Clubs & Organizations Manual

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Mission
The Office of Student Activities and Leadership Programs compliments the curricular, residential, and commuting experiences by providing resources for students to discover and enhance leadership abilities through involvement in student clubs and organizations, programs, and activities.

Getting involved is a perfect way to build your leadership skills, expand your resume, have some fun, AND create memories and relationships that will last a lifetime.

This manual serves as a guide to assist you with creating, registering, and sustaining your student Club/Organization. We hope you find your organization experiences to be both educational and rewarding.

STUDENT ACTIVITIES & LEADERSHIP PROGRAMS STAFF
The Student Activities Office staff is available to assist your organization with a variety of leadership and programming needs. Feel free to contact us with any questions regarding starting an organization or concerning a current organization.

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Office Hours
Monday – Friday: 9am – 5pm
Clubs and Organizations
Involvement outside of the classroom supports the learning that takes place within and it provides one with the opportunity to develop, enhance, and extend one’s leadership capabilities. With over 20 Clubs/Organizations to choose from, there is something for everyone. Information on how to get involved in a current Club/Organization, and steps associated with creating a new Club/Organization, are located in the sections that follow. If you have questions, you are encouraged to visit the Office of Student Activities and Leadership Programs, which is located on the 2nd floor of the Waldron Center.

HOW TO KEEP YOUR CLUB/ORGANIZATION ACTIVE
Recognition is a process which all student organizations must go through in order to receive official campus rights and privileges. For a student club/organization to be granted official recognition and maintain status as a recognized student club/organization, the following requirements must be met:

- All student clubs and organizations must register annually through the Office of Student Activities and Leadership Programs. All registrations will be reviewed and approved by the Associate Director for Leadership Programs. Registration forms are available in the Student Activities Office and the GMercyU website. Student clubs/organizations that fail to renew their registration by the deadline will be declared inactive unless approved by the Student Activities Office. Inactive student clubs/organizations are not entitled to privileges granted to those student clubs/organizations that are officially recognized.

- Completed registration forms must be submitted within the first two (2) weeks of September in order for the organization to renew its official recognition. Completed registration packets must include a typed list of your officers and members (full name, position, GMercyU Email address), a statement of commitment from the President and the Advisor, and a current copy of the club/organization Bylaws/Constitution which will be kept on file in the Student Activities Office.

- Each organization must govern itself according to a bylaw/constitution agreed upon by the organization’s membership and Advisor, and approved by the Director of Student Activities and Leadership Programs. The constitution must state, using proper form, all membership requirements, the purpose of the organization, and all policies which will govern the workings of the organization. The purpose must be consistent with the University’s mission and core values.

- Abide by all federal, state and local laws and University policies.

- One student cannot hold the presidency of both the Student Government Association (SGA), and the Student Activities Committee (SAC).

- Have an Advisor who is a member of the GMercyU faculty, staff, or administration. The Advisor must commit to being actively involved in overseeing the activities of the organization. It is expected that each organization will routinely consult with its Advisor and inform him/her of all organization activities, practices, and undertakings.

- Accept the responsibility for all financial dues incurred by the respective organization.

- Each club/organization must submit a current membership roster to the Associate Director for Leadership Programs no later than the end of the second week of classes during the spring semester. It must include full names (no nicknames), GMercyU email addresses, and current positions. Each organization must immediately inform the Associate Director for Leadership Programs of any changes in membership during the course of each semester.
Recognition will be denied to any student organization that selects its members on the basis of race, religion, age, gender, national origin or disability. Only officially registered students (not including full time internships or graduate assistantships) shall be eligible to serve as officers within a student organization. Failure to comply with the above criteria will risk a student club/organization’s right to function as a fully recognized organization of the University.

**RIGHTS & PRIVILEGES OF RECOGNITION**

The various recognized student clubs/organizations which exist on campus assume an important role in contributing toward a healthy and positive student activities program. The University extends to recognized student clubs/organizations the right to use its name and its facilities, when available. Accordingly, to ensure a basic consistency of purpose and philosophy, certain policies governing the on-going recognition of organizations have been developed. Recognized student clubs/organizations and their members may be subject to the revocation of recognition and/or other disciplinary action for violation of these policies.

**Officially recognized student clubs/organizations have the following rights and privileges:**

- Use of Gwynedd Mercy University facilities subject to the Facilities Use Policy;
- Eligible to request funding from the Student Government Association;
- Participate in all Student Activities Fairs;
- Appropriate use of the Gwynedd Mercy University name and logo on formal letters and publications;
- Authorization to publicize events and distribute information on campus (with proper approval);
- Opportunity to sponsor fundraising activities on campus consistent with University policy;
- Opportunity to schedule registered activities and events in accordance with the appropriate policies and procedures;
- Advisement from the Office of Student Activities and Leadership Programs;
- Use services, equipment, and materials from the Office of Student Activities and Leadership Programs and other departments on campus;
- Reserve the Student Activities van for clubs/organizations trips consistent with University policy;
- Opportunity to have club/organization information on the Gwynedd Mercy University website;
- Apply for the Office of Student Activities and Leadership Programs Diversity Grant;
- And participate in leadership opportunities offered by and through the University.

**HOW TO START A CLUB/ORGANIZATION**

Students interested in forming an organization must follow the steps below. Recognition forms are available in the Student Activities Office and on the website. In the instance that an organization is created in the middle of an academic year, the respective organization must submit a completed registration form within a time period negotiated with the Office of Student Activities and Leadership Programs.

**Step 1: Coordination**

A. Select a name for the organization.
B. Identify a Gwynedd Mercy University faculty, staff, or administrator to serve as the Advisor.
C. Identify club officers, plus 5 additional Gwynedd Mercy University students with a common interest in the club purpose.
D. Write a clear set of Bylaws/Constitution for the prospective club/organization. (Your proposed Advisor and the Office of Student Activities and Leadership Programs can offer assistance.) See the “How to Write a Bylaw/Constitution” section in the “How to start a club/organization” packet.
Step 2: Request Recognition
A. Complete a “New Club/Organization Recognition” packet from the Office of Student Activities and Leadership Programs which requires prospective organizations to submit:
   - one paragraph description of the prospective organization
   - Website description of organization
   - a clear set of Bylaws/Constitution for the prospective organization
   - names and contact information for the officers, membership, and Advisor
   - Request for Student Government Association affiliation and funding
   - Possible workshops/training you would like the University to provide for your club/organization.
B. Submit the completed packet to the Office of Student Activities and Leadership Programs, which is located on the 2nd Floor of Waldron Center.

Step 3: Review and Approval
A. Schedule a meeting with the Director of Student Activities and Leadership Programs to review the completed new organization recognition packet
B. Once the Bylaws/Constitution and the recognition packet are approved, the organization will be officially recognized by the University and has all the privileges listed under the “Rights & Privileges of Recognition” section.
C. Feel free to meet with a staff member from the office of Student Activities and Leadership Programs at any time with questions, concerns, or guidance throughout the creation process.

CLUB/ORGANIZATION ACADEMIC STANDING
While participation in a student organization plays an important role in a member’s personal development, it should always be remembered that the focus of each student should be on intellectual achievement, the development of understanding, and the ability to use one’s mind positively and creatively. To highlight the importance of such goal, the following policies have been formed:

- Presidents of all student Clubs/Organizations must have and maintain a minimum 2.0 cumulative GPA and may not be on academic or conduct probation at the time of election or during the term of office. If the student fails to meet any of the above requirements, he or she must resign and is not eligible to hold an office in that organization for a minimum of two semesters following the date the student is back in good standing. Individual organizations may set higher academic requirements for membership.

- One student cannot hold the presidency of both the Student Government Association (SGA), and the Student Activities Committee (SAC).

- Members of Clubs/Organizations must be currently enrolled as students at Gwynedd Mercy University. Only currently enrolled students (not including full-time internships or graduate assistantship) shall be eligible to serve as officers within a student organization.

ADVISOR RESPONSIBILITIES
Gwynedd Mercy University requires that each recognized student organization have an Advisor who is an active employee of Gwynedd Mercy University. Clubs/Organizations are free to choose their Advisor but it must be a mutual consent between the organization and the Advisor. The Advisor serves as an important resource for the organization, providing the basis for long-term stability, as well as growth and development. As the students change from year to year, the attention and guidance of an Advisor can have a marked impact on the group with which he or she works.
The primary goal of the Club/Organization’s advisor is to provide an educational experience for the students in the Club/Organization which they are advising. Students in student organizations should feel that being a member of their organization is a worthwhile experience that enhances their personal, social, and academic development. Advisors often want to know exactly what role they should take within the student organization. This unique role varies according to Advisor and situation. The duties of the Advisor, as detailed below, may be interpreted differently depending on the nature of the organization; specific areas of knowledge and expertise will vary among Advisors. Each Advisor’s personal style will affect the degree of direct involvement he or she has with the group, and the extent to which responsibility for certain organizational functions are shared among the Advisor and Officers. Additional responsibilities listed in the Advisor’s Manual including the following:

- Ensure the organization is following University guidelines and policies as stipulated in the University handbook and this manual.
- To be aware of all plans for programs and activities, and to provide assistance when needed in the coordination of these events.
- To approve and sign off on all budget forms for the organization.
- Act as the connection between the student organization and the University (For example, the Advisor reserves facilities, and AV/Plant services).
- Be informed of the organization’s purpose – keep the goals and objectives of the group in mind;
- Discuss and clarify the Advisor’s role and set clear expectations: what does the Advisor expect from the students in the organization? What can the student members expect from their Advisor?
- Be available as a resource for students: Let students know the best way to contact the Advisor.
- Check in with the leadership of the organization on a regular basis.
- Encourage feedback: Help students assess the events they plan and the meetings they run.

**FILM / MOVIE GUIDELINES**

Gwynedd Mercy University acknowledges and complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) that oversees how copyrighted materials (i.e. movies or film) could be used publicly. The federal copyright law restricts the use of movies to private showings (private room/home) and prohibits public performance. Therefore, any student or recognized student organizations wishing to show a movie in common meeting spaces (Late Night Lounge, Rotelle Lounge, Keiss Lawn, classrooms, etc.) must abide by federal copyright law and uphold University policies. Under no circumstances should a student and/or student organization show an advertised movie on campus without prior approval from the Office of Student Activities and Leadership Programs and purchasing/securing the rights to the movie. Organizations should plan accordingly as the cost to these rights may vary. Stop by the Student Activities Office, in the Waldron Center with any questions.

**FUNDRAISING GUIDELINES**

Clubs/Organizations may collect dues, initiation fees, and donations to benefit their organizations by following the University Student Handbook Policies and the Clubs/Organizations Manual. Clubs/Organizations may sell materials related to the purpose of the organization. Funds raised by recognized Clubs/Organizations may be spent consistent with the stated purposes of the organizations. No fundraising activities shall conflict with the ongoing business operations or interests of the University. Recognized organizations must receive prior approval from the Office of Student Activities and Leadership Programs before soliciting businesses for funds, gift cards, etc.

This process is done by submitting a list of businesses the Club/Organization plan to soliciting to the Student Activities Office which then will be approved by both the Student Activities and Institutional Advancement Office. All clubs and organizations wishing to do fundraiser for external causes/entities must consider the following and submit a written proposal along with a list of businesses that the group plan to soliciting.
Guidelines for Student Group Fundraising for External Causes/Entities
In order to ensure that all fundraising is effective, targets the right audiences and provides service/learning opportunities and does not burden the campus community the following guidelines are offered.

1. Align your cause with the Mission and Values of the University, the Critical Concerns of Mercy and the ministries of the Sisters of Mercy. Remember the adage, “advocate globally, serve locally”.
2. Establish clear goals, timelines, responsible parties, target audiences and strategies for success.
3. Create a proposal that delineates the project. Preference will be given to proposals that include education on the issue/cause involved and that directs monies to the external entity rather than collecting money directly.
4. Submit your proposal using the format below as a guide to the appropriate moderator and if necessary to their respective Dean for approval.
5. If the plan involves external solicitation please submit to the Development Office for specific solicitation approvals.

Proposal for student group fundraising should include:
- Name of group
- Name of project leader/s
- Name of project advisor
- Name of entity/cause for fundraising project
- Mercy Ministry with which this is aligned or supporting
- Critical Concern/s or Social Justice issue that it is addressing:
- Proposal that addresses #2 above

AFFILIATION WITH THE STUDENT GOVERNMENT ASSOCIATION
The Office of Student Activities and Leadership Programs encourages student clubs/organizations to be associated with the Student Government Association. The Gwynedd Mercy University Student Government Association (hereafter noted as SGA) sees their mission as one in which they must provide services for the University, the students it represents, and the local communities, by using their creativity, integrity, honesty, and enthusiasm. They feel that it is essential to provide a common communication link between the students, faculty, and administration, to be a voice for the students as a whole, and to inform the students about efforts of the SGA.

The benefits of association are:
   a) The opportunity to apply for an operating budget to assist with the work of the student club/organization.
   b) Become part of a communication network of student organizations.
   c) Connect to the skills, knowledge and resources of experienced student leaders.
   d) Gain valuable student leadership training to assist student organizations.
   e) Connect to the decision-making and planning of the University.

To become affiliated, a representative(s) from the organization contacts the President or Vice-President of Student Government to get on the agenda of their Executive Council meeting (inquire at the Student Activities Office for names of these officers). The student organization representative(s) present all of the information the student organization gathered for the start of the organization (see the "How to Start a Student Organization") including the approval letter from the Director of Student Activities and Leadership Programs. The Executive Council of Student Government works with the student organization to follow the process of affiliation. Additional information is listed in the Student Government Constitution.

SGA Budget Process
- “Budget Request Forms” are distributed to all student group representatives at the last meeting in March. Only student groups who are budgetary members may apply.
• The completed form is returned to the Treasurer prior to the last meeting of the year. If a budget form is not submitted by the due date, Executive Council has the right to deny a budget request.

• An SGA budget meeting will be held before the 1st meeting of the summer (June). The Budget Committee is composed of: the five members of Executive Council and the SGA Advisor.

  Budget appointments are based on the following:
  - Past use of fundraising
  - Potential list of events to be held in the following year
  - Assessment of events held in the proceed year

Following the budget meeting, the SGA Treasurer will send notification to all student group representatives concerning the budget decision.

• A student group representative may appeal their budget decision. This is done by contacting the SGA Treasurer in writing within two weeks from receiving the budget memo.

• The Executive Council will hear all budget appeals on a case by case basis at a meeting with the representative whose club is appealing. Representatives are capable of defending their budget requests with compelling evidence at this meeting. The appealed budget will then be decided at the discretion of Executive Council and the Advisor.

SGA Billing/Purchasing

  A. All Budget forms MUST include Advisor’s signature.
  B. All expenditures must be approved by the Club/Organization’s Treasurer and Advisor, prior to purchase.
  C. Checks received by your organization should be made payable to “Gwynedd Mercy University”
  D. No funds will be given for reimbursement without original receipts with tax exemption.
  E. All checks are available for pick-up in the Student Activities Office on Wednesdays after 3:00pm.
  F. Additional information is listed in the Student Government constitution.

DISCRIMINATION AND HARASSMENT

Gwynedd Mercy University is committed to maintaining a positive learning, working, and living environment that is free from unlawful discrimination and harassment. Gwynedd Mercy University does not discriminate against any applicant for admission to or employment at the University because of race, religion, age, gender, sexual orientation, gender identity, national origin, disability, color, marital status, veteran status, genetic characteristics, or any other characteristic protected by federal, state or local law (“Protected Classes”). This includes, but is not limited to, admissions, financial aid, educational services, and student programs and activities, as well as to all terms and conditions of employment including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, and termination. The University will not tolerate unlawful acts of discrimination or harassment based upon Protected Classes, or related retaliation against or by any employee or student. This policy applies to all University faculty, administrators, staff and students. Persons who lodge discrimination or harassment complaints or participate in the investigation of such a complaint are protected from retaliation (e.g., adverse action or consequences) for those actions. Retaliation will not be tolerated at Gwynedd 2 Gwynedd Mercy University Undergraduate Catalog. Gwynedd Mercy University Policy Manual: Volume II – Page 3 of 235 July 2015 Mercy University. Although discrimination and harassment described and prohibited by this policy include a wide range of behaviors, certain discriminatory conduct is addressed elsewhere. For example, sexual harassment is addressed in the University’s Sexual Misconduct Policy. Individuals who violate this policy shall be disciplined or subjected to corrective action, up to and including termination or expulsion.

Approved by Gwynedd Mercy University Board of Trustees on October 3, 2014

DANCE POLICIES AND PROCEDURES

Dance parties are a great way for GMercyU students to socialize and celebrate time together. Because safely hosting a party is of utmost importance for all fellow students, all Gwynedd Mercy University student organizations or groups wishing to host a dance party must meet the following policies and procedures:

- **A Calendar/Venue Request Form** must be completed and submitted to the Office of Student Activities and Leadership Programs a minimum of **30 days** prior to the desired date. It is preferable that student organizations/clubs complete requests for Dance Parties a **semester** prior to the actual dance date. This form must include all necessary information concerning the dance party and will be reviewed by the Director of Student Activities and Leadership Programs with an approval signature also required by the organization/club **Advisor**. (Calendar/Venue Request Forms are available in the Office of Student Activities and Leadership Programs.)

- No Facilities Reservations may be completed until the Calendar/Venue Request Form has been completed and approved. Therefore it is suggested that student organizations use the prior semester to complete their dance party requests. **Please note:** No dance parties will be approved during the week leading up to **final exams or an Official University Break period**.

- All dance party host organizations must hire a minimum of **two (2)** GMercyU Public Safety and Security officers for a period inclusive of **30 minutes** prior to the dance, the cost of which will be charged to the host organization.

- Hosting organizations must identify and name a minimum of **4** students who will serve as Dance Party Staff for the duration of the event. In addition, the **organization or club advisor must be present during the dance as an additional staff member**.

- All those who will be Dance Party Staff must report to the dance site **30 minutes** before the dance to participate in training concerning the policies and procedures for the evening.

- A Registration Table will be positioned in the hallway just inside the double glass doors leading to Waldron. **All GMercyU students must sign in and show their GMercyU ID** in order to be admitted to the dance.

- Intoxicated individuals will not be allowed into the dance. Public Safety and Security Officers will be positioned at entry to the dance to enforce this policy, and to cite those who are intoxicated.

- A maximum of **two** non-GMercyU guests may accompany a GMercyU student to the dance. **All non-GMercyU guests must sign in and surrender** either an **official State ID** or their **Driver’s License** at the Registration Table upon entering the dance. All guests should retrieve their ID upon leaving the dance.

- Once a student or guest enters the dance, he/she is not allowed to leave and subsequently re-enter the dance. Public Safety and Security Officers and Dance Party Staff will be stationed on the balcony of Waldron and at the Glass Door entrance to enforce this policy. There will be **no** entering or exiting of the dance from the balcony or balcony stairs.

- No coats/bags will be allowed into the dance. Valuables should not be brought to the dance. Gwynedd Mercy University and Dance Party Staff will not be held responsible for lost articles/items.

- No liquid containers will be allowed in the dance. Those individuals found with containers will surrender them and/or be asked to leave the dance. A water fountain is located near the restroom locations. The hosting group may provide Cambros of water, lemonade, iced tea and paper cups inside the dance (this would be at the hosting group’s expense).

- As per the Gwynedd-Mercy University Smoking and Tobacco Use Policy, there is to be no smoking or tobacco use within campus buildings. Smoking and the use of tobacco products are not permitted within 30 feet of any entrance, and therefore are prohibited on the Waldron Board Room balcony.

- **All GMercyU dances will begin no later than 10:30 pm.** All dances will end no later than **12:30 am**.

- The hosting group is responsible for all clean up following the dance and should leave the space in the same condition in which it was found.
The above policies and procedures are in place to ensure GMercyU students and their guests a safe and enjoyable experience for all. Student organizations wishing to host Dance Parties are themselves student leaders who take both pride and responsibility in doing so.

RESERVING CAMPUS FACILITIES AND SERVICES

TOP 13 THINGS FOR A GMERCYU ORGANIZATION TO KNOW WHEN RESERVING SPACE ON CAMPUS

1. All Events, Meetings, Reservations and requests for set ups MUST be made through the Gwynedd Mercy University Calendar by completing the Calendar & Venue Request Form. This form is located in the Clubs/Organizations Suite and on GMercyU Club/Organization webpage. Once the form is complete, the representative may email the form to scott.a@gmercyu.edu or deliver to the Office of Student Activities and Leadership Programs in Waldron Center, 2nd floor.

2. All Events or Meetings requiring Plant or Media Services must be reserved at least TWO weeks ahead of time. All Media and Plant Requests must be made through the Calendar & Venue Request Form. All Media and Plant requests made after that 2-week mark cannot be guaranteed.

3. Requests for events or meetings will not be approved unless the Plant and Media service requests accompany the reservation. Too often than not these events are never revisited and their plant and media needs end up as last minute requests. Please do not put in the internal log.....“Set up to be discussed, TBA” etc. Detailed requests are needed for our service departments to properly prepare.

4. Be clear in your requests for Plant and Media Services. Please let us know what you need and where you need it to the best of your ability so that we may better serve you.

5. When reserving a space, please look carefully at your needs and see if your group is suited to a space that may already have the media equipment and seating that you need. We have multiple conference rooms and classrooms equipped with technology that are great spaces for meetings. The Facilities Coordinator reserves the right to move an event to a different facility if a move is in keeping with the best interest of the University.

6. If you have an event in the calendar that requires changes or modifications to your set up both with Plant and/or Media Services, please make those changes in the calendar and notify the Facilities Coordinator and those whose services will be affected by the change. Those changes need to be made by that 2 week window.

7. If you have a space reserved and your event or meeting gets cancelled or moved, please make those changes in the calendar and notify the facilities coordinator and any departments that you may have requested services from. Please give us as much advanced notice as you can so we can be prepared to serve you properly.

8. Requests for Media Services outside of regular hours need to be made in advance. A Media Services Technician will be available during regular hours to show you how the equipment works and ensure the requests are set up in advance. There are no evening and weekend hours for Media Service Technicians to be on-site. (Services can be provided by our tech vendor at an hourly rate) JBA will be set up in advance for all weekend and evening events, due to the nature of the facility; the Media Services department cannot guarantee that their set up will go undisturbed.

9. **Multiple Day Events requiring different set ups need to be reserved as separate single day events.
10. Requests for space by a faculty or staff member for Non- GMercyU related meetings/events MUST go through the Facilities Coordinator before entering it into the calendar. These events are to be set up and treated as outside events and groups will be charged.

11. Please be specific when titling your meetings/events. “Meeting” or “Orientation” makes it hard to sort our events in the calendar, be specific to who the meeting is for and what the actual meeting/event is.

12. If you enter a room for which you do NOT have a reservation for and it is set up for a meeting or event, PLEASE DO NOT CHANGE THAT SET UP. This happens a lot in the Waldron Board Room especially on weekends. These rooms are set up on Fridays for weekend events and for meetings or events that will be occurring that following Monday. These rooms MUST be ready for the groups that have reservations. Changing these set ups effect multiple departments and often create unnecessary overtime.

13. Submitting a Calendar & Event Request Form does not guarantee the space. You must wait for approval from the Assistant Director of Student Activities and Leadership Programs and the Facilities Coordinator.

POLICY ON PROMOTIONAL/ADVERTISEMENT POSTINGS

- In an effort to “go green” and to increase the consistency of on campus promotions there will be no postings of any kind on Glass.

- All flyers/posters must be approved for posting within the Office of Student Services (2nd floor of the Griffin Complex) or the Office of Student Activities & Leadership Programs (2nd floor Waldron Student Center). All postings must have the following:
  - Name of club or organization
  - Contact name or number/email

- All flyers/posters may only be displayed for 2 weeks.

- Only masking tape can be used for approved walls (see list below).

- When an individual (including faculty and staff) comes to the Office of Student Services or the Office of Student Activities & Leadership Programs, they will be provided with this list of acceptable places to post. Any postings placed in any area other than the designated areas will be removed and a warning will be issued.

- No Glitter may be used on flyers/posters or decorations.

- No papers/posters/flyers or directional arrows are to be posted to any permanent directional signs (e.g., the signs outside that identify buildings or parking lots).

- To post in the residence halls, give to Secretary in Loyola Hall at least 2 days prior to the date they need to go up. You will need to make approximately:
  - 1 per RA (18 Resident Assistants)
  - 7 for common areas
  - Total of 25

- Painting on windows (only for Traditional GMercyU events: Finals Breakfast, Griffin Gala, Griffin Madness, Fall Fest and Spring Fling) – 2 locations for approved designs for one (1) week only. Designs must be presented and approved by the Office of Student Services or the Office of Student Activities & Leadership Programs.
  1. Window on second floor of Waldron Student Center going into dining hall
  2. Lobby of St. Bernard, window between the two front doors
Painting on window must be removed within 48 hours after one week posting time. The windows must be cleaned thoroughly, with no trace of paint. Violations to this will forfeit their organization’s right to paint on the windows and also receive a warning (see fines).

- All directional signs and balloons must be removed at the conclusion of the event.
- Sidewalk Chalk – may only be used on sidewalks (where rain will wash it away); advertising with sidewalk chalk may only be done on the day of the event. Violations to this will forfeit their organization’s right to advertise with sidewalk chalk and also receive a warning (see fines).
- 2 Community Sections-Waldron Center Breezeway (Pepperazzi)-bulletin board on the right, at the end, going to Residences Hall and outside Fatima Hall on the left side of the Big Bulletin Board (anything that is not a Gwynedd Mercy University sponsored event that is approved)

- Fines – any violation of this policy will receive a written (email) warning, after three warnings in the academic year you will be required to pay a $50 fine to the Student Services office to be used for future communication devices. If your posting violation causes damage you may be required to pay for the repair in addition to the fine. Furthermore, failure to pay fine may result in denial of postings for your organization.

- Digital Signs at Gwynedd Mercy University serve two purposes. First, it is a tool to inform the University community, particularly students about current events on the campus. Additionally, it is an emergency notification system that allows Gwynedd Mercy University administration to provide time-sensitive messages to the campus community in the event of an emergency. If an emergency bulletin needs to be displayed, the screen on the digital sign board will change colors to red and then provide the emergency information.

The Office of Student Services is responsible for the management of communication for the digital signs. All communication intended for the electronic signage must be approved through this office.

**All postings must have the following:**
- Name of sponsoring club or organization
- Contact name or number/e-mail for sponsor
- Intended time period (no longer than 2 weeks) of posting so that information may be removed from display at stated time
- No posting for regularly scheduled meetings will be displayed. The digital sign is intended to highlight special coming attractions for students.
- All postings must be emailed to studentactivities@gmercyu.edu landscape layout in one of the following formats: .bmp  .gif  .jpg  .png  .psd  .tif  (Power Point & Publisher will work – Word documents do not work)
- Short videos may be displayed. They must be one (1) minute or less and emailed in the following formats: MOV or WMV

Note: Digital Display boards are located in the St. Bernard’s Hall Lobby, on the lower level of Waldron Center (by Pepperazzi), Maguire Hall (by Griffin Grounds), Alexandria Hall Lobby, Lobby of Campbell Solution Center, Keiss Library & Learning Commons, Lobby of University Hall, First floor West hallway in University Hall, Top of main stairs in University Hall, Second floor West of University Hall, East Lounge in Business Department in University Hall and GPS in East Norriton, Philadelphia, and Bensalem.
- Postings, including pictures will not be displayed longer than two (2) weeks.
- Only one flyer per event will be displayed.

If you have questions regarding the posting policy, digital display, or need more information, please email studentactivities@gmercyu.edu or at extension X21565.
LOCATION TO POST:

WALDRON CENTER
Pepperazzi: Table tents
  Bulletin board on right going to the resident’s hall (Community Section is on the left)
  Bulletin Board on left going from Waldron to Rotelle.
  **NO posting on any painted walls**
2nd Floor:
  Bulletin board at top of stairs
  Bulletin board on left going into cafeteria
Cafeteria: Table tents

Walkway between Waldron and Rotelle Lounge:
  Bulletin Board next to glass block window
  Bulletin Board on stone wall
  Grey doors between Waldron & Rotelle
  **NO posting on any painted walls** (not even directional signs)
  Elevator (inside walls)

THE GRIFFIN COMPLEX
Rotelle: Bulletin board by restrooms
  Posting strips
  Grey doors going into Waldron
Gym: Bulletin board in atrium going to aerobics room
  Bulletin board in cardio room

CAMPBELL HALL: Posting strips in front vestibule

UNIVERSITY HALL (No writing on glass anywhere)
1st Floor:
  Table tents in rotunda and all lounge areas
  Hanging strips on two walls on either side of the W102 café in rotunda
  Bulletin board in auditorium W105 (back wall only)
  Next to E107 above trash/recycling area
2nd Floor
  Table tents in all lounge areas
  Next to E204 above trash/recycling area
  Bulletin boards in all classrooms

  No posting or writing on glass anywhere in building.

FRANCIS M. MAGUIRE HALL
1st Floor:
  Bulletin boards in classroom hallway (not the small nursing bulletin board)
  Hanging strips on pillars
  Hanging strip on left wall in lobby
  **NO posting on wood, glass or painted walls**
2nd Floor:
  Hanging strips on pillars
  Hanging strip at Griffin Grounds

FATIMA HALL
Outside: Big bulletin board
Hallway: Posting strips
Lobby: Posting strip next to water fountain
Restrooms: Inside stalls or over urinals

CONNELLY FACULTY CENTER
Elevator: Walls
  Bulletin boards in each doorway

ST. BERNARD AND JBA: (nothing on painted walls)
  Bulletin board at top of steps
  Posting strips in hallways
  Posting strips on restrooms & in lobby
  Posting strip in SB lobby

KEISS LIBRARY & LEARNING COMMONS
  Give 3 copies to person at circulation desk

Please note: **All bathrooms (except resident’s halls) have hanging strips:**
  • Women’s bathrooms: on the inside of every stall door
  • Men’s bathrooms: over every urinal
HELPFUL CONTACTS
Reserving campus facilities and services:
Amy McCaffrey: Mccaffrey.a@GMercyU.edu, x21575

Parkhurst Dining Services:
Jennifer Rodolfo: rodolfo.j@gmercyu.edu, x21330
Karen Koch: Koch.k@GMercyU.edu, x21330
Krutti Patel: Patel.k@GMercyU.edu, x21330