# Student Organization Resource Guide

## Student Development & Campus Vibrancy

Updated 1/21/2025

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# Introduction

Student organizations are at the heart of the Stetson University experience. The university seeks to enrich the development of the whole person by providing leadership and connection opportunities as a means of engaging students on campus and in the local and global communities.

The 120+ Student Organizations at Stetson contribute to the diversity and range of activities and perspectives on campus by offering students the opportunity to come together in social, cultural, political and/or special interest groups. It is through these student organizations that students can build lifelong connections with the larger world and embody Stetson University's commitment to personal growth, intellectual development, and global citizenship.

Stetson University's registration process for student organizations on campus provides specific guidelines under which student organizations may function. The goal of the registration process, established and maintained by Student Development and Campus Vibrancy (SDCV), is to add stability to student organizations and enhance communication between organizations, advisors, and the university. The registration process also spells out the responsibilities of student organizations and the consequences for groups that choose not to function in accordance with these guidelines. As a registered entity, student organizations receive a variety of benefits and privileges, including the ability to reserve university facilities, promote and advertise their organization on campus, and gain access to programming support and leadership training from the Office of Student Development and Campus Vibrancy.

Dear Student Organization Leaders,

Our student organizations play a vital role in enriching campus life, fostering community, and providing invaluable opportunities for personal and professional growth.

This handbook has been created to support you in your leadership roles and to ensure that your organizations operate smoothly and effectively. Inside, you will find important information on university policies, resources available to you, and best practices for managing your organization.

As leaders, you have the unique opportunity to shape the experiences of your members and contribute to the vibrant culture of our campus. I encourage you to take full advantage of the resources and support outlined in this handbook. Whether you are planning events, managing budgets, or recruiting new members, this guide is designed to help you succeed.

Please remember that the Student Development and Campus Vibrancy team is here to assist you. Do not hesitate to reach out if you have any questions or need further support. We are committed to helping you and your organizations to be successful and make a positive impact on our community.

Thank you for your dedication and hard work. I look forward to seeing the incredible things you will accomplish.

Warm regards,

**Jimmy Kelly**
**Director of Student Development & Campus Vibrancy**

# Student Organization Registration and Recognition Guidelines

## Authority for Registration

Student organizations are "recognized" by the university. However, the activities undertaken by a student organization are not sponsored or approved by the university. Registration does not create a contractual relationship, a property right or a legal expectancy between the university and the student organization.

Being a recognized student organization provides students with better understanding of the university's expectations regarding responsible co-curricular activity and take advantage of the many programs and services offered to enhance their Stetson University experience.

Stetson University reserves the right to register all student organizations. Student Development and Campus Vibrancy serves as the University registrant of all student organizations and maintains current information on each RSO, its officers or authorized representatives, its purpose, and its advisor.

It is the policy of Stetson University that registered student organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. Student organizations registered at Stetson may not practice any discrimination against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran of the Vietnam era, except specifically exempted by law. Discrimination based on sexual orientation is prohibited by University policy. (Please refer to the University Non-discrimination Policy for more information).

All student organizations are subject to the rules and regulations governing the University, including, but not limited to the Student Honor System, Code of Community Standards, and the Statement of Principles of Free Expression. Information from the Student Codes are used and referred to throughout this guide. SDCV strongly recommends that all student leaders and student organizations become familiar with these documents.

A student wanting to contact an organization can readily find that information at SDCV or in the Student Organization listing which is available online through Engage.

Privileges and Benefits of Recognition

Student organizations must register with Student Development and Campus Vibrancy (SDCV) in order to be recognized by Stetson University. Non-recognized student organizations or groups may not use any of Stetson University's services outlined in this manual.

The following privileges are available upon official recognition, provided the student organization is in good standing with the university.

1. Ability to reserve space on-campus at no cost.
2. Ability to reserve tables and banner space at no cost.
3. Ability to publicize on-campus, including with *Stetson Today*, the digital billboards, and designated areas on campus.
4. Ability to market events and programs through hanging flyers and digital billboards in the Carlton Union Building.
5. Eligibility to apply for Student Activity Fee funding through the Student Government Association (SGA).
6. Ability to participate in the Involvement Fairs.
7. Ability to participate in Homecoming and other university-sponsored events.
8. Ability to participate in and receive Top Hatter Awards.
9. Access to SDCV staff and resources offered to RSOs.
10. Access to other resources provided by the university departments and offices.

Once recognized, organizations also have access to many benefits:

1. Access to Engage, the online student organization platform where RSO's can recruit new members, communicate with current members, connect with other RSO's, and plan events.
2. A free @stetson.edu email address upon request.
3. Assistance from the SDCV staff with program planning and leadership skill development. Organization officers are encouraged to improve leadership skills by attending workshops and other opportunities provided by SDCV.

Criteria for Recognition

To be approved as a recognized student organization, a student organization must meet the criteria listed below. Registration approval is discretionary, and SDCV reserves the right to determine if the student organization meets the criteria listed in Section III, and if the approval is in the best interest of the university.

1. Organizations must have a minimum of five (5) active members currently enrolled as Stetson University students. Organizations must provide student names, phone numbers, and campus e-mail addresses on Engage. It is the student organization's responsibility to maintain the required number of currently enrolled students and have them listed as members on their roster in Engage.
2. Must have a full-time faculty/staff advisor currently employed by Stetson University and provide advisor's name, mailing address, e-mail address and phone number on Engage.
3. Must maintain an official organization profile on Engage. Officers of the student organization have a responsibility to see that the organizational contact information submitted is accurate and up to date at all times.
4. Must have a constitution with mission statement. Where the mission stated must reflect the mission and values of the university.
   a. If applicable, the organization must list the affiliate or national organization it is associated with in its Engage profile and constitution (and provide updated Insurance information from the National Office). Information about Certificate of Insurance can be found on the university website.
5. The services and programs offered by the organization must directly relate to the organization's mission and purpose.
6. The mission, services, and activities of the organization should be inherently different from any other fully recognized student organization.
7. Must agree to the Stetson University Code of Community Standards.
8. The student organization, its officers, and its members must not violate university policies and procedures as well as applicable federal, state, and local laws. Such policies and laws include, but are not limited to, the following:
   a. The student organization, its officers, and its members shall not conduct commercial activities that contribute, either directly or indirectly, to the private financial benefit of any individual or organization other than the organization itself or Stetson University. Officers, faculty/staff advisors, and members are prohibited from profiting from their position within the organization to benefit from any private commercial enterprise, organization or individual other than the organization itself or Stetson University.
   b. The student organization, its officers and its members shall agree to abide by Stetson University trademark guidelines set by University Marketing and Social Media Policy.
   c. The organization, its officers and its members shall adhere to all university and Student Government Association (SGA) Student Activity Fee financial guidelines.
   d. Officers certify that the information provided on the application form is accurate and up to date at all times.

## Section V. Maintaining Recognition

Organizations must be in good standing with the Office of Student Development and Campus Vibrancy and meet certain requirements to maintain recognition as a student organization.

1. Organizations must always maintain a minimum of five (5) active members that are currently enrolled Stetson students and a faculty/staff advisor that is employed by the university.
   a. Certain affinity organizations, such as Fraternity and Sorority Life chapters, may dip below this minimum threshold with exemption from Fraternity and Sorority Life.
2. All student organization events must be registered through Engage.
3. Organizations are required to maintain an accurate roster in Engage, including updating officer information and profile on Engage on a semesterly basis.
4. Organizations must complete the semesterly re-registration process through Engage.
5. Organizations must complete all training requirements established by SDCV.
6. Organizations are also required to follow University policies related to non-discrimination, hazing, and sexual harassment.

## Engage

Engage is an online Stetson University community that helps students and student organizations improve communication, information sharing, collaboration, and reporting with use of its online tools. Here you can manage your organization's profile. Student organizations can upload important documents such as constitutions or by-laws, contact fellow members easily through discussion boards, create events by filling out event requests, share your calendar with the university or through social media sites, upload photos or information from past or upcoming events, post and approve budget requests for the coming year, or create polls to engage members.

Good standing is determined by the university based on a student organization's compliance with the requirements of the above sections. Compliance will be reviewed following a referral or report of the student organization, its officers, members, or potential members for violation of the university's Code of Community Standards.

Compliance with registration requirements are also subject to periodic review by the SDCV, the Office of Diversity and Inclusion, Religious and Spiritual Life, or the Office of Fraternity and Sorority Life. Organizations are held to the standards set by the office that they directly report up through (ex: Greek organizations through FSL).

Any student organization alleged to not be in good standing will be notified in writing and may be provided an opportunity for the organization's president and other officers to attend an investigative hearing. RSO officers may also request to meet with a representative to discuss the alleged violation.

Should a student organization be found to not be in good standing, the student organization will be notified of sanctions, imposed by the SDCV, FSL, Religious & Spiritual Life, Office of Diversity and Inclusion, and/or the Office of Community Standards, in writing. The following sanctions may be imposed (note: this is not a comprehensive list and additional/alternative sanctions may be applied based on the situation):

1. Student organization is placed on probation with full privileges.
2. Student organization is placed on probation with restricted privileges.
3. Student organization's registration is suspended without privileges.
4. Student organization's registration is revoked and the organization is no longer permitted to function at the university.
5. Student organization officers are referred to the Office of Community Standards based on charges of violation of the Code of Community Standards.
6. Other sanctions deemed appropriate by the university and the Office of Community Standards.

# New Organization Registration Process

All students are free to join and participate in any registered student organization. Student organizations are required to register in order to take full advantage of available University resources (including possible eligibility for funding and use of University facilities) pursuant to applicable University rules, regulations, and guidelines, including the Code of Community Standards and Honor Council System. Information on policies, procedures and the registration process can be found with SDCV in the Carlton Union Building.

Registering a New Student Organization

1. Student Organizations may register during the established timelines linked to the [SDCV RSO registration webpage](#). The registration periods will take place in the Fall Semester and the Spring Semester only.
2. No student organizations may have the same name of a currently registered student organization.
3. To start the process, student organizations must have at least five (5) members, including President, Vice President, and Treasurer, and have an eligible student organization advisor.
4. Submit a [new organization proposal form](#) through Engage to be reviewed by the SDCV staff. If the application is approved, the group will be notified by e-mail with next steps. If the application cannot be approved, the group will be contacted to discuss potential ways to resolve the matter.
5. Student Organizations can select a name of their choosing when chartering their organization. SDCV staff will review all organizations names and work with the students establishing an organization on final name choice prior to officially approving a registration request. RSOs may use "at Stetson University" or "at Stetson" designation **AFTER** their name. For example, "Green Leaders at Stetson University" or "Green Leaders at Stetson." They **may not** use "Stetson University Green Leaders" or "Stetson Green Leaders."
6. Complete the new organization registration process:
   a. Attend a constitution consultation.
   b. Complete officer training requirements.
   c. Submit an approved constitution with registration application.

## Re-Registration Process for Existing Organizations

1. All registered student organizations must re-register each year with SDCV.
2. The annual registration process for the coming academic year will be available on Engage during the set periods of time for re-registration.
   a. All organizations that have not completed the registration process for the coming academic year by the closing date will be frozen and listed as inactive.
   b. Should a registered student organization miss this deadline, they will have the opportunity to re-register in the spring cycle for the remainder of the academic year.
   c. Registered organizations will remain active throughout the summer.
3. The listed President or other designated student leader must submit the registration application with the updated President, Vice President, Treasurer, and other officer information via their Engage email, including the student organization advisor online in Engage during the registration cycle.
4. President, Vice President, and Treasurer must complete all required trainings to remain active. Advisors are encouraged to attend trainings as they become scheduled.

## Constitution

All registered student organizations are required to have a constitution that meets the University's requirements on file with Student Development and Campus Vibrancy. A constitution is a document that defines the long-term purpose of the organization and the structure of the organization. SDCV requires all student organizations to submit a constitution for review during the new student organization registration process or whenever amendments are made to the current document.

The review/approval process can take up to three weeks for new organizations. Organizations are bound by the constitution on file and the most updated regulations as it appears in the Constitution Guidelines. To update your constitution or for other constitution questions, please contact vibrancy@stetson.edu.

Officer Eligibility

President, Vice President and Treasurers are required to meet minimum eligibility requirements to serve in their positions. Student organizations are encouraged to consider higher requirements if appropriate for their specific group. You may reach out to [vibrancy@tetson.edu](mailto:vibrancy@tetson.edu) for officer eligibility questions.

Meet requirements for full-time enrollment:

1. Undergraduate students must be registered for twelve (12) credits per semester.
2. Graduate and professional students must meet the requirements for full-time status for the graduate or professional program in which they are enrolled.

Be in good academic standing:

1. Undergraduate students must have a minimum 2.0 cumulative academic average.
2. Graduate and professional students must have a minimum 3.0 cumulative academic average, or at least the minimum grade point average required to remain in good standing with the graduate or professional program in which they are enrolled, and otherwise be in good academic standing.

Be free of Community Standard sanctions including but not limited to probation, deferred suspension, or suspension.

# Student Organization Advisors

An advisor is an integral part of every student organization. The role of the advisor is to counsel and serve as a resource to the students and the student organization. Student organization advisors have four broad functions:

1. Advisors help with growth and development of student officers and members.
2. Advisors provide consistency and communicate goals to future officers and members.
3. Advisors assist in program planning.
4. Advisors serve as Campus Security Authorities and Responsible Employees on campus and can assist you in reporting concerns/ incidences to Stetson or Public Safety.

All registered student organizations, except sororities and fraternities, are required to have an eligible and approved advisor (Social sororities and fraternities must have a chapter advisor that has the approval of Fraternity and Sorority Life).

Who can be an advisor?

1. Full time, salaried faculty, and professional or approved staff members are eligible to serve as student organization advisors so long as they are not on leave during their term.
2. Some student organizations may have two or more advisors. Student organizations that are sponsored may have an advisor designated by the sponsoring department or college.
3. Organizations may have an off-campus advisor if their organization is directly affiliated with a local or national organization. The off-campus advisor is not a representative of the university and cannot provide approvals or guidance as it relates to university policies. Members of the organization are the only individuals who can speak on behalf of the organization, make purchases through the purchase process, register space on campus, register events, etc. Off-campus advisors should not be making decisions on behalf of the organization and are meant to provide connection to the local/national organization.
   a. Fraternities and Sororities have Alumni Advisors who operate in a different manner, please consult with Fraternity and Sorority Life staff with any questions regarding distinctions between Faculty/Staff Advisors and Alumni Advisors.

# Advertising and Marketing Policy

Only officially registered student organizations, departments and offices of Stetson University may advertise on campus. For official university policy, see policy tech (which would be copied from here). All student organizations must abide by advertising procedures and policies as set by SDCV.

Student Organizations are permitted to market through flyers, banners, yard signs around campus, pamphlets, brochures, chalking, digital billboards, social media marketing, etc. Student Organizations are responsible for abiding by and understanding specific facility marketing policy before posting. All posted materials, banners, booths, and tables must clearly display the name of the sponsoring student organization(s). All advertisements that do not adhere to these minimum requirements are prohibited and will be removed and groups will be asked to cease from handing out flyers.

1. All advertisements are to contain:
   a. The name of the Event and
   b. The name of the RSO (registered student organization) hosting the event
   c. Date, Time, Location of the event
   d. Contact person or group information for the advertised event
2. Advertisements may not contain any of the following:
   a. References to Alcohol
   b. References to Drugs
   c. References to guns or weapons
   d. Racial or Discriminatory Language or imagery
   e. Graphic or Language of a Derogatory Sexual Nature

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. Please take the time to look at the type of advertising you're doing to see if you're using the accommodation language that makes sense for that program.

## Registered Student Organization's Social Media Accounts

RSO's have the benefit of creating social media accounts to digitally advertise their organization and events.

Stetson University's social media policies should be adhered to and are designed to provide information about the use of social media in an official capacity by departments, offices, programs, organizations, and the individuals representing them.

These policies are managed by University Marketing and apply to all Stetson University faculty, staff, and students who engage in social media for Stetson University-related purposes and are formulated to help account holders develop an effective social media presence. View the full policy and associated guidelines before creating a new account and transitioning officers.

All organizations are held to the expectations outlined in the University Social Media Policy; any organization found in violation of the policy may be referred to Community Standards for violating university policy.

## Organization Naming Rights

Student Organizations can select a name of their choosing as long as it does not violate policy.

Organizations are not directly sponsored by a Stetson University office/department and are not able to speak on behalf of the institution. Organizations should always represent the institution in a professional manner through the use of social media.

RSOs may use "at Stetson University" or "at Stetson" designation **AFTER** their name. For example, "Green Leaders at Stetson University" or "Green Leaders at Stetson." They **may not** use "Stetson University Green Leaders" or "Stetson Green Leaders."

If your organization is classified as a Registered Student Organization, it is allowed to use the words "Hatters" or "Hatter in the organization's name.

SDCV staff will review all organizations names and work with the students establishing an organization on final name choice prior to officially approving a registration request.

Trademark Use and Language Requirements for Registered Student Organizations

Allowed for Use

- Stetson University Brand Colors

- The words "at Stetson University" or "at Stetson" AFTER your organization's name

- **Department Organization –** If your organization is classified as a Department Organization, it may be eligible to use your unit's branding — if granted explicit permission from the sponsoring department's leadership.

- **Registered Student Organization –** If your organization is classified as a Registered Student Organization, it is allowed to use the words "Hatters" or "Hatter in the organization's name.

RSOs may use "at Stetson University" or "at Stetson" designation **AFTER** their name. For example, "Green Leaders at Stetson University" or "Green Leaders at Stetson." They **may not** use "Stetson University Green Leaders" or "Stetson Green Leaders."

Organizations that are part of the Club Sports Program should consult with Wellness & Recreation staff about distinction and approved guidelines for naming your organization.

Merchandise and Promotional Items

When printing on merchandise (including t-shirts, water bottles, or other promotional materials), RSOs must spell out the full organization's name on the product instead of using an acronym.

Greek-letter organizations (fraternities, sororities, service organizations, honor societies, etc.) are not required to spell out the name if using the Greek alphabet.

Below are the variety of marketing and advertising options available to Registered Student Organizations.

- Bulletin Boards and Poster Holders
  - Design a vertical 8.5 x 11 inches and/or a vertical 11 x 17 inches poster that includes information about the initiative or event you are working to promote. For easy access to color printing in both these sizes, check out Stetson's Print Shop.
  - Posters must include information about how to access the initiative or when and where the event is taking place. In addition, do not forget to include who is overseeing the initiative or event.
  - Posters must be university initiatives or events and cannot be promoting events or initiatives outside of the university.

- Flyer Posting Locations
  - Flyers or announcements may be posted at any time on the catalog boards in any of the following buildings. It is the RSO's responsibility to adhere to any specific facility posting policy.
    - Carlton Union Building (CUB)
    - Hollis Center
    - Flagler Hall stairwells
    - Elizabeth Hall
    - Sage Hall
    - Sampson Hall
    - Presser Hall
    - Davis Hall
  - Flyers/marketing material may not be attached directly to walls, windows, doors, street signs, poles, trees, or tables. Special requests must be submitted to SDCV or the specific building overseer.
  - Additional areas on the DeLand campus may require special permission or have extra requirements before a flyer may be posted. Please refer to these locations below, and if you have any questions, feel free to contact the Office of Student Development and Campus Vibrancy.

- Digital Billboards
  - Design a vertical 11 x 17 inches png or jpeg image that includes information about the initiative or event you are working to promote. Recommended minimum image size so your image will fill the CUB Digital Billboards screens is 2160 x 3840 pixels.
  - The image must include information about how to access the initiative or when and where the event is taking place. In addition, do not forget to include who is overseeing the initiative or event.
  - Digital billboards must be submitted via the CUB Digital Billboard Form by Thursday at 11:59 p.m. the week before the student organization, department program, or department would like it posted on digital billboards in the CUB.

- o Digital billboards are updated on Mondays and submitted digital posters will be placed on various digital billboards depending on the number of submissions received for the week.

- CUB A-Frame
  - o Reserve the date your student organization would like to have an A-Frame outside the South Entrance to the CUB through the [CUB A-Frame Marketing - Request Form](). Place your reservation at least 5 business days in advance so you have enough time to get your A-Frame printed and turned into the CUB.
  - o A-Frames must market Stetson events or initiatives, must include information about the location of the event or ways to find out more information about the event/initiative (such as website or email), and must be inclusive of others in the community.
  - o Your group can provide your own A-Frame, but if that is not possible, do not worry, the CUB has an a-frame for you to use. Your group will need to print two vertical 24x36 inch inserts for the A-Frame, which can be done through the [Stetson Print Shop]().

## Student Organization Finances

Registered student organizations are expected to practice ethical financial stewardship over their organizations' finances from ensuring all funds are used to benefit the entire organization to keeping up-to-date ledgers on expenditures. Organizations are provided with a university budget code for housing budgets. Any fundraised or outside income for an organization must be established through a university revenue account. Any individuals, officers, and/or advisors who handle money, request transactions, or participate in financial decisions have a fiduciary responsibility to the organization and University. Misuse, misappropriation, or unauthorized use of funds may be a violation of university policy and/or Student Government Association policy.

In general, student organization funds must be used for charitable causes or educational purposes within the scope of the organization's mission and purpose. It is recommended that the student organization advisors are involved in the creation and maintenance of the budget.

The way in which an organization receives money needs to be clearly stated in the Constitution which can include charging dues, fundraising activities, stating the University unit that supports it, and/or applying for funding through Student Government Association allocations. The following should be considered in managing student organization funds:

1. Student organizations may charge dues to manage the operations and program of their student organization, however those dues must be clearly stated in the organization's constitution.
2. **Student organizations that do not charge dues and/or are not supported by a university entity may be eligible to apply for Student Activity Fee Funding from Student Government Association on a semesterly basis; they must meet SGA criteria and policies to qualify.**
3. Fundraising on campus is a privilege and can be done in limited situations. Please reach out to the SDCV about your fundraising activities.
4. If organizations charge an Initiation Fee required by National Organization, they may still be eligible for SGA funding as long as they do not charge member dues after this initiation fee.

Student organizations are afforded the opportunity to apply for funding through the **Student Government Association (SGA).** Compliance with the following is essential to maintaining good standing with the University and Department of Student Development and Campus Vibrancy.

1. All organizations are responsible for maintaining accurate records of all transactions.
2. All funds must be expensed through the University. No cash or revenue may be provided directly to a vendor or used as reimbursement to any party.
3. No organization is permitted to open or maintain any bank or financial accounts at an off-campus establishment without the expressed permission of the Department of Student Development and Campus Vibrancy.
4. Cash, checks, and other forms of revenue must be deposited immediately to the SGA Finance Office following any fundraising event. For events ending after business hours, deposits will be made to the drop safe located within the Carlton Union Building.
5. Funds may never be kept or maintained in a personal vehicle, residence, advisor's office, or other personal space.

6.  A cash base and/or card swipe technology may be requested in advance and used to make change during an event or to take card payments for fundraising. Those funds and equipment must be returned immediately following the event unless an alternative timeline has been requested an approved by the Department of Student Development and Campus Vibrancy.
7.  Venmo, Cash App, PayPal, Square, and other similar platforms may not be used by student organizations.
8.  Payment to vendors may not be completed until service is rendered and must be completed through SDCV.
9.  Contracts must be signed by a university designee. Students may not sign contracts, invoices, or other similar agreements under any circumstances.

Student Government manages the allocation of Student Activity and Service (A&S) fees bi-annually (twice a year) and the SGA Finance Office administers the allocation of Student Activity and Service (A&S) fees through and budget tracking through Engage.

GENERAL ELIGIBILITY INFORMATION

    a. SGA funded organizations may not charge membership dues, fees, or charge any Stetson student to participate or attend an event.

    b. SAF funds cannot be used for support of fundraising events.

    c. Additional criteria and policies for funding can be viewed by visiting the SGA website or SGA Offices.

PURCHASING PROCESS

1. SGA Finance Office Policies and Procedures
    a. Purchase request in Engage
        i. Deadline is a minimum of two business days prior to when the purchase is needed. Factor in shipping and vendor needs – understand that vendors might not be able to accommodate a fast turnaround, so contact vendors as soon as possible for scheduling arrangements.
        ii. Reminder: Contracts with vendors require 2 weeks to process and cannot be submitted past the 2-week deadline.
        iii. Any travel requests must be submitted a minimum of three weeks in advance of the travel date to be able to process the payment and complete travel waivers.

    b. Pcard pickup, scheduling, and return
        i. Once your purchase request has been approved. You will need to sign up for an appointment with the SGA office to complete the payment whether you are picking up a card, getting a FOAP, or completing an online order that is not Amazon.
        ii. To sign up for an appointment you can use this link. Please include your name, student organization, and approve purchase request number.
        iii. When completing a purchase it is important that you make sure you are checking that the purchase is tax exempt using our tax exempt card.
        iv. Make sure to put all of the receipts in the purchasing bag and return the bag to the office or the safe drop box before noon the next day. If you do not return the card or all of the receipts there will be follow up from the SGA Finance office.
    c. Budget Tracking
        i. It is encouraged that all student organizations make a budget tracking spreadsheet to keep track of all your purchasing transactions throughout each semester.

      ii.  At any time, you can check in with the SGA Finance office to see how much funds you have remaining that semester.
- d. Purchasing Policies
  - i. When making purchases using one of our cards, you must only make purchases at vendors that were approved by the SGA Finance office.
  - ii. It is important that all receipts are turned in to the SGA Finance office so we are able to add these transactions and keep record. If you do not turn in receipts or they did not have tax exempt. You will be asked to go back to the vendor to get tax exempt or retrieve the missing receipt.
  - iii. If the SGA Finance policies are not followed the student purchasing and or the student organization will be held accountable. This could result in follow up conversations or spending privileges being frozen, on probation, or suspended for a certain time period.
  - iv. If any questions or issues arise about purchasing please contact and communicate with the SGA Finance office right away.

Contracts

A contract is needed any time an individual or business is being paid to perform a service. This includes but is not limited to: Bands (any musical performance), Lecturer/Speaker (any person presenting a lecture), DJ, Instructors (yoga, dance), etc.

If your event will include an outside vendor, speaker, entertainer or off campus organization, a contract is required. This includes both paid and unpaid services. As the representative from your organization, you will act as the liaison between Stetson University and the outside agent but cannot sign any contract. Stetson University will establish its own agreement with the third party and use any contract provided by the third party as a supplement.

If your Student Organization is Student Government funded, SDCV must be involved in the completion of the contract. Remember, a verbal offer on the phone is considered binding.

**The contract process must begin at least 15 business days (3 weeks) in advance of your event.** When a student organization begins to think about contracting a lecturer or entertainer, they should contact Student Development & Campus Vibrancy to make an appointment to discuss the university policies and procedures on contracting and requirements for their event at vibrancy@stetson.edu or connect with the Assistant Director for Student Organization Advising.

Events hosted by SGA funded organizations that include performers such as speakers, disc jockeys, lecturers, or entertainers (e.g. Bands, dance troupe, singer, etc.), who are being paid, require a fully executed contract and rider.

**Events requiring a contract, whether it be hosting a speaker, entertainer, or off campus organization cannot begin advertising until contract is finalized through the university process.**

*Contracts requests under this 3-week deadline may not be approved, and the performer will not be able to perform. If the contract involves a major band or performer, the contract will need to be prepared by the office at least 3 weeks in advance.*


Tips for Contracting

1. Events where travel, food, lodging or other associated costs are required, an all-inclusive fee must be established.
2. Do not guarantee a price or confirm an event is happening until a contract is completed and signed by all parties.
3. **Do not sign any contracts!** Be clear with the agent that you are the representative coordinating the event, not approving the event.
4. We strongly recommend that you check back with your advisor and negotiate the price if the contract amount is over $300.
5. Student Development and Campus Vibrancy works with agents all the time and we are happy to help you if this is your first time.

## Fundraising

Student organizations at Stetson University have the privilege of fundraising on campus in limited situations. Any student organization wishing to coordinate fundraising activity via the sale or donations of any items must consult with Student Development and Campus Vibrancy first. The following rules apply to fundraising by student organizations:

1. Student Activity Fees cannot be used for support of fundraising events or charitable donations. Student Organizations should fundraise independently of SAF funds and can donate to organizations as long as the SAF funds are not used.
2. Funds raised must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.).

Listed below are a few questions to keep in mind when planning to fundraise:

1. How do you plan on fundraising?
2. Will you be collecting donations or charging a set fee?
3. How will you be collecting the funds, by check, cash, or credit?
4. Who will be responsible for collecting funds during the event?
5. Where will the money be kept during the event? Be sure to have a safe place to keep the money during and after the event.
6. Make sure to go over all the details with your advisor and keep them informed to better prepare for the event.

## Fundraising Policies

Stetson University also has a few policies for certain types of fundraisers like poker tournaments, bake sales or raffles that may be considered gambling according to Florida state law. Below are a few types of fundraisers that require special considerations:

APPROVED FUNDRAISING ACTIVITIES ON CAMPUS:

- Penny Voting
- Silent Auctions
- Bake Sales
- T-shirt, button, hat, etc., sales (only if item is personalized for event or student organization)
  - All sales of T-shirts, clothing, or other accessories must go through 4imprint as they need to be approved through CLC licensing. The Print Shop is not an approved vendor for this circumstance. Please contact SDCV pro-staff for further clarification.
- Collection of dues for student membership (for non-SGA -funded organizations only)
- 3-5K Run/Walk or Walkathon
- Face tattoos or painting (organization must work with the Athletics if for an athletic event)
- Photos w/ famous people (Stetson faculty, sports figures, president)
- Dunking booths
- Restaurant/Vendor participation

FUNDRAISING ACTIVITIES NOT:

- Poker Tournaments
    i. Organizations hosting a poker tournament must provide a prize that is not cash, even if there is a buy-in fee or donation.
- Selling Meals
    i. Homemade bake sales and candy are allowed on campus and may be sold in front of the CUB (Carlton Union Building). However, selling full meals or food that compete with Chartwell's - homemade or from an outside vendor - in front of the CUB is prohibited.
- Raffles
    i. Raffles are permitted if they are in compliance with the gambling laws in the State of Florida.
- Outside Vendors
    i. An outside vendor may come and sell items if they are giving a percentage of their proceeds or a set fee to the student organization. Be aware that the student organization must also complete a contracting form (see Contracting section).
- Social Auctions
    i. Social, or human, auctions are not permitted at Stetson University. Organizations are encouraged to auction off items or services. These services must be clearly defined and approved in advance.
- Slip-n-slide or homemade novelties
- Haircutting/Makeovers
- Credit card, telephone card, or discount card sales
- Product sales such as magazines, clothes, CD's, or software, etc. (any commercial items not directly related to organization or event)

Outside Entities Campus Access And/or Collaborations

a. RSOs may not utilize their registration benefits to grant access to campus to an outside group without approval. This action is considered a misrepresentation of student activities, which is not allowed.
b. Should you have questions about hosting an outside entity on campus, please contact an advisor in the Department of Student Development & Campus Vibrancy.

CROWDFUNDING THROUGH THE OFFICE OF DEVELOPMENT

Crowdfunding is available through The Office of Development. If your organization is interested in fundraising using a crowdfunding source, the best method to do so is the university Crowdfunding platform. This platform allows all funds raised to go directly into your budget rather than a percentage of the funds being taken away through a platform like Kickstarter or GoFundMe. Currently, Student Organizations are only permitted to use the Office of Development Crowdfunding Platform to crowdsource fundraise.

- Information regarding fundraising through the university crowdfunding platform can be found at the Crowdfunding 101 Website.
- Organizations can request access to crowdfund through this Application.

Steps to request the ability to crowdfund are outlined below

1) Notify the Assistant Director for Student Organization Finance so a Revenue and Gifts Account can be set up through the Budget Office.
2) Have a plan for marketing and outreach of your fundraising.
3) Connect with the Assistant Director for Annual Giving, James Rhodes (jrhodes1@stetson.edu) for training and onboarding.
4) Review the Crowdfunding 101 Website linked above and complete the online Application. A minimum of 1 week is requested in order to have this processed and approved.

# Event Management

Start the event planning process with specific outcomes and target audience. This can assist with brainstorming good options and activities before implementing any program ideas. Use a checklist to break the program down into easy steps and then delegate responsibilities.

Then, when you have decided on an event, the organization must submit the Event Request Form in their Engage profile by clicking "Create event" under the manage organization section. This must be completed **at least one week in advance** for approval by Student Development and Campus Vibrancy. An event is defined as a gathering when a reasonable, third-party observer could associate it with your organization.

The following are some things to think about as you begin planning your event:

1. Select & reserve a venue through [calendar.stetson.edu](calendar.stetson.edu).
2. Develop a timeline and task lists to meet deadlines.
3. Submit an event permit and necessary financial requests through Engage.
4. Create a marketing and advertising plan.
5. Order supplies and arrange all contracts and agreements for vendors.
6. Evaluate risks to the event and develop a plan (e.g. severe weather, vendor cancellations, etc.)
7. Organize and communicate with volunteers for set-up, execution and break down of the event.
8. Thank guests, vendors and staff that supported the event.
9. Debrief event successes and challenges.

## Event Registration

Submitting an Event Request is an important early step you take in planning a program or event on campus. All student organization events or programs (excluding general body meetings), that take place on University grounds, require an Event Request approval by completing a request through Engage.

The purpose of this approval request is to help student organizations run their event smoothly and to identify what areas of campus need to be notified about a specific event. It is the responsibility of the organization's President to designate officers in the organization who can submit permit requests. Submitting an event request does NOT reserve the space for an event. The steps to submitting an event request are below.

1. If the event will be held on campus, <u>reserve a room</u>.
2. Fill out an Event Request:
   a. Log on to <u>Engage.</u>

b.   Select your organization under "Memberships" and then "Manage Organization." You are now in the manage view; if you do not see this option, contact the group's primary contact to have your permissions updated.

c.   Open the menu (the button next to the organization's name in the top left) and click "Events."

d.   Click on the "Create Event" button and complete the required information.

3.   If you have any questions about the status of your event or need planning assistance, please contact the event request team at eventrequest@stetson.edu.

4.   Once the permit is successfully submitted through Engage, your organization's event will be assigned any relevant campus partners to review the request and will communicate through Engage about any additional information that may be required.

5.   After the request is approved, an email notification will be sent from Engage to the organization member who submitted the request.

For events hosting political candidates or speakers related to political campaigns, please refer to the Policy on Political Candidates and Election-Year Campaigns.

Facilities Equipment Rental

There are several items that may be requested from Facilities Management to support an on-campus event. Some items may have an associated charge, while others may be free for student use. If equipment is not available, the items will be obtained from local vendors who may have a higher rental rate.

Labor charges will apply for setup and breakdown occurring after hours or on weekends. Additional charges may also apply for unusually large events requiring additional help.

If hosting in spaces that require Event Services setup, organizations must complete the required form linked to the calendar space request form at least 10 days in advance to avoid any fees.

The form to complete a Event Support Equipment Request can be found here: https://admissions.stetson.edu/register/?id=aab0612e-728d-48df-a1b4-29fed1df83d2

Proof of calendar event approval is required to complete the form. To use organization funds, please work with the SGA Finance Office to apply to your organization FOAP.

Contact **Facilities Management at 386.822.8810** to obtain more information and/or submit a request.

## Catering/Food

Stetson University allows outside food to be on campus, in areas except for the Carr Stetson Room and the Rinker Welcome Center Auditorium. In these spaces, organizations must cater their event through Chartwells unless written exception has been granted.

The university also offers a wide variety of catering options which can be found online at https://stetson.catertrax.com/. More options can be discussed with Chartwells at 386.822.8783

Student Organizations are to be good stewards of the spaces they hold events in, ensuring that the space is left clean, garbage is thrown away, and the room is set back up in the condition that it was prior to the event.

## Cultural Credit Events

Do you think your event has significant intellectual or cultural value which will further the educational goals of a department on campus? If so, you may want to request that your event qualify for cultural credit. A faculty sponsor is required to support the request, and not all cultural credit requests will be approved. Refer to the cultural credit website for the approval process and other associated requirements.

# Risk Management and Your Organization

Student organizations may plan events or activities that elevate exposure to risk and/or injury such as sporting events or recreational activities. It is important to take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you potentially avoid liability if the situation presents itself. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

Liability waivers are necessary for events that may present risk or injury to the participants or property. For example, events that involve:

1. Sports or physical activity
2. Manual labor
3. Water fights
4. Animals
5. Paint
6. Inflatables

Liability Waivers will be sent to the Registered Student Organization once officers have completed the Event Request form in Engage if an event requires a waiver (Liability or Travel). Officers will be responsible for sending the waiver to all members/attendees to complete before the event/trip. Participants under the age of 18 must have a parent or guardian complete the form on their behalf.

## Alcohol at Events

The service and/or sale of alcohol to individuals under the legal drinking age is strictly prohibited. Alcoholic beverages may be served or sold at an on-campus function sponsored by a student organization only in limited situations. For the health and safety of individuals on the University campus, the University has formulated rules concerning the sale, service, and consumption of alcohol on campus.

Prior written approval from University Special Events must be obtained prior to alcohol being served at your event by completing the Event Alcohol Registration Form.

Please refer to the University Events Alcohol Policy for Events process and procedures to have alcohol served at your event.

## Organization Travel

Student organizations often travel to conferences, tournaments, or plan day/field trips for their organization members and leaders. Students should be aware of their liability in travelling as well as the various alternatives available. Leaders of all organizations that intend to travel should inform their advisor and SDCV and take necessary precautions to mitigate risk and create emergency procedures that are clear and complete PRIOR to travel. This can include creating a traveler information form and report to share with a non-travelling member/advisor in case of emergencies that includes emergency contact information for each traveler, dietary restrictions, medical insurance information, notable medications, travel route, travel insurance information, car insurance information, hotel information, conference schedule, etc.

Registered Student Organizations must work with SDCV (FSL for Greek Organizations) to obtain necessary travel documents in order to be approved for travel.

## Misrepresentation/Fronting

Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a Registered Student Organization should never agree to reserve a meeting room for a department, non-university group, or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about "co-sponsorship" for access to space or service, please contact vibrancy@stetson.edu.

## Public Safety

Public Safety may be required for events that fit any of the following:

1. Are open to the public
2. Expect large crowds or attendance
3. Involve large concerts/shows/rock bands
4. Result in heavy traffic and/or parking
5. May result in possible attendee conflict or protests
6. Display or use of very valuable items
7. Involve a celebrity presence
8. May cause serious injury or property damage
9. Include use of tools/power tools, equipment, fire/open flame/fireworks/pyrotechnics or building materials that could be hazardous or cause significant injury (if approved)
10. Overnight activities (if approved)
11. Dance parties/pool parties (if approved)
12. Events with alcohol (if approved)
13. Unlocking/locking of doors at late night events

A Public Safety representative may be added to the event request approval process.

Fraternity and Sorority Rituals

To ensure Public Safety complies with the "No Walk Thru" request during rituals it is the responsibility of the organization representative to call **Public Safety at (386) 822-7300** at the start of the event, every six hours during the event, and finally at the conclusion of the event.

# Organization Management

MANAGING YOUR ORGANIZATION

RECRUITMENT & RETENTION:

Have a recruitment plan to gain more members of your group. The Involvement Fairs held in the Fall and Spring are an excellent way to promote your organization. In order to retain your members, keep them stimulated through leadership opportunities, create long-term and short-term goals, and have retreats and opportunities to develop relationships and friendships.

MEETING STRUCTURE:

Your meetings should include an agenda with what you want to accomplish. This keeps the meeting organized and maintains a clear purpose. Provide an opportunity for your executive members to have input on what is discussed. For example, if an important event is coming up and the leader of that event would like a longer timeslot than usual, add that in your planned agenda.

ORGANIZATIONAL MANAGEMENT:

Good leaders have trust in their executive team and members. Maximize the strengths of your team by delegating accordingly and keeping a fun, structured and inclusive culture. Your members will feel better connected to the organization and each other if given some autonomy. Set expectations early so each of your members can hold each other accountable for their responsibilities.

RELATIONSHIP WITH YOUR ADVISOR:

An advisor is an integral part of every student organization. The role of the advisor is to advise and serve as a resource to the students and the student organization. Your advisor can help your organization develop by being the source of consistency from year to year. Don't consider your advisor as only a signatory on forms, but rather an engaged resource whom you can utilize and rely upon when you need assistance with program planning or troubleshooting within your organization.

TRANSITION & LEGACY:

Every organization goes through a transition period at the beginning and end of each year. To make the transition process run smoothly, it is recommended that you encourage your officers to maintain all their materials (electronically as well), provide feedback, and hold meetings with the new officers that will be taking over their positions. Transition reports document the officers' legacy on the organization and provide a foundation for the new leaders.

ETHICS

As leader of an organization, be mindful and intentional in your decision-making process when it relates to your organization. Remember, serving as a leader is a responsibility that may require putting the interests of the team, organization or community above your own. Additionally, as a

leader, you not only represent yourself, but everyone in your organization. An important first step is setting clear intentions and asking yourself "WHY?" Why are you choosing to do or not do something on behalf of the organization? If the outcome of your decision is not in the best interest of your organization, re-examine and consider other more favorable options that meet the goals and interest of the organization. With that in mind, perform your responsibilities motivated by the good of the whole group and not for your own self-interest. Using this philosophy, you will ensure that you and your organization meet the goals you set and achieve what you hope to accomplish.

FRAMEWORK FOR ETHICAL DECISION MAKING (ADAPTED FROM THE LEADERSHAPE INSTITUTE, CHAMPAIGN, ILLINOIS)

The following is a framework offered to assist you in making ethical decisions. Understanding how ethical decisions are processed will help you make the best decisions for yourself and your organization.

i. Begin with the desire to do the right thing
ii. Clarify your options
iii. Consider risks and benefits
iv. Advance ethical values
v. Make a judgment
vi. Implement to maximize benefits and minimize risks
vii. Monitor and modify Bottom Line Considerations:
1. Who is left out or not considered in my decision?
2. Is my action doing more good than harm?
3. Am I proud of this decision?
4. Would I be comfortable or embarrassed by this decision made news?

ETHICS WITHIN YOUR ORGANIZATION

1. Keep an open communication line with all organization members.
2. Organization members should be clear as to what their role is, and what is expected of them, as well as what they might gain from participating in the organization.
3. The president is not the organization's boss, rather they ought to be looked upon as the spokesperson or facilitator of the group.
4. Don't ask an organization member to do something that you would not be willing to do yourself.
5. All roles should be rotated between organization members so that the members do not experience burnout, boredom, or dissension.
6. "Fringe benefits" given to the organization, such as T-shirts, need to be distributed fairly.
7. Provide ample notice and time to when and where all organization meetings and events are being held. Post the time and locations on your organization's dashboard within Engage, as well as websites and social group pages. Have "phone trees" to remind members to come to the meetings.
8. Treat all members equally, whether they are personal friends or someone you do not yet know. The organization is not only a social club. Hold your meetings in an organized and

systematic manner with an agenda. Make sure you allow a period for all organization members to express their views and volunteer their time and talent. Meetings can be more interesting and productive if you start off with an ice breaker or something that is fun but not too time consuming.

9. When explaining how to do a task, think of yourself as a new member with no experience and try to explain the task clearly and allow for questions. If it's too complex, ask to meet after the meeting for more explanation or involve all the members in learning the task.

10. Encourage organization members to come to the office to complete their tasks, meet others, and talk to the advisor.

# Food and Sale Policy

The purpose of the Food and Sale Policy is to ensure that all food being offered to Stetson University students, faculty, or staff, as well as the public meet all State and University requirements regarding the preparation, handling, and distribution process.

Any student organization hosting an event for Stetson University students, staff, or faculty, as well as, the general public that will offer food or beverages for consumption, whether prepared on-campus or off- campus, must adhere to the guidelines set forth in the Food and Sale Policy.

This policy meets the guidelines set forth by the FDA Food Code.

## Policy Definitions

The following definitions are excerpts from the Florida FDA Food Code:

1. "Equipment" means an article that is used in the operation of a food establishment such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, reach-in refrigerator, scale, sink, slicer, stove, table, temperature measuring device for ambient air, vending machine, ware washing machine.
2. "Food" means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
3. "Food-contact surface" means a surface or equipment or a utensil with which food normally comes into contact.
4. "Hazard" means a biological, chemical, or physical property that may cause an unacceptable consumer health risk.
5. "Potentially hazardous foods" means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
    1. The rapid and progressive growth of infectious or toxigenic microorganisms
    2. The growth and toxin production of Clostridium botulinum; or
    3. In raw egg shells, the growth of Salmonella Enteritidis
6. "Single-Use Articles" means utensils and bulk food containers designed and constructed to be used once and discarded.
7. "Utensil" means a food-contact implement or container used in the storage, preparation, transportation, dispensing, sale, or service of food that is multiuse, single-service, or single-use, used in contact with food.
8. "Ware Washing" means the cleaning and sanitizing of utensils and food-contact surfaces of equipment.

## Food Safety Guidelines

1. Hand Washing & Health Safety:

a. All person(s) participating in the preparation of "Food" MUST wash their hands for a period of at least 20 seconds using hot, soapy water prior to handling food. When to wash hands: Including but not limited to, after using the restroom, after handling money, between changing food preparation jobs, after eating, drinking, coughing, sneezing, use of tobacco products, and between handling raw foods and ready to eat foods.

b. Person(s) who have the following symptoms are NOT allowed to prepare or serve food:
   i. Fever
   ii. Diarrhea
   iii. Vomiting
   iv. Sore Throat with fever
   v. Persistent Sneezing or Coughing
   vi. Runny Nose
   vii. Lesions containing pus which are found on the hands, wrists, arms, or an exposed body part.

2. Gloves & Hair Restraints:
   a. Any person(s) preparing or serving "Food" is required to wear gloves (latex or vinyl). Gloves are for single use only and MUST be discarded when preparer or server handles different food types.
   b. Any person(s) preparing or serving "Food" must wear an approved cap or hair net while in the presence of food.

3. Cross Contamination:
   a. "Utensils" used to prepare "Food" should not be used for tasting purposes.
      i. DO NOT taste food with the preparation utensil. "Food" tasting should only be done with a single-use utensil. The utensil is to be discarded after tasting.
   b. Every food dish that is served is to have its own serving utensil (spoons, forks, tongs, ladles, etc...) that is to be used only for that specific food item.
   c. When serving beverages, specific people should only pour the drinks from their containers and into the cups. If ice is used for the drinks then an ice scoop, either metal or plastic, must be used to transfer the ice from its bin into the cups.

4. Food Preparation & Service Area:
   a. Surfaces that "Food" comes in contact with should be free of:
      i. Breaks
      ii. Open seams
      iii. Cracks
      iv. Chips
      v. Inclusions
      vi. Pits
      vii. Any other imperfection
   b. Food Preparation Surfaces are to be cleaned and disinfected before they are used. This is to be done by scrubbing the surfaces an Anti-bacterial Soap before the placement of Food on the preparation surface.
   c. If serving food outdoors, all food is to be placed in/on approved containers (chafing dishes, serving bowls, trays, etc.) and must be covered until it is time to be served.

Serving containers must be covered anytime there is not a person removing food from the container.

    d. If using a chafing dish that mandates the use of Sterno®, one to two inches of water must be kept in the bottom of the tray. Water levels need to be checked once every hour to ensure that a fire hazard is not created.

    e. If serving food that must be chilled, approved containers for Ice Baths must be used. The core temperature of the food needs to be checked every hour to ensure that it has not risen above the approved maximum temperature for "Cold Food". The melting ice water must not come in contact with the food that is being chilled in the container

5. Keeping & Storing Food:
   a. All "Hot Food" is to be cooked to a MINIMUM of 165 degrees Fahrenheit and kept at a MINIMUM temperature of 140 degrees Fahrenheit.
   b. All "Cold Food" is to be kept at a MAXIMUM temperature of 40 degrees Fahrenheit.
   c. Food that could be potentially hazardous (i.e. Meat, Cheese, and Dairy Products) should be handled appropriately to avoid food related illnesses.
   d. Food that is not consumed by the event participants should be discarded after the conclusion of the event.
   e. All potential hazardous food MUST be kept chilled at a temperature of 40 degrees Fahrenheit or below until it is time to cook the "Food".

6. Allergens:
   a. Allergen warnings MUST be put on all "Food" containing or that have come in contact with the following:
      i. Milk
      ii. Eggs
      iii. Peanuts
      iv. Tree nuts (walnuts, pecans, etc.)
      v. Fish
      vi. Shellfish
      vii. Wheat
      viii. Soy

Information obtained for this policy was gathered through researching various food policies at other Higher Education Institutions as well as, referencing the State of Florida's Food Safety requirement available in the FDA Food Code.