current academic year.**
**If request is not turned into Walter May (top floor of Hasry) a week ahead of the event, expenses will be reimbursed.**

Club/Organization President Signature: ____________________________ Date: __________________

Club/Organization Advisor Signature: ____________________________ Date: __________________

---

**Your Campus – Your Voice**

Walter May: ____________________________ Brandon Keith: ____________________________

By signing this form, I acknowledge that I understand the commitments required for recognized student clubs and organizations and agree to abide by all Reinhardt University policies regarding pertaining to student clubs and organizations including those found in the Policy Handbook for Student Organizations. In addition, I hereby certify that the above-mentioned information is correct and true to the best of my knowledge.
## V. Student Organization Expense Report

**Reinhart University Expense Report**

<table>
<thead>
<tr>
<th>Purpose/Location</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimb @ 54.06 per mile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast (see policy online)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch (see policy online)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner (see policy online)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CASINO/CHAIR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Total reimbursement for one day for individual expenses cannot exceed $45.*

---

**Attach original receipts for all expenses.**
**Include all expenses paid in cash or charged on personal credit card.**

*Please see Expense Reimbursement Policy online at: [https://eagleweb.reinhart.edu/ICS/](https://eagleweb.reinhart.edu/ICS/)

After you sign in to EagleWeb, select the ‘Intranet’ tab, then select ‘Expense Reimbursement Policy’ under Business Office Forms.*

---

**Employee Signature**

**Approver’s Signature**
VI. Facilities Use Request Instructions

1. Contact the Student Affairs office for the Facilities Usage and Set-Up Request form.
2. The following are the form instructions:
   a. Check appropriate line for New Request, Change or Cancellation.
   b. List title of the event and the sponsor.
   c. List room/space requested and the number of people expected.
   d. List date, day of week and security unlock time. If there are multiple dates for the same event and setup, list the dates in the description area at the bottom of the form. If there are any variances other than the date, please fill out a new form for each request.
   e. List the time the event begins and ends.
   f. Indicate your equipment needs. Note: The Portable Sound System is a “box unit” that includes the amplifier, speakers, microphone and podium all-in-one. It sits on a table and operates by electricity or by battery. The Portable Sound System is popularly used in small to medium sized spaces. The Gordy Center, Hoke O’Kelley Auditorium and the Bannister Glasshouse are equipped with built-in sound systems.
   g. IT (Information Technologies) equipment may require arrangements for pick up, operation and return. If you select any IT equipment, a copy of the Facilities Usage and Set-up Request will be forwarded to the IT department.
   h. Place a checkmark on the appropriate line if you want Metz to cater your event and include the account number to be billed. View menu selections and pricing at [http://www.reinhardt.dining.com/catering](http://www.reinhardt.dining.com/catering). Enter desired choices on the catering form and call x 5611 to discuss menu, number of guests and cost if necessary. Some things to consider are: Sandwiches? Box lunches? Hot entrée? Deli? Buffet? Email the catering form to facilities@reinhardt.edu, not to Metz, along with the Facilities Usage and Set-up Request. Both forms will be forwarded to Metz after the setup is approved.
   i. The Setup Options section lists the most common arrangements for a space. Check the preferred style and enter the description and details of event if necessary.
   j. Sign and date the form. Include your phone number.
3. Email or deliver the completed form to the 3rd floor of the Hasty Student Life Center.
VI. Facilities Use Request Form

Reinhardt University Facilities Usage and Set-up Request (not for FPAC)

To submit this form save and email to Karen Douglas kw10@reinhardt.edu

☐ New Request  ☐ Deletion/Cancellation  ☐ Change

Change date from ___________ to ___________  Change time from ___________ to ___________

Change Location from ________________________________ to ________________________________

TITLE of this Event/Set-up: ___________________________  SPONSOR: ___________________________

ROOM/SPACE Requested ___________________________  NUMBER expected ___________

DATE ___________ DAY of Week: ___________  Security Unlock Time: ___________

TIME event begins ___________  am  pm  TIME event ends ___________  am  pm

*Equipment Needs:
- 6' Tables # ______
- 8' Tables # ______
- Folding Chairs # ______
- Padded chairs # ______
- Additional Trash cans # ______
- Podium
- Screen
- Other

* Some equipment is not available in all locations.

☐ Catering by Metz  Complete catering form and attach it to this Facilities Use Request.

Setup Options:
☐ Theater style (chairs set in semi-circle)
☐ Lecture style (podium in front of straight rows of chairs)
☐ Classroom style (tables and chairs)
☐ U-shape (tables and chairs)
☐ Other: ___________________________

Description, if necessary:

______________________________________________________________

Submitted by: ___________________________  Date: ___________  Phone: ___________________________

Approved by: ___________________________  Date: ___________  Phone: ___________________________

cc: ☐ Housekeeping  ☐ Public Safety  ☐ IT  ☐ Metz  ☐ ___________________________
# Student Club & Organization Travel Agenda & Roster

This form MUST be completed for ALL off-campus trips by the advisor/faculty/staff/administrator who will be attending the trip. This completed form and all corresponding Release Waivers MUST be submitted to the Office of Student Activities 14 days prior to the trip. If you need emergency assistance during the activity/trip, call Public Safety 770-720-5911 or 911.

**Advisor Information**
- Club Advisor Chaperoning Trip: 
- Cell Phone Number: 

**Trip Information**
- Name of Activity: 
- Activity/Event Type (circle one): 
  - Club Sports
  - Internship
  - Club/Org. Event
  - Course Credit
  - Service Project
  - Conference
- Departure Date: 
- Departure Time: 
- Return Date: 
- Return Time: 

**Travel Schedule**

<table>
<thead>
<tr>
<th>Location (name of hotel if overnight)</th>
<th>Phone Number</th>
<th>Date to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Travel List (add additional on back)**

<table>
<thead>
<tr>
<th>Student/Advisor Name</th>
<th>Cell Phone Number</th>
<th>Emergency Contact Name and Phone Number</th>
<th>Medical Conditions, Allergies, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transportation**
- Mode of Travel (check all that apply): Van___ Bas___ Car___ Airplane___ Other ___
- Number of Vehicles Used (i.e. van, bus, car): 
- Rental/Bus Company Name: 
- Rental/Bus Company Phone Number: 
- Number of Personal Vehicles used: 
- Number of Student/Advisor Drivers: 

**ONLY Approved Drivers are able to drive. All drivers must have completed an MVRC (Motor Vehicle Record Check) check and have approval from the Finance and Administration Office (FAO).**

<table>
<thead>
<tr>
<th>Name of Student/Advisor Driver</th>
<th>Model &amp; Make of Car</th>
<th>License Plate #</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Airline Name</th>
<th>Flight #</th>
<th>Departure City</th>
<th>Departure Time</th>
<th>Arrival City</th>
<th>Arrival Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Faculty/Staff Member Overseeing & Attending Trip:**

*Your Campus ~ Your Voice*
VIII. Release Waiver

Reinhardt University

[NAME OF EVENT]

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

I, (or on behalf of my minor child)__________________________ ("Participant"), hereby acknowledge that Participant has voluntarily elected to enroll in the __________________________ ("Program"), to be held in and around __________________________, from __________________________. In consideration for being permitted by Reinhardt University ("REINHARDT") to participate in the Program, I hereby acknowledge and agree to the following:

ELECTIVE PARTICIPATION: I acknowledge that my participation (or my enrollment of my minor child) is elective and voluntary. As a condition of my participation, I hereby grant REINHARDT the right to use, for promotional purposes only, any photographs of me taken by REINHARDT, its employees or agents, during my participation in the Program. I further understand and agree that REINHARDT may use (for marketing purposes) any statements or quotes attributed to me in my evaluation of the Program.

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with REINHARDT policies and procedures that are applicable to the REINHARDT Program. I further agree to abide by all the rules and requirements of each activity within the Program. If my minor child is the Participant, I agree to ensure that he/she abides by all the rules and requirements of each activity and the Program. I acknowledge that REINHARDT has the right to terminate my/my minor child's participation in the Program if it is determined that my/my minor child's conduct is detrimental to the best interests of the group, violates any rule of the Program or for any other reason in REINHARDT's discretion.

INFORMED CONSENT: I have been informed of and I understand the various aspects of the Program. I understand and agree that I/my minor child will engage in activities which may pose a risk of harm. I understand that these activities include but are not limited to: playing, observing or participating in Program activities, or traveling to and from Program events. I further understand and agree that the risks involved in this Program may include, but are not limited to: travel to and from the Program site, including via private vehicle, common carrier, and/or REINHARDT owned vehicle, injury resulting from game-like activities during the Program as a result of the activity area’s conditions, the acts of third parties or other unknown safety hazards, injuries due to conditions of equipment, unpredictability of weather and conditions, wildlife, first aid operations or procedures of Releasees and/or others, and that there may be other risks not known to me or not reasonably foreseeable at this time. By participating, I/my minor child could sustain serious personal injuries, illness, property damage, or even death as a consequence of not only REINHARDT’s actions or inactions, but also the actions, inactions, negligence or fault of others, the conditions of equipment used, facility conditions, weather conditions, negligent first aid operations and procedures and I understand that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I/my minor child may sustain by any means is my sole responsibility except for those occurrences due to REINHARDT’s gross negligence or intentional acts.

RELEASE AND WAIVER OF LIABILITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE REINHARDT, its governing board, directors, officers, employees, agents, volunteers and any students (hereinafter referred to as "Releasees") for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I/my minor child may suffer as a result of my/my minor child’s participation in the Program, REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES’ GROSS NEGLIGENCE.
NEGLIGENCE OR INTENTIONAL ACTS, AND REGARDLESS OF WHETHER THE INJURY DAMAGE OR DEATH OCCURS WHILE IN, ON, UPON, OR IN TRANSIT TO OR FROM THE PREMISES WHERE THE PROGRAM, OR ANY ADJUNCT TO THE PROGRAM, OCCURS OR IS BEING CONDUCTED. I further agree that the Releasees are not in any way responsible for any injury or damage that I/my minor child sustain as a result of my own negligent acts.

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my/my minor child’s participation in the Program because the Program includes activities, some of which may be dangerous and which may expose me/my minor child to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: travel to and from the Program site, including via private vehicle, common carrier, and/or REINHARDT owned vehicle, injury resulting from game-like activities during the Program as a result of the activity area’s conditions, the acts of third parties or other unknown safety hazards, injuries due to conditions of equipment, unpredictability of weather and conditions, wildlife, first aid operations or procedures of Releasees and/or others, and that there may be other risks not known to me or not reasonably foreseeable at this time. I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS IF THE RELEASEES, UNLESS THEY ARISE FROM THE RELEASEES’ INTENTIONAL OR GROSSLY NEGLIGENT ACTS, and assume full responsibility for my/my minor child’s participation in the Program.

INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys’ fees), arising from any injury, property damage or death that I/my minor child may suffer as a result of my/my minor child’s participation in the Program, REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES OR OTHERWISE, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES’ GROSS NEGLIGENCE OR INTENTIONAL ACTS.

PERSONAL MEDICAL INSURANCE: I agree to purchase and maintain during the term of the Program personal medical insurance for myself/my minor child. I further acknowledge that I am responsible for the cost of any and all medical and health services I/my minor child may require as a result of participating in the Program.

CERTIFICATION OF FITNESS TO PARTICIPATE: I attest that I/my minor child am physically and mentally fit to participate in the Program and that I/my minor child do not have any medical record of history that could be aggravated by my/my minor child’s participation in the Program.

MEDICAL CONSENT: I understand and agree that Releasees may not have medical personnel available at the location of the Program or off-site Program event. In the event of any medical emergency, I (initial one) do ___ do not ___ authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care that REINHARDT personnel deem necessary for my/my minor child’s safety and protection. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

CHOICE OF LAW: I hereby agree that this Agreement shall be construed in accordance with the laws of the State of Georgia.

SEVERABILITY: If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby.
I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Agreement.

Date: ____________________

(Signature)

(Printed Name of Participant)

Signature of Parent/Guardian for Participants Who Are Minors:

I certify that I have custody of Participant or am the legal guardian of Participant by court order. I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND AND AGREE TO ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY REINHARDT.

Date: ____________________

(Signature of Parent or Guardian)

(Printed Name of Parent or Guardian)

Received by: REINHARDT UNIVERSITY

Date: ____________________

By: ____________________

(Signature)

(Printed Name of Institution Official)

PARTICIPANT MEDICAL INFORMATION

Emergency Contact Name ________________________________

Emergency Contact Phone ______________________________

Primary Physician Name _________________________________

Primary Physician Phone _________________________________

Health Insurance Company _______________________________

Health Insurance Policy number ___________________________

List any medical conditions, allergies (drug, food, etc.), medications, special needs: ____________________________________________
IX. Waiver For Students or Non-Employees Using Non-Institution-Provided Transportation To Attend Off-Campus Events

WAIVER FOR STUDENTS OR NON-EMPLOYEES USING NON-INSTITUTION-PROVIDED TRANSPORTATION TO ATTEND OFF-CAMPUS EVENTS

This form is to be signed by all students who are voluntarily desire to self-transport and not utilize Reinhardt University-provided transportation to an off-campus event and choose to obtain/provide their own transportation. This form must be completed, signed, and turned in to the Finance and Administration Office prior to departure for the event.

Name of event: __________________________________________

Location(s) of event: ______________________________________

Date(s) of event: _________________________________________

Group attending event: _________________________________

Faculty/Staff Advisor: ___________________________________

I, _______________________________________, am aware that Reinhardt University has made transportation available to and from the abovementioned event (hereinafter “Student Activity”). Since I desire not to use Reinhardt University-provided transportation, I have decided to arrange for other transportation so that I can attend and/or participate in the above mentioned event. In consideration for using my own transportation, I agree as follows:

REQUIREMENTS: I understand that I am responsible for all costs and expenses related to my transportation. I certify that if using my personal vehicle, I have the minimum automobile liability insurance coverage required by law. Reinhardt University’s insurance will not cover any liability caused by the use of a personal vehicle while on this trip. Any occupants in my vehicle on this trip will not be covered by insurance carried by Reinhardt University and any risk taken by having them as passengers in my car will be borne by me/my personal insurance carrier. I understand that Reinhardt University, including its governing board, trustees, directors, officers, employees, and any students, agents or volunteers acting at Reinhardt University’s direction (collectively referred to as “Releasees”), shall not be held liable for the manner in which I operate my personal vehicle. I understand and agree that all passengers in my vehicle who are students at Reinhardt University shall have executed this release before departing for the Student Activity. I further understand that if I take any transportation other than Reinhardt University-provided transportation, Releasees shall not be held liable for any damage, loss or injury which may be sustained by me in consequence of my transportation REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES’ NEGLIGENCE, GROSS NEGLIGENCE OR INTENTIONAL ACTS.

RELEASE AND WAIVER: I hereby waive and release any and all claims, actions, causes of actions, and demands I may have against Releasees for, upon or by reason, of any damage, loss or injury which may be sustained by me in consequence of my transportation to and from the abovementioned event REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY THE RELEASEES’ NEGLIGENCE, GROSS NEGLIGENCE OR INTENTIONAL ACTS.

Reinhardt University expressly disclaims liability for actions of third parties, which includes but is not limited to students, agents or volunteers who are not acting under the direction and control of Reinhardt University. I, hereby release Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys’ fees), arising from any injury, damage or death that I may suffer as a result of actions of any third persons who are not Releasees.

I hereby agree and understand that the terms hereof shall be binding upon myself, my heirs, assigns, and personal representatives. All matters hereunder shall be resolved in accordance with the laws of the State of Georgia, notwithstanding the location of the abovementioned event, the route of travel or the location of my personal residence.
INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys’ fees), arising from any injury damage or death that I or any person traveling with me may suffer as a result of my self-transport to the above-mentioned Student Activity, REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY RELEASEES OR OTHERWISE, UNLESS THE INJURY DAMAGE OR DEATH IS CAUSED BY RELEASEES’ NEGLIGENCE, GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT.

I further agree that, in the event that I or any of my family members, personal representatives, heirs, executors, administrators, agents, assigns or any other third party attempts to assert any claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, damage or death to me, including but not limited to any injury resulting from my own negligence, gross negligence or intentional misconduct during or related to the Student Activity, I AGREE TO DEFEND AND INDEMNIFY RELEASEES AGAINST SUCH CLAIMS, DEMANDS, CAUSES OF ACTION (KNOWN OR UNKNOWN), SUITS, AND/OR JUDGMENTS OF ANY AND EVERY KIND (INCLUDING ATTORNEYS' FEES) TO THE FULLEST EXTENT PERMITTED BY LAW.

I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Agreement. I understand that I may seek legal counsel of my own choosing to fully explain any terms of this Agreement to me before I sign it.

Date: ____________________________  (Signature of Student)

(Student I.D. Number)  (Printed Name of Student)

Signature of Parent/Guardian for Participants Who Are Minors:

I certify that I have custody of the student or am the legal guardian of the student by court order. I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND AND AGREE TO ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY RELEASEES.

Date: ____________________________  (Signature of Parent or Guardian)

(Printed Name of Parent or Guardian)

Received by:

Date: ____________________________  (Signature)

(Printed Name of Institution Official)