

# PROVIDENCE CAMPUS STUDENT ORGANIZATION HANDBOOK

REVISED APRIL 2025

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## SECTION 1 - STUDENT ENGAGEMENT

# OVERVIEW AND KEY RESOURCES

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*Student organizations serve to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom.*

This handbook provides an overview of expectations and procedures for student organization involvement and leadership at Johnson & Wales University. Student organization leaders should be familiar with this handbook and utilize it as a resource to enrich the student experience.

Violation of the policies in this handbook can result in disciplinary action or loss of club recognition/privileges.

If you have questions or need more information about the topics covered in the handbook, please contact representatives from Student Engagement.

Downcity Main Phone Line:  
(401) 598-1195

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(401) 598-1093

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# GENERAL INFORMATION

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## ELIGIBILITY FOR MEMBERSHIP

Student clubs and organizations (herein referred to as "student organizations") must comply with all established requirements as outlined in this handbook and any supplemental communications released by Student Engagement. Student organizations without proper university recognition as outlined in this handbook may not function in any capacity as a campus group and will be subject to review in accordance with the [Student Code of Conduct](#).

### GENERAL MEMBERSHIP AND LEADERSHIP ELIGIBILITY

Only enrolled students of Johnson & Wales University (PVD, CLT) are eligible for membership and leadership within a student organization during any respective academic year or semester.

### NONDISCRIMINATION

Student organizations may not discriminate unlawfully with respect to membership, leadership or other organizational opportunities. Please reference the university's [Prohibited Discrimination and Harassment Policy](#), which includes JWU's Nondiscrimination Statement, located within the [Student Handbook](#).

# **STUDENT ORGANIZATION CATEGORIES**

All student organizations are organized into one of the categories below:

## **Academic and Professional**

Organizations whose mission is to enhance and support students' academic/professional development in specialized studies and disciplines at the university, including academic honor societies and National Student Organizations (NSOs).

## **Advocacy and Awareness**

Organizations whose mission is to help students exercise free speech and embrace education. They are designed to help spread awareness and educate peers on pressing issues and upcoming campaigns.

## **Arts and Media**

Organizations whose mission is to expand student experiences in the areas of arts and communications. These organizations focus on visual arts, drama, dance, vocal and instrumental mastery, journalism and mass media.

## **Club Sports and Recreation**

Organizations whose mission is to encourage development of skills, knowledge, competition or support of a sport or recreational/leisure activity.

## **Culinary**

Culinary organizations whose mission is to bring learning from the classroom to real life situations. This wide range of groups allow culinary and baking students to master skills and find passion in a relaxed setting while meeting people with similar interests. Most clubs in this category are open to students of any major, but uniform requirements may apply in certain situations, to ensure safety in kitchen laboratories.



### **Cultural and Faith-Based/Spiritual**

Organizations whose mission is to study or promote the culture of other nations and/or ethnic groups, the interest of a church, faith, spiritual belief or denomination. Organizations provide cultural, educational, social and service-oriented events and programs that celebrate various traditions, thoughts and beliefs.

### **Fraternity, Sorority and Social Fellowships**

Fraternities and sororities are groups of individuals with similar interests bonded together by common goals and aspirations. These bonds are created through traditions and rituals based on values such as honor, friendship, truth and knowledge. Social Fellowships do not identify as traditional Greek-lettered organizations; however, they are values-based organizations that have similar membership development practices and service orientations.

### **Governance and Programming**

Organizations like Student Government Association (SGA) and University Involvement Board (UIB) are dedicated to helping JWU students connect, develop and thrive on campus through serving as the official voice for students and coordinating quality campus entertainment.

# STUDENT ORGANIZATION RECOGNITION

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The university reserves the right to deny recognition to any student organization if its stated purpose and/or objectives do not align with the [educational mission and values](#) of Johnson & Wales University. Note that it may require a considerable amount of time and energy to start a student organization, including garnering student interest and preparing information for the review committee.

Student organizations must abide by all university policies and guidelines pertaining to student organizations. By accepting membership or a leadership position within JWU student organizations, students agree to comply with all policies of the university and recognize that a violation of university policy and/or interference with university functions is grounds for disciplinary action against the organization and/or its members.

Additional requirements have been established for fraternities, sororities, social fellowships, and club sports and recreation groups in accordance with best practices and policies. These requirements are outlined in the respective appendices within this handbook.



# **STUDENT ORGANIZATION RECOGNITION**

## **CLASSIFICATIONS**

### **Petitioning**

The phase in which a group of students has applied for official recognition through the Student Government Association. If approved, the proposed organization will be transitioned to active status.

### **Active**

An active student organization is one that has met all requirements set forth by Student Engagement.

Failure to meet expectations and requirements may result in interim action taken toward a student organization, including assignment to frozen status.

### **Frozen**

Frozen status is reserved for a student organization that must immediately cease all activity due to a direct concern/incident communicated to Student Engagement. It also applies to organizations that fail to meet semester/annual registration requirements.

During this time, the student organization is prohibited from reserving facility space, accessing funding, hosting meetings/events, and other activities indicated within the notification. The student organization will return to active status once the detailed concern/incident has been resolved and notification has been provided by Student Engagement. If issues persist, the organization's status could change to Inactive.

## **Inactive**

Inactive status is meant for student organizations that fail to meet expectations outlined in the Student Organization Handbook or are required to transition to inactive status based on a sanction through the [Group Conduct Review Process](#).

In addition, an organization will become inactive when it is dissolved by its student leaders, preferably in accordance with its constitution and/or bylaws. Any enrolled students may re-activate a student organization through the established recognition process, provided there are no outstanding conduct sanctions.

## **ANNUAL REGISTRATION REQUIREMENTS FOR ACTIVE STATUS**

All student organizations are required to register for university recognition and active status, annually. Information regarding established deadlines for registration will be shared via the Involvement Network and to student organization leaders via email communications.

## **STARTING OR RE-ACTIVATING A STUDENT ORGANIZATION**

### **Phase One – Registration**

To create a new student organization, a minimum of five (5) full-time students with interest in starting a new student organization is required. The group must have a full-time faculty or staff member to serve as the group's advisor. The application for starting a new organization is available on the Involvement Network. It should be submitted in a timely manner to work within the established meeting schedule of the designated review committee.

## **Phase Two – Application Review**

Once the application is received, the Student Organization Review Committee will verify completion. If all steps have been completed, a hearing will be scheduled to evaluate the application. At least one representative from the proposed student organization must attend the scheduled hearing before a decision is made to approve or deny the student organization.

## **Phase Three – Petitioning Status**

Once approved by the designated review committee, the group is considered petitioning. Within two weeks after approval, the petitioning organization must complete the following items to become active:

- Set up a meeting with the Student Engagement Office to create and review Involvement Network account.
- Upload the club's constitution and bylaws.
- Complete the Hazing Prevention software (presidents and advisors for most groups; FSL & club sports have broader requirements).
- Request internal financial account (if necessary).
- Submit Advisor Acknowledgment Form.

## **Phase Four – Recognition**

Student Engagement will notify the petitioning student organization and the designated review committee when all requirements have been completed. The organization will receive all benefits available to active student organizations. Additional requirements may be required by the Student Government Association or Student Engagement before active status is granted.

# STUDENT ORGANIZATION ADVISORS

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All student organizations must have at least one full-time faculty or staff member serve as an advisor. Adjunct faculty or university-contracted professionals may serve as secondary advisors for student organizations but cannot serve as primary advisors without approval from the director of Student Engagement or their designee.

A student organization may choose to have more than one advisor; however, one advisor should be designated as the primary advisor. The primary advisor will serve as the official university contact for the organization. Advisors and student organization leaders must work together to make the experience a positive one for all students involved; therefore, the advisor should be informed of all organization business. The term for an advisor lasts one academic year. Advisors and student officers are encouraged to work together to discuss the option for renewing the advisor's term for the new academic year if both parties deem fit. Advisors must submit an Advisor Acknowledgement Form each academic year.

# **ADVISOR REQUIREMENTS AND RESPONSIBILITIES**

Before assuming the role of student organization advisor, and each year during the registration process, advisor candidates must complete the Advisor Acknowledgment Form, accessible via the Involvement Network. Organizations will not be approved for programs and funding requests from the Student Government Association (SGA) until an official Advisor Acknowledgment Form is on file with Student Engagement.

## **Functions and Expectations of a Student Organization Advisor**

The advisor must

- Complete required trainings as directed by Student Engagement. This includes completing a brief CSA training module on an annual basis, since student organization advisors are considered Campus Security Authorities (CSA) under the Jeanne Clery Act. Additional training modules may be required by the university or Student Engagement.
- Complete an online hazing prevention module.
- Complete all necessary forms and documentation.
- Communicate regularly with the student organization's officers and general members.
- Consult with Student Engagement regarding all verbal and written agreements/contracts related to exchange of goods or services. Contracts must be submitted to Student Engagement for proper processing in alignment with university purchasing and contract policies.
- No student or advisor may sign a contract that binds the university. Signing a contract or entering an agreement that legally binds the university is a violation of the university's Contract Policy.

The advisor is strongly encouraged to

- Meet with the student organization's leadership to set expectations, outline goals and determine how the advisor can support the organization.
- Be aware of the financial activity of the student organization. Advisors are NOT permitted to spend from student club accounts unless written approval is given by the student organization officers. All club financial activity and purchasing should be processed through Student Engagement. If an advisor is ever due a reimbursement for club-related expenses, they must process this themselves through Concur.

- Discuss any student action that would reflect poorly on the organization or the university and strongly encourage adherence to university policies and procedures.
- Attend executive and general meetings. Student Engagement encourages advisors to meet with student organization leaders and general members at least once per semester.

Attending on-campus and off-campus events that are sponsored by their respective student organization may be required, depending on the nature of the event. If required, the advisor must be present for the duration of the events, including set-up and break-down. Advisor attendance is required in cases that include, but are not limited to, events that include

- a waiver
- JWU catering
- overnight travel

*If an advisor cannot attend a required program, another approved university full-time staff or faculty member may stand in as a replacement.*

*If an advisor/university official fails to attend a required student organization event, the event may be cancelled.*

# EVENT, MEETING AND FUNDRAISER PLANNING

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Student organizations must submit requests for events, meetings and fundraisers via the Involvement Network at least two weeks in advance. All student organizations are required to adhere to the submission deadlines as stated below. Due to the unique needs of events, meetings and fundraisers, Student Engagement advises all student organizations to follow the suggested advanced planning timelines as stated in each specific section.

As a general rule, any event, meeting or fundraiser request that is deemed illegal, immoral, unethical or in poor taste by Student Engagement, has the potential for violating any university policy, or exposes the student organization or university to risk, may be denied.

*“Meetings”* are considered special or weekly business or social meetings or practices sponsored by student organizations.

*“Events”* are considered stand-alone or reoccurring programs and activities sponsored by student organizations, including but not limited to special guest speakers, forums, entertainment showcases, pageants, competitions or off-campus trips (e.g., bowling, hiking, festivals, community service).

*“Fundraisers”* are considered programs that have a main goal of raising financial capital for a student organization, charity or collaborating organization.



# **MEETING PLANNING**

Meeting requests must be submitted a minimum of two (2) weeks in advance of the scheduled meeting. Student Engagement strongly advises organizations to begin the meeting planning process at least three (3) weeks before the meeting date to ensure needs are met related to facility, equipment, marketing and IT requests.

## **Meeting Planning Guidelines**

All meeting requests must be submitted through the Involvement Network.

If an organization is found to be meeting in spaces without prior approval from Student Engagement, the organization may lose its privilege to request space on campus.

Student organizations must turn off all electronics when leaving all meeting spaces (including classrooms) and ensure that the room is left in the condition it was provided.

If a meeting space was not provided to a group in fair condition, please bring this to the immediate attention of a representative from Student Engagement, via email.

Notify Student Engagement of meeting cancellations as soon as possible, so reserved space can be made available to other organizations.

Student groups are asked to take and report attendance at all club meetings and events using the Modern Campus Involve App linked to the Involvement Network.

# **EVENT PLANNING**

Event requests must be submitted a minimum of two (2) weeks in advance of the scheduled event. In some cases, the event must be submitted even further in advance for detailed planning to take place. Student Engagement strongly advises organizations to begin the event planning process and make us aware of the event at least six (6) weeks prior to the scheduled event to ensure needs related to facility, equipment, IT, marketing, contracts, check requests, catering, staffing, etc. are met.

## **Event Planning Guidelines**

Submit all event requests through the Involvement Network. They will be processed on a first-come, first-served basis.

Discuss event details fully with the advisor. Prior to event approval, a student organization officer and an advisor may be required to meet with Student Engagement to discuss the event in detail.

An advisor or their designee may be required to be present for large-scale events for the duration of the event, including set-up and break-down.

Events with cash handling require a JWU Campus Safety & Security officer. Note that Student Engagement strongly discourages the use of cash and makes other payment options available. (See Section 8 – Financing, for more details.) Groups who choose to collect cash at events will be required to hire and pay for a safety and security officer for the duration of the event.

## **Food and Catering**

On-campus catering is available to all student organizations.

Food services from off-campus caterers/vendors must be approved by the university through the event form request before they come to campus. Off-campus caterers must provide insurance verification and a catering license in accordance with state regulations.

Students must have someone who is Food Safe Certified to serve.

All documentation must be provided to Student Engagement or a designee in Special Events at least ten (10) days prior to the event.

Due to insurance regulations, no outside caterers are allowed to cook in a JWU kitchen. The food must be prepared at their location and brought to the event to be served at proper temperatures if prior approval is granted by Special Events.

Individually wrapped prepackaged food is allowed to be distributed at events.

The university has an exclusivity contract with Pepsi. As such, no competing products may be provided at campus events.

To protect the health and well-being of JWU students, employees and guests, no student may cook or prepare food for events in any fashion, unless strictly monitored and supervised by a culinary arts teaching assistant and/or a culinary arts chef instructor. There are no exceptions to this policy.

## **Events with Alcohol**

Special guidelines and requirements may be specified for events (on or off campus) at which alcohol is provided in accordance with university policies, insurance coverage and liquor licenses. Student event organizers should meet with Student Engagement no less than four (4) weeks prior to an event at which alcohol may be served or available.

## **Guests**

The organization hosting the event/activity is responsible for the behavior of any outside guests, including JWU alumni.

Be mindful that most university buildings operate on a card-access system which will not allow persons to enter the building unless they are part of the JWU community. Therefore, a member from the organization is required to be stationed at the event/activity entrance to assist with admittance into the building.

Groups may be required to pay for an arranged JWU Campus Safety & Security detail at events with outside guests, or those with high anticipated attendance.

All guests must leave campus facilities immediately upon the conclusion of the event.

## **Equipment Usage**

Student organizations are responsible for properly transporting, setting up, breaking down and operating Student Engagement equipment used at events. Training will be provided if applicable.

Any equipment returned to Student Engagement which has been damaged or deemed unusable and/or needs repairs will be assessed by Student Engagement. Any fees incurred to repair or replace the damaged equipment will be at the expense of the responsible party.

Student Engagement equipment cannot be used for any personal (non-university) events.

Sound permits may be required for some outdoor and late-night events in accordance with city or town ordinances. Student organizations should work with Student Engagement regarding this matter more than three (3) weeks in advance.

### **Event Cancellation**

Reserving spaces and not using them takes away from other organizations who may also want to use the same space; therefore, organizations must provide notice of cancellation to Student Engagement at least 48 hours in advance or as soon as possible.

Once an event has been canceled, it cannot be reinstated without rescheduling. Organizations must resubmit an event request and follow the proper protocol to host an event on campus.

Continual event cancellations, especially those not communicated to Student Engagement, may result in loss of privileges to reserve space on campus for a designated time period.

### **Expectations for Off-Campus Events**

It is important for student organizations to meet with Student Engagement if they are planning an event that will be hosted off-campus to ensure the organization is aware of relevant policies and recommended risk reduction practices.

Organizations must be familiar with [JWU's Good Neighbor Policy](#) and act in accordance with university policies and state laws when hosting events and activities off campus, whether they are formal or informal in nature.

# **FUNDRAISER PLANNING**

Fundraiser requests must be submitted a minimum of four (4) weeks in advance of the scheduled fundraiser using the event registration form on the Involvement Network. Student organizations are advised to begin the planning process at least six (6) weeks before the date of the fundraiser event(s) to ensure needs related to facility, equipment, marketing, etc. are met.

## **Fundraiser Planning Guidelines**

All fundraisers, regardless of format (on-campus, on-line, restaurant % of sales, apparel, etc.) must be approved by Student Engagement prior to the club starting any process.

The organizing student organization leader is responsible for informing all volunteers of fundraiser details, including agreement terms with fundraising companies and relevant university policies that may be impacted.

Students should only be using approved forms of payment by Student Engagement (i.e., checks and/or the iPad/Square online payment system). Cash is strongly discouraged and students should not use outside personal or payment sources (e.g., CashApp, Venmo) of any kind.

A Student Engagement staff member will work with student groups to purchase items for the fundraiser. All requests should be submitted through the expenditure form on the Involvement Network.

No student or advisor may sign a contract that binds the university. Signing a contract or entering an agreement that legally binds the university is a violation of the university's Contract Policy.

## **Soliciting Donations and Crowdfunding**

Donations may not be solicited without prior approval from Student Engagement. The university has many partnerships with local and national organizations; therefore, requests must be first approved by Student Engagement with assistance from other campus resources.

If groups are soliciting donations, they must first submit a full list of potential businesses to Student Engagement. Student Engagement will work with Advancement to secure approval before clubs proceed with any vendor.

Crowdfunding is the act of funding a venture or project by raising small amounts of money from a high volume of people, typically via the internet. All crowdfunding ventures are subject to university policies and guidelines; therefore, student organizations must meet with a representative from Student Engagement prior to initiating any crowdfunding ventures.

To be approved, Crowdfunding initiatives must

- Align with the educational purpose and foundational principles of Johnson & Wales University.
- Be specific, feasible and limited in scope.
- Be described in a way to be easily understood by the JWU community and general public.
- Have potential to garner adequate funding within five-to-seven (5-7) weeks.
- Have a designated project manager/campaign leader who will be responsible for ensuring compliance with full scope of approvals set forth within relevant university policies and procedures.
- Meet all necessary criteria and approval measures as indicated within any established guidelines and applications made available by Student Engagement through the Involvement Network.



# GRAPHIC STANDARDS AND STUDENT ORGANIZATION LOGOS

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Clubs & organizations should be familiar with, and adhere to, JWU's [Student Social Media and Print Communications Policy and Procedures](#). In accordance with the University's [Graphic Standards](#), student organizations may design their logos using any typefaces and colors, provided they do not violate established university standards. The crest, the university seal, nor the JWU logo or its official variations may not be used without the approval of University Design & Editorial Services (e.g., Wildcat, Sustainability logos)

Event posters, print collateral, merchandise and publications for which the university contributes to their cost are the only times that the JWU logo or name is required.

Please contact [Student Engagement](#) for any matters related to compliance with University Graphic Standards as they pertain to student organization logos, collateral, merchandising and publications.

## **Social Media**

Social media can be a great tool to network, connect with others, build your online brand, and stay in contact with student organization members, officers and the JWU campus community- when used effectively.

# **POSTING GUIDELINES**

All printed advertisements (flyers, handouts, brochures, table tents, etc.) for student organizations must be approved by Student Engagement and adhere to the university's [Student Social Media and Print Communications Policy and Procedures](#).

Only active or petitioning student organizations may have items approved for posting on campus. Student Engagement reserves the right to approve or deny flyers.

## **Approval Guidelines**

Flyers must bear the name of the sponsoring organization and date, time and location of event.

Poster size may be restricted; it will be reviewed on an individual basis.

As a general rule, any material that is deemed illegal, immoral, unethical, or in poor taste by Student Engagement will not be approved. Any flyer that promotes the irresponsible use of alcohol (consumption or sale), illegal drug use, hazing, or violates any university policy will not be approved.

**Flyers must be approved by Student Engagement.** Look for and complete the Poster Approval/Designs/Social Media Resource Room form on the Involvement Network to begin the approval process. A Student Engagement stamp is added to all approved flyers. An additional stamp may be added to events utilizing Student Government Association appropriations.

Approval may take up to two (2) business days, so please plan ahead.

## Posting

While Student Engagement assists when we are able to, sponsoring student organizations are responsible for posting and removing posters. All flyers and posters must be removed by the individual JWU student organization within 48 hours following the scheduled event.

Individuals or groups may only remove flyers and advertisements for programs that have occurred or are not approved by a Johnson & Wales University entity.

In accordance with the university's [Student Social Media and Print Communications Policy and Procedures](#), only approved postings on approved designated locations are permitted.

## Violations

Any violations should be brought to Student Engagement's attention.

Unstamped/Unapproved flyers will be removed. Sanctions for violating the posting policy include, but are not limited to, written warnings, campus service and revocation of posting privileges.

## CONTRACTS

Contracts are legal and binding agreements that outline a relationship between two parties with reference to an exchange of goods or services. A contract can be verbal or written, and they can be called different things, such as agreements, memorandums of understanding, terms and conditions, etc., so it is important to consider the following guidelines:

No student or advisor may sign a contract that binds the university. Signing a contract or entering an agreement that legally binds the university is a violation of the University's Contract Policy. Anyone who signs a contract or enters into an agreement becomes legally liable for that agreement, including payment. If you have any questions concerning contracts, please contact Student Engagement.

All contracts must be submitted to Student Engagement for review and processing.

All contracts must be submitted at least thirty (30) days in advance of the required date. The more detailed the contract, the longer the process could take. Please plan ahead!

Student Engagement can assist with preparing a performance agreement or contract for exchange of services or goods upon request.

Submitting a contract does not guarantee payment. Contracts must be fully executed before payment is requested, via JWU's procurement process.

Contracts are required for all entertainment/services (e.g., bands, lecturers, DJs), whether or not they involve payment.

# ORGANIZATION TRAVEL

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Organization travel requests should be submitted at least four (4) weeks prior to the first day of anticipated travel. However, it is recommended that travel planning begin no less than two (2) months prior to a trip for best results.

Advanced planning allows for ample time to develop a budget, raise funds, register for a conference, reserve lodging, reserve transportation, and make any other important decisions.

Student organizations interested in being approved for travel must follow established guidelines. All requests are subject to approval by Student Engagement and the Student Government Association (SGA) if funding is being requested; there is no guarantee student organization travel will be approved even if submitted in accordance with established guidelines.

## **Domestic Travel**

Student organizations approved to travel within the continental United States with one or more overnight stays must do so with a university-approved advisor, unless otherwise approved by Student Engagement.

## **International Travel**

Student organizations approved to travel outside the continental United States must do so with an approved university faculty or staff member. There are additional requirements for travel outside the continental United States that involve coordination with various university departments; therefore, please contact Student Engagement before your organization begins planning any international travel to ensure arrangements align with relevant university policies.

# **TRAVEL REQUEST PROCESS**

## **Travel Requests**

Organizations should submit travel requests via the Event Request form on the Involvement Network. The following details must be included:

- Full itinerary of travel plans (i.e., departure and arrival dates, conference schedule)
- Travel locations (i.e., anticipated hotel, conference site, excursions)
- University official accompanying the trip

Student Engagement may require a meeting with a designated student organization officer and the advisor to discuss travel details before the travel request is approved. All approved travel must be booked through Student Engagement.

## **Guidelines for Funded Organization Travel**

Funding requests must be submitted at least four (4) weeks prior to travel date. In addition, the following items must be submitted at least one (1) week prior to the travel date to a designated representative from Student Engagement (note, roster info, including detailed info for all attendees – full name, gender, DOB, J#, email & phone – on travel involving the purchase of plane/train tickets, is required much sooner than one week before travel date; Student Engagement can not book flights or secure tickets until complete roster info is provided):

- list of all attendees who will be traveling with the student organization, including the full name and email address of each student
- proof of completed waivers that include the name and cell phone number of two points of contact [student(s) and/or advisor] during the trip

### ***Important Notes:***

Student Engagement is prepared to assist with booking travel arrangements and hotel accommodations. Note that JWU policy requires the purchase of refundable airfare.

Members and advisors of organizations that need airfare for conferences are financially responsible for arrangements made by Student Engagement on their behalf. Payment in full must be made at time of booking.

Once any expenses have been paid for by the university on an individual's or organization's behalf, the individual or organization is personally responsible for

- reimbursing Student Engagement or the student organization for any unauthorized or additional expenses
- any fees associated with reservation changes, including switching arrangements to another person

Student groups can request funding from SGA to help with travel costs after approval.

All groups traveling overnight must do so with an approved advisor unless otherwise approved by Student Engagement.

Students are responsible for adhering to JWU's Code of Conduct during university-sanctioned travel. Violations are referred to Community Standards & Conduct immediately and may jeopardize the student's/organization's good standing on campus.



# FUNDING AND FINANCIAL INFORMATION

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## FINANCING STUDENT ORGANIZATIONS

Deciding how to pay for your program can be one of the most challenging aspects of organizing your event/program; it is also one of the most important. Below are two methods to help pay for your program.

### **Fundraising**

See [Fundraiser Planning](#) section for more details.

### **Student Government Association (SGA) Appropriations**

As a result of the student fee that all students pay per semester, Student Engagement has a set budget for funding student organization events and travel. The Student Government Association (SGA) is responsible for awarding student organizations with these funds. All active undergraduate student organizations are eligible to request funding for their programs. Due to the source of funding from the Student Activities fee, graduate students are not eligible to receive funding from SGA appropriations.

It is the responsibility of each student organization to know and understand the process for requesting appropriations from SGA via their Appropriations Request form on the Involvement Network. Student organization leaders can also request additional training from SGA by emailing them at [sga.pvd@jwu.edu](mailto:sga.pvd@jwu.edu) or stopping by their office at the Friedman Center Lounge, Harborside.

# STUDENT ORGANIZATION BUDGET ACCOUNTS

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Student organizations are required to manage funding in JWU-provided accounts. NO OTHER ACCOUNTS ARE PERMITTED. Unless otherwise determined by Student Engagement, chapters of national organizations (i.e., fraternities, sororities, and social fellowships) are responsible for following established national guidelines by their governing charters for financial management in off-campus bank accounts.

Only designated student leaders are authorized to request purchases or debit of funds from student organization accounts; this does not include advisors.

Club account balances of inactive student organizations will be maintained for four (4) years. After four (4) consecutive years of inactive status any remaining funds will be re-appropriated by the Student Government Association for general appropriation use.

# PURCHASING GUIDELINES

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All student organization purchases should be conducted in accordance with university purchasing guidelines, unless otherwise stated by Student Engagement (i.e., utilization of fundraised money to make purchases). The function of the purchasing process is to ensure the university is paying the best price possible for a particular item through a bidding process. Although the university uses a bid process, there are certain items that do not need to go out to bid. Items like DJs, hotel rooms, conference fees and bands are examples.

Items that must be acquired through the university's Procurement office include

- member t-shirts and polo shirts
- university giveaway items: pens, Frisbees, etc.
- professionally printed banners
- any items that require the Johnson & Wales University logo

Any questions regarding the purchasing guidelines should be directed to Student Engagement.

# **PURCHASING REQUEST PROCESS**

For the lowest cost and for on-time arrival, the purchasing process should begin at least four (4) weeks before the date required.

Complete the Expenditure Request form in the Involvement Network to begin the purchasing process. All student organization purchases must go through this process.

A designated Student Engagement staff member will work with Procurement to have items bid out or purchased. In some cases, Student Engagement can make purchases by credit card to help student groups. Students should NOT contact Procurement on their own.

Any food purchased for events must be approved if going outside of JWU.

Approval of purchase through Student Engagement does not guarantee funds from the Student Government Association (SGA) Appropriations Committee. Organizations still need to follow the SGA Appropriations Guidelines to request funding, if needed.

The length of time to process the request depends heavily on the content provided by the organization. Please ensure all logos, graphics, designs, quantities, etc. are clearly thought through prior to submission. In situations where clubs are purchasing apparel, design approval from JWU's Design & Editorial Services team is required; Student Engagement assists with this process.

# UNIVERSITY POLICIES

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## GROUP CONDUCT REVIEW PROCESS

Our students are held to high standards as defined in the [Student Code of Conduct](#) and other university policies, procedures and rules. Students remain subject to the provisions of the Student Code of Conduct and university policies, procedures and rules at all times, including while engaged in activities of university recognized student clubs and organizations (each, a "Group").

In addition, Groups are also held to the same high standards of conduct. Leaders and members of Groups should at all times be aware that the actions of the Group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the Group ("Group Representatives") and guests of the Group ("Group Guests"), reflect on both the university and the Group. As a result, a Group may be held responsible for both the Group's misconduct and for the misconduct of any one or more of its leaders, members, Group Representatives and/or Group Guests. Such misconduct includes any violation of the [Student Code of Conduct](#) or any other university policy, rule or procedure.

Please reference the [Group Conduct Review Process](#), which includes information about potential individual or group sanctions for more information.

## **OTHER RELEVANT UNIVERSITY POLICIES**

[Computer and Technology](#)

[Drug and Alcohol Policy](#)

[Hazing Policy](#)

[Sexual Assault and Relationship Violence Policy](#)

[Student Demonstrations Policy](#)

[Videography and Still Photography on Campus](#)

# FRATERNITY AND SORORITY LIFE STANDARDS AND GUIDELINES

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*Fraternity and Sorority Life Vision Statement: To be a healthy and vibrant community in which brotherhood and sisterhood is exhibited through leadership, scholarship, philanthropy and service.*

## FRATERNITY AND SORORITY RECOGNITION

Recognition for all fraternities, sororities, and social fellowships is granted by Student Engagement in conjunction with the respective governing council and the expansion committee.

The following guidelines outline important requirements and recognition standards for existing and new organizations within Fraternity and Sorority Life (FSL).

### **DEFINITION OF TERMS**

**Active member:** Any member who is not an alumna/alumnus or disaffiliated member of the organization

**Alumna/Alumnus:** A graduated member of a fraternity, sorority, or social fellowship

**Chartering:** A process where the fraternal organization has been granted approval by the respective governing council, the university and its inter/national headquarters to have an official chapter with a locally assigned designation



**Colonization:** The status of a fraternal organization that has been granted approval by the respective governing council and the university to begin the formal process to charter a campus chapter

**Disaffiliate:** To resign one's membership in an organization

**Expansion/Extension:** The process of potentially starting a new fraternity or sorority on campus

**Fraternal organization or chapter:** Any fraternity, sorority, or social fellowship that is recognized through their respective governing council. The primary purpose of these organizations is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities.

**Inactive member:** As many organizations have varying ways of defining inactive membership, Johnson & Wales University will adhere to the definition provided by the inter/national organization.

**Intake:** Term for the process by which some organization (e.g., National Pan-Hellenic) members are selected to become new members of an organization. Intake generally includes an application and an interview process, followed by an educational program done at the local level conducted by both undergraduates and alumni, then an initiation (generally known as "crossing").

**Interest Group:** A group of current full-time undergraduate students who are interested in starting a new fraternity or sorority and are working with the respective governing council to navigate this process. The interest group should not begin any recognition or membership processes with an inter/national organization without prior approval from Student Engagement.

**Membership Presentation:** A performance by newly initiated members. Membership presentations are a way for organizations to showcase the newest members of the organization. These presentations are generally conducted by NPHC, NALFO and NMGC organizations.

New member education program: This process typically takes place within a set number of days or weeks, serving to help existing and new/non-initiated members get to know each other. Most importantly, new member education programs serve to a) educate new members about the history and traditions of the organization, b) understand how the chapter operates and the roles of the organization's members, and c) help new members maximize their use of campus resources for individual and organizational success.

(Potential) New member/Aspirant: Any person interested in joining an organization and/or going through the new member education program or process of an organization

Recruitment: A period during which fraternities and sororities seek out and engage interested students by demonstrating what each organization offers its members. This process is different from that of multicultural organizations.

## **INDIVIDUAL MEMBERSHIP**

Undergraduates selected for membership in a JWU fraternity or sorority must have earned a cumulative GPA of 2.5, have obtained 12 credits and be an enrolled student of Johnson & Wales University. If JWU graduate students are recognized by their nationals as active members, they can be included in the roster.

## **ORGANIZATION MEMBERSHIP**

All organizations are to maintain a term and cumulative group GPA of 2.5 or higher. Chapter leadership and FSL council members must maintain a 2.5 GPA to hold an active leadership position.

To maintain full recognition at JWU, a fraternal organization must have at least three (3) active undergraduate members (i.e., JWU students who are currently enrolled and in good academic standing) at the start of the fall and spring semesters.

## **COMPLIANCE WITH INTER/NATIONAL ORGANIZATION AND LEADERSHIP**

All fraternities, sororities, and social fellowships must adhere to their inter/national headquarter policies and procedures, including financial management and membership requirements, as long as they do not violate university policies and/or

federal or state statutes. To remain active as a student organization at any JWU campus, a chapter must be in good standing (behavioral and financial) with its inter/national organization.

**Dormant:** Dormant status is designated as a temporary inactive state of a fraternal organization that falls below specific minimum requirements, typically when they are otherwise in good standing with JWU. Student organizations that fall under this status are groups who have been below the minimum requirement for two consecutive semesters. Limitations, such as, but not limited to, hosting large scale campus events, that are not directly related to recruitment, may be placed on fraternal organizations granted this status for a limited period of time to fulfill minimum requirements. If a group has failed to meet the minimum requirements for a third consecutive semester, a designated member of the Student Engagement staff, along with the guidance of the Fraternity and Sorority Leadership Team, will determine next steps for organization recognition.

## **Governance**

All organizations must be active members in good standing with their respective governing bodies. The respective governing councils are expected to hold all member organizations accountable for not meeting any established standards.

## **Advisor**

All organizations are required to have a full-time JWU faculty or staff advisor, like all other student organizations. Additionally, fraternities and sororities must have one chapter advisor who is an alumnus/alumna of the organization. Student leadership for each chapter is expected to maintain regular (weekly or bi-weekly) contact with their alumnus/alumna advisor. Organizations may choose to have additional secondary advisors but must maintain the two primary advisors (one campus advisor and one chapter advisor) on file with Student Engagement. Student leaders and advisors must follow guidelines for student organizations as outlined in the Student Organization Handbook.

Chapter officers are expected to notify Student Engagement immediately upon any changes in alumnus/alumna and/or faculty/staff advisor.

The advisor for the Fraternity and Sorority Leadership councils as well as the Fraternity and Sorority Leadership Team will be appointed by Student Engagement.

### **Expectations for Chapter Presidents**

The following is expected of the president of each organization:

- Read and facilitate an overview for the chapter of this student organization handbook, [Student Handbook](#) and [Hazing Policy](#).
- Attend and participate in established leadership and planning meetings and retreats.
- Use and regularly update the chapter's page on the Involvement Network.
- Submit updated organization constitution and bylaws during the registration process or as otherwise directed.
- Submit an updated version of the inter/national organization's risk management policy and anti-hazing statement every fall semester to the designated fraternity/sorority life advisor, unless otherwise directed.

### **Rosters**

#### **Full Membership Rosters**

Organizations must provide documentation (rosters) of all current members within the sixth week of each semester to Student Engagement. A new roster must be submitted within one week of status change of any members.

#### **New Member Rosters**

A roster (consisting of full names and J#s) of any potential new members must also be provided prior to any students participating in any new member education programs to confirm their eligibility. Failure to comply may result in all chapter activities being frozen until the chapter is in full compliance with this requirement.

## **RISK MANAGEMENT**

Organizations must maintain an active internal standards board/process that holds members accountable for their behavior to the organization's stated mission and principles. Additionally, organizations may be held accountable for their behaviors through their respective council and through the JWU Student Code of Conduct for groups and individuals.

## **GENERAL LIABILITY INSURANCE**

### **Insurance Coverage**

Each fraternity, sorority, and social fellowship is required to maintain and keep in force a Commercial General Liability policy in an amount no less than \$1 million per occurrence and \$2 million annual aggregate, which includes host liquor liability coverage and also includes Johnson & Wales University as an additional insured.

Insurance policies must be written with insurance carriers licensed in the state of the respective JWU campus at which the chapter is chartered (Rhode Island and Massachusetts for PVD and North Carolina for CLT), having A.M. best ratings of at least A-.

### **Certificate of Insurance**

A valid Certificate of Insurance must be on file with Student Engagement at all times and before the chapter is approved to conduct business at JWU. It must include coverage for sexual misconduct and hazing. Additionally, chapters must provide 30 days advance notice of any cancellation, non-renewal or material policy changes to the fraternity and sorority life advisor.

The Certificate of Insurance must show any limiting endorsements to the standard Commercial General Liability form. JWU may reject any insurance containing limiting endorsements that it deems unacceptable.

## **RECRUITMENT/INTAKE**

Chapters are required to:

- Inform Student Engagement of the recruitment/intake schedule a minimum of two (2) weeks prior to the beginning of recruitment activities or programs by completing the new member program review form.
- Abide by their governing body's constitution and bylaws around recruitment/intake timelines and approved activities, unless they violate university policies and/or federal or state statutes.
- Obtain approval from Student Engagement for all recruitment events and new member presentations, flyers and apparel prior to printing or purchasing the materials.
- Have all of their members complete the hazing prevention course in order to be eligible for new member processes.

Chapters are prohibited from

- Coordinating or participating in any membership intake activities that contradict the values of their inter/national headquarters and Johnson & Wales University
- Engaging in recruitment/intake beginning on the first day of reading day and ending the first day of class each semester
- Having alcohol associated with any recruitment/intake events or activities
- Establishing interest groups designed to introduce potential new members to their organizations. Any structured affiliation with an organization will be considered the beginning of the new member program/process for that organization; therefore, such activities must fall within new member education requirements and guidelines.

## **ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP/INTAKE**

Students must have completed a minimum of 12 credit hours and have an established cumulative GPA of 2.5 from JWU or another accredited college or university to join a fraternity, sorority, or social fellowship at JWU. First-semester, first-year students are not eligible for recruitment/intake until they meet these membership requirements.

Transfer students may be required to provide an official transcript from their prior institution to Student Engagement to confirm their eligibility.

## **BID OFFERING AND FINANCIAL RESPONSIBILITY**

When extending an invitation to membership (hereby referred to as a "bid") to potential new members, each chapter must also provide information on financial responsibilities for joining the organization. Financial information must include information on what activities and costs are covered by dues, when payments are due, if payment plans and scholarships are available, and a contact within the chapter for further information.

Chapters must submit to Student Engagement a signed copy of the FSL Membership Form for each potential new member who accepts a bid for membership. The FSL Membership Form will ask potential new members to confirm they have seen the organization's statement of financial obligations; agree to release GPA information to the chapter leadership, chapter advisors, and Student Engagement; and understand the university's policies and resources regarding student conduct and prohibited behaviors.

## **NEW MEMBER/NEOPHYTE EDUCATION PROGRAMS/PROCESSES**

It is a privilege, not a right, for student organizations to establish educational requirements for membership and to conduct new member education programs at JWU, on or off campus. Individuals responsible for new member education activities are referred to as new member educators.

In addition to adhering to the following new member education guidelines, new member educators are required to complete a New Member Program Review Form a minimum of two (2) weeks prior to the start of any new member education activities/process; the application must be signed or approved electronically by a representative from the respective national chapter or their designee and approved by the FSL advisor before any approval is granted. New member educators must schedule a meeting with the FSL advisor a minimum of one (1) week prior to scheduled start of new member education process or activities to review their New Member Education Approval request.

## New Member Education Guidelines

Fraternity/sorority membership is open to all enrolled students at Johnson & Wales University at that respective campus. The undergraduate chapter members are responsible for decisions on membership selection, which must adhere to university policies and federal laws prohibiting discrimination.

New members are required to

- Complete a FSL Membership Form with Student Engagement within 48 hours of accepting a bid to membership and prior to participating in any new member education program/activities.
- Participate in a New Member Orientation program hosted by FSLT no later than one semester after their initiation/crossing date.

New member/neophyte education/pre-initiation activities may only occur between the first day of classes and the first day of reading day during a semester. It is recommended for new member education to not exceed 12 hours per week.

Chapters are prohibited from hosting new member/neophyte education/pre-initiation activities during the hours of midnight and 8 a.m. and during university breaks (i.e., winter/holiday break and summer break, not including spring break). Alcohol is strictly prohibited at, and may not be associated with, any new member education activity or chapter ritual.

Contents of the new member education program must be approved by the chapter president, alumni advisor and required by the FSL advisor. Any changes to the schedule must be approved by the chapter's alumni advisor and be communicated to the FSL advisor a maximum of 48 hours after changes are made.



Initiation into full membership must be conducted in a timely manner if a chapter has a new member education program or phase, which can last no longer than eight (8) weeks from the time of the bid offering.

The university reserves the right to shorten or eliminate new member programs if there are any concerns about violation of university policies, the Student Code of Conduct and/or federal or state statutes. Any form of hazing is strictly prohibited by law and by JWU policy. New member educators are required to be familiar with JWU's policy against [hazing](#). All chapter members involved in new member education activities must complete required trainings on hazing and other prohibited behaviors as required by the FSL advisor or their designee.

## **AUXILIARY GROUPS**

Johnson & Wales University does not recognize or approve of the existence of any affiliated auxiliary organizations (e.g., sweethearts, diamonds, little sisters/brothers, courts, kittens, interest groups).

Students are encouraged to report any solicitation of any fraternity and sorority to join an auxiliary organization to the Student Engagement designated fraternity/sorority advisor immediately.

Auxiliary organizations are not the same as a fraternity or sorority and should not be considered and/or treated as such.

# **STARTING A FRATERNITY AND SORORITY**

Johnson & Wales University (JWU) recognizes that fraternities and sororities can provide significant positive experiences for development of student morals, ethics, academic endeavors, volunteerism, and social enrichment. To regulate and manage the expansion process, designated officials from Student Engagement will determine if a fraternal organization offers suitable support for our students and aligns with the mission of the university.

## **INTER/NATIONAL ORGANIZATION AFFILIATION**

No local organizations may exist and operate at any JWU campus. All organizations or interest groups must have affiliation with an inter/national organization and be granted approval to become an interest group or colony by the university.

## **AFFILIATED MEMBERS OF NON-RECOGNIZED GROUPS**

If a student chooses to seek membership in an organization which has lost recognition or has been banned or suspended from the university, the student risks facing disciplinary action, as stated in the Student Code of Conduct.

Students who are initiated members of fraternal organizations that are not recognized by JWU do not have the right to reserve space, recruit members, host, or co-host events in the name of that organization or participate in any events as a member of the fraternity and sorority life community.

## EXPANSION PROCESS

All expansion inquiries will be reviewed by an expansion committee. The committee will meet as needed. During these meetings, expansion committee members will review the letters of intent that have been submitted. The committee will consist of the executive leaders of the existing fraternities and sororities, a member of Student Engagement, and others that are deemed necessary per the discretion of the Student Engagement designated fraternity/sorority advisor. Prior to the committee meetings, the committee will be trained on determining if the campus is ready for expansion and what to look for in a potential organization.

The expansion committee will review the

- history of the organization
- information on inter/national strength
- ongoing support via headquarters and regionally
- membership and education plan
- alumni/ae information
- risk management policies and insurance credentials
- summary of the colonization plan

A governing council may have more than one colony at a given time if they choose. Additional criteria may be established in the case of organizations seeking re-colonization on campus. Failure to abide by any of these criteria may result in suspension of the colonization process or revocation of provisional recognition as a colony/ petitioning group.

Should the university be interested in bringing a fraternity or sorority to campus whose internal expansion policies conflict with or require additional steps other than what is outlined in this section, Student Engagement may, at their discretion, make adaptations to the process. Any such accommodations should be designed to acquire the same information required in the official university expansion process and involve the same university expansion committee.

Organizations that have lost recognition for a period of time from the university may petition to re-charter their organization, but they must go through the expansion process. Review of prior organizational conduct records will be taken into consideration before a final approval is provided.

Any inter/national fraternity or sorority wishing to colonize at Johnson & Wales University (JWU) should file a letter of intent with Student Engagement. The letter of intent should be a brief one-page summary of why the organization should be on campus, how this organization can contribute to the greater JWU community, what makes this organization unique or attracts a different population of students than the current recognized organizations, and appropriate contact information for follow-up questions. Letters should be emailed to the designated FSL advisor in Student Engagement.

Current JWU students who do not find a fit with any of the existing organizations may petition to start a new organization on campus. Current students must set up a meeting with the respective governing council president and the Student Engagement designated fraternity/sorority advisor to discuss the process and current state of the community. Current students are encouraged to research potential organizations of interest to learn more about these organizations. However, these students cannot begin an interest group or colony prior to approval from an expansion committee.

*If students have already established contact with an organization of interest, it is imperative that they connect such representatives with a designated member of the Student Engagement team so they may review all relevant guidelines and policies with all parties involved.*

# CLUB SPORTS STANDARDS AND GUIDELINES

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## STARTING A CLUB SPORT

Students interested in starting a club sport on campus should review the process of new club recognition as outlined in the Student Organization Handbook, located on the Involvement Network accessible via [jwulink](#). Following approval, new club sports will be required to provide further information based on designation into one of two categories: recreational or competitive club sport.

A recreational club sport classification is designated for club sports that involve physical activities that are recreational in nature and do not involve competition as a primary focus. A competitive club sport classification is designated to club sports with activities that involve competition between other colleges and universities that may include both league and tournament play.

These guidelines are a supplement to the Student Organization Handbook. Student leadership from each club sport is expected to be familiar with the contents of the entire handbook to gain awareness of all policies and procedures related to clubs and organizations. Situations involving club sport business and activities not covered in this handbook should be referred to the designated Student Engagement.

### **ADDITIONAL REQUIREMENTS**

All club sports must fulfill all required documentation as directed by Student Engagement and Athletics to remain active. Student Engagement works collaboratively with Athletics and SGA to support club sport activity; therefore, specific matters and decisions may be referred to the director of Student Engagement or their designee as is reflected within many guidelines and requirements stated herein.

Given the assumed risks for participation in a club sport, a club sport may be required to acquire and maintain a head coach. Determination for this requirement and criteria for selecting any coaches will be made by the director of Athletics, the director of Student Engagement, or their designee.

Like other student organizations, university funds are limited for club sports; therefore, all club sports are encouraged to prepare a budget report by the conclusion of the spring semester outlining the club sport's internal account balance and how the club sport will be supporting itself financially in the upcoming academic year. Budget reports may be requested by Student Engagement or SGA to determine a club sport's viability to sustain its activities. If a club sport does not have sufficient funds to support itself, it will go to inactive status until the club sport is financially stable as determined by Student Engagement. Inactive status for a student organization denotes the loss of recognition and privileges afforded to clubs and organizations until necessary issues are resolved.

If a club sport is required to have a head coach, no activity may take place without them or an approved staff designee from the university.

## **USE OF FACILITIES**

Club sports will have access to Johnson & Wales University facilities unless otherwise specified. Requests for facilities must be made through the Involvement Network via [jwulink](#) as outlined in the Student Organization Handbook. Please schedule an appointment with a representative from Athletics with any questions regarding suitable facilities to accommodate anticipated requests.

Facilities on campus will be provided based on their availability, which may be limited. These areas on campus are used by more than just club sports so it is imperative to request facility use at least TWO WEEKS PRIOR to the requested date. (Campus-specific policy or practices may require more advanced planning.)

Facilities off campus may be used based on approval and availability by working with Student Engagement staff to process contracts and payments appropriately.

All club sports will be held to high standards; therefore, it is an expectation that behavior of all club sport members and coaches adhere to rules and regulations of all other campuses for competitions and visits, off-campus facilities, and associated leagues in which they compete.

## **FACILITY-USE POLICIES**

Club sport officers are responsible for communicating all information related to field and facility utilization to club sport members, spectators, visiting teams, and all other authorized users of the recreational/athletic facilities during the club sport's use.

### **No Alcohol**

- Possession or use of alcoholic beverages anywhere on university property is prohibited except for legal use at events, operations, programs, premises, or facilities sanctioned by the university.

### **Inclement Weather**

- Club sport teams and coaches should inspect the field/venue PRIOR to every use to identify any safety hazards or property damage.
- If the club sport members determine the field/venue is unsafe or hazardous for use, they need to report the state of the field to the operations manager in Athletics.

### **Clean-Up**

- Club sports are responsible for the removal of all trash after an event/competition/practice.
- Trash removal constitutes placing all trash in designated trash receptacles. Failure to take responsibility to do so will result in loss of facility privileges.

### **Damage to Fields**

- Club sports are responsible for any damage to the field/activity space during their usage.

### **Participants**

- Club sports are NOT permitted to provide a game site for two non-Johnson & Wales teams. The only exception to this is if the club sport is hosting a tournament approved by JWU Student Engagement.

## Spectator Responsibility

- Club sports are responsible for their spectators' behaviors and actions regarding all facility-use guidelines and campus policies; therefore, club sports may be required to request and fund security detail when deemed necessary by Student Engagement in conjunction with JWU Campus Safety & Security.

## **CLUB NAMES AND UNIFORMS**

Nicknames for club sports will be limited to "Wildcats."

All club sports' uniforms must primarily use Johnson & Wales University colors (royal blue and white; athletic gold/yellow may be used as an accent color), unless rules of the sport dictate differently. These uniforms must be approved in accordance with JWU Graphic Standards, unless otherwise approved.

Club sports are required to follow purchasing guidelines stated within this handbook.

All logos must be approved by Student Engagement. Club sports must use logos that have been previously approved by University Design Services.

## **CLUB SPORT COACH REQUIREMENTS**

Club sport coaches are required to

- Have previous coaching or playing experience in that sport. The coach may not play.
- Be certified in First Aid, CPR and Automated External Defibrillator (AED) training and approved by the director of Athletics or their designee.
- Follow all emergency procedures and protocols while participating on campus.
- Adhere to the policies and guidelines set forth by the university and Student Engagement in conjunction with Athletics within the Student Organization Handbook and Club Sport Guidelines.



- Submit a roster of participants to the athletic training department for verification of physicals and concussion testing, when applicable. Failure to do so may result in suspension of participation for that entire sport club.
- Establish conditioning and training programs to prepare the participants physically and mentally for competition.
- Provide a schedule (practices/games) and information on any tournament competition in advance to the designated representative from Student Engagement.
- Attend all practices, games and competitions in which the club participates, unless explicitly stated otherwise in writing by Student Engagement.
- Be attentive to student needs, concerns and potential problems.
- Employ a sense of fair play, encourage the development of skills, and recognize the importance of active student participation.
- Develop and employ safety standards, including being aware of the location of the AED and inspecting equipment and facilities for potential safety problems prior to use.
- Bring concerns regarding potential health or injury problems to the attention of the director of sports medicine or their designee.
- Promote participant responsibility in the display of proper conduct and good sportsmanship, both on and off the field, with compliance regarding conference, league or union rules governing eligibility, competition, and financial obligations.
- Model good sportsmanship and professionalism at all times as a representative of Johnson & Wales University.

Student Engagement has the right to deny any coaching applicant for a club sport if deemed necessary, in its sole discretion.

Collision and contact club sports must provide a certified athletic trainer (ATC) or a state licensed EMT for all home competitions. This person must be approved by the director of athletics or their designee, prior to the contest.

# **CLUB SPORT PARTICIPANT REQUIREMENTS**

Club sport participants must

- Be responsible for their own health and safety while participating in their respective sport.
- Sign the Assumption of Risk form provided by Student Engagement and provide additional information as necessary.
- Have medical insurance with evidence that coverage is provided for injuries resulting from the specific sport the student is participating in.
- Provide a physician's examination report to the director of sports medicine or designated representative from Student Engagement, if the sport is of a collision or contact nature. Depending on the nature of the sport being played, different medical information may be required.

All injuries must be immediately reported to Campus Safety & Security. Injuries must also be reported to Student Engagement or their designee as soon as possible. Failure to report injuries may result in disciplinary action, including suspension and/or dissolution of the club.

## **ROSTERS AND PARTICIPANTS**

Club sports must have an updated roster on the Involvement Network at the beginning of each semester and updated as needed.

Rosters must be updated with Student Engagement and Athletics prior to any practice or competition date, if necessary. Failure to do so may result in disciplinary action. All rosters must include student email of all participants listed on the roster.

Student Engagement and SGA reserve the right to take disciplinary action on a club sport that does not abide by the rules stated in this handbook or represent the university in a positive manner.

Club sport policies are complimentary to policies and guidelines for student clubs and organizations; therefore, all Johnson & Wales club sports must also abide by all rules and regulations established in the Student Organization Handbook.

Information in the Student Organization Handbook and Club Sport Guidelines is subject to change without advance notification.