Central Ticket Office
### Central Ticket Office

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<tr>
<th>Reference Number</th>
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<tbody>
<tr>
<td>E-001</td>
<td>November 1, 2016</td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>This document was drafted by the Central Ticket Office as an overview of services provided and constituencies served.</td>
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<table>
<thead>
<tr>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Student Involvement and Leadership / Student Centers / Central Ticket Office</td>
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<table>
<thead>
<tr>
<th>Affected Areas</th>
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<tbody>
<tr>
<td>Registered Student Organizations / Recognized Student Organizations / Campus Academic Departments / General Public Users of Campus Facilities</td>
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<thead>
<tr>
<th>Procedure</th>
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<tbody>
<tr>
<td>A. Services Offered by the Central Ticket Office</td>
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<tr>
<td>1. The following services are offered through the Central Ticket Office</td>
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<tr>
<td>a. Ticketing for on campus events for both ECU and non-ECU organizations</td>
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<tr>
<td>b. Ticketing for off campus events held by ECU affiliated organizations/offices</td>
</tr>
<tr>
<td>c. Subscription ticket sales and mailing for established ECU sponsored series including but not limited to S. Rudolph Alexander Performing Arts Series, Family Fare Series, Arts Smart Series, Four Seasons Chamber Music Festival and Voyages of Discovery Lecture Series.</td>
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<tr>
<td>d. RDU Shuttle ticket sales</td>
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<td>B. Procedure for Setting up Sales by CTO</td>
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<tr>
<td>1. All organizations requesting to sell tickets through the CTO must plan to meet with CTO representatives at least 2 weeks prior to the desired “on-sale” date. The initial meeting should preferably be in person but phone consultation is acceptable. CTO fees applicable to the sponsoring group for the event will be explained at this meeting and will be signed off on by the contact person for the event.</td>
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<th>C. Hours</th>
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<tr>
<td>1. The Central Ticket Office normal business hours during the Fall and Spring semesters are 9:00am to 6:00pm. During the summer the CTO operates 9:00am to 5:00pm.</td>
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<th>G. Settlement</th>
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<td>2. After an event date has passed there will be another consultation for the purpose of going over the settlement form. At this meeting all fees as agreed upon initially, are again explained and the amount due to the group or due to the CTO is signed off on by the event contact person. If a check is due, CTO staff will work with the group to gather all necessary information to send a check request to Accounts Payable.</td>
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<th>H. Fees</th>
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<tr>
<td>1. Non-Student Campus Organizations</td>
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<tr>
<td>a. 7% Sales Tax included in ticket prices (ex. $10 ticket price = 9.35 net per tkt and .65 tax)</td>
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<tr>
<td>b. 5% Commission on gross ticket sales or $50 whichever is greater</td>
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<td>c. .10 Printing charge per ticket printed</td>
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<tr>
<td>d. 3% of gross credit card sales</td>
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<td>e. $30 set up fee per performance</td>
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<tr>
<td>f. $50 set up fee per performance for online sales</td>
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</table>

2. Off Campus Organizations
   a. 7% Sales Tax included in ticket prices (ex. $10 ticket price = 9.35 net per ticket and .65 tax)
   b. 9% Commission on gross ticket sales or $75 whichever is greater
   c. .10 Printing charge per ticket printed
   d. 3% of gross credit card sales
   e. $40 set up fee per performance
   f. $75 set up fee per performance for online sales

3. Student Organizations
   a. 7% Sales Tax included in ticket prices (ex. $10 ticket price = 9.35 net per ticket and .65 tax)
   b. 3% of gross credit card sales
   c. $25 set-up fee for online sales
   d. All other fees waived for student orgs. If student orgs choose not to accept credit cards and not to sell online, CTO services are free of charge (except sales tax included in ticket prices).

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<tr>
<th>Relation to Others</th>
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<tr>
<td>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellors for Student Involvement and Leadership’s Office or the appropriate supervising office (for student groups) and could result in sanctions leading up to revocation of privileges to use Central Ticket Office services.</td>
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Student Activities

F001 - Fundraising and Solicitation
F002 - Interim Suspension
F003 - Student Organization Major Event
F004 - Student Organization Registration Tiers
F005 - Promotional Product Distribution
F006 - Chaperone Agreement for Student Travel
F007 - Student Organization SOP Fundraising
# Fundraising and Solicitation

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<tbody>
<tr>
<td>Description</td>
<td>Fund Raising and Solicitation</td>
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| Procedure        | A. The following are not considered off-campus fundraising and are therefore permitted anytime.  
1. Charging admission for attendees at on-campus events run by your group.  
2. Selling of merchandise on campus including t-shirts, baked goods, water bottles, etc.  
  a. All advertising and events must support the university’s mission and group’s activity.  
B. The following form of off-campus fundraising are allowable at any time  
1. Selling advertising in publications, printed programs, on tickets, and t-shirts, under $250  
2. Soliciting event sponsorships from local small businesses up to $250 per business  
3. Soliciting donations of goods or services in kind from local businesses provided that each item is valued at less than $250.  
  a. Tax-deductible receipts from the University will not be provided for these activities  
C. Solicitation of Family, Friends and Alumni (via direct mail and phone calls)  
1. Recognized Student Organizations may solicit donations from family, friends and alumni under the following criteria  
  a. Your organization must possess an internal list of contacts. East Carolina University will not provide a list or database of alumni, friends or family  
  b. You may not solicit donations exceeding $250 from each recipient  
  c. Your letter must say that gifts to your student organization are not tax deductible  
  d. You must request in writing to SAO permission to solicit for amounts in excess of $250. Please include the following in your request  
    aa. Stated purpose for solicitation  
    ab. Copy of direct mail piece (if applicable)  
    ac. List of recipients  
D. Your student organization must clearly indicate that your solicitation is from the student organization, not from East Carolina University. There may be limitations on which alumni targeted donors may be approached. Tax-deductible receipts from the University will not be provided for these activities. Students must use external fundraising solicitation form provided by Student Affairs Development |
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E. Solicitation of Sponsorships
1. Student organizations may advertise a sponsorship program; however, sponsorship programs cannot be exclusive to corporations and must be open to companies and individuals.
2. The following criteria apply to all sponsorship programs:
   a. You may not solicit donations exceeding $250 from each recipient (business or individual).
   b. You may not offer logos or links to the sponsor's website from your organization's website in exchange for a sponsorship; however, you may list the name of the company or individual on your organization's website.
   c. Any benefit that includes the opportunity for a company to host an educational visit (workshop, panel, etc.) must be exclusive to your organization and must align with your organization's mission. These educational visits cannot be open to the wider student body unless your organization has prior approval from SAO.
   d. East Carolina has exclusive contracts with a number of national corporations. You must consult with SAO in advance of soliciting national corporations. Sponsorships with these corporations will be considered on a case-by-case basis.
   e. You may not solicit grants from corporate, family or private foundations.
   f. Gifts to student organizations are not tax-deductible; therefore, tax-deductible receipts from the University will not be provided for these activities.

F. The following forms of off-campus fundraising require prior approval from SAO and Student Affairs Development:
1. Soliciting corporate donations exceeding $250
2. Soliciting donations of services in kind where items are valued over $250 each, with the exception of food catering at events.
3. Soliciting donations from individual family members or friends exceeding $250
4. Soliciting donations from alumni exceeding $250
5. There may be limitations in the way in which approved alumni targeted donors may be approached.

G. The following forms of fundraising are not allowed at any time:
1. Soliciting corporate, community and family foundations or grants.
2. Signing contracts that include ongoing funding agreements on behalf of East Carolina or an East Carolina-sponsored student organization.
3. Using third-party collection on the East Carolina University server as a means for online donations or online sales. Please consult the Student Affairs Development Office.
4. Collecting cash is not permissible under any circumstances. Checks and on-line donations are acceptable ONLY.
5. ANY USE OF ALCOHOL OR ILLEGAL SUBSTANCES WHILE SOLICITING IS ABSOLUTELY PROHIBITED.
6. SOLICITATION IN OR IN FRONT OF BARS OR STORES SELLING ALCOHOL IS STRICTLY PROHIBITED.
7. Any organization found violating this rule will result in a meeting with the Student Activities and Organizations, as well as the Dean of Students Office.
8. Gambling
9. Political Activity
   a. Funds or contributions for political candidates may not, under any circumstances, be solicited in the name of East Carolina University or on East
Carolina University’s campus, and University resources may not be used in soliciting such funds.

H. Promotions and Products
   1. Promotions and Products must be free of the following
      a. Harassment or discrimination, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, gender identity and expression, disability or marital status
      b. Pornography, profanity, violence, or sexually suggestive language or images

I. Solicitation
   1. Door-to-door solicitation is strictly prohibited. Door-to-door solicitation includes the distribution of any materials, handbills, flyers or literature in campus residence halls or residences in the local community.

J. The following criteria will be used in evaluating a proposal for external fundraising:
   1. Your student group must
      a. Be currently recognized and in good standing with the University
      b. Have a successful history, including sound financial management
      c. Be capable of successfully executing the fundraising effort
      d. Have previously sought funding from on-campus sources
   2. The proposed event, activity or program must
      a. Be compatible with the University’s and group’s missions
      b. Be executable within East Carolina’s event planning policies and all other requirements of student events
      c. Have a detailed and realistic budget
   3. The fundraising effort must
      a. Be targeted toward individuals and corporations related to the group or activity
      b. Have a specific and reasonable timeline
      c. Include a contingency plan, should efforts not be as successful as expected

K. Timeline for solicitations that require approval
   1. Obtaining SAO and SAD approval for certain forms of off-campus fundraising may take many weeks. The length of the process is dependent upon many factors, including the complexity of the proposed event, the number of proposed targeted donors, and the amount of the proposed fundraising effort. You must initiate a request within the following timelines:
      a. $250 to $5,000 – 6 weeks before event
      b. $5,001 to $15,000 - 2 plus months before the event
      c. $15,000 or more – 4 plus months in advanced and considered only in rare circumstances

L. Approval Process
   1. Read the entire External Fundraising policy above
   2. Review the External fundraising documents
   3. Once proposal is reviewed, SAO and/or the Student Affairs Development Officer may request a meeting
   4. Revise your proposal, as needed. Many groups end up making changes to their activity, budget, and/or fundraising approach, based on the recommendations of SAO
   5. If SAO approves your general proposal, send a spreadsheet to the SAO Advisor and Student Affairs Development Officer containing the following for each proposed targeted donor:
      a. Name of business (if applicable)
      b. Name of person you will contact
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<td>c. Is this a corporation, business, alumnus, family, friend, or other?</td>
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<td>d. Are you seeking cash (check), services, or donated products?</td>
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<td>e. What is the amount (or value) you hope to obtain from them?</td>
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<td>f. How are they related to your group or proposed activity?</td>
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<td>g. Have they previously supported your group or activity?</td>
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<td>6. Receive written approval from SAO and Student Affairs Development Officer for each targeted donor</td>
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<td>7. Begin fundraising effort, following procedures and practices outlined by SAO and development</td>
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<td>8. Submit a final written evaluation with a detailed financial report to SAO within four weeks after completion of the funded activity</td>
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<td>9. Submit complete list of sponsorship solicitations at the end of each semester</td>
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M. Fundraising Workshop Attendance

1. All individuals and organizations who wish to participate in the fundraising are required to attend one (1) fundraising workshop session prior to participating in any form of solicitation. These meetings will be held per semester in conjunction with Student Activities and Organizations.

N. Funds/Monetary Deposit

1. Student organizations are required to deposit all proceeds from fundraisers directly to their official student organization account within 24 hours of the fundraiser.

Relation to Others

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
Interim Suspension

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<tr>
<td>Procedure</td>
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A. The interim suspension is limited to addressing egregious conduct posing severe harm to an individual, organization, and/or third-parties. An interim suspension shall be imposed as reasonably deemed necessary to ensure the health or safety of members of the university community. An interim suspension shall not be regarded as a necessary precursor to or a substitute for any university inquiry or investigation that would otherwise follow allegations of misconduct on the part of the organization.

1. An organization receiving an interim suspension is no longer eligible to receive benefits normally afforded to student organizations including but not limited to social functions, intramurals, new member meetings, and informal gatherings. Organizations will be allowed and expected to participate in umbrella group meetings and departmental educational activities but will NOT be allowed to hold or maintain office.

2. A student organization that violates any condition imposed via the interim suspension policy will be regarded as a separate and independent violation. Irrespective of the final outcome regarding the original facts underlying the imposition of an interim suspension, the organization will immediately lose their recognition status on the campus of East Carolina University, for a period of no less than 12 months.

3. Upon receipt of information that, in the judgment of the Dean of Students and the Associate Vice Chancellor for Student Involvement & Leadership, is sufficiently serious as to consider invoking this policy, the Associate Vice Chancellor will make a final decision using the following factors:
   a. Whether the alleged misconduct can reasonably be associated with the organization.
   b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence or activities of the student organization pose a substantial and immediate threat to the health or safety of the university community.
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<td>c. Whether lesser actions, short of placing the student organization on interim suspension, can sufficiently address the university’s concerns regarding the organization’s continued presence and/or activities on the campus</td>
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<td>4. If after consideration of these factors, the Vice Chancellor determines an interim suspension is NOT APPROPRIATE, the matter will conclude after the Office of Student Rights &amp; Responsibilities has made their final disposition</td>
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<td>5. If the Vice Chancellor determines an interim suspension IS WARRANTED, the student organization will be placed on interim suspension. The interim suspension will remain in effect until the final disposition of the matter, through the Office of Student Rights &amp; Responsibilities, in which case further actions may be taken</td>
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<td>6. Student organizations can appeal the Associate Vice Chancellor’s decision to the Dean of Students within 10 business days of the decision. The original decision will remain in place until an appeal decision is made. All appeals to the Dean of Students are final</td>
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<tr>
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### Student Organization Major Event

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<td>F-003</td>
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**Description**

This document was drafted by Student Involvement and Leadership and the Center for Recreation and Wellness Student Organization Committee in response to safety and security concerns at large scale student events. The committee was composed of representatives from the offices of Student Activities & Organizations, Campus Recreation & Wellness, Greek Life, Central Reservations, Central Ticket Office, and chaired by the Associate Vice Chancellor for Student Involvement & Leadership. The charge of the committee was to develop a plan and procedures that would ensure that major student events would occur within certain parameters to increase their safety and success.

Any student organization hosting/co-hosting a major student event, as defined by this document, on or off campus shall be required to comply with these guidelines. Failure to comply with the provisions of these guidelines may result in sanctions for that student organization, including but not limited to event cancellation, financial repayment of damages, suspended use of campus facilities, and removal of the organization’s recognized status.

**Responsibility**

Student Activities & Organizations / Greek Life / Campus Recreation and Wellness

**Affected Areas**

Registered Student Organizations / Recognized Student Organizations / Chartered Greek Organizations / Registered Club Sports

**Procedure**

**A. Determination of Major Student Organization Event**

1. A student organization event will be considered to be a major student organization event if it includes three of the following:
   a. Ending time is later than midnight
   b. Open to the public
   c. Amplified sound or music
   d. Anticipated attendance is greater than 500
   e. Sponsors includes nonaffiliated campus groups
   f. Includes contracted services

**B. Required Event Participants**

1. The following must be present prior, during, and after all major student organization events:
   a. Student Organization Executive Officer
   b. Student Organization Event Manager
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<tr>
<td>c. Police / Security Officer</td>
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<tr>
<td>d. Student Organization Advisor or Designee</td>
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<tr>
<td>e. Facility Event Manager</td>
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**C. Approvals**

1. All student organizations requesting to host/co-host a major event must complete a Student Major Events Plan outlining their event’s costs, security, marketing, and organization. This pre-function plan must be signed-off by the organizations advisor as well as their supervising office, either Greek Life, Student Activities & Organizations, or Campus Recreation and Wellness at least 30 business days (Monday thru Friday – excluding University Holidays) prior to the event.

**D. Reservations**

1. Organizations requesting space for major events must finalize the space reservation, including security, ticket sales, and guest policies, at least 20 business days prior to the event. Failure to do so will result in the cancellation of the reservation.

**E. Pre-Event Meetings**

1. Organizations will be required to attend an Event Planning Meeting to review all expectations, at least 10 business days prior to the event. The meeting will include representatives from the sponsoring organization(s), the facility event manager, security or police office, and the organization’s advisor or designee.

2. In addition to the Event Planning Meeting, the sponsoring organization will be required to attend an On-Site Meeting with the facility event manager and the security or police office, and the organization’s advisor or designee, day of the event. The purpose of this meeting is to do a full security and event walkthrough, as well as discuss the responsibilities and obligations each party during and after the event.

**F. Hours and Closing**

1. All major student organizations events, on or off campus, are required to conclude by 2am. Special permission can be granted by the Associate Vice Chancellor for Student Involvement and Leadership for events concluding past 2am. A written approval must be obtained on the Student Major Events Plan from the Associate Vice Chancellor for Student Involvement & Leadership.

**G. Attendance and Ticketing**

1. All organizations sponsoring major events must coordinate their ticketing sales through student center Central Ticket Office for on-campus events or through the facility ticket office for off-campus events. This is necessary to insure the safety of organization members and to secure the cash proceeds for the event.
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2. Organizations have the right to open or restrict their events to different populations. Upon reservation, the organization must identify ticket price and classifications as follows:

- **a. ECU Students** – must present an ECU OneCard
- **b. ECU Faculty & Staff** - must present an ECU OneCard
- **c. Sponsoring Organization Guest** – must present the approved guest list
- **d. Outside College Student Guest** – must present an active college ID
- **e. Outside Guest** – must be 18 and present a valid driver’s license, passport, or state ID

3. Student organizations will be allowed to set a price scale based on advance sales versus event door sales. All ticket prices are locked in once the first ticket is sold or given out. Prices cannot change at any time once they are locked in. Ticket prices may be different for each category list above.

4. All attendees must present their ID at the time of the ticket sale as well as at the door of the event. ECU students are only allowed ONE guest (excluding the guest list). Guests and their ECU sponsor will be required to sign-in at the door (college guests will be required to identify their college) prior to entry into the event. Sponsors will be held responsible for their guest’s behavior, which could include removal from the event and/or referral to the ECU Office of Student Rights & Responsibilities.

**H. Safety and Security**

1. For all on-campus major events the ECU Police Department determines all safety and security requirements. For all off-campus major student organizations events the facility management and/or the Greenville Police Department determines all safety and security requirements. All determinations will be made on a case-by-case basis based on the organization’s history, facility needs, expected attendance, and type of event or scheduled artist (among other things). It is the responsibility of the sponsoring organization to cover the cost of all safety and security needs.

2. ECU and Greenville Police as well as the facility manager on duty shall have the right and authority to close down the event.

**H. Post-Event Evaluation Form**

1. Organizations will be required to complete a Post-Event Evaluation Form about the event within 10 business days following the event. The form will include feedback from the sponsoring organization(s), the facility event manager, security or police office, and the organization’s advisor or designee. Any of these constituents can request a meeting if they require a more detailed review of the event prior to completing the form.

**I. Student Organization Major Event Checklist and Timeline**
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1. The following is a checklist that is recommended, with said guidelines, for major student organization events:
   a. At Least 30 Business days Prior to the Event
   b. Organization works with advisor to plan event
   c. Complete the Pre-Function Form with approvals
   d. Reserve the facility
   e. Secure funding
   f. Develop a marketing plan

2. At Least 20 Business days Prior to the Event
   a. Complete any and all contracts
   b. Meet with Ticket Office
   c. Start all marketing

3. At Least 10 Business days Prior to the Event
   a. Event Planning Meeting

4. Day of Event
   a. On-Site Meeting
   b. Event

5. Within 10 Business Days after the Event
   a. Event Overview Meeting

<table>
<thead>
<tr>
<th>Relation to Others</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellors for Student Involvement and Leadership’s Office and could result in sanctions leading up to removal of the organization’s registration status</td>
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</table>
# Student Organization Registration Tiers

<table>
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<tr>
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<th>Revision Date</th>
<th>November 1, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>This document was drafted by Student Involvement and Leadership to define the tiers of student organizations and their specific responsibilities and requirements under each tier. Any collection of students operating with a similar purpose can be classified as a student organization and is required to register with the Student Activities and Organizations office, or their responsible umbrella, to function on campus. Failure to comply with the provisions of these guidelines may result in sanctions for that student organization, including but not limited to event cancellation, financial repayment of damages, suspended use of campus facilities, and removal of the organization’s status.</td>
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</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>Student Activities &amp; Organizations / Greek Life / Campus Recreation and Wellness / Brody School of Medicine</td>
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<tr>
<td><strong>Affected Areas</strong></td>
<td>Recognized Student Organizations / Chartered Student Organizations / Registered Student Organizations / Chartered Greek Organizations / Registered Club Sports / Honor Societies / Nationally Chartered Organizations / Interest Groups</td>
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</tbody>
</table>
| **Procedure** | A. General Outline 1. A student organization tier will be determined by the Associate Vice Chancellor of Student Involvement and Leadership, or their designee, during the registration process. A student organization may request to be reevaluated by contacting the Student Organization Center. The student organization will follow all applicable policies and requirements of their tier, but this policy does not supersede any university or state policies. The three tiers of student organizations are as follows
- a. Recognized Student Organization
- b. Chartered Student Organization
- c. Registered Student Organization
2. There are variations among these tiers; however, all organization tiers must:
- a. Must use the formal constitution format approved by University Counsel
- b. The officer roles must identify President, Treasurer, and Reservationist
- c. Organization must agree to follow the ECU Creed
- d. Must make updates to their OrgSync account annually
- e. May host major events, but must receive approval for both on and off campus events |
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>f. May fundraise on and off campus in accordance to the fundraising guidelines</td>
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<tr>
<td>g. May use the Perfect Pirate Parties full-service and drop-off menu offered by ECU catering</td>
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<tr>
<td>h. May post flyers in approved locations on campus</td>
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</table>

**B. Recognized Student Organization**

1. Recognized Student Organization is the highest tier for a student organization and is determined by their direct relationship with the university. These organizations will be directly funded and advised by the university. Having this connection they operate as an entity of the university. Examples include Councils and Umbrella Organizations.

2. Advisor - Due to these organizations direct relationship with the University their advisement will come from a full-time staff or faculty member whose job description includes advisement of the organization. This staff member, as Campus Security Authority, will be required to complete University mandated training for advisors, including Title IX and Cleary Act Training.

3. As a Recognized Student Organization operating as a direct entity of the university has the ability to:
   a. With approval of appropriate university entities may use the East Carolina University logos and trademarks in their identifier.
   b. May have university account and will manage their budget and spending according to university and state policies.
   c. As an entity of the university they may use the university tax ID number and NC sales tax exempt status.
   d. May have a foundation account or other accounts set up in compliance with all applicable policies.
   e. Request space on campus one year in advance through the Central Reservation Office during the initial period opened up to departmental users.

**C. Chartered Student Organizations**

1. Chartered Student Organizations are affiliated with a national organization and/or department. These organizations may be funded by a department based on requests of the student organizations, but do not have a specific student fee or budget tied to their operation. Examples are Fraternities, Sororities, Club Sport teams, academic honor societies, or those chartered/registered with a national organization/office.

2. Advisement - Chartered Student Organizations will have outside advisement that assist with their organization needs. The outside advisement will be chosen by the organization as a volunteer and/or by the national office. If the outside advisement consists of university staff or faculty they will be assisting only as a volunteer and cannot be heavily involved in running the organization.
3. As a Chartered Student Organization they may and may not:
   a. With approval of appropriate university entities may use the East Carolina University logos and trademarks in their identifier.
   b. They may not use the university tax ID number or NC sales tax exempt status, unless using funds appropriated to them by the University (ex. SGA funding for travel).
   c. May not have on campus accounts set up and must manage their funds through their national office accounts or their private organizations bank accounts.
   d. May request space on campus a semester in advance through the Central Reservation Office when it opens to chartered student organizations.

D. Registered Student Organizations

1. Registered Student Organization are not affiliated with the university except by location (ex. Chess Club at East Carolina University). Registered Student Organizations are any group of students formed with a common interest. They are not required to have a mentor, but are encouraged to seek on-campus personnel to help with their operations.

2. Advisement: This tier of student organization is not required by the university to have an advisor or mentor. This is due to their limited affiliation with the university and independence as a student organization. We recommend seeking voluntary counsel as necessary, but again, is not required.

3. As a Registered Student Organization they may and may not:
   a. May not use the East Carolina University logos and trademarks in their identifier.
   b. They may not use the university tax ID number or sales tax exempt status, unless using funds appropriated to them by the University (ex. SGA funding for travel).
   c. Must file for their own Tax ID number as a student organization and set up their own organizations bank accounts.
   d. May request space on campus a semester in advance through the Central Reservation Office once it opens to registered organizations.

E. Approval

1. Each organization will submit the appropriate documentation on OrgSync as required. Failure to complete the appropriate registration and renewal documentation will stop the student organization from being authorized to operate on campus - hold meetings, fundraise, or promote on campus. A student organizations tier will be approved by the Associate Vice Chancellor of Student Involvement and Leadership upon registration, but each organization may contact the Student Activities and Organization Office for a review.

F. Reservations and Funding

1. Every student organization that is current on OrgSync will be allowed to request space on campus. They will follow the Central Reservations Office policies and procedures, including their priority and space they can reserve based on their tier. Questions on reservations can be sent to cro@ecu.edu.
<table>
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2. Funding will be controlled by state, UNC System, and ECU policies under the specific tier the organization falls.

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<thead>
<tr>
<th>Relation to Others</th>
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</table>
These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellors for Student Involvement and Leadership’s Office and could result in sanctions leading up to removal of the organization’s registration status.
# Promotional Product Distribution

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>F-005</th>
<th>Approved Date</th>
<th>November 4, 2016</th>
<th>Revision Date</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
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<td></td>
<td>This document was drafted by Student Involvement and Leadership to develop sustainable promotional items that helps faculty, staff, and students succeed. We strive to ensure the promotional items sustain a positive public image by providing items that support ECU being national model of student and organization success, public service and regional transformation.</td>
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<tr>
<td><strong>Responsibility</strong></td>
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<td>Student Involvement and Leadership</td>
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<td><strong>Affected Areas</strong></td>
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<td></td>
<td>Third Parties promoting on campus through SIL / Registered Student Organizations / Recognized Student Organizations / Chartered Greek Organizations / Registered Club Sports</td>
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<tr>
<td><strong>Procedure</strong></td>
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<tr>
<td></td>
<td>A. General Policy</td>
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<td>1. The overarching purpose is that no organizations or businesses participating in a university-sponsored function will provide items that adversely affect the university's public image or are a threat to a student/faculty/staff's productivity, safety or health.</td>
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<td>B. Specific Limitations</td>
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<td>1. The following are specific restrictions, but the university is not limited to these. Consultation with the hosting department is a must to ensure compliance.</td>
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<td>a. Weapons or items that can be perceived as one. I.E. hard swords, clubs, or toy guns</td>
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<td>b. Lighters or other tobacco products.</td>
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<td>c. Bottle openers or other alcohol products.</td>
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<td>d. There may be specific events where restrictions apply for safety or for the promotion of campus departments, including Pirate Palooza and Halloween Havoc.</td>
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<td>C. Approvals</td>
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<td>1. Departments under Student Involvement and Leadership will be responsible for communicating this policy with the necessary parties and ensuring all items distributed meet this policy. Any questions or concerns should be directed to the Associate Vice Chancellor for Student Involvement and Leadership for final review.</td>
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<tr>
<td><strong>Relation to Others</strong></td>
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# Chaperone Agreement for Student Travel

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<tr>
<th>Reference Number</th>
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<tbody>
<tr>
<td>F-006</td>
<td>November 4, 2016</td>
<td>November 4, 2016</td>
</tr>
</tbody>
</table>

## Procedure

### A. Compensation and Reimbursement

1. We appreciate that chaperones volunteer their time to assist students and student groups. Compensation or reimbursement for chaperoning an Event/Trip is not guaranteed.
   
   a. Student Involvement and Leadership-recognized student clubs may in some instances provide reimbursement or prepayment of reasonable trip-related expenses for Events/Trips organized by the club. If either chaperones and/or students are to be reimbursed by Student Involvement and Leadership Student Association, all original receipts must be submitted to the Department of Student Involvement and Leadership with the appropriate financial forms within five (5) days of return from the Event/Trip.
   
   b. Funds within each academic department may in some instances provide reimbursement or prepayment of reasonable trip-related expenses for Events/Trips with an academic connection. Chaperones should confirm with the relevant department head regarding the process for payment and/or reimbursement, including deadlines to submit appropriate financial documentation.

### B. Safety

1. Safety is mandatory. A chaperone must be aware of all activities and must be aware of resources for first aid or any other emergency-related help if the need arises.
   
   a. In case of emergency, the chaperone must immediately contact the Department of Public Safety at 252-328-6787 and the Director of Student Involvement and Leadership at 252-328-4700 (main line) or 252-328-4702 (direct line). The main line is staffed between the hours of 7:30 a.m. to 12:00 midnight. In case of an emergency outside of these business hours, the chaperone must immediately contact Public Safety at 252-328-6787.
   
   b. Chaperones are responsible for escorting the group to and from its destination.
   
   c. Chaperones must know the whereabouts of their group members at all times.
   
   d. Chaperones must be reachable and accessible to students in their groups at all times. This may require the chaperone to provide his or her cell phone number or other emergency contact information to the students traveling on the Event/Trip.

### C. Pre-Departure Forms

1. All students must sign and date an Assumption of Risk and Liability Release form prior to leaving the campus for their trip. Chaperones are responsible for filling out the portion of the Assumption of Risk and Liability Release form regarding the trip dates, location, and purpose/description of the trip before the form is distributed for completion by students. These forms must be returned to the Department of Student Life before the trip departs (and a copy will stay with the chaperone for emergency contact purposes).
   
2. Chaperones must provide the Department of Student Life an initial roster of student travelers no later than three weeks prior to departure. Chaperones must provide a finalized roster no later than five days prior to departure.
### D. Student Involvement and Leadership Vehicles/State Vehicles

1. Chaperones must complete and sign off on a Vehicle Authorization form (if applicable). Chaperones may not permit students to drive or sign off on any gas receipts when using the College van/car.

### E. Student Conduct

1. Any problems that occurred during the trip (discipline etc.) must be discussed with the Director of Student Life (and the advisor for whom you are filling in, if applicable). FIT policies & regulations are in effect at all times, including all policies published in the Student Rights and Responsibilities Manual.

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### Trip/Event Details

<table>
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<tr>
<th>Student Group (if applicable):</th>
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<table>
<thead>
<tr>
<th>Trip/Event Dates:</th>
<th>Trip/Event Location:</th>
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<table>
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<tr>
<th>Trip/Event Purpose and Description:</th>
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<table>
<thead>
<tr>
<th>Address of Trip Accommodations (if Applicable):</th>
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### I have read this document in its entirety and accept all responsibilities contained herein.

<table>
<thead>
<tr>
<th>Chaperone:</th>
<th>Signature:</th>
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(Please print name)

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>Cell Phone:</th>
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<tbody>
<tr>
<td>Reference Number</td>
<td>F-006</td>
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</table>

**Date:** _______________  **Office Ext. #** _______________  **Advisor:** ________________________________

**Emergency Contact Information:**  **Person to Contact:** ________________________________

**Relationship to you:** ________________________________  **Contact Phone:** ________________________________

Please return this signed form to the Department of Student Life, Room A713, prior to the date of the event/trip.

**Relation to Others**

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellors for Student Involvement and Leadership’s Office and could result in sanctions leading up to removal of the organization’s registration status.
## Reference Number

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>F007</th>
<th>Approved Date</th>
<th>January 5, 2017</th>
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</thead>
</table>

## Description

This document was drafted by Student Involvement and Leadership and Student Affairs Development to ensure the proper campus policies and procedures are followed in regards to student organization fundraising on and off campus. The committee was composed of representatives from the offices of Student Activities & Organizations, the university’s legal counsel, the student affairs development officer, and Dowdy Student Stores.

Any student organization hosting/co-hosting fundraising activities on or off campus shall be required to comply with these guidelines. Failure to comply with the provisions of these guidelines may result in sanctions for that student organization, suspended use of campus facilities, and removal of the organization’s status.

## Responsibility

Student Activities & Organizations

## Affected Areas

Registered Student Organizations / Recognized Student Organizations / Chartered Student Organizations / Chartered Greek Organizations / Registered Club Sports

## Procedure

A. Fundraising Activities

Fundraising events and activities are designed to increase the visibility of student organizations and encourage individuals to make financial contributions. Student organizations are encouraged to raise additional funds through fundraising. The policies that govern a student organization’s handling of donations are established by East Carolina University and enforced by the Student Organization Center.

As independent entities Registered and Chartered Student Organizations may conduct solicitations of their members as deemed necessary and appropriate by their membership, to include dues and fees.

Recognized Student Organizations may not conduct solicitations of their members nor may they conduct fundraisers to obtain funds from non-members. This is due to the restriction on state funds and student fees as they may not be used to finance a fundraising event. As an example, SGA Appropriations cannot fund any fundraising activities.

All fundraising activities must be approved by the Student Organization Center. It is a quick and easy form on OrgSync to begin the process.

B. Types of Fundraisers

Fundraisers include sales of any kind including food or beverage, raffles, tickets, apparel, discount cards and other products. Fundraisers include events such as silent auctions, charity balls, donation collection boxes, concession sales, and letter writing campaigns.

On-Campus: Fundraising taking places on the property and grounds of East Carolina University

Off-Campus: Fundraising and solicitation activity that targets local businesses, friends and family and corporations off of East Carolina University property.

C. General Guidelines

Beyond membership solicitations, Registered and Chartered Student Organizations may conduct solicitations to non-members, on or off campus, by obtaining advance permission from Student Activities and Organizations, and, if applicable, from the person responsible for the location where the solicitation is to be held at least two weeks in advance of the sale. General guidelines...
are:

1. All solicitations must be conducted so that campus pedestrians and automobile traffic are unobstructed and members of the University community may proceed with their normal activities.

2. The East Carolina University name, marks, logos, and graphics are federally registered trademarks controlled by licensing agreement, and any use must be approved in advance by the designated university administrator.

3. If a solicitation event is to take place off campus utilizing public areas, the student group shall submit a solicitation permit request to the Greenville Police department, explaining the nature and purpose of the project.

4. Any benefit that includes the opportunity for a company to host an educational visit (workshop, panel, etc.) must be exclusive to your organization and must align with your organization’s mission. These educational visits cannot be open to the wider student body unless your organization has prior approval from SAO.

5. East Carolina has exclusive contracts with a number of national corporations. You must consult with SAO in advance of soliciting national corporations. Sponsorships with these corporations will be considered on a case-by-case basis.

6. Any use of alcohol or illegal substances while soliciting is absolutely prohibited. Solicitation in or in front of bars or stores selling alcohol is strictly prohibited.

D. Solicitation of family, friends and alumni

1. Recognized Student Organizations may solicit donations from family, friends and alumni under the following criteria:
   
   a. Your organization must possess an internal list of contacts. East Carolina University will not provide a list or database of alumni, friends or family.
   b. Your letter must say that gifts to your student organization are not tax deductible.
   c. You must request in writing to SAO permission to solicit for amounts in excess of $250. d. Please include the following in your request:
      aa. Stated purpose for solicitation
      bb. Copy of direct mail piece (if applicable)
      cc. List of recipients

2. Notes: Your student organization must clearly indicate that your solicitation is from the student organization, not from East Carolina University. Tax-deductible receipts from the University will not be provided for these activities.

E. Student Organization partnerships with third party vendors

1. All classifications of student organizations are expressly prohibited from partnering with any businesses for their fundraising or tabling activities on campus. This includes promoting or selling their products, distributing items with business information on it or distributing their products, having their information displayed, and having members of the business on campus promoting their company.

2. The only exception is for non-profit charitable organizations, but the student organization must receive permission for the solicitation from Student Activities and Organizations, and, If applicable, from the person responsible for the building where the solicitation is to be held at least two weeks in advance of the sale.

3. Vendors not operating under a formal contract with East Carolina University are
prohibited from conducting solicitations on campus. Businesses seeking to solicit on campus and/or support a student organization may contact the Student Organization Center for more information.

F. Expressly Prohibited Sale Items

1. The following sales and solicitations are expressly prohibited on campus:
   
a. Sale of food products that conflict with dining services sales, as determined by Campus Dining.

b. All activities in which participants must pay to be eligible to win a game of chance.

c. Sale of items which will pose a threat to the individual who made the purchase or to their surrounding environment, including but not limited to guns, knives, and lighters.

d. Sale of items that conflict with existing University contracts, including but not limited to books, DVDs, and ECU apparel not purchased through the ECU Student Stores.

e. Solicitation on University property surrounding all athletic facilities, including University-operated parking lots, before, during, or after East Carolina athletic contests

f. Activities at intersections on University grounds and/or soliciting from passing vehicles.

g. Funds or contributions for political candidates may not, under any circumstances, be solicited in the name of East Carolina University or on East Carolina University’s campus, and University resources may not be used in soliciting such funds.

G. Conducting Raffles

1. In the State of North Carolina raffles are considered gambling and permits must be acquired for any form of gambling.

2. On Campus: Raffles, and any form of gambling, are not permitted on ECU property.

3. Off Campus: To conduct a raffle off campus the appropriate permits and/or approval must be received from county and state officials. The student organization must be registered as a non-profit through the North Carolina Department of Revenue and may reach out to the county authorities as needed to conduct a raffle as a non-profit entity. Please direct all questions to the Department of Revenue and the Pitt County commissioner’s office for approval and permits.

H. Submission Guidelines

1. To conduct a fundraiser the appropriate documentation must be submitted prior to and after the activity. As independent entities acting on their own behalf East Carolina University will not be approving off campus solicitation, but must be made aware of it occurring. For on campus fundraising activities approval must be obtained prior to beginning any on campus solicitation.

   a. Step 1: Read the entire Student Organization Fundraising SOP.

   b. Step 2: Compile a list of proposed targeted donors to include:
      
      aa. Name of business (if applicable)
      
      bb. Name of persons you will contact
      
      cc. Are they an alumnus, family, friend, or other?
<table>
<thead>
<tr>
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<td>dd. Are you seeking a check, services, or donated products?</td>
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<td>ee. What is the amount (or value) you hope to obtain from them?</td>
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<td>ff. Have they previously supported your group or activity?</td>
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<td>c. Step 3: For on and off campus fundraising submit the notice and approval request through OrgSync.</td>
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<td>d. Step 4: Begin fundraising effort, following procedures and practices outlined by SAO and development.</td>
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<td>e. Step 5: Submit a final written evaluation with a detailed financial report to SAO within four weeks after completion the funded activity.</td>
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<td>Relation to Others</td>
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<tr>
<td>Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellors for Student Involvement and Leadership's Office and could result in sanctions leading up to removal of the organization’s registration status.</td>
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</tbody>
</table>
Central Reservations

G001 - No Show Policy
# No Show Policy

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>G001</th>
<th>Approved Date</th>
<th>January 5, 2017</th>
<th>Revision Date</th>
<th>January 5, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
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<tr>
<td>This document was drafted to detail the No Show policies specific to Mendenhall Student Center.</td>
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<tr>
<td><strong>Responsibility</strong></td>
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<tr>
<td>Central Reservations Office</td>
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<tr>
<td><strong>Affected Areas</strong></td>
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<tr>
<td>Mendenhall Student Center/Student Organization/Campus Departments</td>
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<tr>
<td><strong>Procedure</strong></td>
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<tr>
<td>A. This applies to all Student Organizations and Campus Departments that have a confirmed reservation in Mendenhall Student Center.</td>
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<td>B. The first occurrence of a no show in a Mendenhall space will result in an email from the Assistant Director of the Central Reservations Office. The email will be sent to both the requestor and the director/chair of the department or the advisor/additional officer of the student group.</td>
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<tr>
<td>C. The second occurrence will also result in an email from the Director of the Central Reservations Office as well as a fee. This fee must be paid within seven business days (cash, check or IDT must be created and signed on both ends) and all upcoming reservations and requests are put on hold until paid.</td>
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<tr>
<td>a. $50 for student organizations and $100 for campus departments.</td>
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<tr>
<td>D. Every no show after the second occurrence will include an additional fine. This must be paid within seven business days (cash, check or IDT must be created and signed on both ends) and all upcoming reservations and requests are put on hold until paid.</td>
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<tr>
<td>a. $100 for student organizations and $200 for campus departments.</td>
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<tr>
<td><strong>Relation to Others</strong></td>
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<tr>
<td>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies specifically related to Mendenhall Student Center and the Central Reservations Office.</td>
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<tr>
<td>Failure to adhere to these procedures will result in immediate referral to the Associate Vice Chancellors for Student Involvement and Leadership's Office.</td>
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FORMS

Fine Arts Insurance Claim Request

Fire Watch Requirements

Operations Office Key Request

Hazardous Waste Pick up Form

Moving/Surplus Request Form

Lost Key Form

State of NC Master Fine Arts Insurance Policy
Student Involvement and Leadership

Fine Arts Insurance Claim

All loss or damages of artwork must be reported immediately.

Please email your answers to the following questions to Student Center Operations Director as soon as the damages or loss has occurred or reported. Please do not delay reporting loss or damages.

1. Detailed explanation of how, when, where and by whom the incident occurred and describe the damages or loss in detail
2. Who reported the loss or damages and to whom?
3. Where was the artwork located at time of loss or damage?
4. Was the artwork secured by anything for protection?
5. Was an ECU police report filed?
6. If an ECU Police report was filed, when was the police report filed and by whom?
7. If an ECU Police report was filed, please submit a copy along with your email to the Student Center Operations Director
8. Is the damage a total loss? Explain
9. Attach a copy of the appraisal to the email to the Student Center Operations Director
10. Attach a copy of the completed, signed and dated artist agreement between Student Activities and Organizations and the artist
11. Attach pictures of the artwork and the damages to the email to the Student Center Operations Director

09/08/2015
EAST CAROLINA UNIVERSITY
ENVIRONMENTAL HEALTH & SAFETY

FIRE WATCH REQUIREMENTS

<table>
<thead>
<tr>
<th>Definition of a Fire Watch</th>
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<tbody>
<tr>
<td>The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.</td>
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</tbody>
</table>

Fire watch personnel must patrol the entire affected facility every 30 minutes (every 15 minutes for Residence Halls and Assembly occupancies). Fire watch personnel should be able to recognize fire hazards and know the procedures for occupant and fire department notification and occupant evacuation in an emergency.

Fire watch personnel have received training and demonstrated an understanding of the following:

- Fire Prevention Procedures
- Portable Fire Extinguisher Use
- Notification of Fire Department (radio communications)
- Notification of Occupants during Emergency

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
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INSTRUCTOR: _____________________________
Student Involvement and Leadership

Information for Operations Office

Key Request

Complete the following information. The Student Center Operations office will complete the ECU Key Request Form. Upon completion, the Student Center Operations office will contact the employee and supervisor to schedule a time to meet at the Student Center Operations Office to sign forms.

Check One: Staff _____ Student _____ Graduate Assistant _____

Employee Full Name: (Print)

ECU Banner ID: ______________________ Job Title: ______________________

Room Number for Keys Requested:

Employee Signature:

Supervisor Name (Print):

Supervisor Signature:

(SIL Staff Only) Telephone Numbers required for Emergency Telephone List

Home: ______________________

Cell: ______________________ (not required)
## ECU Environmental Health and Safety
### Hazardous Waste Pick up Request

<table>
<thead>
<tr>
<th>Department</th>
<th>Building</th>
<th>Room #</th>
<th>Chemical Name</th>
<th>Quantity</th>
<th>Size of Container</th>
<th>Hazard Class</th>
<th>Status (W or X)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Flanagan</td>
<td>141</td>
<td>Hydrochloric Acid (10%); Water(90%)</td>
<td>3</td>
<td>4 L</td>
<td>C</td>
<td>W</td>
<td>W-Waste from a process, a mixture of chemicals</td>
</tr>
</tbody>
</table>

- X-Excess waste, such as expired chemicals in original container
- F- Flammable
- C- Corrosive
- T- Toxic
- O- Oxidizer
- N- Nonhazardous
- P- P-listed
- U- Universal Waste (oil, light bulbs)
Student Involvement and Leadership

MOVING/SURPLUS REQUEST WORK ORDER FORM

Check one below:
Moving Item From Room# ________ to Room# ________ Send Item to ECU surplus: ________ NEW item - add to inventory: ________  

Date: _______________________________  Telephone _______________________________

Requestor's Name: _______________________________  Department Name: _______________________________

<table>
<thead>
<tr>
<th>DESCRIPTION OF ITEM</th>
<th>REASON FOR SURPLUS</th>
<th>CONDITION OF ITEM</th>
<th>SERIAL NUMBER</th>
<th>Inventory Tag #</th>
<th>ROOM NUMBER</th>
<th>MOVING TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>excellent, good, fair, salvage</td>
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</tbody>
</table>

Requestor’s
Signature: _______________________________  Date: _______________________________

Supervisor’s
Signature: ______________________  (Print) _______________________________  Date: _______________________________

Student Center Operations Director’s
Signature: _______________________________  Date: _______________________________

Request Processor’s
Name: _______________________________  Date: _______________________________

Work order Request assigned to (check one)  SIL Housekeeping ________ Date: ________  ECU Moving Services ________ Date: ________
(For Student Center Operations Use Only)
# LOST KEY FORM

**Date Submitted Notice:**

<table>
<thead>
<tr>
<th>Issued to:</th>
<th>SS# Last 6 digits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Check One:</td>
<td>☑ Staff ☐ Faculty ☐ Temporary ☐ GA/TA ☐ Student Employee</td>
</tr>
</tbody>
</table>

**Describe Key(s):**

<table>
<thead>
<tr>
<th>Room #</th>
<th>Building</th>
<th>How many</th>
<th>Date Key Was Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mendenhall Student Center</td>
<td></td>
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</tr>
</tbody>
</table>

**YES**  **NO**

Requesting a replacement key (circle one)

Replacement Key request work order number

Original Issuee (sign) Date

Department Supervisor (sign) Date

Director of Operations (sign) Date

Executive Director for Student Involvement & Leadership Date

**STAFF/STUDENT:** Report lost key/keys to your supervisor and the Mendenhall Student Center Operations office immediately.
State of North Carolina
Master Fine Art Insurance Policy

January 24th 2008

Huntington T. Block

Aon
Aon Corporation Overview

Ranked as one of the top 250 U.S.-based companies on both the *Fortune* and *Forbes* 500 lists, with:

- $9 billion in revenues in 2006
- 500 offices operating in more than 120 countries and sovereignities from Argentina to Zimbabwe
- 43,000 employees worldwide
- #1 global insurance broker
- #1 global reinsurance broker
- #1 global manager of captive insurance companies
- #3 Employee Benefits Consultant
- Leader in affinity insurance programs

**Aon is Gaelic for “One”**

*Huntington T. Block Insurance*
Huntington T. Block Insurance

- **History**
  - 1962 founding
  - 1971 Mr. Huntington T. Block crafts all risk Fine Arts policy
  - 1982 AAM endorsed HTB to Administer D&O program
  - 1991 HTB acquired by Aon
  - 2007 AAM endorses HTB to administer Fine Arts

- **Structure**
  - DC, NYC, San Francisco, Houston
  - Fine Art Department
  - HTB Underwriting Department
  - Commercial & Personal Lines
  - HTB Claims Department
  - Adjusters Network
Why specialty Fine Art Insurance?

Museum Collection and Temporary Loans Policy:
- Property Covered
- Perils covered
- Exclusions
- Valuation
- Incoming and Outgoing Loans
- Additional interests - Lenders, Exhibition institutions
**What Property is Covered Under the Fine Art Policy?**

All objects of art and all objects in the collection of every kind and description including but not limited to Anthropological specimens, bio and geo specimens, minerals, gems, paintings, drawings, etchings, photographs, prints, rare books, manuscripts, maps, tapestries, statuary, rugs, furniture, coins, frescoes and murals, dioramas, glassware, sculpture, cultural objects, reproductions, pottery and other bona fide works of art, rarity, historic or scientific value, or artistic merit (including their frames, glasses and shadow boxes) which are the property of the insured, the property of others in the care, custody and control of the insured or for which the insured is legally liable and instructed to insure, property of others offered as gifts or for sale and while awaiting formal acceptance by the insured, and the insured’s interest in residuary gifts and jointly owned property.
Whose Property is Covered Under the Fine Art Policy?
Policy Limits & Deductibles:

Master Fine Art Policy

- $250,000 Deedcible - Applies only to owned objects
- $75,000,000 In Any One Loss or Disaster
- $25,000,000 Termination
- $25,000,000 Legal Liability
- $25,000,000 International Transportation and Location Coverage
- $25,000,000 In Transit on any one Conveyance
- $25,000,000 At Any Other Location
- $25,000,000 At Insured Premises

What are the Policy Limits and Deductibles?
$500,000 Indemnity Deductible Coverage
Currency Fluctuation Coverage
$25,000 Registration Papers and Records
War Risks for Overseas Transits

Additional Coverage

Policy Limits & Deductibles
Master Fine Art Policy
Master Fine Art Policy
Perils Covered

- All physical risks of loss or damage from any external cause, except as excluded.* The policy is designed to cover accidental loss or damage stemming from a sudden event.

*There are only 5 exclusions.
Master Fine Art Policy
Exclusions

- Wear and tear, gradual deterioration, moths, vermin, inherent vice, or loss or damage sustained due to or resulting from any repairing, restoration, or retouching process.
- War
- Shipments by mail
- Property shipped under "on deck" bills of lading
- Nuclear reaction, radiation or radioactive contamination….
Master Fine Art Policy Valuation

- Owned Property – current market value
- Gifts or bequests – current market value (Regents’ interest)
- Property of Others on loan to the State of NC - amounts agreed upon in loan agreement or current market value in the absence of agreement
Master Fine Art Policy
Incoming & Outgoing Loans

- Covers the State's Property and Property of others, as agreed
  - "wall to wall"
  - in transit
  - while on exhibition
  - otherwise (conservators, framers, auction houses)
  - within U.S. and Canada. Note that the State of NC also has $25,000,000 in Worldwide coverage.

- No deductible for loss or damage to property of others on loan to The State of NC

Huntington T. Block Insurance
Loss Payee Endorsement – protects the State’s financial interest in property which is loaned to others.
- Request that the State be named as Loss Payee as their interests may appear
- Lenders to the State of NC will request to be named as Loss Payee

Waiver of subrogation – protects you from liability for loss or damage to property which is loaned to you.
- Request waiver of subrogation for the State for all incoming loans and exhibitions you are not insuring
- Institutions borrowing from the State of NC – subrogation waived under the policy
  - Promotes good faith among Museums
  - Facilitates lending

Additional Insured – Widely used. No clear definition in Fine Art Insurance.
  Beware of naming third parties as additional insured under your Fine Art policy.
Loss Prevention/ Best Practices

1. Reviewing and updating limits
2. Competent packers/shippers
3. Condition Reporting
4. Loan Agreements
5. Inventory/Backup of records
6. Good Housekeeping/landscaping
7. Light exposures/humidity control
8. Fire and Burglar alarm systems
9. Managing Patrons
Loss Prevention/ Best Practices

1. Reviewing and updating limits

When determining limits for the Museum’s Fine Arts insurance policy, keep these in mind:

- Regular inventory and valuation reviews for the current value of the owned items
- Value of all short and long term loans / current loan agreements
- Value of outdoor sculpture
- Value of gifted items awaiting approval
- Highest concentration of value (gallery, display, off-site storage)
- Highest value for any single work of art
- Probable Maximum Loss in any one event
- Total Dollar amount required to replace key items in the collection in order to continue your mission as a cultural institution
Art is destroyed and deemed a total loss
Art is able to be conserved but issues over loss in value can develop

Pending Outcomes:

- Art is lost in transit
- Customs used a knife to cut open packing box and slice the art
- Glassine sticking to all on canvases painting
- Art was dropped causing glass to shatter and tear the print
- Forklift was rammed into the crate

Examples of recent losses:

- Experiencing
- Loss Prevention: Packers and Shippers reduces the probability of a loss
- There is no guarantee that art will be intact when it is moved.
- At least 1/3 of all fine art losses are transit losses

2. Competent Packers/Shippers

Loss Prevention/Best Practices
3. Condition Reporting

Loss Prevention/Best Practices
A copy of the inventory should be maintained both on and off-site. In the event of damage to
the facility until it is deemed safe and this can take weeks or months.

Return to the facility may allow staff to the property such as a storm, earthquake or flood, local officials may not allow staff to

Inventories should be done on a rolling basis, which may take several years to complete for

Large collections. Higher valued items and long term loans should be inspected more

from the storage area.

Most museum thefts do not happen in the exhibition space but as „inventory shrinkage."

5. Inventory/Backup of Records

Loss Prevention/Best Practices
6. Good Housekeeping/Landscaping

6. Good Housekeeping/Landscaping

Loss Prevention/Best Practices

- Keep plants and shrubs pruned and away from outdoor art objects and entrance areas.
- If housekeeping is outsourced, make sure procedures are being followed.
- Keep all public and private areas clean from trash and spills.
- Keep trees and shrubs pruned and away from outdoor art objects and entrance areas.
- Losses due to ice storms, heavy winds, uprooting trees, and aging or dry entrance areas.
- Keep plants and shrubs pruned and away from outdoor art objects and entrance areas.
- Keep plants and shrubs pruned and away from outdoor art objects and entrance areas.
- Keep plants and shrubs pruned and away from outdoor art objects and entrance areas.
Air filters should be used to reduce pollution.

Dehumidifiers need to be brought in, monitors are recommended in case additional humidifiers or dehumidifiers are required to collect items. Automated heat and humidity control units are necessary to maintain consistent humidity. Any fluctuation can cause long-term and irreparable damage to collection items. Automatic heat and humidity as relative humidity of 50 – 75%. Keep the temperature and humidity as temperate and humidity specific to each area of collection. If possible, it is best to have several storage areas with appropriate musical instruments (e.g., oil on canvases, wood furniture, paper, insects).

7. Light exposure/humidity control

Loss prevention/best practices
could be taken to reduce the possibility of water damage to the artwork. In the event of a rapid rise in temperature, a freeze alarm would be activated and steps should be taken to lower the temperature. A central station monitoring system should also include premises temperature and water sensors.

- Alarms should be UL certified.Extent 2 level of protection with cellular back up (in case)

- Alarms monitoring company such as ADT.

- Central station burglar and fire alarms ring at the police and / or fire departments or an especially vulnerable.

- Fire is one of the most serious dangers to a museum because it can destroy large amounts of artwork. Every museum should have a fire alarm system and a fire prevention plan. In addition, all employees should receive training on how to use the fire alarm system and what to do in case of a fire.
marked „Do not touch‟

Art that is a common object such as a chair, step or rug need to be

School groups

Use of guards or docents is recommended for large groups, especially

Document the damage as it is sustained

Security cameras should be used and on while open to visitors and may

Toddlers and baby carriages tend to grab items within reach

Rope barriers or stanchions keep art at a safe distance from visitors

Vitrines help to prevent touching of objects on display

9. Managing Patrons
Loss Prevention/Best Practices