STUDENT CLUB AND ORGANIZATION HANDBOOK
Dear students and club advisors,

St. John Fisher College's Office of Campus Life and the Student Government Association is excited about your interest in student clubs and organizations! St. John Fisher College recognizes that these organizations provide leadership development, spirit, activism, social, cultural, educational interactions, and public service. Every student is invited to participate in activities and find a place to belong, whether you arrive at Fisher with outstanding leadership ability or emerging potential.

It is expected that student organizations exemplify respect and inclusion in all events and activities. While you represent your student organization, please remember that you are also representing St. John Fisher College.

The information contained in the Student Club and Organization Handbook is meant to serve as a resource to student organizations and their officers. The Handbook can always be found on FisherSync.

Student leaders and club advisors have the responsibility to:

- Become familiar and adhere to all policies outlined throughout the Handbook
- Direct club members to the Handbook to assist them with questions
- Encourage club officers to attend Student Orgs 101 and Student Leadership Forums
- Ask the VP of Clubs and Organizations if you would like a training presentation on any topics for your next club meeting

We are here to support and guide the work that you do within your club, so please let us know if you need anything along the way. Best wishes for a successful year!

Office of Campus Life
Campus Center 210
(585) 385-8005
campuslife@sjfc.edu
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The purpose of SGA is to represent students in all aspects of college life. SGA provides programs and services, communicates between students, faculty, staff, and administration of the College, and manages the student activity fees.

The following groups are components of SGA:

**SGA Executive Board (E-Board):** Oversees all of the branches of student government. SGA E-Board works with Senate to bring student concerns to the attention of administration. SGA also organizes several leadership and involvement opportunities throughout the year.

  **SGA’s VP of Clubs and Organizations:** Provides overall support and guidance to all clubs on campus, facilitates Student Leadership Forum meetings, and helps in the process of starting new clubs.

  **SGA’s VP of Financial Affairs:** Assists clubs with their budgets and leads the Finance Committee with Special Case and budget allocations.

**Senate:** Serves as the legislative branch of SGA. Its purpose is to provide a forum through which students can voice concerns and ideas regarding student and campus issues. Senators, elected by their peers, represent the student body and work with college administration, faculty, and staff to advocate for student interests.

**Finance Committee:** Allocates the student activities fee to SGA affiliated clubs. The finance committee hosts six Special Case sessions for clubs to request money throughout the year.

**Class Officers:** Represent their class and assist with fundraising and events, such as Fisher Fever and Senior Week.
Student Activities Board (SAB): One of the programming branches of SGA dedicated to providing students with quality programming and opportunities to enhance community building. SAB plans over 50 events a year. Events are free to students and trips are offered to students at a discount.

Commuter Council: Another programming branch of SGA dedicated to bringing commuter and residential students together. They cater to the needs of commuter students and provide programs that help integrate commuters with the College community.

FisherSync is an online club management system for St. John Fisher College students. Students can log in through the College’s Launchpad using their student login information.

Student clubs that are recognized by the College use FisherSync in the following ways:

- Create and manage a club page that will be added to the entire list of clubs
- Add and promote events and share news postings
  - All club events need to be added to FisherSync and approved by the Office of Campus Life and SGA in order to be recognized as an official club event.
- Maintain a current club executive board list on the club page

It is the club’s responsibility to keep their list of members, constitution, and current events up to date on FisherSync.

If your club needs training on FisherSync, the VP of Clubs and Organizations and/or the Office of Campus Life can assist you.
**Academic:** Guided or motivated by the work done in their respective school. Academic organizations must maintain a collaborative connection with their schools and faculty.

**Club Sports:** Compete against other schools in sport leagues, conferences and tournaments at the local, regional, and national level. Club sports are not eligible for NCAA competition.

**Diversity:** Program on campus to promote a better understanding of a variety of cultures. These groups work closely with the Office of Diversity and Multicultural Affairs.

**Governance:** Serve as a voice for the student body and work closely with college administration

**Performing Arts:** Groups involved with dance, music, or other arts

**Programming:** Provide events for the campus community to promote social interaction on campus

**Service:** Provide experiential learning opportunities for students in the area of community service and engagement

**Special Interest:** Focus on a specific topic of interest and does not fit into the above categories

**Honor Societies**

Honor Societies are national and international organizations that recognize achievement in a particular area of study. Current honor societies at St. John Fisher College include:

- Alpha Mu Gamma, Eta Chi Chapter (Foreign Language)
- Alpha Sigma Lambda, Delta Mu Chapter
- Beta Beta Beta, Upsilon Rho Chapter (Biology)
- Delta Epsilon Sigma, Gamma Tau Chapter
- Lambda Pi Eta, Psi Upsilon Chapter (Communication)
- National Residence Hall Honorary
- Omicron Delta Epsilon (Economics)
- Phi Alpha Theta (History)
- Pi Delta Phi, Eta Nu Chapter (French)
- Psi Delta, College Chapter of Pi Sigma Alpha
- Sigma Theta Tau, Delta Sigma Chapter (Nursing)

These societies:

- Must be closely affiliated with a faculty member and department. A faculty member tends to organize the society alongside the students.
- Can become recognized by the College through the standard new club procedure
- Are self-supported and therefore typically do not become SGA affiliated.
- Will be featured on St. John Fisher College’s website.

**Greek Life**

St. John Fisher College does not have a Greek Life program. However, students may choose to join sororities and fraternities at other schools. These students are responsible for their own actions within the organization and must follow that institution’s guidelines.

**Religious or Faith-Based Student Groups**

Religious or faith-based student groups must work in collaboration with the Office of Campus Ministry.
CURRENT CLUBS

Accounting Club
Alpine Ski Team
American Marketing Association (AMA)
Anthropology Club
Asian Student Union
Best Buddies
Biology Club
Black Student Union (BSU)
Cardinal Television (C-TV)
Chemistry Club
Club Baseball
Colleges Against Cancer (CAC)
Commuter Council
Council for Exceptional Children
Debate Club
Drastic Measures
Economics Club
Equestrian Club
Fisher CRU
Fisher Dance Club
Fisher Entrepreneurship Association
Fisher Feminist Alliance
Fisher Gaming Club
Fisher Kings Rugby
Fisher Players
Fisher Ski Association
Fisher Swingbirds
Fisher's Furry Friends
Hockey Club
Investment Club
Irish Dance Club
Kids Take On College
Latino Student Union (LSU)
Math Club
Millennial Action Council (MAC)
Muslim Student Alliance Association (MSAA)
National Alliance on Mental Illness on Campus (NAMI)
Old Kids Club
Outdoors Club
Pencils and Paper
Physics Club
Political Action Club (PAC)

Pool Club
Pre-Health Club
Pre-Law Association
Pre-Pharmacy Club
Psychology Club
Public Relations Student Society of America (PRSSA)
Residence Hall Association (RHA)
Robotics Club
Sexuality and Gender Awareness Club (SAGA)
Society for Human Resource Management (SHRM)
Sport Management Club
Student Activities Board (SAB)
Student Alumni Association (SAA)
Student Concert Committee (SCC)
Student Nurses Association (SNA)
Students in Support of the Military and Veterans Club (SSMV)
Students Who Advocate Volunteering (SWAV)
Study Abroad Club
Sustainability Club
Sustained Dialogue Club
Teacher Education Student Association
Teddi Dance for Love
The PRIMA Group
Ukulele Club

For all club pages, visit FisherSync.
IN VOLVEMENT FEST

At the beginning of the fall and spring semester, clubs are encouraged to host a table at the Involvement Fest, an event aimed to help students get involved with clubs on campus. Clubs can show off what they plan to do that year, give out promotional items, recruit new members, and allow students to meet their club officers.

Information about how to sign up for an involvement fest table is sent out at the start of each semester.

CLUB MEMBERS AND STRUCTURE

CLUB MEMBERS AND REMOVAL

Club members must be in good standing with the College. All club executive board members must meet the following requirements:

- A GPA over 2.3 to be appointed or elected into office
- A 2.3 GPA for each semester with no more than 2 incompletes
- Cannot have been withdrawn from the College the previous semester for academic or medical purposes

A student may be removed from their club position if they are unable to stay in good standing and/or display behavior against College policy. The Office of Campus Life staff reserves the right to remove club members from their position if requirements are not met.

CLUB E-BOARDS

A club is typically comprised of the following executive board (e-board) members: President, Vice President, Treasurer, and Secretary. Other positions may be created based on the need of the club, such as event or marketing coordinators. The Constitution should outline all position descriptions.

Boards meet regularly to discuss business in regards to event planning, finances, e-board transitioning, and more. The club meeting times should be listed on the club’s FisherSync page and an online reservation form will need to be filled out to reserve meeting spaces.
NEW CLUB PROCESS

The Office of Campus Life and the VP of Clubs and Organizations can assist you with starting a new club.

Before forming, here are some questions to ask:

- Is there a need for this club on campus?
- Does a club like this already exist?
- What is the goal of the club?
- What do we want to do as a club throughout the year?
- Do we feel that students would be interested in joining?
- Are there enough students that would be willing to step into leadership roles within the club?
- Does the club represent St. John Fisher College well?

Next steps...

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<th>What To Do</th>
<th>Dates</th>
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<td><strong>Complete the New Club Recognition Application</strong></td>
<td>Form must be submitted by the Thursday after Involvement Fest, for both fall and spring semesters</td>
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<td>- This application can be found on FisherSync under Forms → New Club Recognition Application</td>
<td>Involvement Fest is held in September and January of each year. The date will be sent out to all students at the beginning of each semester.</td>
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<td>- Recognition will automatically be denied to any organization that selects its members on the basis of race, color, religion, sexual orientation, age, or national origin.</td>
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<td>- Only registered students of St. John Fisher College can start a student organization.</td>
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<th>Attend the Mandatory New Club Meeting</th>
<th>Dates</th>
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<td>All clubs that complete and submit an application for recognition will be expected to attend this meeting hosted by the Office of Campus Life and Student Government Association (SGA).</td>
<td>Meeting will take place on the Tuesday after the New Club Recognition Application is due.</td>
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An email will be sent to students with information about this meeting.

The meeting will cover club policies and procedures, and answer any questions.

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<th>Complete Checklist Items</th>
<th>Attendance sheets, constitution, timeline, and goals must be submitted to the Office of Campus Life within 30 days of the Mandatory New Club Meeting</th>
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<td>• Host a minimum of 2 informational sessions for the club and keep an attendance sheet from those two sessions</td>
<td>They can be scanned and emailed to <a href="mailto:campuslife@sjfc.edu">campuslife@sjfc.edu</a> or submitted in person to the Office of Campus Life (2nd Floor of Campus Center).</td>
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<tr>
<td>• Create a club constitution</td>
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<td>• Create a club timeline for the year and list of goals</td>
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<th>Meet with Office of Campus Life</th>
<th>Determined by Office of Campus Life and interested club members (after all paperwork is submitted)</th>
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<td>After all paperwork has been submitted, a meeting will be set with the Office of Campus Life to discuss status. At least two club representatives should be present.</td>
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<td>At this point, the interested club members and the Office of Campus Life will determine if the club should be recognized on campus.</td>
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<th>Optional: Present to Senate about becoming SGA Affiliated</th>
<th>Recognized clubs can present at an SGA Senate meeting during the semester following their club recognition. For example, if a club became recognized in the fall, they could present to Senate in the spring. The date for the Senate meeting will be sent out to all recognized clubs.</th>
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<td>A list of recognized clubs will be sent to the VP of Clubs and Organizations and these clubs will have the opportunity to become SGA affiliated if they chose to do so.</td>
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RECOGNIZED CLUBS

A club that is recognized by the College has the following privileges:

- Use of the name “St. John Fisher College” and/or an approved abbreviation in club name
- Use of campus facilities and services for events and meetings
  - This includes, but not limited to, Fisher Dining Catering, the Office of Information Technology, and Reservations Office
- Post flyers for events (while following College’s posting policy)
- Sponsor fundraisers on campus
- A club page on FisherSync

Recognized clubs must:

- Maintain and function in accordance with an up-to-date organizational constitution and bylaws approved by SGA
- Comply with all St. John Fisher College policies and regulations, with federal, state, and local laws, and with regulations of parent organizations as applicable
- Have an active faculty/staff advisor
- Register annually with the Office of Campus Life and SGA through FisherSync
- Maintain an active FisherSync club page with the lastest club officer list and constitution
- Have a club membership of at least ten (10) students who are matriculated and in good academic and disciplinary standing with St. John Fisher College
- Attend Student Orgs 101

Recognized clubs are encouraged to attend Student Leadership Forum meetings throughout the year.

SGA AFFILIATED CLUBS

In addition to the privileges of a recognized club (see above), SGA affiliated clubs will also be able to:

- Apply for student activity fee funding each year through FisherSync
- Submit request for additional funding through SGA Finance Committee’s Special Case
- Use club storage space

In addition to the requirements of a recognized club (see above), SGA affiliated clubs must attend Student Leadership Forum meetings.

STUDENT ORGS 101
Student Orgs 101 is a presentation at the start of each semester hosted by SGA’s VP of Clubs and Organizations. It gives clubs an overview of club policies and procedures. All clubs, recognized and SGA affiliated, are required to attend.

**STUDENT LEADERSHIP FORUM**

Student Leadership Forum meetings are held throughout each semester. They serve as an opportunity for clubs to gather to promote their events, to seek to collaborate with others, and provide personal and club development.

SGA affiliated clubs are required to attend these meetings led by the VP of Clubs and Organizations. Information and expectations about these forums will be on the FisherSync calendar and sent in an email to all club officers.

**CLUB SERVICE PROJECTS**

Service is an important component of the Fisher experience. Therefore, SGA affiliated clubs are required to participate in a service project as a group in the fall semester and the spring semester. A majority of club members must attend and a service project form must be completed after the event. These forms are due by the last day of classes for each semester.

Examples of past service projects include: a day at a local animal shelter, sponsoring a fundraising event on campus, or making cards for veterans. Plan ahead and use this time to bond with your club and give back to the community!

**RENEWING YOUR CLUB**

Club officers must be renew their recognized or affiliated club each year by April 15. This process is done by updating the club’s FisherSync page with new members, meeting times, Constitution (if applicable), and any other updated information in the profile. These changes will be approved by the Office of Campus Life and SGA. Any changes throughout the year, such as new members, must be kept up to date on the club’s FisherSync page.

Once an organization’s recognition has lapsed for more than one academic year, it is necessary to re-apply for recognition. Students interested in reactivating an organization should contact the VP of Clubs and Organizations.
Club officer attendance at SGA meetings, such as Student Orgs 101 and Student Leadership Forums, as well as keeping an open line of communication with the SGA executive board is essential to maintaining a good status. Organizations will receive a message from the VP for Clubs and Organizations to notify them of probation and bad standing.

BAD STANDING

If a club is in bad standing, their finance account will be frozen and they will not be able to special case that semester. If the club continues to go against policy, the club will be taken off of FisherSync until further notice.

Reasons a club will be in bad standing:

- Two missed Student Leadership Forum meetings
- Failure for all club officers to attend Student Orgs 101
- Failure to follow posting policy
- Disregard for college or SGA policy

REINSTATEMENT

A meeting with the SGA VP for Clubs and Organizations is mandatory to begin the reinstatement process. From there, it is required that the organization submit a community service proposal and complete that project. As long as the organization demonstrates a genuine desire to be affiliated and maintains communication and attendance, reinstatement can happen quickly.

The St. John Fisher College Student Club Sports Policy applies to all recognized/affiliated club sports organizations, which are funded, in whole or in part, by the St. John Fisher College, Student Government Association (SGA), through mandatory student activity fees, or the general budget of St. John Fisher College. The St. John Fisher College, SGA Finance Committee establishes broad principles to guide the operation of student club sports at the College, ensuring that they are responsible to the community they serve, as well as define their formal relationship with the College.

It is the responsibility of the St. John Fisher College club sports members to control its events in compliance with the rules and regulations of the college and New York State.

For club sports to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletic programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation but also in the broad spectrum of activities affecting the college campus.

GENERAL POLICIES FOR CLUB SPORTS

All student club sports organizations and members shall:
1. Be responsible to the St. John Fisher College Student Government Association’s Finance Committee, and ultimately to the president of the College (or the President’s designee) for the appropriate expenditure and management of their budgets in accordance with Student Government Association, Finance Committee and college guidelines.

2. Adhere to the policies and regulations that govern student clubs and organizations as published in the St. John Fisher College Student Code of Conduct and College Policy.

3. Adhere to the regulations of the Student Government Association and Office of Campus Life as outlined in the Student Club and Organization Handbook including representation, as a voting member, at Council of Clubs and Organizations (CCO).

4. Be responsible to the campus community for ensuring that all performances:
   a. Reflects standards of good taste in general content, language, illustrative material, design and placement;
   b. Be consistent with the established mission and policy of St. John Fisher College;
   c. Maintain the integrity of St. John Fisher College; and refrain from advertising alcohol or establishments that serve alcohol.

**COMPETITION**

All competitions on the St. John Fisher College campus are subject to SJFC Rules and Regulations and New York State Law. As of December 1, 1985, New York State Law prohibits the sale, procurement, and purchase of alcoholic beverages by any person under the age of 21. Possession or consumption of alcohol is prohibited in all College residence areas and their adjoining land (playing field) and parking lots, with the exception of rooms of residents who are of legal age.

Student sport clubs wishing to host a competition will fully assume all responsibility to comply with both New York State law and College regulations. Failure to do so will result in serious disciplinary action by the college. Students also understand that they can be liable for any civil or criminal offenses that may arise from the illegal purchase, sale, or procurement of alcoholic beverages.

**PROCEDURES FOR CONTINUING COLLEGE RECOGNITION**

- All recognized student clubs and organizations must register with SGA and the Office of Campus Life each year in order to keep their College recognition status. Notification to register will be sent to clubs officers.

- The organization constitution must be on file and any amendments made to the constitution must be submitted at the time of passage.

Failure to register will result in suspension of organization recognition. This includes team’s rights to participate in competition, posting, room reservation and email privileges, etc.

**RESERVING CLUB SPORT SPACE**

All playing fields and facilities must be reserved according the Reservations Office and the Student Life Center policy. In addition, any damage resulting will be the responsibility of the hosting organization.
Organizations with reservations are responsible for:

A. How facilities are used during the reserved time.
B. Damages to facilities including any financial loss to the College.
C. Violations of College regulations as well as state, local or federal laws occurring in facilities.
D. General clean-up of facilities after use, including the collection of trash in proper receptacles, recycling refuse whenever possible.

All reservations need to be directed to the Athletics Department, Associate Athletic Director. Please note that there are numerous teams utilizing the same spaces, so your patience, understanding and flexibility are appreciated.

SAFETY AND SECURITY REQUIREMENTS

- Security officers must be present for the duration of play. The Director of Security or his/her designee is to be contacted at least two weeks prior to the event by the executive board to make those arrangements.

- All injuries must be reported to Safety & Security and the Office of Campus Life immediately, within 24 hours.

TEAM REGISTRATION

- All participants must be current, full-time undergraduate students at either the host or visitor institution. Rosters must contain ALL names, students ID numbers and the institutions of participants and must be furnished with the phone number of the Registrar’s Office and the college’s proof of insurance seven days prior to the event to the Office of Campus Life.

- Prior to the start of the season, each team member must consult the Health & Wellness Center and have current health insurance information on file or go through a physical exam.

- Each participant must complete the SJFC Waiver Form and return those forms to the Office of Campus Life seven days prior to the event. Furthermore, the names and phone numbers of the team advisor must be enclosed. Failure to complete the above forms will result in the cancellation of that team’s rights to participate.

- This is a community event, so exemplary behavior from all participants is expected.

CLUB SPORT ADVISOR

The team advisor/coach must be present at all competitions, no exceptions can be made. Student Club Sports Advisors will help the students comply with the stipulations of The St. John Fisher College Student Club Sports Group Policy as well as the group’s specific constitution and bylaws.

CLUB SPORT COACH
Each team is permitted to identify a coach. If the coach is a member of the community, they must complete the appropriate volunteer paperwork to the St. John Fisher College Human Resource Office prior to participating with students. The paperwork does require a background check.

The following sections contain information regarding clubs and organizations including but not limited to events, contracts, finances, fundraising, and marketing. They are intended to provide guidelines, policies, and procedures for registered student clubs and organizations at St. John Fisher College. Note that information contained within these pages may change at any time without notice.

This information is maintained by the Office of Campus Life. For more information, or to report an error, please contact Campus Life at (585) 385-8005 or email campuslife@sjfc.edu.

**CLUB EVENTS**

All club events, fundraisers, community service projects, and trips must be documented and approved by the Office of Campus Life and SGA through FisherSync in order to be recognized.

**GENERAL EVENT GUIDELINES**

- All student organization events must abide by Campus Policy and the Student Code of Conduct.

- Alcohol is not permitted at student organization events whether on-campus or off-campus. Exceptions are only allowed for senior week events and when approved by the Office of Campus Life.

- Physical activity injuries at events, meetings, practices and more must be reported immediately to the Office of Campus Life and/or Safety and Security. If the safety of yourself or others is compromised, please call Safety and Security immediately at (585) 385-8111. If necessary, campus dispatch will contact 911.

- If you are having food trucks, inflatables, amplified music, or large tents on campus, the temporary permit form must be completed for Safety and Security.
TIPS FOR PLANNING EVENTS

It is important to plan ahead and keep all lines of communication open when planning events! Here are some helpful questions that can assist as you:

- What is your event name?
- What is the date and time of the event?
- Where will your event take place?
  - Have you reserved space?
- How much will this event cost?
  - Are you fundraising?
  - Using your budget to pay for the event?
  - Co-sponsoring with another club?
- Do you need to order any supplies?
  - Decorations, prizes, etc.
- When and how will you market the event?
- Have you added the event to FisherSync to be approved and put on calendar?
- Are there any other events going on that same day?
- Is there a similar event happening around that time?
- Are there any copyright questions?
  - Are you watching a movie?
  - Do you have the rights?
- Do you need security?
- Do you need parking assistance or permits?
- Will there be food?
  - Fisher Dining Catering?
  - External catering?
- Do you need media?
  - Including access to a computer that may already be in a space
- Do you need tables/chairs, etc.?
- Do you have a specific set-up?
  - Requests need to be submitted to Reservations - https://www.sjfc.edu/services/reservations/)
- Are you going off-campus for this event?
- When and where are you selling tickets?
  - Take out advance cash for change
- Does this event or trip represent fundamentals of the Fisher Creed? (Respect, Open-Mindedness, Integrity, Diversity, Responsibility, Education, Leadership, or Growth)

PHYSICAL RISKS AT EVENTS

If there is a physical risk involved (such as dodgeball, inflatables, etc.), all student participants will need to fill out the Physical Activity Release Form on FisherSync. The club’s event contact person
must keep all forms during the event and turn them in to the Office of Campus Life within 48 hours of the event.

**PRIZES AT EVENTS**

If a student club has prizes at their event, every student receiving a prize must complete the Prize Waiver Form found in Club Documents under Files on FisherSync. All forms must be submitted to the Office of Campus Life within 48 hours of the event.

**RESERVING A SPACE ON CAMPUS**

As a recognized and/or affiliated organization, you can reserve space on campus. Please visit the Reservations website for details and the reservation form.

Here are the guidelines to keep in mind when making your reservation:

1. A reservation must be made for any events or meetings.
2. A reservation is completed only after it has been confirmed by the Reservations Office.
3. A minimum advance notice of two working days is needed for most reservations.
4. Any reservations requiring Media/AV services must be completed at least one week in advance. To reserve Media/AV equipment, please fill out a media request or contact oitservicedesk@sjfc.edu.
5. Any reservation requiring catering through Fisher Dining Catering must be completed three full working days in advance by filling out the Catering form on FisherSync.
6. Technical service, complex set-ups, and food services may involve direct charges to the organization/individual placing the reservation.
7. Organizations/individuals must cancel a reserved space that will not be used at least 24 hours in advance.
8. All scheduled events must end at least on half-hour before the building closes in order to permit clean-up by the sponsoring organization.
9. Persons using space are responsible for leaving the room in a neat and orderly state. Persons who leave a disorderly room will be liable for a service charge for resetting the room in addition to any normal charges that would be applicable. Continual misuse of facilities may result in a restriction of reservation privileges.
   a) The distribution of leaflets, handbills, samples, and other types of materials may take place only in a reserved area. When the distribution is over, the organization/individual is responsible for picking up any of the materials thrown on the floors throughout the room or building.
10. It may be necessary to relocate a function in order to best use the facilities available. If this is necessary, all parties will be notified as far in advance as possible.
11. Nothing may be sold and no funds may be solicited at unreserved locations.
12. Provisions must be made for the safety of persons attending an event on College property. It is the organization/individual's responsibility to make sure that safety regulations required by the College are met. The College reserves the right to approve all physical arrangements for safety. If you are not sure if your event is safe, please contact Security and the Office of Campus Life.

13. Use of St. John Fisher College facilities does not imply an endorsement of an organization, its events, or its objects by the College.

14. All activities must be in complete accordance with all federal, state, and local statues and must be in accordance with all College.

**MOVIE RIGHTS**

If you are interested in showing a film on campus, please see the following:

- The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video/DVD is used is properly licensed for copyright compliant exhibition.

- This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer campus, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

- The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

- Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

- If you want to purchase the rights for a film, please contact the Office of Campus Life at least two weeks prior.

**CONTRACTS**

A contract is a legally binding document that commits both parties involved to a specific set of terms. In many cases, verbal agreements are considered binding.

Given that an organization entering into agreements are doing so under the college's name, a campus official needs to provide signature and approval. Therefore, any organization seeking to complete a contract with an outside vendor, company or other must have them reviewed by the Office of Campus Life and/or full-time faculty or staff member and signed by the colleges Vice President of Finance.
Typically, when a contract is needed for certain services or products for a student organization, the following should take place:

- The organization discusses details about the services or products with the agent or vendor to gain information to share with the organization so that they can make a group decision.

- It is important for the organization member in contact with the agent or vendor to tell him/her that you are simply gathering information at this point and are not committing your organization to anything.

- Share the details with your organization and determine whether or not you will use the services or products. If not, it is good business practice to notify the agent or vendor of your organization’s decision. This is often an unpleasant task, but one that is an ethical responsibility of a leader.

- Throughout the contract process, please keep your advisor well-informed of any decisions.

- Upon your organization’s decision to commit to use the services or products, your advisor should then contact the agent or vendor. He/she, acting as an agent of the college, should review the details and commit to the specific terms.
  - The contract should be reviewed thoroughly by the advisor and submitted to the Colleges Vice President of Finance to be signed and returned to your advisor.

- Contracts can only be signed by the College’s Vice President of Finance or Student Affairs. Students of St. John Fisher College cannot sign contracts or enter into any legally binding agreement on behalf of their organization or the college. Advisors and the Office of Campus Life should review contracts before submitting for signature.

- If any student, whether he/she is of legal age or a minor, signs any legal agreement or contract, he/she does so as an individual at his/her own risk. St. John Fisher College is not a party to and not legally responsible for any such contract(s). A representative of a student club or organization may not act as an agent of the college when he/she signs a contract and must not represent himself/herself as such an agent.
<table>
<thead>
<tr>
<th>DEPARTMENTS</th>
</tr>
</thead>
</table>
| **Campus Life**  
Donald E. Bain Campus Center  
Suite 210  
(585) 385-8005  
campuslife@sjfc.edu | • General event and trip support  
• Movies and Films  
• Fundraisers  
☐ Event added to FisherSync – due 3 weeks in advance  
☐ Travel Waivers and trip itinerary – due 5 days prior  
Please note that regardless of deadlines, it is important to communicate all information regarding your event/travel with the office.  
[https://www.sjfc.edu/student-life/campus-life/](https://www.sjfc.edu/student-life/campus-life/) |
| **Events & Conferencing (Reservations)**  
(585) 385-5200  
reservations@sjfc.edu | • Reservations for space  
Allow at least 2 business days although the longer lead time, the better!  
[https://www.sjfc.edu/services/reservations/](https://www.sjfc.edu/services/reservations/) |
| **Facilities Services**  
(585) 385-8256 | • Furniture or other space needs  
• Contact if there is an issue in a space  
Allow at least 48 hours although the longer lead time, the better!  
[https://www.sjfc.edu/services/facilities/](https://www.sjfc.edu/services/facilities/)  
**Work Order Form:**  
[https://www.sjfc.edu/services/facilities/work-orders/](https://www.sjfc.edu/services/facilities/work-orders/) |
| **Fisher Dining Services**  
Donald E. Bain Campus Center  
(585) 385-8252  
catering@sjfc.edu | • Food and beverage needs for events  
Allow at least 3 business days. If you have questions or need to discuss options for your specific budget, please arrange a meeting with the Catering Director.  
[https://orgsync.com/146940/forms/320513](https://orgsync.com/146940/forms/320513) |
<table>
<thead>
<tr>
<th><strong>OIT/Media Services</strong></th>
<th><strong>Print Center</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kearney Hall K-053</td>
<td>Kearney Hall 007</td>
<td></td>
</tr>
<tr>
<td>(585) 385-8016</td>
<td>(585) 385-8130</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:oitservicedesk@sjfc.edu">oitservicedesk@sjfc.edu</a></td>
<td><a href="mailto:printcenter@sjfc.edu">printcenter@sjfc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

- **Microphones, speakers, and general tech assistance in any rooms**
- **Printing of flyers, postcards, nametags, posters and any other materials**

- **Allow at least 2 business days.**
- **Allow at least 24 hours, larger projects or busy times may require longer.**

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### CLUB FINANCES

#### CLUB ACCOUNTS

Every recognized and SGA affiliated club or organization has an account with the business office. SGA affiliated organizations are funded by the Student Activity Fee.

Please contact SGA’s VP of Financial Affairs or the Office of Campus Life if you need your account number.

Accounts are only accessible during the academic year and the last day of classes is the last day to approve payments. Modifications can be made if requested and approved by SGA's VP of Financial Affairs.

#### RESPONSIBILITIES OF THE CLUB TREASURER

- Understand all finance policies
- Keep a spreadsheet of club spending
- Make sure club members work with you if they want to spend funds
- Obtain receipts for any club purchases and keep them on file

#### BUDGETS

SGA affiliated clubs go through an annual budget process each spring semester. Each club must
submit a proposed budget on the last Thursday of March each year through FisherSync. Funds are allocated based on requests and available funding and determined by the SGA Finance Committee in April.

**HOW DO I PAY FOR EVENTS OR SUPPLIES?**

Club officers will need to fill out proper forms in order to pay for club expenses. These forms are available on FisherSync.

The requisition must be filled out completely and correctly before submitting. If the form is incorrectly filled out or missing any required documents, it will be returned to the individual who submitted. SGA’s VP of Financial Affairs can assist with any questions along the way.

Original receipts and invoices must be attached to the requisition and club members should make copies for their records. The following information must be submitted:

- (Vendor) Name, address and zip code
- Complete Account Number (FOAP)
- Type of request (Check)
- Complete description (Reason for Requesting Funds)
- Amount of Request
- Proper Authorization (Signature from Club Officer)
- Original receipts/invoices
- Vendor Number – this may be a company’s federal tax identification number or an individual’s social security number.
  - Federal Tax Identification numbers or social security numbers are necessary for all payments and reimbursements.
  - In order for the Business Office to process invoices or bills, a W9 MUST be submitted for the business or individual that services are being rendered from.

**TYPES OF PAYMENT FORMS**

**Payment Request Form**

- This form is used if a club needs to pay by check to an outside company, such as a T-Shirt vendor, cotton candy machine, etc.
- Include an invoice (tax exempt) and a W9 from the company with form
- Checks are mailed each Friday unless specified on the requisition that it is to be picked up.
  - Checks can be picked up in the Business Office with your student ID, once a confirmation email has been received, or mailed directly to the company.
- Must be made at least 3 weeks in advance

**Advance Request**

- If the request is a reimbursement, attach the receipts to the requisition and place in SGA’s VP of Financial Affairs’ mailbox.
- Requests submitted can be picked up after approval from the Office of Campus Life and taken to the Student Accounts window for payment.
- Advance cash requests must be submitted at least one week in advance.
- Once your purchases are made, attach the receipts to the copy of the request and return it to SGA’s VP of Financial Affairs within five (5) business days from the date issued.
  - Failure to return the documentation could cause you to lose all petty cash privileges.

Please note: If you do not use all of the money, take the unused portion to the Student Accounts window. Deposit the money into the club account; make certain that you have the account number. Make sure you get a receipt from Student Accounts.

Mileage Reimbursement

- The form must be submitted within 25 days from the last day of travel to be eligible for reimbursement. All trips must be listed individually, using additional pages when necessary.
- If odometer readings are not provided for each trip, a map MUST be attached showing the distance driven.
- Tolls will be reimbursed when receipts or EZ-Pass usage reports are attached.
- Clearly state the purpose for each trip.

**PAYMENT TRACKING**

Please refer to the following chart to track the progress of your requisition form. Requisition forms can be picked up in the Campus Life Office, Monday – Friday 9 a.m. – 4 p.m.

<table>
<thead>
<tr>
<th>SGA Reimbursement and Check/Advance Cash Request Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHO</td>
</tr>
</tbody>
</table>
| Club Treasurer (or person making request) | 1. Complete requisition form  
2. Attach documentation  
3. Place in SGA Finance mailbox | WEDNESDAY |
| SGA Finance | 1. Check Banner for availability of funds  
2. Record transaction in SGA database  
3. File documentation in club finance files  
4. Sign request form  
5. Place in Campus Life Director’s mailbox | THURSDAY |
<table>
<thead>
<tr>
<th>Campus Life</th>
<th>MONDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Double check Banner for availability of funds</td>
<td></td>
</tr>
<tr>
<td>2. Record transaction</td>
<td></td>
</tr>
<tr>
<td>3. Sign request form</td>
<td></td>
</tr>
<tr>
<td>4. Return forms to folder for pick up or bring completed requisition form to the Business Office. (Petty cash/reimbursement forms can be picked up in the Office of Campus Life)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Office</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter request in Banner</td>
<td></td>
</tr>
<tr>
<td>2. Complete transaction - cut check, transfer money, or make petty cash available</td>
<td></td>
</tr>
</tbody>
</table>

**FAQS ABOUT FINANCE FORMS**

**Q. How do I deposit leftover funds into the account?**

A. Follow the steps below to access your account:

1. If you do not know the club’s account number ask SGA’s VP of Financial Affairs or the Office of Campus Life.
2. Completely fill out a payment form requesting the amount of money needed and any important details about the purchase and submit to SGA’s VP of Financial Affairs for approval. Appropriate documentation (invoice or contract) must be included for approval. Be sure to note if you want the check mailed or pick it up.
3. Check requests take at least 2.5 weeks to process.

**Q. Where do I retrieve my petty cash?**

A. Upon approval of SGA’s VP of Financial Affairs and the Office of Campus Life, you can pick up the petty cash request from the Office of Campus Life (you will receive an email) and retrieve the requested cash at Student Accounts on the 2nd Floor of Kearney Hall. Petty cash requests must be requested at least a week in advance of the date needed and you need to keep all receipts.

**Q. How do I deposit leftover funds into the account?**

A. Any excess money left when all necessary purchases are made must be deposited back into the club account through the Student Accounts window. Bring the extra money and account number to Student Accounts and request a deposit receipt. Student Accounts is not obligated to release club account information to students. A copy of the deposit slip must be given to SGA’s VP of Financial Affairs. Failure to do so will result in de-activation of an organization’s financial account.

**Q. How do I make tax-exempt purchases?**

A. All purchases made for club and College related events are tax exempt. Tax exempt forms can be
found on FisherSync and must be presented to the any business when each purchase is made. Tax will not be reimbursed.

Q. What do I do after all the purchases are made and the event is over?

A. Be sure to reconcile all files, that all receipts are submitted to SGA Finance and the organization spends time reflecting on the event accomplishments and needs for improvement.

WEGMANS CARD

The Wegmans Card is a charge card set up by the College to allow clubs and organizations to shop at Wegmans and includes shoppers club and tax exempt.

Students can sign out a card in the Office of Campus Life. The card must be returned back to the Office of Campus Life within 24 hours with receipt(s).

Club officers should obtain two receipts so that one can be given to the club treasurer for record keeping. The purchases made on the card will be taken from the club’s account.

CLUB TRANSFERS

In the event of co-sponsorship or a donation, your club may need to transfer money into another club’s account. It is not necessary to fill out a requisition for this type of request. The club that is transferring the money can email the SGA VP of Finance with the club (including account number) that the money is being transferred into, the exact amount to be transferred, and a detailed reason for the transfer.

In the event of receiving money from a Special Case Review, the VP of Finance will transfer the appropriate amount of money from the SGA Reserve Account into your account. Please allow a few days for any transfer to be completed by the Business Office.

USING PERSONAL FUNDS

Please note that club officers are taking a risk when personally paying for club expenses because it may not be approved by SGA or the Office of Campus Life. All purchases should go through the proper payment process seen above, as to avoid students having to pay out of pocket for club purposes. A cash reimbursement must be filled out with an original receipt and submitted to SGA’s VP of Financial Affairs for approval.

FUNDRAISING

If a student club is hosting a fundraising event, the following guidelines must be met:

- The event must be added to the FisherSync calendar and approved by the Office of Campus Life.
- No organization shall have the right to disturb or infringe upon the privacy of the residents of the St. John Fisher College Residence Halls, study lounges, dining halls, etc., or disturb or interrupt the conduct of classes or other campus gatherings for the purpose of raising funds.
• Organizations cannot run two of the same type of fundraiser in the same week (i.e., two clubs cannot have candy sales during the same week). Fundraiser approval is on a first come, first serve basis.

• It is the responsibility of the individual organization to reserve a room and/or facilities and materials needed for the fundraiser.

• If the fundraiser is the sponsorship of an off-campus vendor, you must make a reservation with the Reservations Office to reserve a table for the vendor and communicate with the vendor. In addition, a representative from your organization must be present upon the vendor’s arrival to ensure a smooth set-up. The promotion of credit cards is prohibited.

• All money raised through the approved fundraising activities must be deposited immediately into that organization’s account. All money raised should be reported to the Office of Campus Life and the receipt for the deposit must be submitted to SGA’s Vice President of Financial Affairs.

• Organizations wishing to raise money through donations from other outside resources must check with the St. John Fisher College Alumni and Development Office to ensure that the appropriate procedures for making a gift to the College are followed.

• Clean up after any event and return the area to a respectable condition.

• All raffles must be registered with the Office of Campus Life and the Village of Pittsford, per New York state law. Contact the Office of Campus Life to make arrangements to do so.
  o Organizations that do not register their raffle will forfeit the proceeds of the fundraiser.

• Bake sales of homemade goods are not permitted due to health code issues. Per the Senior Public Health Sanitarian for the Monroe County Health Department bake sales are allowable only if the items for sale are purchased through an authorized health department facility. Goods from a bakery, Sam’s Club, Wegmans, Fisher Dining Catering, a restaurant, or another business holding a valid health department certificate are acceptable sources for goods.

• All organizations are expected to follow all other stated SGA guidelines as well as taking responsibility for their events.

SPECIAL CASE

Clubs may find that they need extra funding for an upcoming trip, event, or initiative that is not included in their budget. SGA affiliated clubs are able to present at Special Case meetings in front of SGA’s Finance Committee. These meetings are offered 5 times per semester and are set on a first-come, first-served basis. Club officers can find the Special Case application form on SGA’s FisherSync page under Files and SGA Finance Forms. SGA’s VP of Financial Affairs can assist clubs with this process.

IMPORTANT FINANCE TERMS USED
**Allocation**: funds received through the annual budget process.

**Advance**: payable to SJFC faculty, staff and/or students in the form of a check or cash. Cash advances must be reconciled with Student Accounts and cannot exceed $100, all other requests will be processed as a check advance.

**FOAP**: Stands for fund, organization, account, and program. It is the term one would use to call an “account number”.

**Payment Request (requisition form)**: to pay a bill, invoice or contract.

**Purchase Order**: number processed with a business to pay for goods or services. Typically used for travel (buses, hotels), rentals or larger expenses.

**Restricted funds**: funds that are allocated for specific items, events or more.

**Rollover**: funds that rollover to the club’s account from the previous year. Rollover must be requested through the annual budget process.

**Special Case**: application for SGA organizations to request funds that are not already allocated for in their budget. Special Case meetings are held five times each semester.

**Tax Exempt**: St. John Fisher College has tax exempt status and should not pay tax for goods. Form must be presented at time of purchase. Failure to use the tax exempt form will require individual to pay back tax.

**Transfers**: to move funds between organizations (for co-sponsorship).

**Unrestricted funds**: funds that can be used at the discretion of the organization. Typically these funds would be fundraised. Requests must still be approved by SGA’s VP of Financial Affairs and follow campus policy.

**W9**: a form used when one business needs to pay another business or a person for work performed as an independent contractor.

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**TRAVEL**

**TRAVEL REQUIREMENTS**

If a club or organization is planning a trip off campus and you need assistance with travel arrangements, please fill out the [Club Travel Details](#) form with as much notice as possible.

The following must be submitted five days prior to travel to the Office of Campus Life:

- a. A trip leader must be identified (a club e-board member attending the trip)
- b. List of all trip participants
  - i. Including full legal name, student ID number, allergies
- c. Trip itinerary
d. A travel waiver for every student participating (found on FisherSync)

The Student Code of Conduct applies to all students traveling through activities sponsored by the college and must be followed. Failure to comply with the Student Code of Conduct may result in judicial implications.

**OFF-CAMPUS LIAISON**

In the event that a student organization has an affiliation with a non-Fisher organization, one liaison who represents the organization may be designated. Since the role of the liaison is to advise the student leaders they may not establish themselves as a satellite, enter for personal gain or denominational ministries. The liaison must be endorsed by Campus Ministry and will be required to complete a background check and be approved by the college.

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**MARKETING AND COMMUNICATIONS**

**CLUB PROMOTION**

Club officers are permitted to promote their events and meetings in the following ways:

**Flyers**

Student clubs must follow the College’s posting policy.

*Bulletin Boards*

- Postings are permitted for up to one (1) week and must be approved by the Office of Campus Life and/or Student Government Association.
- All postings must be done on bulletin boards and/or marble wall across from Safety & Security.
  - Postings are not permitted on walls, glass doors and windows, stairwells or fire doors. Exceptions can be made through the Office of Campus Life and Safety and Security, and can only be put up with blue painters tape.
- Postings need to be removed immediately after the event and/or meeting has occurred.

*Residence Halls*

All postings in the Residence Halls must be approved by and distributed through the Office of Residential Life.

*Fisher Dining Services*

To post in the dining hall, Cyber Café, Cardinal Café, Pioch Café and/or Murphy dining hall, please contact Fisher Dining.
Floor Advertisements

- Floor advertisements (posters/flyers) are ONLY permitted in the Campus Center and can be no larger than 8 ½ x 11.
- Posters must be sealed down with blue painters tape must be used around the sides of the poster

Axis Slides

- Axis slides are PowerPoint slides that run on campus TVs and computers.
- Slides can only run for one (1) week.
- Organizations can submit their slide to SGA’s Director of Marketing.

FisherSync

All student organizations have the ability to promote events and send messages to their FisherSync followers. The guidelines for this communication are as follows:

- Add all club events and images to the calendar with images and all relevant information (date, time location, etc.)
- Send out only two messages per week.
- Your organization’s messages should only be used to promote campus events, meetings, and information about your club. Using your FisherSync account to promote individual needs (example – “hello, I want to sell my car”) are not permitted.

ST. JOHN FISHER COLLEGE MARKETING AND COMMUNICATION

Names and Marks

The College’s Marketing and Communications team has developed a style guide for the College. This guide provides information about logo usage, official colors and fonts and writing styles. The College’s guides can be found here.

Writing Standards

- First mention of the College should always be “St. John Fisher College.” Subsequent mentions may be shortened to “Fisher” or “the College.”
- In written communication, the initials “SJFC” should not be used to refer to the College. “St. John Fisher College,” “Fisher,” or the phrase “the College” are preferred.
- “SJFC” may be used as a graphical element on apparel or other promotional items.
- Reference to the College as simply “St. John Fisher” is not permitted.
- In written form “St.” is not spelled out as “Saint.”
College Logo

- The St. John Fisher College logo is the primary visual representation of the college. The logo can be displayed in cardinal red, black, or white. The logo should not be produced in any other colors or tints of the approved colors.

- Always present the logo in its entirety. The steeple alone should never be used, even if the words “St. John Fisher College” appear elsewhere. In addition, never outline or add a drop shadow to the logo. Do not stretch or distort the logo in any way.

College Seal

- The St. John Fisher College seal is reserved for formal uses only—on diplomas, transcripts, commencement materials, and other official institutional materials.

Athletics Logo

- This mark is to be used in its entirety and not disassembled into its component parts.

Cardinal Head

- The cardinal head along (separate from the Athletics logo) is used to represent athletics, the College, and/or the students of the College.

- The cardinal head faces right and is available in color, black and white, cardinal red and gray scale.

- Do not flip the head of the Cardinal to face left.

Color Palette

- St. John Fisher College's colors are Cardinal red and gold. To be consistent in the representation of these colors, we use only Pantone 201 (red) and Pantone 872 (gold).

Requesting Use of Logos

To request use of the St. John Fisher College logo, athletics logo, or cardinal head logo, please submit a logo request form here.

The request for logos should be used when working with approved vendors to order merchandise or promotional items. The use of non-standard logos is prohibited.
PURPOSE OF THE ADVISOR

An advisor is a current faculty or staff member at St. John Fisher College who can offer guidance to an organization on goal setting, program planning, problem solving, organization management, and group dynamics.

The Office of Campus Life views the position of advisor to a student organization as integral to that group’s success, and will make every effort to support, encourage, and work with the advisors throughout the year.

The advisor of a club and organization should guide the group in its relationship to the College. The advisor does not set the policy of the group, but can take an active part in its formulation through interaction with the members and officers of the group. The advisor can serve as a continuity factor for the group, providing historical and institutional knowledge.

It is important to refer and review the club’s constitution to set specific guidelines for an advisor.

WHO CAN BE AN ADVISOR?

An advisor can be any current faculty or staff member at St. John Fisher College. An interim advisor must be selected during leaves or sabbaticals.

Academic organizations must have representation associated with their school.

RESPONSIBILITIES OF AN ADVISOR

- Know the student organization’s purpose and constitution and help in the general functioning of the group.

- Be aware of the organization’s meetings and activities. The advisor does not need to attend all of these activities but a frequent visit would be appropriate.

- If a club needs a contract signed, the club advisor or Campus Life staff member is required to review before sending to the College’s Vice President of Finance to sign on behalf of the organization. Advisors cannot sign any contracts or agreements on behalf of the student organization.

- Be familiar with the Student Club and Organization Handbook, direct students to its content when they have questions, and regularly review the information with the student organization.
• Be aware of travel. Student organizations are required to complete a travel waiver form for any travel off-campus. Forms can be found on FisherSync.

• Meet with the executive board/leadership of the organization a minimum of once per month during the academic year. Let students know when you are available to meet if they need assistance and how they should contact you.

• Review meeting minutes of all the organization’s meetings. Minutes should be provided by the student organization following each meeting.

• Encourage students to keep their FisherSync club page updated with events and members.

• Be aware of the student organization’s financial status and encourage students to adhere to all of the guidelines and deadlines established by the Office of Campus Life, Student Government Association, SGA Finance Committee and the College.

• Serve as the academic “watchdog” for the organization, insuring that no one with academic difficulties is serving in a key position within the organization. The advisor should offer assistance to any group member(s) who are in need.

• Be a mentor.

• Encourage the officers and committee members to preserve the continuity of the group by keeping good records, writing reports on activities, and making other appropriate efforts to document the history of the group.

• Encourage students to solve their own problems, yet let them know they can ask for help early and often.

• Blow the whistle on hazing. Hazing is prohibited and you can find more information about it and other campus policies in The Source under College Policies.

• Attend advisors roundtables offered throughout the year by the Office of Campus Life to get a better understanding of the advisor role and share information.

SELECTION OF AN ADVISOR

• The advisor must be a member of the St. John Fisher College community – any current faculty member, administrator, or staff member of the college may serve as the advisor.

  o If there are some reasonable extenuating circumstances, arrangements for advising can be made through the Student Government Association and the Office of Campus Life.

• Selection of an advisor is by mutual consent of the organization and the faculty member, administrator, or staff member. The advisor must be listed on the club’s FisherSync page.

• The advisor and the organization should periodically review the advisor’s role, as stated in the organization’s constitution, and mutually agree to the advisor’s continuing to in this role.
- For Club Sports: in addition to an advisor you can select a coach to assist in reaching the organization’s goal. This position is volunteer. If the coach is not a current member of the St. John Fisher College, they must complete the appropriate paperwork with the College (please refer to the Club Sports Guidelines in The Handbook).

**ADVISOR RESOURCES**

**Campus Safety**

For some activities, student organizations will be asked to meet with Safety and Security to discuss event details and work with the office to provide additional security during an event.

Urge your student organizations to consider the safety at events or trips. Make sure they know the appropriate people to contact, locations to visit and contact information that will support them and their safety.

If your students are in an unsafe or emergency situation, urge them to contact Safety and Security at (585) 385-8111. If necessary, campus dispatch will contact 911. Provide dispatch with the necessary information and/or request their presence immediately at your event.

**FERPA**

St. John Fisher College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). Under FERPA, students have, with certain limited exceptions, certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

2. The right to request the amendment of student’s education records that the student believes are inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

**Title IX**

The following language about Title IX can be found on the College’s website, as well as other resources:

In keeping with relevant federal and state laws as well as the values of St. John Fisher College, we are committed to providing an environment free from discrimination, including discrimination based upon sex.

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity and provides that:
No person...shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...

Examples of types of sex-based discrimination prohibited by Title IX include:

- Sexual harassment occurring in connection with any academic, athletic, extracurricular, or other university program, regardless of the location;
- Sexual violence/sexual assault;
- Discrimination against a student based on sex, including in grading, provision of research opportunities, access to classes and academic programs, or access to medical services;
- Discrimination against an applicant for admission or employment because of sex;
- Discrimination against an employee based on sex, including in pay or discipline;
- Failure to provide equitable opportunity for participation in intercollegiate sports; or
- Disproportionate awards of financial assistance.

St. John Fisher College prohibits sexual discrimination, sexual harassment, and discriminatory harassment. The College does not discriminate on the basis of any of the characteristics protected by law in its education programs and activities, including sex in compliance with Title IV and Title IX. All St. John Fisher College students, faculty, staff, visitors, and guests are expected to comply with federal, state, or local laws.

Health and Wellness Center

The Health and Wellness Center “serves as a health and medical resource for the campus community, and provides a full range of accessible medical and counseling services, as well as health education to all St. John Fisher College students.”

Advisors should be familiar with the available services for students through the Health and Wellness Center, which can be found on the College’s website.

COLLEGE POLICIES

Each student is required to know and understand the Student Code of Conduct to be a responsible productive member of our community.

COLLEGE POSTING POLICY

1. Posting of signs, bulletins, flyers or any advertisement or notice on College property is permitted within the following guidelines. Postings are only permitted:

   - On designated campus bulletin boards
   - On the marble wall (located across from the Safety & Security Desk in Haffey Hall)
   - Within dining halls, upon approval of Fisher Dining Services (fisherdining@sjfc.edu)
2. Due to fire code regulations, safety hazards, and cleaning issues, postings are not permitted on non-bulletin board areas including:

- Walls
- Glass doors and windows
- Stairwells or fire doors

3. On special occasions and during special events, posting on walls and other approved areas, indoors and/or outdoors, will be granted with the approval of the Office of Campus Life and must be done with the use of appropriate materials. If damage is caused to an area, and a student or organization is identified as the responsible party, the student or organization will be held financially responsible for needed repairs. Areas to consider include (but are not limited to): LeChase Commons, Campus Center and sidewalks (with the use of sidewalk chalk only).

- Advertisements on the main floors of the Campus Center must be approved by the Office of Campus Life and must adhere to these stipulations:
  
  - Signage is no larger than 8½ x 11 paper.
  - Signage must have a protective laminate to avoid slips in wet weather and tearing of paper.
  - Signage must be secured fully around the perimeter with blue painters tape only.
  - Signage must be removed immediately after the event.

4. Postings are permitted up for only one (1) week. The date of when the posting is put up should be written in the lower right hand corner. It is the responsibility of the organization and/or the individual who received authorization to remove old signage. Failure to do so may result in loss of posting privileges.

- All posting must comply with campus policy.

- All postings need to be removed immediately after the event has occurred.

- Duplicate posters should not occur on the same bulletin board.

- Postings should be hung directly on the bulletin board using tacks and not on top of another posting.

- The name of the sponsoring club, organization, and/or department needs to be on the item posted.
• Alcohol/drug logos or references thereto cannot be included in any sign, bulletin, flyer, or advertisement.

• Signs, bulletins, and/or flyers may not be distributed under office, classroom, or Residence Hall room doors, in lounges, or on College property without authorization from the appropriate College official(s).

• All postings for non-College related activities, events, organizations, etc., must be approved by the Office of Campus Life. Such postings are only permitted on the designated “general posting” bulletin boards. Questions may be directed to the Office of Campus Life, located on the 2nd floor of the Campus Center or email campuslife@sjfc.edu.

• All postings in the Residence Halls must be approved by and distributed through the Office of Residential Life. The Office of Residential Life is located on the 2nd floor of the Campus Center or at email reslife@sjfc.edu.

**DISCRIMINATION AND DISCRIMINATORY HARASSMENT**

St. John Fisher College is committed to an educational environment which is free from physical, psychological, or verbal harassment and discrimination, based on all legally protected characteristics, including:

- Race, Color, Ethnicity, or National Origin
- Religion or Religious Practice
- Gender, Gender Identity or Gender Expression, or Sexual Orientation
- Age
- Disability
- Marital status
- Military status

Prohibited, unlawful harassment and discrimination includes conduct based on one or more of the above categories which has the purpose or effect of creating an intimidating, hostile, or abusive educational environment, or which unreasonably interferes with or adversely affects an individual’s educational performance. Such harassment and discrimination can take many forms, including slurs, epithets, threats, derogatory comments, teasing, jokes, or demeaning writing or graphic material (posters, pictures, etc.) as well as physical violence.

**HAZING**

The College believes that any group or organization (composed of students, faculty, staff, and/or visitors) has the responsibility to create an environment within which all activities are pursued in a respectful and productive manner.

All St. John Fisher College students, faculty, staff, visitors and guests are expected to comply with federal, state, or local laws. New York State Penal Law defines hazing as follows: “A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a
substantial risk of physical injury to such other person or a third person and thereby causes such injury” (New York Penal Law, 120.16). A conviction of this offense carries a potential fine of up to $1,000, one year in jail, or both. Hazing in the first degree is a Class A misdemeanor. Hazing in the second degree (a violation) incorporates the same definition as above with the exception that no actual injury to any person needs to be proven (New York Penal Law, 120.17).

The College defines hazing as any action or situation which, in the judgment of the College:

- is an activity expected of someone as a method of initiation or pre-initiation into a student organization or group;
- coerces, explicitly or implicitly, behavior that demeans, embarrasses, threatens, invites ridicule, or draws inappropriate or negative attention to a member, affiliate and/or group; or implies one member/affiliate is superior to another.

This definition includes actions which result in the impairment of academic performance, or which cause failure to properly fulfill obligations to college-sponsored groups or organizations.

In compliance with New York State’s anti-hazing legislation, Chapter 676 of the Laws of 1980, the following regulations are in effect:

1. Students, faculty, and staff, as well as visitors and other licensees and invitees on St. John Fisher College property, are prohibited from any action or situation that recklessly or intentionally endangers mental or physical health, or involves the forced consumption of any substance including, food, liquids, alcohol or drugs for the purpose of initiation into, or affiliation with, any organization.

2. These regulations shall be deemed to be a part of the bylaws of all organizations operating on the campus, which shall review annually such bylaws with individuals affiliated with such organizations.

3. Violation of these regulations will result in, sanctions as appropriate to the individual’s status on campus and, in the case of an organization that authorizes such conduct, rescission of permission for that organization to operate on campus property.

4. Individuals or organizations in violation of these regulations may be subject to any applicable provision of the Penal Law, or any other chapter to which a violator or organization may be subject, in addition to any College student conduct proceedings. Any faculty or staff member of the College who becomes aware of hazing activity must report that information promptly to the Vice President for Student Affairs and Diversity Initiatives or the Department of Safety and Security. Failure to do so will result in appropriate student administrative action against the faculty or staff member by the College.