WELCOME FRATERNITY & SORORITY MEMBERS!

Congratulations on making one of the best decisions of your collegiate experience by joining a Fraternity/Sorority. Your experience in college is not just about what happens in the classroom, it’s also about what you do with your time outside of the classroom. You will discover very quickly over your four years how valuable it is for you to be involved. Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. Your Fraternity/Sorority will quickly become your home away from home at FGCU.

Florida Gulf Coast University strongly supports a diverse student organization community that contributes to the mission of the University.

The Office of Student Involvement (OSI) is a resource for fraternities and sororities to use in order to have the most fulfilling co-curricular experience at Florida Gulf Coast University. OSI is located in the Cohen Center, Room 258A. In addition to providing resources such as this manual, we offer numerous opportunities to develop your leadership skills to make YOUR Organization the best it can be!

The Office of Student Involvement’s hours are
   Monday – Thursday; 8:00am to 6:00pm
   Friday; 8:00am to 5:00pm

The Cohen Center is open
   Monday –Thursday; 7:00am to 10:00pm
   Friday 7:00am to 8:00pm
   Saturday 10:00am to 8:00pm
   Sunday 12:00pm to 10:00pm

Visit us at [http://studentservices.fgcu.edu/StudentInvolvement/index.html](http://studentservices.fgcu.edu/StudentInvolvement/index.html)
# TABLE OF CONTENTS

## Preface
- Office of Student Involvement Contact Information .................................................. 4
- Important Contact Information ..................................................................................... 5
- Office of Student Involvement Organizational Chart .................................................. 6

## Section 1 – Introduction to Fraternity and Sorority Life
- What is Fraternity or Sorority? ...................................................................................... 9
- Relationship to the University ....................................................................................... 9
- Benefits of a Registered Student Organization ........................................................... 9
- Eligibility for Membership ............................................................................................. 10
- Procedures for Membership Recruitment/Intake ......................................................... 10
- Eligibility of FSL Leadership Positions/Officer Qualifications ................................... 11
- Responsibility/Requirements ....................................................................................... 11
- Chapter Reinstatement Policy ..................................................................................... 12
- Establishing a New Fraternity and Sorority ................................................................. 12
- Hazing .......................................................................................................................... 12
- Gambling and Fundraising ......................................................................................... 13
- Title IX ......................................................................................................................... 13

## Section 2 – General Operations
- Officer Elections ......................................................................................................... 14
- Advisor ......................................................................................................................... 14
- Concerns ....................................................................................................................... 14
- Mail .............................................................................................................................. 15
- Emails .......................................................................................................................... 15
### Section 3 – Facilitates Reservations and Regulations

- Campus Reservations.................................................................16
- Types of Reservation Spaces......................................................16
- Housing and Campus Recreation Spaces.......................................17
- Reservation Regulations............................................................18
- Merchandise Sales......................................................................18
- Candles, Open-Flames, and Incense...........................................18
- Music and Sound.......................................................................18
- Catering.....................................................................................18

### Section 4 – Event Planning

- Types of Events..........................................................................19
- Event Planning Form.................................................................19
- How to Plan a Successful Event..................................................22
- Movies on Campus.....................................................................23
- Insurance...................................................................................23

### Section 5 – Alcohol

- Events with Alcohol ...................................................................24
- On-Campus Events with Alcohol.................................................24
- On-Campus Events with Alcohol Using an Outside Bartender......25
- Off-Campus Events with Alcohol.................................................25
- Wristbands or Two-Stamp ID System.........................................25
- Sober Monitors...........................................................................25
Section 6 – Advertising

Logo Usage .................................................................27
Eaglelink ....................................................................27
Campus Posting Policy .................................................27
Advertising on Campus ...............................................27

Section 7 – Travel

Travel Approval ............................................................29
Types of Travel ..............................................................29
In-State or Domestic Travel ..........................................29
International Travel ....................................................31
Insurance ....................................................................32
OFFICE OF STUDENT INVOLVEMENT CONTACT INFORMATION

Located on the Second Floor of the Harvey and Janet Cohen Center 258A
Monday-Thursday: 8am-6pm; Friday: 8am-5pm

**Main Office**
Cohen Center Room 258A
Phone: 239-590-7739
Email: osi@fgcu.edu

**Julie Gleason – Director of Student Involvement**
Office: Cohen Center 258
Phone: 239-590-7722
Email: jgleason@fgcu.edu

**Travis Smith – Assistant Director of Student Involvement**
Office: Cohen Center Room 252
Phone: 239-590-1299
Email: atsmith@fgcu.edu

**Sue Hertle – Office Manager**
Office: Cohen Center Room 259
Phone: 239-590-7740
Email: shertle@fgcu.edu

**Ashton Hartley – Coordinator for Student Organization Development**
Office: Cohen Center Room 261A
Phone: 239-745-4410
Email: arhartley@fgcu.edu

**Torrie Jackson – Coordinator for Fraternity and Sorority Life**
Office: Cohen Center Room 260
Phone: 239-590-7729
Email: tbjackson@fgcu.edu

**Maggie Sutton – Coordinator for Student Programming**
Office: Cohen Center Room 253
Phone: 239-590-7727
Email: msutton@fgcu.edu
IMPORTANT CONTACT INFORMATION

**Dean of Students Office**
Front Desk: 239-590-7900
Student Conduct: 239-590-7904
Multicultural and Leadership Development: 239-590-7990
Student Government: 239-590-7739
Eagle News: 239-590-7945

**Campus Reservations**
Conference rooms, Classrooms, Cohen Center: 239-590-1090
Alico Arena, Tennis courts, Basketball Courts, Softball & Baseball Fields: 239-590-7013

**Campus Recreation**
Aquatics Center: 239-590-7700
Fitness Center: 239-590-7935
Facilities: 239-590-7702
Intramurals: 239-590-7938
Outdoor Pursuits: 239-590-3963
Sports Clubs: 239-590-7332
Waterfront: 239-590-3964

**Other Important Numbers**
Adaptive Services: 239-590-7956
Career Development Services: 239-590-7946
Housing & Residence Life: 239-590-1700
Outreach Programs: 239-590-7834
Prevention & Wellness: 239-590-7685
Wellness Center: 239-590-7733
OFFICE OF STUDENT INVOLVEMENT
ORGANIZATIONAL CHART

Division of Student Affairs
Vice President of Student Affairs: Dr. Michael Rollo
Responsibilities include the following areas:
Academic Support, Campus Recreation, Career Services,
Counseling, Health Services, Housing, & Dean of Students

Dean of Students’ Office
Dean of Students: Dr. Michelle Yovanovich
Responsibilities include the following program areas:
Office of Student Involvement, Multicultural and Leadership Development,
Student Conduct, Eagle News & Student Support Services

Office of Student Involvement
Director of Student Involvement: Julie Gleason
Responsibilities include the following program areas:
Fraternity and Sorority Life, Programming Board, Student Government,
& Registered Student Organizations

Student Involvement
Assistant Director: Travis Smith
Office: CC 252
Phone: 239-590-1299
Email: atsmith@fgcu.edu

Fraternity & Sorority Life
Coordinator: Torrie Jackson
Office: CC 260
Phone: 239-590-7729
Email: tbjackson@fgcu.edu

Registered Student Organizations
Coordinator: Ashton Hartley
Office: CC 261 A
Phone: 239-745-4410
Email: arhartley@fgcu.edu

Student Programming
Coordinator: Maggie Sutton
Office: CC 253
Phone: 239-590-7727
Email: msutton@fgcu.edu
INTRODUCTION

This manual has been designed to serve as a resource guide for officers, members and advisors of Registered Fraternities & Sororities at Florida Gulf Coast University. Fraternities and Sororities are part of the Office of Student Involvement and Division of Student Affairs. All students are encouraged to make their time at Florida Gulf Coast University a unique and enriching experience. Fraternities & Sororities contribute to an effective learning environment by preparing students to live in an ever growing, multi-cultural society and global community. Fraternities & Sororities serve as a medium supporting academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

What is a Fraternity or Sorority?
A Fraternity/Sorority is defined as a social, values-based organization. The four pillars that Greek Organizations are built upon are Scholarship, Leadership, Brotherhood/Sisterhood, and Service. All Fraternities and Sororities at Florida Gulf Coast University are affiliated with a National Organization. Fraternities and Sororities are managed, run, and organized by students and are required to:

- Register every semester through the Office of Student Involvement via EagleLink at fgcu.collegiatelink.net
- Have a minimum of four active members
- Be a member in good standing with one of the recognized Greek Governing Councils (Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, and Multi-Cultural Greek Council)
- Follow chapter and council constitutions and by-laws, Fraternity & Sorority Life procedures, and the FGCU Student Code of Conduct
- Have a minimum of one full-time faculty/staff advisor
- Update membership and officer rosters each semester by the required deadline
- Provide a draft of a constitution not more than one year old that must be uploaded through EagleLink

Relationship to the University
Registration of Fraternities & Sororities by the University shall not imply support for any student organization’s purpose, philosophy or activities. With the exception of Student Government, Fraternities & Sororities and student organizations are entities independent of the University, and the University assumes no legal liability for any student organization’s activities.

Benefits of a Registered Fraternity or Sorority
Registered Fraternities & Sororities (RSOs) are granted privileges including:

- Use of university facilities for meetings/functions
- Permission to recruit on campus
- Use of the University’s name as part of the organization’s name
- Ability to invite guest speakers and performers to campus
- Use of the University’s address for business purposes
- Ability to establish dues and sponsor fundraising projects
- Permission to grant awards and honors to organization members
- These privileges may change due to policy changes within the University
Eligibility for Membership

In order to join a Greek-letter organization, students must have the following GPA/Credits:

- **Panhellenic Association (PHA):** A woman must be a regularly matriculated student at Florida Gulf Coast University with a cumulative GPA of 2.5 or above to be eligible to participate in the formal recruitment process. Women with 12 or more earned college credits (at FGCU or another institution of Higher Education), eligibility will be determined from their College/University grade point average; women with 11 or less earned college credits, eligibility will be determined from their High School grade point average (Please note some organizations may have additional requirements).

- **National Pan-Hellenic Council (NPHC):** Participation in membership intake activities shall be open to all full-time undergraduate men/women in good academic standing with Florida Gulf Coast University, and who have maintained a 2.5 cumulative grade point average. Transfer students who wish to affiliate must have achieved and maintained a 2.5 cumulative grade point average from their prior institution (Please note some organizations may have additional requirements).

- **Multi-Cultural Greek Council (MGC):** Participation in membership intake activities shall be open to all full-time undergraduate men/women in good academic standing with Florida Gulf Coast University, and who have maintained a 2.5 cumulative grade point average. Transfer students who wish to affiliate must have achieved and maintained a 2.5 cumulative grade point average from their prior institution (Please note some organizations may have additional requirements).

- **Interfraternity Council (IFC):** Participation in membership recruitment activities shall be open to all full-time undergraduate men in good academic standing with Florida Gulf Coast University, and who have maintained a 2.5 cumulative grade point average. First semester freshmen are allowed to affiliate with an IFC member chapter; however, they must have maintained a 2.5 cumulative high school grade point average. Transfer students who wish to affiliate must have achieved and maintained a 2.5 cumulative grade point average from their prior institution (Please note some organizations may have additional requirements).

Procedures for Membership Recruitment/Intake

- Formal recruitment/membership intake events will be single-gender events with the exception of IFC.
- All Recruitment/Intake events will be alcohol-free
- All Recruitment/Intake activities and events will take place on campus when possible. Off-campus events must be approved by the Coordinator for Fraternity & Sorority Life and/or the Assistant Director of Student Involvement.
- All members of recognized Greek Organizations must be registered students at Florida Gulf Coast University.
- All organizations must be in compliance with their policies, locally, nationally and/or internationally to be eligible to participate in recruitment/intake.
- For IFC Organizations and Panhellenic Organizations participating in Continuous Open Bidding, signed bid cards must be turned into the Office of Sorority and Fraternity Life no later than 72 hours after they are signed. Bid Cards are to be turned in online, all person’s receiving bid cards must have also signed a grade verification form and meet the minimum GPA requirements for recruitment.
- NPHC and MGC organizations must follow the Fraternity & Sorority Life Intake Policy. The full policy can be viewed at: [http://studentservices.fgcu.edu/GreekLife/resources.html](http://studentservices.fgcu.edu/GreekLife/resources.html)
Eligibility of Fraternity/Sorority Leadership Positions/Officer Qualifications

- Undergraduate students must be registered for nine (9) credits in each semester, (including enrollment in a credit-bearing course in Summer Session A, B, or C) and maintain a minimum 2.5 cumulative G.P.A., unless the individual organization or council requires a higher GPA.
- Graduate and professional students must be registered for nine (9) credits in each semester, and maintain a minimum 3.0 cumulative G.P.A., unless the individual organization or council requires a higher GPA.
- Students in the last semester before graduation are eligible for holding leadership positions if they are enrolled in the required number of credits needed for graduation in that term and maintain the required G.P.A.
- Requirements for Council Executive Board positions are outlined in each council’s constitution and bylaws.
- Students who are currently in a leadership position of a student organization must meet these minimum requirements to continue holding a leadership position. Students not meeting the eligibility requirements as outlined in this policy will be required to relinquish their office. A student may submit a written appeal to a committee appointed by the Vice President for Student Affairs for review and determination if they may remain in that position for the remainder of the semester.
- For the entire Student Activities Eligibility Regulations please visit University Policies Manual, or http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf

Eligibility of Fraternities/Sororities for Good Standing

- For Academic Policy, please view FSL Academic Policy
- Each semester, the chapter/colony will be required to participate in the all-Greek educational programs sponsored by the Office of Student Involvement with at least 25% chapter/colony attendance. Failure to do so will result in additional programming or a fine, payable to the organization’s respective council.
- Each chapter/colony must be in good financial standing with their respective council in order to remain in good standing.

Responsibility/Requirements

Registered Fraternities & Sororities may be granted certain privileges by the Office of Student Involvement. To maintain RSO privileges, organizations must:

- Complete the registration process through EagleLink each semester
- Fraternity/Sorority and Governing Council Presidents must attend mandatory FSL/RSO Orientations each year at the beginning of their term
- Accept responsibility for sponsoring and supervising programs
- Assure that University facilities are used only for the purposes for which they were scheduled by the organization

*Fraternities & Sororities that violate any law, University regulation or policy, or Student Government policy will be subject to disciplinary action pursuant to the Student Code of Conduct and may become Inactive.

The Student Code of Conduct can be reviewed by visiting the following: http://www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR_4_002_Code_of_Conduct_090815.pdf

- Each chapter must provide the following to the Coordinator for Fraternity & Sorority Life:
  - Letter of good standing from the inter/national organization on an annual basis. Letters are due once a calendar year by January 31.
  - Proof of liability insurance from the inter/national organization on an annual basis. Proof is due once a calendar year by January 31.
  - Copy of the chapter’s constitution/bylaws is to be submitted each year, or when amended, and a copy of the inter/national copy constitution/bylaws as amended.
  - Most updated list of advisors and contact information. At least one advisor must have attended the presidents/advisors meeting at the beginning of each semester.
- It is recommended that all organization’s members below a 2.5 GPA enroll in the Eagle Success Program provided by the Center for Academic Achievement.
- All organizations must follow the posting policies set forth by the university and the FGCU Student Code of Conduct.
Conduct.

- Organizations must have all flyers and t-shirts approved by the Coordinator of Fraternity and Sorority Life and/or Assistant Director of OSI prior to printing.

**Inactive Status**

Fraternities & Sororities that violate any law or University regulation or policy will be subject to disciplinary action pursuant to the Student Code of Conduct. A Fraternity/Sorority may be classified inactive at any time. If a Fraternity/Sorority is declared inactive, the organization will lose all University privileges until reactivation is completed. The following are examples of why a Fraternity/Sorority maybe declared inactive:

- Violation of any local, state or federal laws
- Violation of University or Office of Student Involvement policies or procedures
- Failure to register by the Office of Student Involvement’s deadline on EagleLink
- Failure to adhere to the Organization’s constitution and/or Bylaws
- Traveling without proper authorization
- Failure to maintain the minimum number of active members

Authority of the Office of Student Involvement includes but is not limited to:

- Removal of event privileges
- Removal of reservation privileges
- Fines, when applicable
- Removal of recognition by the university

Any organization that fails to complete any of the expectations of Recognized Fraternities/Sororities will be further reviewed by the Office of Student Involvement and the council or umbrella organization under which it operates.

**Chapter Reinstatement Policy**

Reinstatement of a fraternity or sorority to the Florida Gulf Coast University (FGCU) Greek Community may occur when an inter/national organization is eligible for recognition and is willing to return to campus after having previously been placed on inactive status, suspended, or removed from campus by the university and/or the Fraternity/Sorority Headquarters. The full policy can be found at this link: [http://studentservices.fgcu.edu/GreekLife/resources.html](http://studentservices.fgcu.edu/GreekLife/resources.html)

**Establishing a New Fraternity/Sorority**

- Additionally, Expansion/Extension processes will comply with the Greek Life Expansion Committee by-laws, as well as the Constitution/By-laws of the Governing Council looking to expand.

**Hazing**

The State of Florida and Florida Gulf Coast University define Hazing as: Acts as defined in Section 1006.63, Florida Statutes, as well as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with, or as a condition of continued membership in, a University registered group or organization. Express or implied consent of the Impacted Student will not be considered as a defense. All provisions of Section 1006.63, Florida Statutes, are applicable to an allegation of hazing.

Florida Gulf Coast University does not tolerate Hazing within its Student Organizations and Fraternities and Sororities. Hazing is considered a violation of the Florida Gulf Coast University Code of Conduct. Any allegations or suspicions of Hazing should be reported immediately to Staff of the Office of Student Involvement, Dean of Students’ Office, and/or the University Police.
Below are several websites to assist with Hazing Prevention and Awareness:

- http://studentservices.fgcu.edu/GreekLife/anti-hazing-resources.html
- www.hazingprevention.org
- http://www.stophazing.org/

**Gambling and Fundraising**

Gambling is not allowed on campus. Gambling is defined as: an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization. To sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student organization. To wager on a University team or organization in a competition with a direct interest in the success of the competition.

Fund-raising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion activities which are strictly regulated. Organizations may operate "drawings by chance". The law requires specific disclosures and procedures, 849.0935, FS. Permission for Fraternities & Sororities to organize "drawings by chance" on University premises or at any sponsored affair must be secured from the Dean of Student Services prior to an announcement of the event.

**Title IX**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Florida Gulf Coast University has a designated Title IX Coordinator. Mr. Brandon Washington, Director and Title IX Coordinator in the Office of Institutional Equity and Compliance (239-745-4366, Edwards Hall 114), bwashington@fgcu.edu. Inquiries, complaints and reports should be directed to that office for information and response. For additional information please visit: http://www.fgcu.edu/equity/TitleIX.html

If you are a student who believes you have been subjected to 1) sexual harassment by University faculty or staff; or 2) any other form of gender discrimination under Title IX, you may report such conduct or file a formal complaint with Mr. Washington. Such complaints are covered under the University's Discrimination policy and procedures, which may be found at: http://www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR_1_003_Non_Disc_Anti_Harass_Sex_Misc.pdf

If you are a University student with a complaint of sexual harassment, including sexual misconduct (see the Student Code of Conduct), against another University student, you may file a report electronically, or in person to the Dean of Students' Office in the Cohen Center, room 288, or to Mr. Washington.
**GENERAL OPERATIONS**

**Officer Elections**
Fraternities & Sororities should hold annual officer elections. Organizations should also follow the election procedures within their individual constitution. For the entire Student Activities Eligibility Regulations please visit: [http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf](http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf)

**Advisor**
Every Fraternity/Sorority is required to have an advisor who is a full-time faculty or staff member of Florida Gulf Coast University. The Organization must select its own advisor unless otherwise stated in the organization’s constitution. Advisors do not have voting rights within the organization. Generally, an advisor will serve as a resource for the organization by counseling, advising, asking questions and challenging the organization. In addition, an advisor’s role is to provide continuity for an organization as they can be an important resource regarding the history of the organization. The following should be seriously considered by prospective advisors and students before extending and/or accepting an invitation to become an official advisor.

The advisor should:
- Be able to devote a reasonable amount of time to the Fraternity/Sorority’s activities and should attend a majority of the scheduled meetings and programs, as appropriate
- Possess the ability to relate well with college-age individuals and should thoroughly enjoy such association
- Possess a working knowledge of the organization’s operations
- Have a strong commitment to the development of the students
- Serve as a role model for the organization
- Serve as a sounding board for new ideas
- Support the Fraternity/Sorority and its members
- Encourage a diverse approach to leadership, membership and programming
- Connect the organization with various campus resources
- Encourage effective communication and interpersonal relationship skills
- Mediate group and individual conflicts when necessary
- Receive mail not collected by Fraternity/Sorority leaders

*It is the Fraternity/Sorority’s responsibility to notify the Office of Student Involvement if/when their Advisor resigns. If a student organization advisor resigns, the Fraternity/Sorority must find a new advisor in a timely manner. The Coordinator for Fraternity/Sorority Life can assist with identifying potential advisors.*

**Concerns**
Below are steps to follow if any member of a Fraternity/Sorority has a concern regarding their organization:

1. The concerned party should notify the Office of Student Involvement and document the situation
2. A staff member from the Office of Student Involvement will meet with the student and the Organization to attempt to remedy the situation
3. If the concern constitutes a violation of the Student Code of Conduct, the issue will be forwarded to the Office of Student Conduct and/or Dean of Students Office for review and further action, if necessary.
Mail
Fraternities & Sororities wishing to have mail delivered to Florida Gulf Coast University may do so by following the mailing address below. Each Fraternity/Sorority has a mailbox in the Student Involvement Center, located outside of the Coordinator of Fraternity & Sorority Life’s office. Mailboxes must be checked on a regular basis. Packages can be sent to the Office of Student Involvement.

Mailing Address:
(Organization’s Name)
C/O Office of Student Involvement
SU 258a
10501 FGCU Blvd South
Fort Myers, FL 33965-6565

Emails
To have an email created or a password reset, submit a request arhartley@fgcu.edu and include the following information:
1. Name of the Fraternity/Sorority (e.g. Alpha Beta)
2. Desired email address name (e.g. alphabeta@eagle.fgcu.edu)
3. Email address and name of individual who should receive the account information

Resources
Computer Stations
The Office of Student Involvement is located on the second floor of the Cohen Center. Thirteen computer stations are available for student organization use.

Printing and Copying
All printing must be done in the Office of Student Involvement, Room 258A. Please bring your documents on a flash drive. Your request must be made in person. For printing requiring more than one copy, a copy card will be issued. Color copies are prohibited. There is a maximum of 50 copies per day per RSO.

Paper and Paint Supplies
The Office of Student Involvement has various butcher block paper, paints and brushes available to Fraternities & Sororities. Supplies can be checked out at the front desk of the Office of Student Involvement during normal business hours. Supplies can be checked out for a 24-hour period. If supplies are utilized to paint banners in the Student Involvement Center, Student Lounge, or any hallways in the Cohen Center, please utilize a tarp between the banner and floor to help preserve the carpet.

Poster Machine
The Poster machine located in the Office of Student Involvement CC 258A, prints a 24”x 40” posters. A Fraternity/Sorority may print a maximum of four (4) posters per event (the Office of Student Involvement reserves the right to deny printing of posters at their discretion).
Posters must be submitted on a flash drive in person.

Banner Space
Organizations should submit banners to the Office of Student Involvement for approval at least one week prior to being hung. Banners are hung on a first-come first-serve basis pending approval. Approved banners will be hung for two weeks and must be removed no later than 48 hours following the conclusion of the advertised event. Banners that advertise perpetual meetings or are general advertisement banners may be hung during the semester, but will be removed after two weeks if space is needed for additional banners. Banners are hung with painters tape from the second-floor balcony of the Cohen Center. Banner construction and hanging materials are located in the Office of Student Involvement.
FACILITIES RESERVATIONS AND REGULATIONS

Campus Reservations
The Campus Reservations Office schedules and assists individuals and organizations in event planning to ensure that each campus event successfully projects the University's commitment to excellence. Campus Reservations serves as an information source to the University by maintaining a campus wide calendar, booking event and space reservations, and by assisting in the coordination of other event related services such as audio-visual needs, equipment rental, parking and room set-ups. Reservations must be made a minimum of two weeks prior to the planned meeting or event.

When making a reservation, you will need to know the following details:
• Date of event (it is helpful to have back-up dates in case your first choice is not available)
• Type of reservation (i.e. Organization meeting, Table, Table with Fundraising, Organization Event)
• Number of persons expected to attend
• Set-up and audio/visual needs (any room set-up designs must be made by Campus Reservations Staff)
• Time of event – ending and beginning, including set-up and break down needs
• Food/beverage needs

Types of Reservation Spaces
There are several types of spaces available for Fraternities & Sororities to request, including multi-purpose space, conference rooms, classrooms, large and small meeting rooms, tables, and outdoor spaces. Campus Reservations will only take event requests via e-mail. The information needed for a reservation request as well as how to look up if a space is available is listed on the form below. All requests for space and resources should be sent to the Room Scheduler at rm sched@fgcu.edu.

Cohen Center Event Rooms (CC 213, CC 214, CC 247 and CC Ballroom)
Standard Equipment:
• I.T. podium
• Desktop Computer
• Document Camera
• DVD & VCR
• Projector
• A/V screen
• Wireless handheld microphone/ wireless lavaliere

Cohen Center Conference Rooms (CC 245, CC 246, CC 249, can accommodate 6-14 people)
Standard Equipment:
• A/V Screen

Classrooms
Classrooms can only be reserved for the current semester and only after they have been released to Campus Reservations by the Office of the Registrar, after the add/drop period is complete. Academic classes have first priority and the Office of the Registrar has a hold on all classrooms until class schedules have been finalized.

While classroom space may not be able to be confirmed, the requests can still be directed to the Room Scheduler. These requests are placed into drafts by the Room Scheduler. While a “draft”
includes all of the information needed for a reservation, the space will not be assigned. Once the Academic schedule has been finalized, the Office of the Registrar will release classrooms to Campus Reservations for the current semester. The Campus Reservations staff will go through the drafts and assign space in the order the requests were received. Classrooms are typically released to Campus Reservations 3 weeks after the semester begins. Please do not advertise your event while it is in a draft form as there is no guarantee that your space request will be accommodated.

Classrooms cannot be reserved during finals week for the fall and spring semesters per the request of the Office of the Registrar.

Classrooms at FGCU accommodate 20 to 180 people.

Standard Equipment:
- I.T. podium
- Desktop Computer
- Document Camera
- DVD & VCR
- Projector
- A/V screen

*Conference Rooms (Outside of the Cohen Center)* - Conference rooms can accommodate 10-15 people

Standard Equipment:
- None

*Information Tables*

Information table reservations can be made for the Cohen Center Atrium as well as a number of other indoor and outdoor locations throughout the campus. These can be reserved through Campus Reservations by sending an e-mail to the Room Scheduler (rmsched@fgcu.edu). Please note that Campus Reservations cannot accommodate same day requests for table reservations.

Information Tables can be utilized for the following:
- Advertisement of Scheduled Events
- Organization Fundraising (Event Registration Form required)
- Organization promotion and recruitment

*Campus Reservations will reserve time for set-up and breakdown to all reservations to allow for proper set-up and breakdown of all events.*

*Housing and Campus Recreation Spaces*

Most of the reservable space on campus can be reserved through Campus Reservations with the exception of space in a Residential Facility and/or Campus Recreation space.

*Housing and Residence Life*

To make a reservation for any reservable space in West Lake, North Lake, or South Village, please contact Housing and Residence Life (239-590-1700)

*Campus Recreation*

To make space reservations for the Recreation Fields and the Recreation Outdoor Complex, please contact Campus Recreation (239-590-7702)

*Alico Arena and Athletic Space*

To make space reservations for the Alico Arena Hospitality Suite, Lobby, or Parking lot, or to reserve any athletic space, please contact Alico Arena (239-590-7013)

* For more information on how to reserve a space on campus please visit: [http://www.fgcu.edu/CampusReservation/Files/How_to_Request_Lookup_Space](http://www.fgcu.edu/CampusReservation/Files/How_to_Request_Lookup_Space)
Reservation Regulations

Food Sales
Any selling of food as a Student Organization fundraiser is prohibited (i.e. bake sales). However food can be provided to participants of an event, even if there is a charge to enter the event.

Merchandise Sales
Certain items may be prohibited from sale or distribution based on University contracts and/or policies. Questions and inquiries regarding the sale of merchandise at reservation spaces and tabling locations can be sent to Campus Reservations at rmsched@fgcu.edu.

Candles, Open-Flames, and Incense
The use of candles, open-flames, incense and any other incendiary devices is strictly prohibited in all university facilities, including the Cohen Center. The Bonfire pit located at the Chiki Hut in North Lake Village may be reserved through the Office of Housing and Residential Life and is subject to current fire restrictions. Violation of this policy will result in a fine and/or loss of facility reservation privileges.

Music and Sound
Amplified music such as a live band or DJ is allowed in meeting rooms, with prior approval by OSI. Limited amplification is allowed in outdoor areas (Plaza, Library Lawn, Lutgert Plaza, etc.) with prior approval and will be monitored by OSI staff. The volume must not be at a level greater than is necessary to reach the audience in the immediate area; it must not be of such a volume as to reasonable interfere with those who are pursuing academic, professional, personal or other recreational activities. Non-amplified music such as piano or a cappella singing in meetings rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If OSI receives noise complaints, the RSO may be asked to stop the music at that time. For the complete University Regulation concerning Use of University Facilities including the Sound Amplification Policy see the University Policies Manual or http://www.fgcu.edu/generalcounsel/files/policies/Policy_3_026_use_of_UNIV_fac_121715.pdf

Catering
Chartwells is the in-house Food Service Company at Florida Gulf Coast University. Chartwells provides a full menu of food and beverage services for any type of party, banquet, or meeting and is well-equipped to provide catering at competitive all-inclusive prices which include: a delicious menu of food, delivery of food to the event, and breakdown/cleanup of catering materials following the event. Aramark will match or beat an outside vendor’s price quotes if an original vendor quote is submitted. Catering requests must be made through the Student Government Accountant at least one week prior to the scheduled event.

*Chartwells is licensed by the Florida Liquor Control Board and MUST PROVIDE AND SERVE all alcoholic beverage within the facility.

To order catering through Chartwells for an event:
1. Submit an order online using Catertrax at https://fgcu-catering.catertrax.com/
2. Following completion of the order, follow the RSO Purchase Order process to remit payment.
EVENT PLANNING

Types of Events

Table Reservation – a table reservation is a daily or multi-day reservation for an RSO to secure a table generally used for recruiting new members and advertising/promoting events or programs sponsored by the RSO. Event Planning Forms are not needed for this type of event.

Meeting – a regular meeting held to complete the business of the organization in which there is generally no set-up requirements or outside speakers. Event Planning Forms are not needed for this type of event.

Table Reservation with Fundraising – a table reservation with fundraising is a daily or multi-day reservation for an RSO for the purpose of raising money, either for the organization or for a charitable organization. Food cannot be sold as part of an RSO fundraiser. An Event Planning form is required for all Table Reservations with Fundraising.

Event – an Event is a reservation for a program, workshop, training session, fundraisers, speakers, lectures etc., which generally require a room set-up and may include catering. An Event Planning form is required for all Events. If an outside caterer is used, a contract must be submitted with the Event Registration Form.

Event with Outside Vendor – an Event with Outside Vendor reservation is for an event where an outside vendor will be used, including inflatables, mechanical activities, dunk tanks, catering, etc. These reservations generally require a room set-up, and include an outside vendor or caterer. An Event Planning form is required for all Events with an Outside Vendor. A copy of the contract and proof of insurance must be submitted with the Event Planning Form. Participants must sign a liability waiver before participating in any mechanical or inflatable activity. These waivers can be obtained in the Office of Student Involvement.

Event with Alcohol – an Event with Alcohol is an event held either on or off campus where alcohol will be served. RSOs must comply with the University Alcohol Policy and Office of Student Involvement Policies and Procedures when hosting an Event with Alcohol. Events with alcohol require an Event Planning Form and an Event with Alcohol Request Form. If the event will take place off-campus, a copy of a signed contract with the vendor, including proof of license to dispense alcohol, must be submitted with the Event Planning Form.

Event Planning Form

Follow the steps below to complete the Event Planning Form:

1. Reserve your space with Campus Reservations or your off-campus location.
2. Receive a confirmation email from Campus Reservations or an agreement/contract from your off-campus location.
3. Complete in full the Event Planning Form located in the EagleLink program
4. Provide a brief yet accurate description of the event
5. If any outside vendors are being utilized for the organization event, please upload the contract and insurance information, if applicable
6. Attach the event confirmation form for on-campus events or a venue contract for off-campus events

*All Event Planning Forms for both on-campus and off-campus events must be submitted a minimum of TWO WEEKS in advance. No Meetings or events will be allowed to be hosted on or off campus during Finals Week.
**Brainstorm:** Brainstorm a list of programs that your organization would like to provide for the campus community. Ask other students outside of your organization what they would like to see or experience.

**Choose an Idea:** Make sure you have consensus and a broad range of members are committed to the idea.

**Develop Program Goals:** Who is your target audience? What are your organization’s goals? What are your objectives? Etc.

**Delegate Responsibilities:** Involve the members of the organization in the various tasks needed to ensure the program is successful. Depending upon the size of the event, you may need committees or just committed individuals. Make sure new volunteers understand what their responsibilities are, and use people’s talents and interests to your organization’s benefit.

**Establish a Budget:** Determining your budget will help you decide if you need to seek additional funding, or if your organization can cover the expenses.

**Reserve Program Location:** Meet with the staff of Campus Reservations to tentatively reserve a location for your event.

**Contact Performers:** If you have an outside performer: speaker, comedian, band, DJ, or other entertainment that your organization will be paying, it is necessary to have a signed contract. The Office of Student Involvement can help you with information and support for this process.

**Consider Waivers, Releases, and/or Permits:** When sponsoring off-campus activities or events involving physical activities a waiver is required to help reduce liability to your organization. Contact the Office for Student Involvement for more information and assistance. Requests for on-campus outdoor events with amplified sound should be forwarded to the Campus Reservations.

**Plan your Marketing Strategy:** Be creative and plan your publicity to attract the audience you outlined in your program goals.

**Order Catering and Confirm Arrangements:** Visit Event and Meeting Services to confirm your catering, room set-up, A/V requirements, and performer arrangements.

**Purchase Decorations and Supplies:** Make your event special by adding the extra touches. Make sure you consult with the SG Administrative Services BEFORE you make any purchases from A&S fees.

**Have a Great Event:** After the work you’ve put in, enjoy the program.

**Pay the Bills:** If you received co-sponsorship from other organizations, provide them with the information on actual costs.
Thank the People Who Helped: Whether they are members of your organization, people on campus, or outside organizations or departments who provided assistance, make sure that they are ready to help you out the next time. Thank people personally and/or in writing.

Evaluate the Program: Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better.

Leave a Record for Next Time: Save information in a program planner or binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.
How to Plan a Successful Event

1. Brainstorm & Choose an Idea
2. Develop Program Goals
3. Delegate Responsibilities
4. Establish a Budget
5. Reserve Program Location
6. Contact Performers
7. Consider Waivers, Releases, and/or Permits

Plan your Marketing Strategy

1. Order Catering and Confirm Arrangements
2. Purchase Decorations and Supplies
3. Pay the Bills
4. Have a Great Event
5. Thank the People Who Helped
6. Evaluate the Program & Leave a Record for Next Time!
**Movies on Campus**
Please consult the Guidelines for Showing a Movie on Campus in the University Policies Manual and at the following link: [http://www.swank.com/college/pdf/SwankCopyright.pdf](http://www.swank.com/college/pdf/SwankCopyright.pdf)

**Insurance**
Florida Gulf Coast University does not provide insurance for Fraternities & Sororities. RSOs are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property need to be covered by the personal insurance of the participants. In addition, if the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance. A copy of the vendor’s insurance policy should be included with the Event Registration Forms.

**Fraternity/Sorority Weeks**
Organizations will be eligible to register for one exclusive week or event each academic year. Approval should be done jointly with the respective council and Coordinator for Fraternity and Sorority Life.

**MGC and NPHC New Member Presentations**
Any MGC or NPHC Fraternity/Sorority planning to host a New Member Presentation must follow all procedures outlined in the NPHC/MGC Membership Intake Policy. The Membership Intake Policy can be viewed at: [http://studentservices.fgcu.edu/GreekLife/resources.html](http://studentservices.fgcu.edu/GreekLife/resources.html)
Events with Alcohol
All Student Organization social events where alcohol is present, both on and off campus, must be registered with the Office of Student Involvement. Any Student Organization wishing to host an event where alcohol will be sold or served must follow the University Alcohol Policy, Office of Student Involvement Policies and Procedures, and any Policies and Procedures of the local or National Organization (if applicable). If at any time there are conflicting policies or procedures, the stricter policy or procedure will prevail. For the entire FGCU alcohol policy please see at http://www.fgcu.edu/generalcounsel/files/policies/4_002_Alcohol_Policy_06_20_08.pdf

Any Student Organization planning to host an Event with Alcohol must complete a Responsible Hosting Workshop (Tips Training) each calendar year. These workshops are offered at the beginning of the fall and spring semester and are facilitated by the Office of Student Involvement and Prevention and Wellness. In addition, a completed Event Registration Form and Alcohol Request form must be submitted through EagleLink at least 2 weeks prior to social functions.

Alcohol Events can be held at the following locations:
- On-Campus in a reserved and approved location
- Off-Campus at a licensed third-party vendor location
  *All open-house parties are banned, including parties held in the private residence of a member that may be viewed as an organization-sponsored event*

In order for an Organization to host an Event with Alcohol, all policies and procedures of the organization, their Inter/National Organization, the Governing Council to which they belong, the Fraternal Information & Programming Group (FIPG) if applicable, and the Office of Student Involvement must be followed. All paperwork must be completed at least two weeks prior to the event date.

On-Campus Events with Alcohol
In order to serve alcohol on the Florida Gulf Coast University campus, a Facilities Use/Application for Serving Alcohol form must be completed in its entirety, in addition to the Event Planning Form, indicating that alcohol will be served at the event. This form may be obtained by visiting the Campus Reservations office in the Cohen Center Suite 145. Fraternities & Sororities are responsible for completing the top portion of the form prior to turning it in to their Event Planner in the Campus Reservations Office. Please allow ample time before your scheduled event to complete this process.

Chartwells is the licensed caterer for alcohol at Florida Gulf Coast University and requests can be made, once the Facilities Use/Application for Serving Alcohol form is completed. Outside caterers and bartenders are permitted to serve alcohol on the FGCU campus, as long as the Director of Business Operations (or designee) receives copies of the following:
- Business License (State of Florida)
- County Occupational License
- Certificate of Insurance
On-Campus Events with Alcohol using an Outside Bartender
When using an outside bartender a Catering License from the Department of Business and Professional Regulation’s Division of Hotels and Restaurants as well as the Division of Alcohol Beverages and Tobacco is required. This form can be found at http://www.fgcu.edu/CampusReservation/Files/Alcohol_Application_and_Regulation.pdf.
Complete and return the form to Campus Reservations in CC 145. A Campus Reservations supervisor will provide the applicant with a copy of Rule FGCU-PR9.002 (Use of Alcohol Beverages on University Premises) as well as ensure that a room reservation has been made.

After the Campus Reservations supervisor has signed off on this section, Campus Reservations will interoffice mail the form to the appropriate designee for signature. For Fraternities & Sororities, approval is required from the Dean of Students or designee as well as the Director of Business Operations or designee.

Once the appropriate administrative approval has been obtained, the signed form will be sent to the Florida Gulf Coast University Policy and Safety Department. If approved, the University Police will send the form back to the Campus Reservations Office. Once the form is completed with all necessary signatures, Campus Reservations will contact the applicant to let them know the event has been approved.

*The event is not considered approved until the Campus Reservations Office contacts the applicant.

Off-Campus Events with Alcohol
The following Event Registration Forms must be completed in their entirety and submitted with the event planning form via Eaglelink.
- Completed Event with Alcohol Request Form - Alcoholic Beverage Request Form
- Written confirmation from the host venue of permission to hold the event as well as proof they are licensed to sell alcohol
- Completion of the Responsible Host Workshop (Tips Training) during current academic year

Professional Transportation
If professional transportation is being used, a copy of the contract with the transportation company must be submitted with the event paperwork. The contract must state that no alcohol may be consumed on the bus/trolley by any passenger, regardless of age. Organizations must have sober monitors on the bus/trolley to ensure no alcohol is being consumed.

Guest Lists
A preliminary guest list must be submitted with all necessary paperwork for Events with Alcohol. This list must follow the procedures of the specific organization and FIPG (if applicable). A final guest lists must be submitted within 7 days of the event date.

Wristbands or Two-Stamp ID System
Wristbands or a two-stamp identification system must be used to identify both persons of legal drinking age and those underage. NOTE: Exceptions to the wristband or two-stamp identification system must be approved in advance by the Assistant Dean of the Office of Student Involvement.

Sober Monitors
RSOs hosting social events must include a list of Sober Monitors to monitor the event. There should be a minimum of 1 Sober Monitor per 25 guests/participants. Sober Monitors must be active members of the organization. These individuals may not consume alcoholic beverages at the event.
**Certified Social Hosts**

All RSOs hosting an on-campus or off-campus event with alcohol are required to attend a Responsible Hosting Workshop. These workshops are offered at the beginning of the fall and spring semester and are facilitated by the Office of Student Involvement and Prevention and Wellness. The RSO President and one additional officer must be the members attending the workshop. The Certified Social Hosts should be Social Monitors and may not consume alcoholic beverages before, during, or after the event. Responsibilities of the Student Organization Certified Social Hosts will be:

- Ensure all appropriate laws, policies, and procedures are properly observed
- Maintain ongoing contact with the security detail assigned to the event throughout the activity. NOTE: The officer in charge of the security detail will verify the presence of these students before the event is authorized to proceed.
- Monitor the behavior of persons who attend the event and intervene in situations that are not in accordance with appropriate laws, policies, and procedures
- Assist security in escorting individuals who may become too intoxicated or disorderly from the event.

**Open House Parties**

All open-house parties are banned, including parties held in the private residence of a member that may be viewed as an organization-sponsored event.
**Logo Usage**
Having a logo is a great way to develop brand management for your organization. If used properly it can help your student organization develop a recognizable image that members of the FGCU community will be able to identify your organization with. The following are guidelines from the official Visual Identity Guidelines of FGCU [http://www.fgcu.edu/CRM/Files/Visual_Identity_Guidelines_05-09.pdf](http://www.fgcu.edu/CRM/Files/Visual_Identity_Guidelines_05-09.pdf). The integrity of all FGCU images will be of greatest importance and maintained at all times. They are never altered or modified in anyway incongruent with the guidelines. Please be mindful that neither the university seal nor the athletic logo should be used by RSOs at any time.

**Eaglelink**
Events that are open to the campus population may be posted on the EagleLink corkboard by uploading a flyer into the Event Registration form.

**Campus Posting Policy**
There are certain areas on campus which are acceptable places to advertise your RSO or an event. Bulletin boards located around campus, inside the Cohen Center, Rec Center, and Library are all clearly marked for your use. RSOs must follow University Policy 4.007 when posting any type of material on campus, which outlines the following restrictions:

- No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas
- Chalking the sidewalks on campus is NOT permitted
- No depictions of alcohol or excessive consumption of alcohol may be used
- For the entire posting policy please see the following guidelines at [http://www.fgcu.edu/generalcounsel/files/policies/Policy_4_007_Postings_Solicitation_Campus_070912.pdf](http://www.fgcu.edu/generalcounsel/files/policies/Policy_4_007_Postings_Solicitation_Campus_070912.pdf)

**Tips for Posting**
- Provide the time, date, and location of the event
- Include the name(s) of the RSO sponsoring the event
- Provide contact information
- Include price and process for obtaining admission tickets if applicable

**Advertising on Campus**

**Information Tables**
Campus Reservations is responsible for setting up information tables inside the Cohen Center, as well as signing out tables and chairs for reservations outside the building. To make a table reservation, please email your request to rmsched@fgcu.edu. More information regarding rules and regulations will be provided at that time. View the Table Zoning Map at:
Eagle News

The FGCU student newspaper sells ad space in each issue they release. Ad sizes and prices vary, visit www.eaglenews.org and click on the advertising header for print dates, pricing and guidelines.

Banner Hanging in the Cohen Center

- Take your banner to the Office of Student Involvement to be reviewed before hanging
- Banner will be hung for two weeks and taken down by OSI staff the day after your event, or at the end of your two week period
- Submitting a banner is based on a first come first served basis
- If you want your banner hung in a particular area, you will need to bring it to the Office of Student Involvement as soon as possible

Axis TVs

The closed circuit televisions located in the Cohen Center and Howard Hall are available to advertise campus events. To get your RSO’s event listed send an email with Axis TV written in the subject line to shertle@fgcu.edu with any pictures sent in .jpg format and a maximum two to three sentence description in the body of the email.

Announcement Page

This page is located on the FGCU student email login page http://eagle.fgcu.edu/. Scroll down to the bottom of the page and complete form.

Class Announcements

Let students know by making an announcement in class.

Housing

Drop off flyers in the Commons at North Lake Village and in South Lake Village to get approved and distributed.

Facebook

Create an event or a group to invite participants.

Networking

Word of mouth is always the best advertisement!
TRAVEL

Travel Approval
Any instance of travel during which an RSO will be representing FGCU off-campus for an event, conference, activity, etc. requires completion of a Travel Form containing all student attendees’ information. Please note The Office of Student Involvement does not coordinate Student Organization travel. All coordination of travel is the responsibility of the Student Organization members.

The following are steps to obtain travel approval:
1) Complete the appropriate Travel Planning Form located on the Office of Student Involvement website at http://studentservices.fgcu.edu/StudentInvolvement/files/Travel_planning_form_domestic.pdf.

*Please note: Forms for In-State and Domestic travel must be submitted to the Office of Student Involvement a minimum of 3 weeks prior to the departure date.

2) Complete and submit Travel Waivers for all group members that will be traveling. Travel Waiver forms are located in the Office of Student Involvement.

*Please note: No Purchases for flights, hotels, cars and anything else associated with your organization’s travel will be made until the completed Travel Planning Form and waivers for each traveler are submitted. NO EXCEPTIONS.

Types of Travel
- In-State Travel
- Domestic Travel (outside of Florida but within the United States)
- University-Sponsored Travel
- International Travel

In-State or Domestic Travel
Fraternities & Sororities should consider and collect information concerning the following topics prior to booking in-state or domestic travel:

1) Why is your organization traveling?
2) Where is your organization traveling
3) How is your organization determining who is traveling?
4) What mode of transportation will your organization be using?
   a. Car
      - Personal vehicle
      - Rental vehicle
      - Van
   b. Plane
   c. Bus
   d. Other
5) Is your organization staying overnight? If so, where will you stay?
   a. Hotel
   b. Camp ground
   c. Other
Financing Travel

- How much will the trip cost?
- Are reserve funds available and accessible in the event that there is an emergency or other circumstance in which they are needed during travel?
- Are there fees for the conference/exhibit/etc.?
- Who will pay those fees?
- How much money does your organization have in your travel account?
- How much money will each group member be expected to pay out of pocket for travel?

Timeline for Planning Travel

- **8 Weeks Prior to Departure Date**
  - Pre-trip planning meeting
    - Decide upon a destination
    - Decide who will be going and complete Travel Planning Form and Travel Waivers.
  - Submit Travel Form and Waivers to the Office of Student Involvement (no purchases of travel can be made without the Travel Planning Form and Travel waivers submitted)
  - Pay applicable conferences fees
  - Book and reserve chosen methods of transportation for travel including airfare, car rental, etc.
  - Book Hotel or arrange other accommodations for members who will be staying overnight

- **1-2 Weeks Prior to Departure Date**
  - Pre-trip meeting
    - Review itinerary and call participants or other organization members to remind them of any further details of the trip and answer questions.
    - Confirm transportation and accommodation reservations with airline, car rental, hotel, campground or other accommodations

- **Day of Travel**
  - Do a traveler roll call accounting for all members. Make sure you have everyone’s contact number and you have a copy of their travel waivers which has their emergency contact information.
  - Travel safe! See recommendations for safe traveling below.

Recommendations for Safe Traveling

- Begin the trip well rested.
- Notify a designated contact person upon departure and arrival.
- Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
- Plan routes in advance, carpooling and caravanning when possible.
- Divide the trip into segments, stopping for rest as necessary.
- Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
- Establish a reasonable departure and arrival time to and from the activity or event.
- Avoid driving between midnight and 6 a.m.
- When possible, on extended trips using University vehicles, have at least one other approved
University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.

- Carry a flashlight and approved fire extinguisher.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

**Council Conference Travel**
- All students traveling to a council-sponsored conference will travel with the group and at least one council advisor in the transportation provided by the council.
- The Student Code of Conduct applies to all students traveling to Conferences.
- Any student who commits to attend a conference and fails to attend without proper notice will be responsible for the cost of attending the conference.

**Council Executive Board Retreats**
- **Local Retreats**
  - All members of the Executive Board are expected to attend any Council Executive Board Retreats.
  - The council advisor will attend all council retreats, unless other arrangements are made in advance.
- **Retreats involving Travel (Any Retreats that are not held on campus or in the vicinity of campus (10 miles))**
  - All members of the Executive Board are expected to travel with the group in the transportation provided by the council.
  - The council advisor will attend all council retreats, unless other arrangements are made in advance.
  - The Student Code of Conduct applies to all students traveling on Executive Board Retreats.

**International Travel**
Any Student Organization that is interested in traveling internationally must complete the Intent to Travel Internationally form and meet with an Office of Student Involvement staff member at least 6 months prior to the intended travel dates. Organization Leadership as well as the Trip Leaders should attend this meeting. International travel requires two Trip Leaders for the experience. Trip leaders can consist of FGCU staff or faculty. At least one Trip Leader should have international travel experience and be fluent in the native language of the destination, if applicable. This initial meeting will allow the Student Organization to review the RSO International Travel Application packet and to set up a timeline for proper preparation for the trip.

*Important note for Faculty/Staff Trip Leaders and/or Advisors: Traveling with a Student Organization is not considered an official University duty. Please gain permission from your current supervisor before agreeing to accompany a group on an International Travel Experience.*

If interested in traveling internationally, please contact the Coordinator for Fraternity and Sorority Life to arrange a meeting to go over the requirements for International Travel at tbjackson@fgcu.edu

If paperwork is not submitted in time the group will not be permitted to travel. All late fees and cancelation fees will be the responsibility of the organization.
Traveling without submitting the proper paperwork will result in the organization being declared inactive with the Student Organization losing all Registered Student Organization privileges.

**Insurance**

Florida Gulf Coast University does not provide insurance for Fraternities & Sororities. Registered Fraternities & Sororities are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property will be covered by the personal insurance of the participants.

Students participating in events or travel are encouraged to maintain their own adequate levels of health/medical insurance. Students should be asked to sign the Release, Indemnity, Assumption of risk and Consent to Medical Treatment Form containing emergency information, notification, in addition to showing proof of adequate medical insurance coverage before attending a group activity. This form is available on the General Counsel’s website.

In addition, if the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance. A copy of the vendor’s insurance policy should be included with the event registration paperwork.