

University of South Carolina Aiken
Student Organization
Advisor Handbook
2021-2022



Office of Student Life
Student Activities Center
803-641-3634
web.usca.edu/student-involvement

Table of Contents

Advisor Job Description.....	1
Role of the Advisor.....	1
Organization Stages.....	4
Officer Transition.....	4
Services Provided to Registered Student Organizations.....	4
Financial Accounts and Information.....	5
Process of Budgetary Requests & Appeals for Student Activities Fee Allocation.....	7
University Policy on Campus Publicity & Solicitation.....	9
Reserving Meeting or Event Space and Facilities.....	11
Policy on the Use of Alcoholic Beverages on Campus.....	15
Student Organization Event Policies.....	16
Advising “Do’s”.....	19
Advising “Don’ts”.....	19
Twenty Tips to Increase Group Productivity.....	20
Frequently Asked Questions.....	21

This handbook is designed to be a tool for all advisors of student organizations at the University of South Carolina Aiken. It includes helpful information for advisors about expectations, university policies and procedures, and operations to ensure a successful advising experience.

Advisor Job Description

Each organization at the University of South Carolina Aiken (USCA) is required to have an advisor that is faculty or staff at USCA. The advisor should be an individual who has an interest in the purpose of the organization. While encourage to be actively involved in all affairs of the organization advisors are minimally expected to:

- Attend periodic meetings and activities
- Review and approve registration, budgets, travel plans, constitutions, facility requests, events and other forms
- Help ensure the activities of the organization reflects favorably on the university
- Provide historical background and serve as a point of reference
- Assist members in balancing their extra-curricular activities
- Intervene in high-risk situations and challenge student decision-making when necessary

Advisor involvement may encompass many other areas including:

- Advise with regards to fundraising, sponsorship, and spending
- Assist in transitioning new officers and developing leadership skills of all members
- Provide input into the recruitment, selection, and evaluation of members and officers
- Be aware that you may be consulted about personal concerns and are under no obligation in these instances

Advisors agree to abide by all policies governing student organizations and are encouraged to attend workshops offered by the university and be familiar with the Student Organization Handbook to promote further development.

If you are serving as a faculty/staff advisor to a fraternity or sorority there are additional expectations:

All fraternities and sororities (Greek organizations) are required to have an advisor who serves as faculty or staff at the University of South Carolina Aiken. A fraternity/sorority faculty/staff advisor serves the chapter *in addition to* their chapter advisor. It is the main purpose of the faculty/staff advisor to promote and support academic success within the organization. The duties and responsibilities of the Greek faculty/staff advisor include, but are not limited to, the following functions:

- Assist the chapter in developing an overall scholarship program
- Be available to meet with the members each semester to review their academic progress and plans at USCA
- Assist the chapter in developing an academic incentives program
- Be available to meet with individual members who are in need of academic assistance
- Attend at least one or two chapter meetings each semester to get to know the members and the members to get to know the faculty/staff advisor

Role of the Advisor

Advisors are essential to the success of a student organization. It is their responsibility to guide the group in accordance with the purposes and ideals of the University of South Carolina Aiken and the organization. The relationship of the advisor to the group will vary depending on each organization and its members. Some advisors play very active roles, attending meetings, working with officers, and assisting in program planning. Others maintain a more distant relationship to the organizations. Therefore, the responsibilities and duties of the advisor will vary according to the group's needs. It is our hope that each advisor will maintain some regular contact with his or her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness of policies and activities.

Following are some of the roles you may assume as an advisor:

MENTOR - Often students will come to see their advisor as a mentor and the success of this relationship can have a positive impact on both the student and advisor alike for years to come. Provide the students with advice and share your life experiences to assist them with their academic career and beyond.

MEDIATOR - Occasionally issues may arise between members of an organization, between different organizations, or between

organizations and university administrators. As an advisor you may need to step in and help mediate the conflict. Often you can pull the two opposing parties into the same room and solve the issue by a simple conversation.

EDUCATOR - One of the most essential components to learning in “outside the classroom activities” is reflecting on what you are learning and how you are doing. Encourage students to stop and evaluate themselves. Assist them in recognizing learning opportunities and how those opportunities can make them better leaders and members in society.

MOTIVATOR - There will be times when an organization gets stuck on something or gets into a rut. Organizations may need assistance is overcoming these obstacles. You may need to be their cheerleader to keep them excited and motivated when facing a difficult challenge.

RESOURCE - As a faculty/staff member you can be a valuable resource about University policies, procedures, and rules. You are not expected to know everything, but as an employee of the University you have many more connections, and know who to call, than the students to find sought after answers.

LIAISON - An advisor can serve a key role in bridging the gap between an organization and University administrators or even between organizations. Take advantage of these opportunities to advocate on behalf of the organization.

We have provided some possible responsibilities that the advisor may consider when determining his/her responsibility to the organization, the individuals, and the University. Specifically, the role of the advisor is defined by the person filling the position. Hopefully each advisor will become involved in the organization through meetings, planning, programming, and activities.

Helpful Hints for Advising a Group

- Assist the group in filing its annual reports, required in order to maintain active status.
- Assist officers with procedural matters.
- Have a knowledge of all plans and activities of the group.
- Help the organization justify its expenditures of members’ time, money, abilities, and energy.
- Discourage domination of the group by any individual or small groups.
- Provide long-term continuity within the group.
- Assist in the orientation and training of new officers.
- Be available to meet with members of the organization at their regular meetings.
- Provide assistance in the planning and evaluation of programs.
- Attend as many of the organization’s programs as possible.
- Assist the group in setting realistic goals and objectives for the academic year.
- Promote relationship building between students, faculty, and staff.
- Be knowledgeable of the organizations history, constitution, and purpose.
- Assist the group in abiding by all University policies, procedures, and regulations.

Advising Individuals in a Student Organization.

- Encourage each individual to participate in and plan group events.
- Assist students in maintaining a healthy balance between academics, co-curricular, and social aspects of student life.
- Encourage students to accept responsibility for specific parts of the program or event.
- Help students recognize the importance of their roles in relation to the group’s goals.
- Assist with developing the leadership skill sets of members, particularly officers.
- Assist in the development of individuals into better citizens.
- Develop a strong working relationship with officers.

What an Advisor May Expect of a Student Officer(s)

- Establish and share a job description for the advisor that clearly defines advisor responsibilities and expectations
- Keep advisor informed of all organizational activities, meeting times, locations and agendas
- Establish an attendance schedule for the advisor in regards to organization meetings which is mutually agreed upon by the organization and advisor
- Provide advisor with minutes of all meetings
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems
- Consult with the advisor prior to making any major changes to the structure of the organization
- Allow the advisor to share their thoughts and ideas
- Show respect for the advisor and value the advisor

What a Student Officer May Expect of an Advisor

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- To serve as a resource person for alternative solutions to problems confronting the group.
- Assistance with university procedural matters.
- Make suggestions of ways by which the group meetings can be improved.
- To represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance, and progress.
- Make suggestions that will permit the officers to improve leadership skills.

Considerations for the University of South Carolina Aiken

- Guide the group in accordance with the purposes and educational objectives of the university.
- Be familiar with the policies and procedures pertinent to USCA student organizations and ensure they are followed.
- Be familiar and comply with federal, state, and local laws and ordinances, as well as campus policies. Inform the group of policies as needed.
- Supervise the financial procedures of the organization in handling its funds.
- Cancel any activities you believe violate university policy, or local, state, or federal laws or are unsafe.
- Help increase awareness of both students and staff of the University facilities, events and personnel.

Questions You May Want to Discuss with the Organization:

- How much involvement is needed, desired, or expected?
- How often does the organization meet?
- How many major activities or programs does the organization plan per semester? Per year?
- How experienced are the officers?
- How do your skills and knowledge match the needs of the organization?
- What are some of the problem areas the organization has experienced in recent history?
- What are some ways you as the advisor can be helpful to the organization?
- Is the advisor expected to be an active participant at meetings or a silent observer?
- Should you interrupt meetings if you think the group is getting off track?
- If things get unruly should you interrupt or remain silent?
- Is the advisor expected to give feedback? What are the appropriate channels?
- Are there areas of the organization that are “hands off” to the advisor?

Different Approaches to Advising

- Point out issues relating to ideas presented by the officer without imposing bias.
- If an idea is inappropriate, the advisor should encourage students to consider other alternatives.
- Informal meetings are conducive to open and worthwhile discussion.
- If the officer asks “What should we do?” or “What do you think?” the questions should be rephrased and handed back to him/her. The advisor is there to assist the officer, but not to solve the problem for the student.
- The officers should be encouraged to take an occasional chance on some less proven member in delegating authority.
- The advisor may wish to periodically evaluate the student in his/her effectiveness as an officer.
- The advisor may feel comfortable participating in group discussions when the members have learned to recognize and accept the advisor’s role as a co-worker whose opinions are respected for their value. This participation should not inhibit the prerogatives of anyone else.

Attributes of a Good Advisor

Aware	Know what is happening with the organization at all times.... problems, dates of function, etc.
Dedicated	Willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.
Visible	Attends meetings, events and other special activities of the organization.
Informed	Familiar with the rules, policies, and regulations of the University and the by-laws and constitution of the organization.
Supportive	Provides encouragement and praise to organization members.
Open-minded	Willingness to consider new ideas and approaches although she/he may not totally agree with them
Respected	Earned respect through being trustworthy, honest, and demonstrating a genuine interest in the welfare of the group.

Organization Stages

Forming

The “forming” stage occurs when the organization first assembles together. During this initial meeting, organization members share information about their experiences and develop first impressions of other members. The group leaders play a vital role during this stage. The leaders are tasked with laying out the group’s objectives, methods and practices. The leaders must also clarify each member’s powers and responsibilities to the group, as well as how each individual contributes to the group’s mission. During this stage an advisor can provide opportunities for training and development, including icebreakers and workshops or retreats. Also, the advisor should provide support to the organization.

Storming

As its name implies, the “storming” stage is often the most turbulent time in any group’s life cycle. In some instances, the storming stage can bring about “brainstorming,” where the ideas are brought up, debated and measured by their merits. In other cases, the “storming” can imply the clash of personalities, as the dominant persons in the group attempt to wrest control of the group’s mission from the more passive members. During this time, the best thing the advisor can do is recognize what is happening and respond with team building exercises and conflict resolution strategies.

Norming

The “norming” phase occurs when the personalities of the group have settled into their roles. During this phase, the individuals understand their responsibilities and act as a cohesive unit to accomplish the organization’s goals. Each member respects and appreciates the talents and contributions of the others. Members act out of a sense of trust and community, rather than the competition and rivalry. A leader can delegate responsibilities to those members that work well together. During this stage the advisor can assist the organization with developing expectations for members and officers.

Performing

The “performing” phase sees the group at its peak. Each member knows their role and carries out their duties with the full support and understanding of the rest of the group. The workers reach their highest level of competence and motivation during this phase as they see the organization progress toward its goals. The leaders will continue to develop the team spirit and camaraderie needed to reach the goals. At this point the advisor should continue role modeling and assisting the organization with officer transitions and goal setting to keep the organization moving forward.

Officer Transition

One key function of an advisor is to assist with officer transitions. Typically, as the one consistent factor with the organization, the advisor has seen changes, knows what may or may not work, and can help maintain continuity.

It is extremely helpful for officers to know their roles and responsibilities before taking office. Expectations should be clearly set. There are a few different ways to conduct and assist with officer transitions. Following are some commonly used methods that seem to have the most success.

Team Transition

Team transitioning involves getting everyone together in one room at one time. Be sure to include outgoing officers and incoming officers. This can be done as one long retreat or during several meetings. Things to cover during team transitioning would be:

1. Past records and/or notebooks for each office. Outgoing and incoming officers should work on updating those together
2. Discussion topics to include:
 - Projects from the past year
 - Upcoming and incomplete projects
 - Challenges and setbacks
 - Anything the new officers may need to know to do their job effectively

During the transition meeting(s) the advisor role may be to:

- Organize the retreat
- Facilitate discussion
- Serve as a sounding board for ideas

- Offer suggestions
- Fill in any blanks
- Remember to try to refrain from telling new officers what to do

One-on-One Training

While it is ideal to do team transitioning as it allows for the opportunity to get everyone in the same room and on the same page this simply isn’t always possible. Many times it is left up to the advisor to train the new officers. In this situation an advisor would ideally bring together the outgoing officer with the new officer to conduct one-on-one training for each individual position. If the outgoing officer is not available to meet then the advisor may have to train the new officer by themselves. The advisor may even find themselves creating a new notebook/files for the new officer from scratch.

Things to include in a new notebook/folder:

1. Any forms the officer may need to use
2. Copies of previous meeting agendas
3. A copy of the organizations constitution and bylaws

Talk about goals for the coming term and the officer’s role in the organization. Discuss the expectations for each position.

Presence and Student Organizations

The Student Life Office will require student organizations to create and maintain a profile on Presence, which can be found at usca.presence.io. This software has many benefits for organizations and can help with tracking and information passing as well. Within this site, organizations can keep an active roster, update officers, promote and schedule events and also track others who attended. The Student Life Office will be doing more business through Presence such as fee allocation requests, applications and organization management as well. You can get to Presence

Services Provided to Registered Student Organizations

Organization Fairs

The Office of Student Life hosts two organization fairs each year (one per semester) called “Get on Board Day.” These fairs provide organizations the opportunity to showcase their group to new students.

Organization Mailboxes

Organizations can obtain a mailbox in the Student Life Suite in the Student Activities Center

Meeting Space

Registered student organizations may use university facilities and sponsor activities on campus often for free or at a significant discount.

Marketing Resources

- Copy machine: All student organizations are given a copy code and are allowed to use the copy machine in the Student Life Suite of the Student Activities Center. Copies are \$.05 per page for black and white copies, \$.15 per page for color copies. There are a variety of colors of paper that can be selected.
- Banner Paper & Paint: Banner paper and paints are available at no cost in a variety of colors. See the front desk of the Student Life Suite

Financial Accounts and Information

Student Organization Allocation Guidelines

All funded organization advisors, officers, and members should become aware of and adhere to the following:

- Under no circumstances shall any organization in any way financially obligate the University without proper authorization. Always plan in advance. Nothing will be processed without the proper paperwork and authorization.
- No funded organization may maintain any account with any other party other than Student Life/Student Government. Any

and all transactions must be processed through both organizations.

Academic Support

The purchase of supplies for the purpose of supporting or supplementing an academic program is strictly prohibited.

Alcoholic Beverages

Under no condition will Student Activity funds be used to purchase alcoholic beverages.

Awards

Awards may be used to recognize individual organization members for outstanding contributions to the organization or

University. Awards and prizes may be considered for the specific purpose of generating revenue at least equal to the cost of the award. In this case, the organization must provide a detailed description of the means by which the prize will be used to generate the funds to cover the expense.

Charitable Organizations

Student Activity funds may not be distributed to charitable organizations, however, these funds may be used to raise money for charitable organizations and they may receive the portion considered net profit.

Contingency Funds

There will be no allocations for contingency funds. Emergency requests are heard on an individual basis.

Contracts

A contract is used when services are performed through an outside party. Contracts require prior approval and must be processed through Student Life.

Equipment Purchases

All equipment purchases are the property of the university and must be reported as such by each organization as a part of inventory. All inventory must be accounted for at the end of each fiscal year before an organization is eligible for additional funding.

Honoraria

Honoraria payment is simpler than a formal contract. The paperwork required includes a Direct Expenditure for Personal Services form and an I-9 form for the individual. See Student Life for assistance in handling honoraria payment.

For persons already employed by the University, the payment process can be much more difficult. The organization should consult with Student Life for information regarding other options.

Fundraising

Money that is earned by the organization through fund raising activities will be placed in the rollover balance for that particular organization. This money can be spent on a variety of items; however, proper paperwork and procedures must still be completed. For more information about the process to do fundraisers, please refer to the section of this manual titled Fundraising located on pg. 27. Remember, all fundraisers must be approved by the Associate Director of Student Life (or designee).

Intra Institutional Transfer (IIT)

An IIT is used to transfer money from one University account to another.

Printing

Organizations must use University Printing facilities where possible. If printing cannot be done on campus, every attempt should be made to follow normal bidding procedures through University Printing.

Purchase Requisition Form

The purchase requisition form is essentially a request for a purchase order. It is designed to convey to the Purchasing Department an organization's need for supplies, equipment, or other contractual services.

Purchase Orders

The purchase order is established for companies with which we do not have a blanket order set up. It is intended for amounts in excess of \$2500, and three bids must be submitted for the services under consideration. All paperwork for purchase orders should be completed at least ten days in advance. The invoice or packing list should be submitted to the SAC office for merchandise received.

Revenue

In addition to allocated funds, your organization may also earn money through the collection of dues, ticket sales, bake sales, etc. This money, referred to as rollover, should be added to the organizations allocated balance to obtain a total beginning balance for the fiscal year. Revenue will roll over for one academic year.

Sales Tax

Sales tax must be withheld from money earned through means such as bake sales, candy sales, etc. This sales tax is reported under a separate cost code, and it is not considered a part of rollover.

University Police Costs

The cost of having a University Police officer present at any event, on-campus, is currently between \$20.00 and \$40.00 an officer per hour. The need for University Police officers is based upon the nature of the event and the potential for problems to develop. The need for an officer will be decided by the Chief of Police. However, events held in the Etherredge Center after 5:00 p.m. may require a University Police officer. If there is a need for a Univeristy Police officer off-campus then individulas of that organization should dicuss with Univeristy Police and the Univserity Police may make further recommendations to the local jurisdiction.

Note: Whether or not a University Police officer is present at any event, the organization is solely responsible for any and all occurrences at the event.

Special Accounts

There are a variety of special accounts and procedures established to simplify certain qualifying receipts and expenditures.

Travel

Money may be allocated for travel where members of the organization will:

- Represent the university and thereby enhance the prestige of the university and the organization;
- Gain knowledge or experience of benefit to the student body and the individual's organization.

Travel Authorizations

An organization traveling on school business must complete a Travel Authorization form (T.A.) for insurance purposes. If the organization's funding allows, travel expenses may be reimbursed for lodging, meals, mileage, registration, and other transportation expenses. These T.A.'s should be completed two weeks in advance. See Student Life for assistance and notification of travel expenses. It is the obligation of the organization to report all funded travel expenses to Student Life and Student Government.

Travel Reimbursement Voucher

If applicable, the traveler may receive reimbursement for certain expenses upon completion of a Travel Reimbursement Voucher and submission of receipts.

Reminder: All financial activities must flow through the Office of Student Life and Student Government for accounting purposes. If there is any change in estimated amounts (blanket orders, purchase orders, etc.), Student Life and Student Government must be notified.

Disclaimer

Student Government and Student Life reserve the right to review the organization's budget and to residual account any funds which were not expended in implementing an approved program. All organizations are required to notify Student Government that the event did not use their allotted funds for the purposes intended.

Process of Budgetary Requests and Appeals for Student Activities Fee Allocation

Student Organization Eligibility Requirements:

To be a candidate for funding, an organization must meet the following eligibility requirements:

- The group must meet all criteria set by the University of South Carolina Aiken to be a currently registered student organization;
- New student organizations may not receive any funding until they are approved by the Campus Life Committee. New organizations will receive a budget of \$250.00 for their first year and then must go through the funding process at the beginning of the next academic year for future funding.

Representatives of all student organizations funded by student activities fees are required to attend the following activities/ events:

- The advisor and/or student representative (preferably the President) must attend the Advisors/Presidents Reception held annually in September;
- At least one representative must attend the SGA/Chancellor's Town Hall meetings which are held once a semester.
- At least one representative must attend the Annual USCA Student Leadership Retreat held in August.

Failure to comply with the above guidelines could result in the suspension of funding.

The Office of Student Life and the Student Government Association will send out schedules of all meetings and training sessions at least two weeks prior to hearings being held.

The Office of Student Life will send out schedules of all meetings and training sessions two weeks prior to the hearings. At the end of the academic year, it is the obligation of the organization to disclose all excess inventories or other goods currently held by the organization that were purchased with University funds. If it is determined that any falsification or withholding of information does exist, the organization will automatically lose all funding for the next fiscal year. An organization is also ineligible for funding if there are any outstanding fees (copy fees, etc.) owed to any university department or business.

Activities Eligible for Funding

- Travel Activities: These activities involve support for students attending lectures, conferences, symposia, or similar activities. Meals allocated for travel will follow university guidelines for reimbursement. Funds for travel may be allocated when members of the organization will:
 - A. Represent the institution and thereby enhance the prestige of the institution and the organization or activity.
 - B. Gain knowledge or experience for the student body and/or the individual's organization or activity.
- Speaker Activities: Funds may be allocated to bring a speaker on campus. The main speaking engagement must be open to the entire campus community
- Operational Activities: Funds may be allocated to help an organization remain operational. Examples of operational activities are printing of agendas, office supplies, and specialized equipment needs.
- Food/Beverage: Funds may be allocated for food and beverage at events, meetings, and receptions.
- Other Expenses: Funds may be allocated to help organizations with other expenses as long as they are justified.

Activities Not Eligible for Funding

- Local travel of less than 50 miles
- National or local dues for individuals
- Promotional merchandise or materials to be sold for a profit
- Events with alcoholic beverages being served will not be funded unless granted special permission from the Chancellor of the university.
- Direct requests for donations to charities or nonprofit groups.
- Events with an admission fee unless granted special permission by the Interim Vice Chancellor of Student Life and Services. If permission is granted, the organization may realize profits only after reimbursing the student activities fees account for the original allocation. The Interim Vice Chancellor can also grant special permission for groups not to have to reimburse the amount if the event significantly contributes to the mission of the university.
- No memorabilia, yearbooks, photo albums or any items that are solely group-specific
- No speaker who is USCA faculty, staff, or student body may receive payment/honorarium for personal appearance.

Priorities for Funding

- Will be given to events and programs held on campus;
- Will be given to programs and events that relate to the mission of the student organization requesting the funds and which support the overall mission of the university;
- Will be given to programs and events which are open to the entire campus community;
- Will be given to organizations who have limited abilities to obtain funding from other sources (i.e. other departments on campus, fee structure of organization, etc.)

How to Apply for Student Activities Fees

The Student Government Association approves the Student Activities Fee Allocation budget based on the recommendations of

the Student Activities Fee Allocation Committee (SAFAC). The budget is subject to the approval of the Vice Chancellor of Student Life and Services.

Hearings will be held at least once a year.

Student organizations must following these steps in order to participate in the Student Activities Fee Allocation.

Step 1: Each registered organization will receive notification of the opening of the budget process at least two weeks prior to when hearings will be held. Campus publications will be used to publicize the availability of forms and when hearings will be held.

Step 2: The student organization, in consultation with the adviser, identifies all budgetary needs for the organizations.

Organizations may apply for funding for the entire year or plan by semester. Forms and instructions can be picked up in the Student Life Office or Student Government Association Office which are both located in the Student Activities Center.

Step 3: The student organization completes the Budget Proposal Form, returns it by the due date to the Student Involvement Office and, signs up for a hearing with the SAFAC.

Step 4: Representatives from the organization prepare to justify their budget requests at the hearing.

Step 5: Representatives from the organization attend the hearing with the SAFAC and explain their budget requests. At least two members, but no more than four members, of the organization should be present at the hearing.

Step 6: Within two weeks after the hearings, the organization receives a printed itemized copy of their requested budget.

Step 7: Student organizations who disagree with their budget allocation may appeal to the Interim Vice Chancellor of Student Life and Services.

Step 8: Student organizations who disagree with the decision of the Interim Vice Chancellor for Student Life and Services.

If an organization does not meet with SAFAC for a hearing, the organization will not receive any allocation from SAFAC.

Each year, the SAFAC committee may set limits for funding on specific items. Each funded organization should be aware of the fact that the SAFAC retains the right to review all funded expenditures from a previous year before consideration for future funding. The accounts will be audited monthly by the Student Involvement Office and/or the Student Government Association. Therefore, it is necessary for organizations to maintain records that are both current and accurate and to carefully consider their own expenditures.

Other Budget Considerations

Unused Allocations

Any funds not spent within the assigned time period will be transferred back to the general student activities fee account. Any money or revenue generated by the student organization will roll over for one academic year.

Budget Changes

Occasionally, a student organization may find it necessary to request a change in the budget they submitted. If this occurs, a Budget Transfer Request form, available in the Student Government Office and the Student Life Office, should be submitted to the Student Government Office in the Student Activities Center.

Student organizations should have your request form into the office by Noon on Mondays. At that time, a representative from the student organization may make an appointment to meet with the SGA Treasurer to answer questions concerning the request. The SGA Finance Committee meets weekly during the fall and spring semester and will act promptly on any request. Student organizations will be notified of the status of their request by Friday.

Composition of Student Activities Fee Allocation Committee

The Student Activities Fee Allocation Committee will consist of six members. One of the voting members will be selected from the faculty and staff while the Vice Chancellor of Student Life and Services will be a permanent non-voting appointment. The other four voting members will be Senators from the Student Government Association, including the Treasurer of the Student Government Association. The Vice Chancellor of Student Affairs will choose the faculty/staff representatives and the Student Government Association President will choose the other three Senators. The chair of the committee will be the Treasurer of the Student Government Association. Committee members will serve a one year term from April to April.

In order for the hearing to be held, at least 2/3 of SAFAC must be present.

UNIVERSITY POLICY ON CAMPUS SOLICITATION

I. Purpose

The University of South Carolina Aiken has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the university recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the university hereby adopts this solicitation policy for the

purpose of establishing reasonable time, place and manner restrictions on campus solicitation.

II. Definition of Solicitation

Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that result in sales;
2. Distributing advertising or other materials;
3. Compiling data for surveys, programs, or other purposes;
4. Recruitment of members or support for an organization or cause;
5. Providing educational information sessions (exclusive of formal University of South Carolina Aiken academic classes)

Even within areas open to solicitation, this contact may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the university, are prohibited. An event that places an undue burden on campus facilities; interferes with the use of campus facilities by other persons; disrupts normal operations; infringes on the protected rights of others; has as a principle goal to incite a riot or to disrupt other activities, may be denied the privilege to use university facilities or grounds for solicitation.

III. Areas Available for Solicitation

Although the university is devoted to the public in many ways, the entire campus is not a public forum. Public access to some portions of the campus must be limited to achieve the school's educational mission, to retain student privacy, and to meet safety and health requirements. However, some areas are open for solicitation within the guidelines established by this policy. Prior approval through established registration and reservation procedures (available at the Office of Student Life) and the approval of the Vice Chancellor of Student Affairs (or designee) are necessary in order to utilize these areas:

1. Designated areas in front and back patios of the Student Activities Center;
2. Designated areas within the Student Activities Center, the Humanities and Social Science Building, Administration Building, the Business and Education Building and the Quad;
3. Other specifically designated areas are formally contracted through the university for the purpose of advertising goods and services to the USCA community upon the approval of the Chancellor, Vice Chancellor for Student Life and Services, or designee.

IV. Distribution of Literature

Distribution of literature by university or non-university individuals or organizations is subject to this solicitation policy to prevent harassment of students and to maintain the campus environment. The person to person distribution of literature by university or non-university individuals or organizations is restricted to the areas available for solicitation and must be registered and reserved in advance through the Vice Chancellor for Student Life and Services (or designee). The posting of literature by university or non-university individuals or organizations is restricted to appropriate reserved areas of bulletin boards in all University buildings subject to the documented approval and instruction of the Vice Chancellor of Student Life and Services (or designee). Announcements of any type on trees, sidewalks, light posts, parked cars, or other similar structures is strictly prohibited.

V. Direct Mail Solicitation

The University of South Carolina Aiken mail room is responsible for providing services for USCA faculty, staff, and students for official university business only. Mail determined to be of personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The only exception to the policy is mail service to Pacer Downs' resident students whose mail is delivered to their residence.

University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official university business. No USCA mailing list will be available for use other than for official University of South Carolina Aiken business. (Student organizations may be contacted through the Office of Student Life.)

VI. Policy on Sales Solicitation

Solicitors and tradesmen, including students, faculty, or other university personnel are prohibited from entering university grounds or buildings of the University of South Carolina Aiken for the purpose of transacting business with students, faculty, or other university personnel, unless they have been issued a letter of permit for this purpose by the Office of the Vice Chancellor for Student Affairs (or designee). Sales solicitation may be subject to a solicitation fee set by the Vice Chancellor for Student Affairs (or designee).

VII. Employee Solicitation

Employees of the university may not solicit for non-university sponsored activities during working time regardless of whether they

are in their working area or not.

VIII. Organizations and Departments

Registered USC Aiken student organizations may solicit in designated areas under the following conditions:

1. The organizations must complete a facility reservation form available from the Student Life Office;
2. The Assistant Director of Student Life for Student Organization and Community Service (or designee) must be made aware of outside speakers and/or performers being brought through sponsorship by USC Aiken student organizations to the campus;
3. The Assistant Director of Student Life for Student Organization and Community Service (or designee) must approve student fund-raising activities; a fund-raising audit sheet must be completed after each event;
4. Any use of space not normally designated for use by student organizations and University departments must be requested in writing from the Assistant Director of Student Life for Student Organization and Community Service .

IX. Statement of Equity

Approval to solicit on the University of South Carolina Aiken campus shall not be granted in an arbitrary manner upon the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner restrictions of this policy.

X. Outside Organizations and Individuals

Any outside organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered USC Aiken organization or university department. After obtaining sponsorship, the outside organization or individual must follow the procedure outlined for USC Aiken student organizations (organizations having questions regarding sponsorship should contact the Assistant Director of Student Life for Student Organization and Community Service (or designee). Additionally, an alternative means of communication is available through the student newspaper.

XI. Disclaimer

The Solicitation Policy of the University of South Carolina Aiken must undergo constant revision to reflect prevailing community standards and the most recent case law which constitutionally defends the rights of students as citizens as well as protecting the individual privacy of students on the University campus. Contact the Office of Student Life in the Student Activities Center for the most recent revisions of this Solicitation Policy.

RESERVATION POLICY FOR UNIVERSITY FACILITIES

This policy provides a comprehensive set of guidelines and procedures for the scheduling and reservation of property, buildings, facilities and grounds owned or controlled by the University of South Carolina Aiken as well as the inclusion of University-sponsored events in the calendar system, regardless of location. Use of campus spaces should be for activities that support the university's primary mission of education through teaching, research, creative activity and community engagement

Policies for Scheduling USC Aiken Facilities

A. Facilities on the USC Aiken campus can be scheduled for both internal and external group events. Internal groups are defined as academic and administrative departments, units, and student organizations. External groups are defined as private, corporate, and non-profit entities. The Office of External Programs, Continuing Education, and Conferences will schedule and coordinate all events for external groups, with the exception of the Etherredge Center, the Ruth Patrick Science Education Center, and the Convocation Center/Athletics fields.

B. Reservable Space Covered by this Policy: All interior (classrooms, laboratories, meeting rooms, assembly, conference rooms, study rooms and recreation rooms), exterior (recreational fields, walk ways, quad areas, Pacer Path, front and back lawns, and any other outdoor space) and university controlled space which is located off-campus (such as USCA on the Alley) will be included. Office space will not be included as reservable space.

C. Fees and Service charges

1. All required fees related to use of reservable space or equipment associated with that space must be approved through the annual fee solicitation initiated by the USC Aiken's Budget Office.
2. Internal Users: If a space reservation includes any fees for space or equipment rental, the user should have a signed agreement reflecting these fees and terms of payment. If a space reservation does include any fees for space or equipment rental, the user still need a sign contract stating that the user will be held financially responsible for any damages- beyond normal wear on equipment, furniture, building, property, facilities and grounds.
3. External Group or Organization: Fees for space or equipment rental with an external group or organization must be included in the contract approved by USC Aiken Budget Office and Office of the Chancellor. The user will be held financially responsible for any damages beyond normal wear on equipment, furniture, building, property, facilities and grounds.

In addition, the user will be held financially responsible for any custodial, security, parking or other facilities services required because of the scheduled event if not identified as part of the rental fee.

D. Off-campus Short-term Rental: Off-campus space leased for a particular event must have a contractual agreement and approval with the unit and university. Users must adhere to specific property procedures of that space. When a university event is approved for an off-campus rental, the user is responsible for submitting the information to the university's 25Live reservation system as an "Office Campus" location for inclusion on the calendar.

E. Assembly, Athletic, and Vendor-contracted Space: Reservation requests for any university space such as Convocation Center and athletic facilities that are typically used for both commercial and campus events or are controlled by an approved vendor will follow the procedures established for that facility. When a university event is approved for one of these spaces, the Requestor is responsible for submitting the information to 25Live reservation system for inclusion on the calendar.

F. Non-discrimination for Assignment of Space: Requests for space usage must be reviewed in the context of this and other related policies. A request that is compliant with these policies cannot be denied because of age, race, gender, color, sex, religion, political affiliation, sexual orientation, genetics, national origin, or disability status of the user.

G. The Office of External Programs, Continuing Education, and Conferences will be the coordinating unit with final approval for all campus facility requests.

H. Usage Guidelines for All Space

1. Appropriate Usage of Space

i. University Event: Event organized by a university unit, including performance events for public audiences.

ii. University-sponsored Event: Event organized by a group or organization external to the university, but sponsored by a university unit because of mutual interest and collaboration.

iii. External Group or Organization with Contractual Space Rental: Event organized by a group or organization external to the university based on contractual arrangement for use of space, including commercial events at the Convocation Center, Ruth Patrick Science and Education Center, Etherredge Center, and other venues.

2. Inappropriate Use of space

i. Event that is mercantile in nature (beyond solicitation as defined in University Policy on Campus Solicitation).

ii. Event posing a conflict of interest: Before approval for space request from an outside sponsor, Approver should review possible direct degrees of competition between the requester of the event with the university.

iii. Event that has not been properly vetted and scheduled, including personal use without a contractual agreement for space. The contractual agreement will provide the written guidelines for use of the space. The guidelines may be based on specific conditions (e.g., outdoor space activities) and prior history of the user (e.g., prior non-payment of fees, inappropriate use of space, non-compliance with policies for space usage).

3. All groups using campus facilities must leave facilities as they found them, i.e. no excessive trash, no changes in the room setups, no covers on doors, windows, etc.

4. All groups using campus facilities are required to use campus food services, ARAMARK, <https://usca.catertrax.com>.

5. Indoor and outdoor space is subject to the campus-wide ban on tobacco.

6. Only assistance animals and laboratory animals are permitted. Assistance animals include service animals only.

7. Candles or open flames of any kind are restricted.

8. Use of tape or other adhesives, nailing, tacking or permanently adhering items to ceilings, walls, floors, windows or doors is prohibited, except where permitted. Ceiling tiles, security camera systems, and fire safety equipment should not be tampered with in any space.

9. The Office of External Programs, Continuing Education, and Conferences can specify restrictions concerning how a space is used due to donor/contractual restrictions or similar considerations.

10. Events may not be announced or advertised, except to key event participants, until contracts have been fully executed by all parties.

11. All groups using campus facilities must refrain from making excessive noise during their meeting/events in classroom

buildings in order to not disturb classes, other meetings, or students who are studying.

12. Weekend event and end times for all groups are as follows: Sunday-Thursday: events must end by midnight, with guests vacating the facility by 12:15 a.m., facility must be clear of all equipment and cleaned up by 1:00 a.m. Friday-Saturday: events must end by 1:00 a.m., with all guests vacating the facility by 1:15 a.m., facility must be clear of all equipment and cleaned up by 2:00 a.m. Requests for a later closing time (which may include time for break-down or clean up) must be made to the Associate Director of Student Life for student events; or to the Director of the Office of External Programs, Continuing Education, and Conferences for other events- no later than ten (10) business days prior to the event.

13. There may be charges for housekeeping, house managers, technical personnel, and/or operations, i.e. setups, break-downs, cleanups, in addition to any rental fee for the use of university facilities and resources to be assessed by the Office of External Programs, Continuing Education, and Conferences, the Etherredge Center Office, Convocation Center, and/or the Operations Office.

14. For events held in the Etherredge Center: a production meeting is required prior to every event. A projected set of costs will be provided in advance of the event date, along with any special conditions. After the event has taken place, an itemized bill will be sent to the rental group contact person.

15. It is the responsibility of the requesting individual or group to set up an appointment with the USC Aiken Police Chief for security for events with 100 or more participants. If it is determined that additional security is needed at specific events, the charges for this service will be paid by the responsible individual group.

16. If media and /or marketing are needed, it can be requested through 25Live under "Resources".

17. Parking is available in Parking Lots A, B, C, and D. Visitors should park in the spaces indicated by the white lines. The parking spaces indicated by yellow lines are reserved for faculty and staff; visitors are prohibited from parking in these areas.

18. All campus rooms and facilities are booked on a first-come, first-served basis.

19. Campus facilities may not be available for use on official university holidays.

II. Procedures for Scheduling Internal Groups

A. All room requests must be scheduled in the 25Live system to ensure the availability of the room or facility. The following information regarding the proposed event is necessary: date(s), name of the event, facility reservation time(s), or the start and end time that the requester would like to reserve the facility, published event time(s), or actual start and end time of the event, number of people expected to attend, and the room or facility requested. All student groups/organizations must have approval by the student organization's faculty or staff advisor and the Assistant Director of Student Life prior to submitting the request. If the meeting or event will be held on multiple dates, i.e. a sorority or fraternity meeting that is held each week at the same time/same room, it is necessary to place repeating dates in 25Live. Contact information of the person responsible for organizing the event should be placed in the "Event Details" on 25Live for each meeting or event.

B. USC Aiken's 25Live Reservation System is available online on the USC Aiken homepage at the bottom of the page the "A to Z" index under "0-9" 25Live (login).

C. The approver in 25Live will respond to the requester's email request within two business days of receipt of the request. They will review requests for space and will be responsible to assure any scheduled events comply with relevant university policies, legal regulations and the university mission. They should coordinate with the user regarding venue options such as set-up, audio-visual equipment, catering, special custodial requests, security, building access, parking and building systems (e.g., lighting, AC and heating units)

D. If the desired facility is available, the requester will be able to reserve via 25Live. All requests are first come, first serve basis. If the desired facility is in use, the only way the reservation can be changed is when the initial reserving party agrees to remove the reservation, or by order of the Chancellor. Due to operations scheduling, requests will need to be submitted at least three days prior to the event.

E. If any type of setup is required, including a setup for catering or A/V equipment, a diagram must be attached in 25Live. If catering is needed, this can also be requested in 25Live and ordering can be placed through Aramark's link: <https://usca.catertrax.com>.

F. To request the use of A/V equipment, please request in 25Live under "Resources". This is also where you would request the

number of tables and chairs if needed.

G. Any changes in events i.e. times, location, or cancellations, must be made in 25Live

III. Priority Assignment and Restriction of Space

A. General Classroom Space: Priority usage of general purpose classroom space is for scheduled academic courses. General purpose classrooms are available for other usage after the master schedule is determined for a given semester.

1. Public Assembly/Event Space: Public assembly event space such as Convocation Center and athletic facilities are included in this policy for inclusion on the university calendar. Reservations and usage requirements are determined by the facility guidelines and contractual agreements.

2. Local Unit Non-Assembly Space: The local user may prioritize events within that unit over requests from outside users.

3. Cancellation of Space Reservation: The university may cancel an internal, non-contractual agreement if the university makes a good faith determination that the university's use of the space is necessary to meet the educational mission of the university or that an emergency or other circumstance requires cancellation of the agreement.

4. Non-Discrimination for Assignment of Space: Requests for space usage must be reviewed in the context of this and other related policies. A request that is compliant with these policies cannot be denied because of age, race, gender, color, sex, religion, political affiliation, sexual orientation, genetics, national origin, or disability status of the user.

Reservation of Spirit Horse Guidelines

1. All individuals, organizations, and groups must supply their own paint or materials when wanting to decorate the horse.
2. The university will not supply these materials.

3. Only the horse is allowed to be painted. No individual, organization, or group will be allowed to paint any sidewalks, lamp posts, grass, or buildings surrounding the spirit horse. Any damages caused to university property with paint or any other materials used to decorate the horse will be of the financial responsibility of the individual, group, or organization who causes the damages.

4. No racial slurs, derogatory language, hate speech or the belittlement of other on-campus organizations or individuals will be tolerated. Remember, anything put on the horse reflects either positively or negatively on your organization.

5. All paintings or decorations must be in accordance with the University Handbook. Any violations will be subject to discipline in accordance with the Student Code of Conduct.

6. Reservations of the Horse can be made for up to a week at a time and must be done in the Office of Student Life. Special permission to have decorations on the horse for more than a week may be granted for certain events. The Office of Student Life will be regularly monitoring the horse to make sure that any decoration on the horse does not violate any of the above guidelines.

ICE Event Requests

Inter-Curricular Enrichment, or ICE, is a university-wide initiative aimed at engaging USC Aiken students through a series of diverse curricular enrichment opportunities. While at USC Aiken, students attend a prescribed number of ICE events. Such events span the academic curriculum and include, amongst other offerings: musical recitals, book readings, films, guest speakers, and planetarium shows.

- If and organization would like to host an ICE event, the advisor will need to fill out an ICE application (<https://iesecure.usca.edu/facstaff/FOCUSS/ICE/index.asp>)

- Advisors will also need to list ICE in resources in 25Live when scheduling the event.

Procedures for Scheduling Internal Groups

1. All facility requests should be completed in 25 Live. The request should include the following information regarding the proposed event: date(s), name of the event, facility reservation time(s) or the start and end time that the requestor would like to reserve the facility, published event time(s) or actual start time and end time of the event, number of people expected to attend and the room or facility requested. All student groups/organizations must have their advisor submit the request in 25 Live.

2. The request in 25 Live should be submitted at least three (3) days prior to the event and sent as per either A. or B. below:

A. If any type of setup is required, including a setup for catering or AV equipment, a diagram must be described in the reservation of 25 Live. If the setup cannot be accommodated, you will be notified immediately by e-mail.

B. If no setup is required, the request can be submitted without any diagrams or descriptions.

Upon final approval the requestor will be able to see whether the event was approved by looking at the approvals section on the original request. Facility/scheduling requests are not considered final until all of the approvals have been satisfied.

After the event has been approved the event will be entered on the Student Life Calendar, which can be accessed at: <https://www.usca.edu/student-involvement/student-life-events.dot> or on the Student Life page under "Student Life Events".

*It is important to note that the Calendar is used by the Operations Office for heating and cooling facilities and the USCA Police Office for security purposes and to monitor all events held on campus.

3. To request the use of audio visual equipment please do so in the 25 Live request under "Resources."

4. Only one request will be accepted per event. Any changes in events, i.e. times, location, or cancellations, must be reported via e-mail to the 25 Live coordinator

The Conference Center and Special Events Office will schedule and coordinate all events for off-campus groups.

1. Off-campus groups will be subject to the following rates: University-Affiliated-any program or event which has substantial Life by a USCA department or office is considered a University function and therefore will receive the University rates, Non-Profit-any program or event which is sponsored by an organization or agency which operate on a non-profit basis will receive Non-Profit rates, Corporate/ Private-any program or event which does not have an educational mission or is planned and sponsored by a Non-University entity will be responsible for the Corporate/Private rates.

Annual Reservation Procedures

All activities in the SAC are recorded on a master calendar maintained in 25 Live. The 25 Live administrators will accept requests for facilities usage on a "first come" basis. The Office of Student Life, in conjunction with the Conference Center and Special Events Office, reserves the right to assign facilities on the basis of the most efficient utilization of space. Adjustments will be made if certain situations require changes in the facilities reserved by a group. Events that are of the same nature (ex. fundraising) will not be scheduled at the same time to ensure that organizations are able to have adequate access to the campus. If conflicts do arise the 25Live administrators will work with the groups on new times, date or space.

Note: For additional information regarding facility usage at the University of South Carolina Aiken, contact the Office of Conferences and Continuing Education located in the Business and Education Building, Room 111(648-6851 ext. 3587). The 25Live administrators will work to ensure that student organizations do not have events during the same time. If events are requested during the same time the second organization may be asked to reserve a different time.

Student Activity Center Patio Entertainment

All types of entertainment (i.e. bands, speakers, dances, etc.) may take place only with permission of the Assistant Director of Student Life for Student Organization and Community Service (or designee). These events are restricted so as not to interfere with academic classes or the library. Public speeches or debates may take place only with the permission of the Assistant Director of Student Life for Student Organization and Community Service (or designee), and noise level does not extend beyond the confines of the patio. The patios are used primarily for student organizations to have a fund raising event or set up displays.

Student Tailgate Policy

Purpose

In an effort to continue to develop student life at the University of South Carolina Aiken and promote an increased sense of institutional pride and school spirit, this policy has been created for use of the space and facilities adjacent to the Convocation Center, Satcher Field, and Roberto Hernandez Stadium for student tailgates and events held prior to athletic contests. The purpose of the Student Tailgate Policy is to assist student organizations and/or on-campus departments in the coordination of tailgates and activities and ensure that existing institutional policies related to event planning and risk management are appropriately applied.

Procedures

1. Limitations of use - tailgates and pre-game activities must be limited to the parking lot/grass area adjacent to the front of the Convocation Center, the 3rd base area by the home dugout of the Roberto Hernandez Stadium, and beyond the outfield fence on the home side of Satcher Field. Reservation of the space is limited to recognized student organizations and on-campus departments for student-only events. For students that are not affiliated in a recognized student organization, they must register their tailgate spot with the Student Life office.

2. Reservation/ Preparation of Space – sponsoring organizations must reserve the facilities no less than one week prior to the date of the proposed event. Reservations will be coordinated through 25Live software program.

3. Responsibilities of Sponsoring Organizations – student organizations or on-campus departments hosting the event are responsible for providing all staffing and equipment for the proposed activity (this includes security personnel, sound equipment, tables, trash cans, recycling bins, etc.) as well as set-up and clean-up related to the activity.

4. Use of Alcohol – The University of South Carolina Aiken's alcohol policy shall regulate any use of alcohol at pre-game activities within the facilities. The appropriate forms must be completed and submitted to the Office of Student Life for review no

less than two weeks (fourteen business days) prior to the date of the proposed event. Individuals determined to be inebriated or unable to care for themselves will be denied entry to the activity and/or to the athletic contest.

5. Duration of Tailgates/Activities – Pre-game activities will be limited to two (2) hours. Activities must end 15 minutes prior to the start of the scheduled athletic contest.

6. Use of Amplified Sound – Due to the proximity of the tailgating areas to Satcher Field and Roberto Hernandez Stadium, permission to the use amplified sound must be granted by the Director of Athletics or designee.

7. Open Flames/Personal Grills –Personal grills may be used.

8. Damages – Sponsoring organizations are responsible for all costs associated with any damage and/or repairs that result from the scheduled activity.

POLICY ON THE USE OF ALCOHOLIC BEVERAGES ON CAMPUS

This policy governs the consumption, possession, distribution, and sale of alcoholic beverages (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken campus and at University or student organization-sponsored off-campus events. Based on a concern for the welfare of all members of the University community and in keeping with state and local laws, this policy is designed to promote the responsible use or nonuse of alcoholic beverages. Consistent with our institutional mission statement, USC Aiken values responsible citizenship. Members of the campus community are expected to assume responsibility for their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol does not lessen accountability to the University and the community. All members of the USCA community are expected to comply with all of the laws and policies stated below.

South Carolina Law

It is against South Carolina law and USC Aiken policy to:

- A. Purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one
- B. Provide any alcohol to a person under twenty-one by transfer, gift, or sale
- C. Misrepresent your age for the purpose of procuring alcohol including possessing a false or altered driver's license or ID
- D. Drive while under the influence of alcohol
- E. Have a blood alcohol level of .02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance)
- F. Have an open container of alcohol in a moving vehicle
- G. Be intoxicated in public

Further information on South Carolina alcoholic beverage laws is available at <http://www.scstatehouse.gov/code/title61.php>. Local Ordinance

It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. Pacer Downs, Pacer Crossings, and Pacer Commons are located within the city limits. Therefore, consuming alcohol on apartment balconies or on the housing grounds is prohibited.

General Guidelines

- A. The legal consumption, possession, distribution, or sale of alcohol is permitted only at events and locations approved by the Chancellor or designee (for departmental and University-wide events) or the Alcohol Event Review Committee (for student or student organization events). Consumption of alcohol is also permitted in University housing facilities, as stipulated in the University Housing Guidebook and the USCA Student Handbook.
- B. A licensed third party vendor must provide/sell the alcoholic beverages at any on or off-campus events hosted by a University entity where students are present. For on-campus events, the university's contracted food service provider will serve as the third party vendor unless the Director of Food Service approves an alternate provider.
- C. Individuals will be held responsible for their behavior while under the influence of alcohol. Failure to comply with South Carolina state law or university policy may subject the person or group to state and/or university penalties.
- D. Any containers of alcohol that are being transported must be sealed and covered while on university premises.
- E. Common source containers of alcohol (e.g. kegs) are not permitted on campus at any time.
- F. Chugging, drinking games, initiations, funneling, or other potentially dangerous drinking games are prohibited.
- G. No student activity fee or other University collected fee will be used to purchase alcohol for use either on or off campus.
- H. Students, faculty, staff or student organizations who serve or sell alcohol to students at off-campus events assume liability for enforcing the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.
- I. This policy is subject to change to comply with new local, state, or federal laws or changes in operating procedures pertaining to the possession and consumption of alcoholic beverages.

Additional Guidelines for Students

- A. Students must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
- B. Regardless of the age of the student, the abuse of alcohol that results in impaired behavior is considered a violation of the alcohol policy.
- C. Being under the influence of alcohol does not constitute a defense for bad behavior; students will be held responsible for their actions regardless of their consumption of alcohol.

D. Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to: completion of educational and risk reduction programs, fines, community service, probation, individual screenings, research papers, educational counseling group, and parental notification.*

E. If a student fails to comply with the request of a University Police Officer to complete a sobriety test, it will be considered an automatic admission of having consumed alcohol.

F. Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus are required to inform the Associate Vice Chancellor of Student Life of the charges.

*Parental Notification: The Family Educational Rights and Privacy Act (FERPA) allows educational institutions to notify parents/guardians of students under the age of 21 when the student violates the University's alcohol or drug policies. Because we believe that parents can assist us in educating and empowering students to make responsible decisions regarding alcohol, we typically exercise our right to notify parents in the following situations:

- Drug violations
- Repeat or serious alcohol violations

The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

Additional Guidelines for Student Organizations

- A. Student organizations hosting an event must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and the Student Organization Social Events Policy and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
- B. The decisions made or behavior exhibited by individual members of an organization may result in disciplinary action against the organization as well as the individuals involved.
- C. No funds of an officially recognized student organization deposited or administered through the university may be used to purchase alcohol for use either on or off campus.
- D. At on or off-campus events, student organizations may not provide alcohol for free or in exchange for a cover charge or ticket to an event.
- E. Student organizations that wish to have alcohol sold at an on-campus event must secure approval from the Alcohol Event Review Committee by submitting the Application to Serve Alcohol at a Campus Event Form which can be found in the Office of Student Life or be requested from the Assistant Director of Student Life. If the Alcohol Event Review Committee approves an organization's request to have alcohol at an event, all of the procedures stipulated in the "Procedures for Sponsoring an On-Campus or University-Sponsored Off-Campus Student Event with Alcohol" (include link) document will be followed or the organization will be subject to disciplinary action.
- F. Only beer and wine will be permitted at on campus student events.
- G. Sanctions for the violation of university policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to, completion of educational and risk reduction programs, fines, community service, probation, suspension of student organization status, and suspension from use of university facilities for a designated period of time.
- H. Student organizations who want to host events with alcohol must attend one social host responsibilities workshop during the academic year prior to hosting the event(s).

Additional Guidelines for University Departments

- A. University departments and employees within those departments must adhere to the General Guidelines in this policy, all federal, state, and local laws and ordinances as well as the Drug-Free Workplace Policy (<http://hr.sc.edu/policies/drugfree.pdf>).
- B. University departments that wish to host an on or off-campus event with alcohol that is not primarily an event for students must secure permission from their appropriate senior administrator.
- C. University departments that wish to host an on or off-campus event with alcohol that is primarily for students must secure approval from the Alcohol Event Review Committee by submitting the appropriate paperwork to the Office of Student Life. If permission is granted for the event, all of the procedures stipulated in this policy will be followed.
- D. At on campus events that are primarily for students, only beer and wine will be permitted.

PROCEDURES FOR THE USE OF ALCOHOL ON CAMPUS OR DURING UNIVERSITY SPONSORED EVENTS

These procedures describe the process that will be used by the University to review requests for allowing alcoholic beverages to be available during events that are either held on University property or are sponsored by an entity of the University. Events include gatherings that are:

- (a) sponsored by the university or an approved university organization to take place on campus primarily for students;
- (b) held off campus primarily for students.

In general, this policy recognize two different types of entities that may host an event. The types of entities that may host an event are categorized as follows:

- (a) Student Organization Sponsored Events: These events would include those sponsored by an approved student organiza-

tion or any other approved group or organization of students.

(b) University Departmental Sponsored Events: These events would be hosted by an office, a school/college or a department.

Approval Process

All sponsors of events must complete and submit the appropriate approval forms to the Office of Student Life. If the event

is held on campus, an adviser must reserve facility space in 25 Live as well as be present at the event. If any alcohol will be available at a student sponsored event, there shall be a conclusive presumption that underage students will be in attendance.

The appropriate approval forms which are found in the Student Life Office shall be required for every event where alcohol will be served. The appropriate approval forms which are found in the Student Life Office shall address the following issues with the specificity needed to adequately address the perceived risk:

- the location of the event;
- the start and end time of the event;
- the sponsor of the event;
- how the organization will prevent underage persons from having access to alcohol;
- the type of alcohol that will be available at the event;
- the type of non-alcoholic beverages that will be available at the event;
- what food that will be served;
- the number of officers requested from University Police or, if the event is to be held off campus, a description of the security available;
- the estimated number of total guests to attend the event; and,
- the primary purpose of the event.

When determining the risk of alcohol abuse associated with an event, the Alcohol Event Review Committee will at least consider the following factors:

- the history of the event and the conduct of participants during the event;
- the number of underage students or other underage persons who are expected to be in attendance as guests;
- the number of underage persons who will have access to the event by, for example, working as servers or volunteers; and,
- the publicity surrounding the event and/or the public perception of the event.

In addition, student organizations must complete the USC Aiken's Social Event Agreement through the Office of Student Life.

Standards

The considerations and standards used by the Alcohol Event Review Committee to review an application for an event shall include the following:

The University will not approve an event if, in the exercise of its sole discretion, it has determined that holding the event will present an unreasonable risk to the health or safety of the University community and/or to the property of the University, or that the event will be conducted in a way that would portray the University or the members of the University community in a false light or otherwise subject it or them to public ridicule or disgrace.

On Campus Alcohol Service Providers

ARAMARK, the official food service provider for the USC Aiken, must be used as the on campus alcohol service provider unless the Director of Food Service, in conjunction with the Assistant Director of Student Life (or designee), grants special permission for another licensed provider.

If an event is held on campus but not at the Etherredge Center or USCA Convocation Center, the sponsoring organization must obtain a temporary liquor license through the State of South Carolina. Cost of the license is approximately \$50 per event but is subject to change according to State of South Carolina policies. If a temporary license is needed, once the event is approved by the Alcohol Event Review Committee, sponsoring organizations will have 5 days to apply for a temporary license through the Office of Student Life.

Off Campus Alcohol Service Providers

If the event is held off campus, the vendor must: (Documentation of these items must be provided with the Third Party Vendor Agreement Form).

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
2. Be properly insured, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The Sponsoring Organization and the Vendor Agree to the Following:

1. All areas relating to serving, ticketing, distribution, and control of alcohol must be handled by the vendor and only the vendor for the entire duration of the function
2. All the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business

are to be handled by the vendor, including but not limited to:

- a. Checking identification cards upon entry
- b. Not serving minors
- c. Not serving individuals who appear to be intoxicated
- d. Maintaining absolute control of all alcoholic containers present
- e. Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the organization or its members)
- f. Removing all alcohol from the premises

The following two sections apply only to student organizations.

Advertising of Student Organization Sponsored Events Where Alcoholic Beverages Will Be Consumed.

Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the University of South Carolina Aiken and follow these conditions:

- (a) Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
- (b) The message conveyed in the event promotion must not encourage the use of alcohol.
- (c) Publicity must not convey that consumption of alcohol as the purpose or reason for the event.
- (d) Promotion must not refer to the amount/quantity of alcohol to be present
- (e) Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
- (f) Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

Sanctions

Individual students or student organizations who violate USC Aiken policies are subject to civil, criminal and university proceedings and sanctions. The university campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state and federal laws, and university regulations, policies, and procedures. Violations of this Campus Alcohol Policy will be referred to appropriate University agencies. Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violation of university policies are based on the severity and frequency of violation. Sanctions may include, but are not limited to: referral to on or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of University facilities for a designated period of time, and suspension of student organization status.

Related Issues

- A. Students or student organizations suspected of violating federal, state or local laws may be subject to University judicial proceedings. Disciplinary action may be imposed by the University under the USC Aiken Code of Conduct, whether or not a civil or criminal conviction is made.
- B. Students, faculty, staff, or student organizations who serve or sell alcohol to students at off-campus events assume liability for abiding by the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.
- C. USC Aiken Student Activities funds may not be used to purchase alcohol for any on or off-campus event.
- D. Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus during a sanctioned event are required to inform the Vice Chancellor for Student Affairs.

Advising “Do’s”

- Assist officers with procedural matters. Be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them
- Be knowledgeable about, and comply with, federal, state, and local laws and ordinances, as well as campus policies. Inform the group about pertinent policies
- Empower students to take action and to take satisfaction in seeing the student organization succeed
- Allow the group to succeed, and allow the group to fail. Learn when to speak and when not to speak. Remember to let the students make the decisions while you provide the guidance
- At the beginning of each year, develop clear expectations about the role of the advisor and your relationship to the organization
- Read the organization’s constitution

- Try to get to know all, or most, of the members on an individual level. Learn what they want to get out of the organization.
- Maintain an officer list
- Develop a strong working relationship with the officers. Establish meetings as needed with officers and members to help guide them in their positions
- Discuss matters of concern with organizational leadership in private and praise them in public
- Meet with the officers regularly to help set goals
- Assist with orienting new officers and members to the history, mission, and purpose of the group and help them build upon it
- Help resolve intragroup conflict
- Help develop the leadership potential within the organization
- Be visible and choose to attend periodic group meetings and events
- Know your organization's limits
- Keep your sense of humor and enthusiasm
- Serve as a resource person
- Be consistent with your actions. Be a good role model
- Be available in emergency situations
- Head off situations that might give rise to poor public relations for the organization or USCA
- Introduce new program ideas, keeping in mind that this is the students' organization and they may or may not choose to pursue those programs
- Point out new perspectives and opinions to the group
- Review monthly financial reports for the organization
- Learn the strengths and weaknesses of the organization
- Encourage assessment within the organization
- Encourage attendance at leadership trainings
- Provide support to the members of the organization

Advising "Don'ts"

- Know it all
- Run the meetings
- Say "I told you so"
- Impose your own bias
- Manipulate the group, impose, or force your opinions
- Close communications
- Tell the group what to do
- Do the work of the officers
- Take everything so seriously
- Take ownership of the organization
- Act as the "parent" of the organization
- Smother the organization and its members
- Be afraid to let the organization try new ideas
- Become such an advocate that you lose an objective viewpoint
- Allow the organization to become completely run by a small group or one person
- Be laissez-faire or autocratic
- Assume the group handles everything okay and doesn't need you
- Assume the organization's attitudes, needs, and personalities will remain the same from year to year

Twenty Tips to Increase Group Productivity

Adapted from M. J. Michal

1. Know what the students expect of you as an advisor.
2. Let the group and individual members know what you expect of them.
3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole
4. Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, and then increase responsibility.
5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things need to be accomplished to meet the goal.
6. Assist each member in meeting his or her needs while helping the group achieve its goals. Understand why people become involved. Learn strengths and emphasize on them. Help each person grow and learn through their involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different groups require different approaches.
8. Assist the group in determining the needs of the people the group is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the groups dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each members participation or lack thereof. Communicate that each individuals efforts are needed and appreciated.
12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of the members.
13. Use a reward and recognition system for work well done.
14. Develop a style that balances active and passive group membership.
15. Be aware of the various roles you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of the chairperson.
17. Be aware of the institutional power structure--both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester.
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

Frequently Asked Questions

Who is eligible to be an advisor?

Any full-time or part-time member of the University of South Carolina Aiken faculty or staff may serve as an advisor to an organization. Students are not eligible to advise organizations. Alumni and community members may co-advise an organization.

What is the time commitment for being an advisor?

The amount of time spent advising a student organization is up to you. It is helpful to attend occasional meetings. You may also want to attend other events the group is hosting or allow students to stop by your office for questions. If your group has a social activity (party, dance, etc.) on campus you (or a faculty/staff designee) must be present for the entire event.

Is it important that I be at every event?

Often groups have multiple events a semester, some even weekly. It is not necessary for you to be at every event. If your group has a social or party on campus you or a faculty/staff designee must be present for the entire event. Otherwise, work with the organization to set up a reasonable schedule for the events you know you can or should attend. Stop by their events to be supportive when you can, even if you cannot stay the entire time.

What are the responsibilities associated with being an advisor?

We want advisors to be more than just a name on paper and a signature. It is up to you and the organization to discuss what role and how active of a role you play as an advisor. It is however, imperative that you are familiar with University policies and procedures and you help ensure that the organization follows those policies.

What are the benefits of being an advisor?

Being an advisor will give you the opportunity to meet and build a relationship with students you may not otherwise meet.