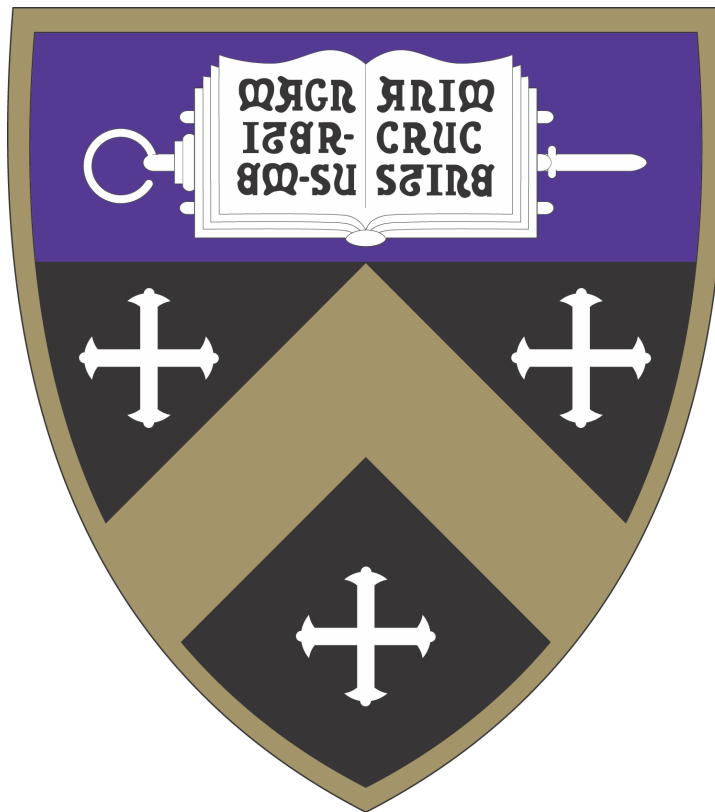


# OSE

OFFICE OF  
STUDENT  
ENGAGEMENT

## STUDENT ORGANIZATION HANDBOOK



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## **OFFICE OF STUDENT ENGAGEMENT**

The Office of Student Engagement commits to uphold the mission of the Division of Student Affairs:

*The Division of Student Affairs creates  
student-centered opportunities  
to foster learning and develop community.*

Additionally, Student Engagement commits to:

- Encourage ownership of and active participation in the building of communities across campus.
- Support innovation by helping ideas come to life through organizational and individual initiatives.
- Guide students to understand and appreciate differences as each student seeks a sense of belonging.
- Demonstrate responsiveness to student and community needs as they arise, tailoring offerings accordingly.
- Promoting a sense of accountability upon a foundation of clear expectations.

### **Notice Regarding Amendments to the Student Organization Handbook**

Kenyon College resolves to provide students with the most up-to-date information that governs student life. The College reserves the right to make changes to the Student Organization Handbook at any time. The Student Organization Handbook will be reviewed annually and may be revised, at the discretion of the Office of Student Engagement. The Director of Student Engagement or designee will strive to discuss major policy changes with Student Council prior to implementation. If these policies are changed during the academic year, the Director of Student Engagement or designee will bring the changes to the attention of Student Council before posting them to the College website and notifying students via email.

## **REGISTERED STUDENT ORGANIZATIONS**

### **Registered (Existing) Student Organization Requirements:**

All registered Student Organizations at Kenyon College must meet the following requirements:

#### **Advisor (if applicable)**

All organizations must have a registered faculty or staff advisor to help guide their organization and serve as a resource.

#### **Meet a Unique Need**

The organization must have a unique mission and cannot be a duplicate of an existing student organization or department.

#### **Demonstrated Interest**

The organization must have at least five founding student members who are interested in working with the group. Three of these students must volunteer to be in leadership positions.

#### **Demonstrated Benefit**

The organization must be beneficial to the campus community. This benefit can be in a myriad of ways including community building, social activism, community engagement, or academic enrichment.

#### **Open-Membership**

Registered student organizations must be open to any Kenyon College student, regardless of classification or identity. (This does not include Greek affiliated organizations, who have specific Title IX requirements.)

#### **Intention of Continual Engagement**

The organization must have the intention of being an indefinite organization, which will be active over a longer period of time.

#### **Compliant to College Policy**

The organization must abide by all Kenyon College regulations, policies, and procedures. This includes the Anti-Hazing, Non-Discrimination, and Anti-Harassment Policy, along with other policies as detailed in the Kenyon College Student Handbook

#### **Compliant to Law**

The organization's activities must be consistent with local, state, and federal laws.

#### **Risk-Management Compliant**

The organization must adhere to Kenyon College risk management practices and insurance requirements as established by the College.

### **Benefits of Registered Student Organizations:**

There are a number of benefits to registering a student organization, which include:

- Access to leadership and development resources and events offered by the Office of Student Engagement.
- Ability to make campus reservations through the Kenyon Reservations system.
- Receive a financial account managed by the Office of Student Engagement to help track organization finances.
- Opportunity to request funding from the student activity fee.
- Receive an @kenyon.edu email address and account.
- Utilize the campus fleet for transportation needs for the organization.
- Rent equipment from the Office of Student Engagement for campus programming.
- Create a group that provides a benefit to the campus community for years.

### **Student Organization Renewal Process:**

All campus organizations must complete the renewal process annually during the spring semester. When prompted by Student Life Committee of Student Council and the Office of Student Engagement, the registered student organization will be asked to submit the following:

- Incoming President, Treasurer, and Secretary (Required positions)
- Current Faculty/Staff Advisor (if required)
- Student Activity Fee Budget Summary
- Updated Constitution & Bylaws
- Logo for the student organization to be used on the Student Engagement website
- Mission Statement for the Student Engagement Website
- Updated Roster of the student organization. In order to be renewed, a group must have no less than 5 active members (including President, Treasurer, and Secretary).
- Submit a Campus Contribution for the academic year describing their contribution to the overall campus community over the past academic year. Satisfactory completion will be at the discretion of the Office of Student Engagement and the Student Life Committee of Student Council. Types of campus contributions include:
  - An open, alcohol-free, campus event (date, time, and location must be provided)
  - A service to campus
  - A product of value (i.e. publication)
  - Other - will be reviewed by the Vice President for Student Life of Student Council and the Office of Student Engagement for approval

The renewal process is required of all registered student organizations to maintain 'active' status and receive the privileges of registered student organizations including the ability to submit semester funding requests to the Business & Finance Committee of Student Council. Organizations that fail to complete the renewal process by the stated deadline will be considered 'inactive' and will not receive the privileges afforded to campus organizations, including access to the Kenyon Reservations System or funding from the Business & Finance Committee of Student Council.

Once submitted, the student organization will be notified by the Student Life Committee of Student Council and the Office of Student Engagement of their renewal status.

Changes implemented after the renewal process deadline must be promptly communicated to the Student Life Committee and The Office of Student Engagement regarding the organization's submission. Student organizations may update renewal materials, such as a change in the constitution or bylaws, at any time throughout the year.

Failure to complete any of the above criteria will result in the following process:

- One year of non-compliance:
  - Inactive Status: Restricted from all organization activities, including but not limited to, advertising events, reserving space, and using any campus funding.
  - Organization leadership is required to attend a hearing of the Student Life Committee and present an action plan identifying the cause of non-compliance and strategies to avoid future issues. The

Committee provides a recommendation regarding recognition status to the Student Council.

- Completion of previously unmet requirements is necessary to regain active status.
  
- Two consecutive years of non-compliance:
  - Archived Status: In addition to the restrictions from one academic year of non-compliance, the organization also loses access to campus accounts, including organization email.
  - Loss of recognition: The organization is no longer recognized by the college and any organizational activity could be a violation of the Student Handbook.
  - Any effort to reinstate the organization should follow the processes for starting a new organization.

### **Inactive Student Organizations**

Student organizations that were previously registered and are two consecutive semesters non-compliant will become inactive. Inactive organizations can automatically be renewed by attending a hearing of the Student Life Committee and presenting an action plan identifying the cause of non-compliance and strategies to avoid future issues. The Committee provides a recommendation regarding recognition status to the Student Council.

### **Archived Student Organizations**

Student organizations that have not been active for four (4) academic semesters become archived. Archived student organizations retain their historical documentation but are subject to the new student organization approval process to become active again.

### **Affiliated Student Organizations**

There are some student groups that are considered affiliate student organizations (Greek organizations included) and must be affiliated with a specific national organization. Affiliate status usually occurs when a student organization is partially or primarily controlled by an external organization. This locus of external control could include, but is not limited to, abiding by externally defined bylaws, constitutional elements, or membership requirements; submitting reports to an external body (e.g., national chapter); paying membership dues to or receiving funding from an external organization; etc.

Despite external elements of control, Affiliate Organizations must comply with all college rules including:

- Upholding student organization policies (Anti-Hazing, Non-Discrimination, and Anti-Harassment campus policies)
- Adhering to the Kenyon College Student Code of Conduct
- Following any governing council policies along with any inter/national organization policies
- Mandating that all members follow any local, state, and federal laws.
- Fulfilling all registered student organization requirements as outlined above.

### **Departmental Student Organizations**

There are some student groups that are considered departmental student organizations and must be supported by a specific Kenyon College department or unit. The sponsoring department or unit also agrees to financially support the group, as well as ensuring compliance and providing resources around the Anti-Hazing, Non-Discrimination, and

Anti-Harassment campus policies, enforcing the Kenyon College Student Code of Conduct, and mandating any local, state, and federal law be followed.

*Departmental organizations typically:*

Align with the mission of the academic or administrative unit

Promote departmental events & initiatives

Help with student retention within the academic or administrative unit.

Receive funding from the academic or administrative unit

*Departmental student organizations are unable to:*

Reserve space on campus for the organization by themselves

Request funding from the student activity fee

In order to be considered a departmental Student Organization, the head of the sponsoring department or unit must complete the Departmental Student Organization Application, which is reviewed by the Office of Student Engagement. If approved, the student organization will be considered departmental for one academic year. Any approved departmental student organization will have to re-apply on an annual basis to retain departmental status, typically at the end of the academic year.

### **Unrecognized Student Organizations**

Participation in a student organization that has had their recognition suspended or revoked, or groups of students operating as a student organization without pending or official College recognition, is strictly prohibited. Individuals involved in unrecognized groups are subject to sanctioning through the Student Code of Conduct.

### **New Student Organization Requirements**

Students hoping to create a new student organization must submit an application to both the Student Life Committee and the Office of Student Engagement for review and to attend a hearing.

#### **The process for creating a new student organization is outlined below:**

- A student interested in starting a new student organization should fill out the New Student Organization Application found on the Office of Student Engagement website.
- The Office of Student Engagement, alongside the Student Life Committee, will contact the student who submitted the application for the potential new organization and schedule a meeting to discuss:
  - The reasoning for starting a new organization
  - Proposed plan for how the organization will operate
  - Going over the timeline for earning recognition as a registered student organization.
- During this meeting, a checklist of all items the group must complete before meeting with the Student Life Committee of Student Council will be given, which includes:
  - Constitution/Bylaws
  - Mission Statement, Anti Hazing statement, and Title IX statement
  - Responsibilities of Officers
  - Space Needs
  - Identifying Advisor (If Applicable)

- Plan for Sustainable and Long-Term Operation of the Organization
- Draft an Operating Budget
- Compiling a Potential Membership List

After receiving the checklist with required items to start a new student organization will then present their plan to the entire Student Life Committee. The Student Life Committee will then make a recommendation for the prospective new student organization to move forward to the Student Council following the hearing process, or provide feedback for the group on any requested changes to their checklist items. If the prospective new student organization is recommended to present to Student Council, they will then vote to approve or deny the student organization application.

After receiving formal recognition from the Student Council, the group is free to operate as a registered student organization. At this point, the organization shall follow all necessary policies and processes for managing a registered student organization at Kenyon College.

Note, Kenyon College does not recognize returning or new organizations that have exclusive access to a private property or off campus space or who plan to operate in an off campus location. Organizations reported to be in violation of this policy will be placed into inactive status until an investigation is concluded.

### **Organization Officers**

Based on the mission, purpose, and size of the organization, the requirements for leading a student organization will vary. However, the Office of Student Engagement and the Student Life Committee requires each organization to have a president, treasurer, and secretary, at minimum.

Taking on the role of a student organization officer is not something that should be taken lightly. Duties of organization officers include, but are not limited to:

- Representing the organization to the larger university community
- Demonstrating responsibility for the conduct of the organization
- Staying informed and educated on university policies, procedures and expectations and following them in all organization operations
- Communicating regularly with university departments, fellow officers, the organization advisor, and all organization members
- Leading the organization with good intention and judgment
- Completing the Annual Registration process to maintain good standing with the college.

### **President's Responsibilities**

- Attend organization workshops hosted by the Office of Student Engagement.
- Lead the organization
- Abide by the organization's constitution/bylaws



- Commit to the goals of the organization
- Be aware of the financial status and fiscal responsibility of the organization
- Conduct meetings for the organization
- Consult with the organization advisor regularly (if applicable)
- Communicate with the Office of Student Engagement
- Share and uphold University policies or processes with organization officers/members
- Delegate tasks to other organization officers/members
- Ensure the organization is actively operating, hosting events, and meeting, recruiting new members, and moving forward
- Coordinate smooth transition for all officers at the end of a term

### **Treasurer's Responsibilities**

- Attend any Business & Finance Committee workshops or trainings offered throughout the academic year
- Monitor the fiscal status of the organization and keep an itemized budget and financial plan
- Participate in audits when called upon by the Vice President for Business and Finance
- Educate fellow officers on the expectation for fiscal responsibility that comes with the opportunity to use student activity fee dollars allocated from the Student Council
- Be educated on all university budgeting, funding, and purchasing policies and procedures
- Authorize purchases on behalf of the organization
- Be aware of opportunities for funding and responsible for all organization requests for funding (i.e.: semester allocations, supplemental allocations, fun funds etc.)

### **Secretary's Responsibilities**

- Be responsible for all organization communication (including management of membership rosters and email lists)
- Take notes or minutes for the organization
- Lead the process of editing the organization's guiding documents on an annual basis
- Maintain membership rosters for submission annually
- Maintain organization mailing lists

\* Organization-specific responsibilities for officers are determined by the constitution/bylaws of each organization.\*

## **New Club Sport Application Process**

Students hoping to start a club sport should first determine whether they meet the requirements for classification as a Club Sport or as a Recreational Club using the guidelines listed below. If the proposed organization meets the requirements to be considered a club sport, they will then meet with the Director of Club Sports to review the information contained in the New Student Organization Application. Upon review of the application, the Director of Club Sports will make a recommendation to the Student Life Committee to either approve or deny the request for recognition. The Student Life Committee will review the materials and send a recommendation for approval to the Student Council via the student organization recognition process.

If the application is accepted, please note that the Student Life Committee reserves the right to suspend or revoke the charter of any club sport, at any time, at the discretion of the Committee, Office of Student Engagement, or the Director of Club Sports. The Student Life Committee advises the Student Council on the recognition of a club sport, however, Student Council has the final say on the approval or rejection of a club sport application.

## **Should your student organization apply as a Club Sport or as a Recreational Club?**

Club Sports and Recreational Clubs have different characteristics. Please consider carefully the definitions below when deciding to apply to be a Club Sport or Recreational Club.

**Club Sport:** Club Sports may participate in group practices, physical training, and internal or external competition. Additionally, at least one of the following requirements must be met:

- The team maintains eligibility in a recognized collegiate, regional, or national league or organization and participates at least once per semester in competition with another college or university opponent.
- OR The team requires advancement of specific physical skills, techniques, and safety practices via qualified, professional coaching that occurs on a regular basis throughout the team's training.

Groups that meet the above criteria should begin the student organization application process via the [Initial Approval Form for Proposed Club Sports](#). The [Approval Steps for New Club Sports Guide](#) will provide an overview of the entire application process.

**Recreational Club:** Recreational Clubs may participate in group practices, physical training and internal competition but do not compete against other institutions or clubs external to Kenyon.

- Recreational clubs may use athletic facilities during open recreation hours, but may not reserve specific facilities to the exclusion of other users.

Groups that meet the criteria for Recreational Club status should begin the student organization application process via the Office of Student Engagement's [New Student Organization Requirements](#) page.

## Established Club Sports

Established Club Sports should ensure that all members of club leadership are familiarized with and prepared to follow all policies and procedures. Additionally, all Club Sports team officers are required each semester to complete the Attestation Form below.

### Required Forms

- Club Sports Leadership Training Attestation Form: Must be completed by each member of team leadership
- Club Sports Participant Registration and Mandatory Forms: Must be completed yearly by each team member
- Safety Officer Training Form: Must be completed yearly by club safety officer

### Policies and procedures

- Club Sports Quick Start Guide
  - Beginning of Semester Tasks
  - Scheduling Practices and Reserving Spaces
  - Travel to Off-campus Practices or Competitions
  - Planning for Competitions
    - Home
    - Away
  - Purchasing, Sports Association Fees, and Funding
    - BFC Allocations
    - Purchases
    - Fundraising
    - Deposits
  - Yearly Wrap Up and Debrief
  - Health and Safety Procedures
    - Safety Officer Training Requirements
    - Safety Officer Responsibilities
    - Injury Protocols
    - Concussion Protocol
  - Team Uniforms and Logo Use
  - NCAA Eligibility

## Contact Information

Emily Heithaus

Assistant Athletic Director for Fitness & Recreation

Director of Club Sports

[heithause@kenyon.edu](mailto:heithause@kenyon.edu)

Tiffany McCallen

Fitness & Recreation Programming Coordinator

Assistant Director of Club Sports

[mccallen1@kenyon.edu](mailto:mccallen1@kenyon.edu)

## **Greek Organization Requirements**

Greek life at Kenyon has been an important part of the Kenyon experience since 1852. Greek organizations exist in a mutually beneficial relationship with Kenyon College by invitation of the College. Kenyon College recognizes the social opportunities provided by Greek-letter organizations and encourages activities that foster sound social development. Fraternities, sororities, and societies embrace and uphold the expectations for responsible student conduct, might be classified as affiliate organizations through the Office of Student Engagement, and follow the stated guidelines and policies which govern all Kenyon College students. At the same time, Greek organizations and their members are also expected to abide by all policies and guidelines of their inter/national organizations; the higher standard will take precedence.

To be eligible for membership, students must have an earned 2.0 cumulative grade point average and may not be a first-semester college student (college credit obtained during high school not included). Greek organizations and members are also expected to abide by all policies and guidelines of their inter/national organizations.

Greek Organizations are also expected to adhere to the student organization renewal process (as outlined in this handbook) and complete the Greek Council Standards of Excellence program every academic year. Failure to comply with these processes can result in the organization moving into inactive status, and potentially loss of recognition.

### *Recognition Policies and Procedures*

Kenyon College acknowledges that fraternities, sororities, and societies can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between College goals and those of individual Greek organizations. The College has a tradition of encouraging individual development through self-government by student groups. Fraternities, sororities, and societies recognized by the College will be expected to create and maintain a governance system, which fosters individual and group growth and responsibility.

Recognition is the formal process by which the College agrees that a Greek organization may function on campus, enroll members, and identify with the College. As is the case with College affiliation with any externally incorporated organization, chapters are expected to maintain congruence of goals and standards with those of the College, disclose principles of the organization, and provide mechanisms for accountability.

Recognized Greek organizations must limit membership to students currently enrolled at Kenyon College. Membership is to be determined locally within the College's nondiscrimination and affirmative action policies, although chapters may be single-sex.

It is also the expectation that all Greek organizations comply with the approved risk management guidelines of both the sponsoring organization and the College. Any changes in the status of recognition from sponsoring agencies must be reported to the Office of Student Engagement immediately.

### *New Greek Organization Recognition (Expansion and Reactivation Procedure)*

Kenyon College will not recognize any new local fraternities, sororities, or societies.. (local organizations previously or

currently recognized by the College would be permitted to be considered for reinstatement).

Any Greek organization wishing to expand at Kenyon College must have an established inter/national headquarters; an active minimum \$1,000,000 liability insurance policy for non-residential organizations; and working governing documents. Inter/national fraternity and sorority headquarters or members may not solicit, recruit, or initiate Kenyon College students without consent of the Office of Student Engagement. If an Inter/national fraternity and sorority headquarters is contacted by an interested student or group, they must notify the Office of Student Engagement of this outreach immediately. Failure to follow this basic rule will result in a moratorium on the group's eligibility to expand for a time to be determined by the Director of Student Engagement, or their designee, but will be no less than two years.

All Greek organizations seeking to colonize and/or reactivate at the College will be required to follow the standards and practices set forth in this policy. Exceptions to certain requirements may be made for North American Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC) organizations.

Note, Kenyon College does not recognize returning or new organizations that have exclusive access to a private property or off campus space or who plan to operate in an off campus location. Organizations reported to be in violation of this policy will be placed into inactive status until an investigation is concluded.

### *Requirements*

To be recognized, a Greek organization must have adopted aims or actions which do not violate the civil rights of its members or Kenyon regulations; have an advisor who is a current member of the Kenyon administration, faculty or staff; and have a purpose and goal consistent with the values of the Greek community.

### **Material Submission**

After having met with the Office of Student Engagement staff, students interested in bringing an organization to campus must present a petition to the administrative advisor of Greek Council. A student representative must come to the Greek Council general session to present the petition. The petition must include the following information:

An official letter of intent from the inter/national organization outlining the strategy for colonization at Kenyon as well as support and resource strategies the inter/national will provide the new colony.

- Logistical Information:
  - Name of Organization
  - Founding date and location
  - Current number of colonies
  - Current number of undergraduate members and current number of alumni
  - Average chapter size
  - Number of chapters closed in the last five years and their reasons for closing
  - Membership Costs: new member, initiation fees, insurance, regular dues
  - Verification of appropriate liability coverage for the colony by the inter/national organization.
- Program Policies:
  - Position on risk management
  - Position on hazing prevention awareness resources

- Length/focus of new member education
- Minimum standards for potential new members
- Scholarship/academic support programs
- Community service/philanthropy programs
- Leadership/member development programs
- Plans for how to be successful completing the Greek Council Standards of Excellence program
- Colonization:
  - List and status of colonies established in the last five years
  - Procedures for colonization (with sample timeline, if plausible)
  - Ongoing support for colony
- Organizational Support & Resources:
  - Brief descriptions of inter/national leadership programs and conventions
  - List of all chapters and locations in Ohio
  - Volunteer support at the district and local level
  - List of alumni living in 50- and 100- mile radiuses of Kenyon College
  - Contact information of committed alumni

### **Petition and Approval Process**

The Greek Council general body will review the petition and will vote to determine if the aspiring organization should receive provisional recognition. If the organization receives an affirmative vote, the petition is heard by the Student Life Committee of Student Council where the typical process for new student organization recognition is followed.

### **Provisional Period**

All new student organizations have a provisional year with requirements outlined by the Student Life Committee. The provisional year for Greek organizations also has the requirement to partially complete the Standards of Excellence program. Instead of the full program, new organizations must:

- Complete all pre-requisite requirements
- Complete partial compliance standards requirements
- Not need to complete recommended practices requirements

Associate membership (non-voting) in the Greek Council becomes automatic when the Greek organization receives approval for provisional recognition status.

At the end of the provisional year, if the organization has met the requirements, they may petition the Greek Council for full membership. This would involve another vote of the general membership. After an affirmative vote, the organization would receive full recognition from Greek Council and the Student Council/College.

If the organization is not granted full membership to Greek Council, they may petition the Greek Council for a one-year extension as a provisional member. If a provisional chapter fails to obtain full recognition after two provisional years (four consecutive semesters), the chapter shall cease operations and must begin the new chapter or reactivation process from the beginning.

## STUDENT ORGANIZATION ADVISORS

The Office of Student Engagement recognizes that Student Organization advisors play a critical role in the development of students and the student organization. All registered student organizations that are required to have an advisor, need a faculty/staff member who is a current full-time Kenyon College employee on campus for the entire academic year (with the exception of a leave shorter than a semester).

As a College employee, the advisor has a responsibility to both the College and the organization. The advisor is expected to provide general guidance to the group. The presence and/or participation of a College advisor in no way relieves student organization members of their responsibility to abide by the law and expectations of the College, nor does the singular presence of the advisor constitute College approval of the event.

Advisors are expected to:

- Adhere to the policies and standards of conduct outlined in the Kenyon Staff or Faculty Handbook, as applicable.
- Discourage illegal, damaging or embarrassing behavior that would damage College facilities and/or the physical, financial, emotional reputation of the College, and that could subject both the advisor and the College to civil liability.
- Serve as Campus Security Authorities under The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. Advisors are also mandatory reporters under Title IX of the Education Amendments of 1972 (Title IX). Briefly stated, advisor obligations under these are:
  - To report crime you observe or crime that is observed by others and reported to you that is alleged to have occurred on campus, in public areas bordering the campus, or in designated off-campus buildings owned or controlled by the College.
  - To notify the College of alleged crime that is reported to you in good faith, meaning that there is a reasonable basis for believing that the information is neither rumor nor hearsay.
  - To pass along to Campus Safety or designated College officials any crime reported to you without first attempting to determine whether a crime has indeed occurred or whether such crime fits a category expressed in the Clery Act.
  - If the alleged crime involves sexual assault, relationship violence, stalking, or may otherwise violate Kenyon's Sexual Misconduct Policy contact the Title IX Coordinator.
- Annually complete advisor training sessions when offered. Failure to meet this obligation can have negative impacts on the student organizations and may result in probation of organization.
- Agree to:
  - Guide organization to uphold local, state, and federal laws and policies.
  - Guide organization to uphold all Kenyon College policies including, but not limited to, the Student Handbook and Student Organization Handbook.

## **Benefits of Being an Advisor**

Serving as an advisor may be an additional duty outside of one's normal work responsibilities, but it is no doubt a rewarding experience. This section will share several thoughts by advisors who have had the chance to interact with student leaders on a daily basis, as well as gain a better sense of community on campus.

Some of the benefits of advising a student organization include:

- The satisfaction of helping students learn and develop new skills
- Watching a group come together to share common interests and work toward common goals and have an understanding of differences
- Developing a personal relationship with students
- Furthering personal goals or interests by choosing to work with an organization that reflects your interests
- Sharing your knowledge with others

## **Expectations of Advisors**

While the experience of the advisor can be an extremely rewarding one, as evidenced by the reflections of the advisors in the previous section, the role is accompanied by several important responsibilities.

### *Responsibility to the Students*

#### **The advisor should help the students find balance between academic and co-curricular activities:**

- Student leaders often have the tendency to burn the candle at both ends and may overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.

#### **The advisor should encourage each individual student to participate in and plan group events:**

- Some students fade into the background if not effectively encouraged. Being a member of a student group can provide students with valuable intrapersonal and/or leadership skills, but these will not develop if the student is not involved.

#### **The advisor should encourage students to accept responsibility for specific roles within the group:**

- The advisor should help students realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

#### **The advisor may need to refer students to counseling:**

- Invariably, during interactions with the group's members, the advisor will encounter students with personal challenges. The counseling role might require individual consultation on a personal level or referral to campus counseling services.



### *Responsibility to the Organization*

**The advisor should assist the group in developing realistic goals, strategic planning, and training for the academic year:**

- This will contribute to the education and personal development of the students involved. The advisor must take an active role, rendering advice and counsel as circumstances dictate.

**The advisor should be aware of all plans and activities of the group and inform the group of institutional policies that may affect the plans:**

- The advisor should see that the group and its officer know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of each activity.

**The advisor should be available to organization officers/members and regularly meet with the organization:**

- Being visible is one key aspect of being an advisor. When members feel like they can talk to their advisor about issues within the organization or other things that are bothering them, an organization will be better off.

**The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative:**

- Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization's leadership.

**The advisor should provide continuity within the group and should be familiar with the group's history and constitution:**

- Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. The advisor can steer group members clear of mistakes and help them avoid the proverbial reinventing of the wheel. Serving as the group's memory and continuity link, the advisor can help new officers build on history and develop long-term plans for the future of the organization.

**The advisor should assist the group in elevation:**

- This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

**The advisor should communicate personal plans (ie: sabbatical).**

**The advisor should attend any Office of Student Engagement sponsored training activities:**

- Although some advisors have been an advisor before, it's important that advisors attend training sessions hosted by the Office of Student Engagement. It is important that you stay up to date as campus policy and federal training regulations continually change.

**The advisor should work with the group, but not direct its activities:**

- Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their interests in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations for conduct.

**Occasionally, an advisor can help an organization during an emergency:**

- Although this type of intervention is rarely necessary, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group's president as a spokesperson or serving as a main contact for the College can help in these cases.

**Duty of Care**

A major concern of many advisors is their personal risk in the case of an accident or injury to a student during a student event. These cases are most commonly based on allegations of negligence. Negligence requires that a duty of care be breached, either by an act of omission or commission. Generally, you are expected to act as a "reasonably prudent person"—a fictitious individual with your attributes in a similar situation. You may also be required to provide "proper supervision, proper instruction, and equipment in a proper state of repair." There are more specific standards, for instance, where danger exists, there would be a duty to warn. If advisors have specific questions about their potential liability, they should contact Student Engagement.

## **Required Training for Advisors**

### *Office of Student Engagement Requirements*

Student organizations that are required to have an advisor are asked to identify an advisor during the annual renewal process. Organizations leaders identify who the organization's preferred advisor is to The Office of Student Engagement, and the advisor may accept or decline the offer to advise. The Office of Student Engagement will contact all verified advisors of any departmental training requirements.

### *Office of Campus Safety Requirements*

What is a Campus Security Authority or CSA?

- While not defined in statute, regulations provide that CSAs include: (i) campus police or security department personnel; (ii) individuals with security-related responsibilities; and (iii) individuals or organizations identified in institutional security policies as an individual or organization to which students and employees should report criminal offenses. The definition states that a CSA also includes an official “who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

What are the requirements?

- The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc.
- Kenyon is also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.
- The College is required to disclose statistics for the above offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

### *Student Rights and Responsibilities Requirements*

Organizational advisors play a vital role in encouraging a culture of following the expectations and provisions of the Kenyon College Student Handbook and Student Organization Handbook. One of the most important expectations is that Student Organizations do not engage in hazing. There are multiple ways that advisors can partner with the College in assuring that hazing does not occur. Those ways include attending hazing prevention presentations, being familiar with the College's hazing policy, and urging members of organizations to report hazing when it occurs. Invitations to participate in required training will be offered each semester.

### *Office of Civil Rights Requirements*

Advisors to student organizations should make every effort to attend Civil Rights training on a yearly basis.

## FINANCES

All student organization financial transactions will be processed through the organization's on-campus financial account, managed through the Office of Student Engagement. Student organization leaders are expected to be sound fiscal stewards of the funds they oversee. Sound fiscal management includes financial transparency with general membership.

### **Business and Finance Committee (BFC)**

The Business and Finance Committee (BFC) of Student Council is charged with allocating the student activity fee money to registered student organizations and other student-centered initiatives. The BFC provides recommendations for determination of the Student Council.

The BFC is guided by the Student Council Bylaws, particularly the bylaws of the Business and Finance Committee.

#### *Student Activity Fee Allocation Process*

The BFC allocates the majority of the student activity fee through two semester allocation hearings each year. The spring budget hearings typically occur in December and the fall budget hearings typically occur in April. While the semester budget hearings offer the greatest opportunity for funding, the BFC also hosts supplemental budget hearings throughout each semester. Supplemental hearings are intended to afford funding opportunities to newly-registered organizations or for opportunities that pop up after the semester hearings. Student organizations are strongly encouraged to plan their events and apply for funding through the semester hearings. Both semester hearings and supplemental hearings are advertised via emails to student organization email addresses.

Both funding processes typically include the following steps:

Submission of allocation request [via online form](#)

- BFC Hearing (at which member(s) of student organizations present their budget requests)
- BFC Review (during which members of the BFC review all requests and make recommendations)
- Student Council Review (during which the Vice President for Business and Finance presents BFC recommendations to Student Council for review and approval; Student Council determines funding decisions)
- BFC notifies student organization(s) of allocation request status

### **Additional Funding Sources**

#### *Fun Funds*

Offered to registered student organizations sponsoring all-campus programming. Fun Funds are allocated through the Business and Finance Committee of Student Council. The Fun Funds application can be accessed [here](#).

The programming ideas presented by any registered student organization funded by Fun Funds must follow these guidelines:

- The activity must be open to the entire campus.
- The activity must be alcohol-free and Kenyon College policies must be followed at all times.
- The funding request must be submitted at least seven days in advance in order to be considered.
- An evaluation must be submitted after the event has taken place.

### *Early Bird Funds*

Offered to registered student organizations sponsoring all-campus programming during the first six weeks of each semester. The Early Bird Funds application can be accessed [here](#).

The programming ideas presented by any registered student organization funded by Early Bird Funds must follow these guidelines:

- The activity must occur during the first six weeks of the semester.
- The activity must be open to the entire campus.
- The activity must be alcohol-free and Kenyon College policies must be followed at all times.
- The event must begin at 9 pm or later.
- The funding request must be submitted at least seven days in advance in order to be considered.

### *Kenyon Campus Community Development Fund (KCCDF):*

Created by a generous donation from Richard Spinner '63 in 2001, the purpose of the fund is to encourage casual but significant student interactions with faculty and staff (along with the wider campus community) outside of the formal classroom setting. The KCCDF has supported everything from student-faculty athletic events, symposia on shared interests, to helping fledgling clubs or film series make a start, to special interest workshops, to developing shared spaces, to cultural and community celebrations. The KCCDF application can be accessed [here](#).

## **Financial Procedures**

### *Reimbursements*

Individuals who make purchases using their own funds may be eligible for reimbursement for expenses already approved by the BFC (expenses not approved by the BFC will not be reimbursed). To receive a reimbursement check (which typically takes 2-3 weeks to process and is mailed to the student's PO box), original receipts must be submitted along with a completed budget transaction form. It is the responsibility of the individual to clarify that the purchase is tax exempt on behalf of Kenyon College, even if using their own personal funds. Contact The Office of Student Engagement for further clarification.

*NOTE: Students are encouraged to utilize our other methods of payment as an alternative to spending personal funds and awaiting reimbursement.*

### *Walmart and Kroger Credit Cards*

The Office of Student Engagement provides store credit cards for approved student organization use. These cards are available on a first-come, first-served basis. Cards may be checked out from the Office of Student Engagement during normal business hours.

### *When Checking out the Walmart and Kroger Credit Cards*

- Card and Tax Exempt card must be returned in the envelope
- Original receipts must be turned in with card
- ONLY checkout at a register with a cashier
- Present the tax exempt card to the cashier before items are scanned
- Card must be returned to the Office of Student Engagement the following business day by 4:30pm
- Check-In form must be completed when card is returned

### *Helpful Tips*

- **Before** you check out at the store, inform them that your purchase is tax-exempt.
- **You cannot use self checkout**, as the store associates have to input the tax exempt number for the college.
- **Save all receipts.** The receipt and credit card must be returned to the Office of Student Engagement by the deadline specified at the time the card was checked out.

If a receipt is lost, it is the responsibility of the person who checked out the card to contact the store to request a copy of the receipt. Store credit cards must be returned by 4:30 pm the next business day (unless special arrangements have been made with the Office of Student Engagement in which case it is due by the date specified). If the card is not returned by the deadline, there will be a \$5.00 fine assessed to the organization's account for each day it is not returned. If the card is not returned within three days of the deadline, the individual and/or group may be denied future use of the card(s). Violations of credit card policy or credit card misuse may be referred to the Office of Student Rights and Responsibilities.

### **Fundraising Policy**

For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or admission to programs or events for the purposes of charitable donation or to enhance the operating budget of a student organization.

Student organizations must properly reserve space (and tables) through Kenyon Reservations for all on-campus fundraising activities.

The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization (or its co-sponsor).

Student organizations are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws as well as campus rules and regulations.

A currently enrolled student member of the sponsoring recognized student organization must be present throughout the duration of the fundraiser. Funds collected are not to be left unattended.

### *Types of Approved Fundraisers*

#### **Cash donations**

Donations of items of value (e.g., clothing, school supplies)

Items for sale that are directly related to the student organization's mission or goals (e.g., plants sold by the Horticulture Club)

Items that promote school spirit (e.g., buttons, balloons)

Pre-packaged food items (e.g., candy, gum)

Items for sale that have been produced by the organization (e.g., gift baskets, bouquets of flowers)

## **Prohibited Sales**

Kenyon reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

- Sales that interrupt regular business of the College (ie: going table to table in Peirce Hall).
- Selling illegal or age-restricted items such as alcoholic beverages.
- Selling items that require a background check such as firearms and weapons.
- Selling homemade goods without a proper food service license.
- Selling items that do not support the values of Kenyon College.
- Door-to-door fundraising within College owned, operated, or controlled property
- Sale or distribution of items that violate trademark rights or existing contracts.
- Formal fundraising events/programs soliciting parents, alumni, faculty or staff, with the exception of those approved by the Advancement Division.

## **Accepting Donations**

Student organizations may accept cash or electronic donations to be deposited in their fundraising or off-campus organization account within 3 business days of a completed fundraiser.

## **Homemade Food Sales**

The Knox County Health Department forbids selling (including fundraisers) homemade food products without a temporary food permit. The sale of homemade food may proceed without a permit only if items are offered for a donation and prices are not set or suggested. Temporary food permits for sales with posted prices may be obtained through the Knox County Health Department [here](#).

## **Fundraising Ideas For Student Organizations**

Fundraising is an important element for many student organizations. Regardless of whether a group is raising money for a philanthropic cause or for a campus event, these ideas and tips should help point the group toward a successful fundraising venture

Fundraising dollars may be deposited into an organization's fundraising account and remaining balances roll over from semester to semester. Fundraised dollars typically cover costs of things like:

- Social Events (dinners, dances, socials, alcohol, etc.)
- T-shirt and/clothing sales
- Supplies for fundraisers such as a car wash, pie in the eye, or donation-based food sales
- Purchases not permitted by the BFC such as personal gifts, clothing items, pizza/snacks for a meeting

Things to consider:

- Set goals
- Establish a target audience: What do they get? How do you make it matter to them?
- Find a location for the fundraiser
- Determine the length of sale

- Advertising plan
- Follow school policies
  - An important fundraising policy involves food. Organizations may ask for donations, but selling food or asking for a suggested donation is not allowed for home baked/produced goods for consumption.
- Consider working with other organizations or departments
- Letters sent to parents or alumni to solicit funds must be approved by Alumni and Parent Programs
- Contact businesses in the area to see if they will work with your group (restaurants may have a “Kenyon Night” where a portion of the proceeds is donated to the group or cause, etc.

## **Theft**

Theft of donations may be prosecuted by law, and individual students and/or student organizations will be subject to the Student Code of Conduct.

## **Office Credit Card Usage**

Professional staff members in the Office of Student Engagement have general use credit cards that are available for use by student organizations to make approved in-office purchases online or over the phone. Staff credit cards may not be removed from the office. Failure to properly follow usage procedures may result in individual or organizational restrictions and/or referral to the Office of Student Rights and Responsibilities. The office credit card usage process is as follows:

- All registered student organizations (except club sports) must email [student.engagement@kenyon.edu](mailto:student.engagement@kenyon.edu) to schedule an appointment for a time to use a credit card.
- Note: all Club Sport purchases should contact [clubsports@kenyon.edu](mailto:clubsports@kenyon.edu) to schedule an appointment for a time to use a credit card.
- Place order when in office. Use the following information for each purchase:
  - The Office of Student Engagement address for both billing and shipping.
  - Include the name of the student organization on the order so the office staff will know which organization to alert when the item arrives.
- Ensure that the transaction receipt is sent to the designated staff member’s email address and printed, if possible.
- Return the credit card to the staff member.

*NOTE: Purchases should be made in a timely fashion. Late or rush shipping will not be paid for from BFC allocated funds. All purchases will be delivered to the Office of Student Engagement and may be retrieved by a member of the student organization that is listed on the official organization roster. Deliveries must be picked up during business hours only. Students may not have access to the office to retrieve deliveries when the office is closed.*



## EVENTS AND CAMPUS RESOURCES

### Kenyon Reservations

Kenyon Reservations is the official online reservation system for any space reservations at Kenyon College. Student Organizations are permitted to reserve spaces and have events during the academic year. No reservations or events will be approved during campus breaks, finals week, or reading days. Any students with questions about any of these terms should seek clarity with the Office of Student Engagement prior to reserving a space.

How to reserve a space:

- Navigate to [event-reservations.kenyon.edu](http://event-reservations.kenyon.edu)
- Login with your Kenyon username and password
- Select the date and time you are searching for a space, including the time needed for set-up and teardown by the organization
- Select the space that best fits your needs
- Complete the request form, including selecting the group requesting space

### Students reserving space are agreeing to the following terms and conditions:

- All policies outlined in the [Student Handbook](#) and [Student Organization Handbook](#) are applicable and any violation of College policies may result in a student conduct process against individuals within and/or the entire organization.
- Per Office of Student Engagement policy, all organizations should request a reservation for space at least 72 hours in advance of the proposed event; spaces cannot be reserved with less than 72 hours notice. Services (e.g., tables, chairs, sound equipment, etc.) must be added to space requests at least five (5) business days prior to weekday events and a minimum of ten (10) business days prior to weekend events. Requests made for spaces or services that do not meet these stated requirements will not be approved.
- All contracts for events must be submitted to the Office of Student Engagement at least four (4) weeks prior to the event.
- Organizations are not permitted to advertise for an event until they have received confirmation that the request for space has been approved.
- Students may only reserve space for an organization of which they are a member of and in good standing.
- Student organizations are not permitted to reserve space for another group/individual. If a group plans to co-sponsor an event, all parties must be listed in the reservation request and members of the co-sponsoring organizations must be present for the duration of the event.
- Co-sponsored events must align with the mission of the organizations.
- Library Study reservations must only be for the designated spaces at Chalmers
- Organizations are responsible for fees for any damage incurred during the time in which the space is reserved. This includes unintentional damage and damage caused by event guests. If individuals notice any damage in my space during my event they will report it to Campus Safety and email Student Engagement with photos within twenty-four (24) hours.
- All reservations must state the intended purpose; misrepresentation of the event may result in cancellation.
- Reservation requests must be made for the exact space that is going to be used (i.e. Old Kenyon West Lounge and Patio if using both spaces; Craft Center Kitchen for preparing a meal and/or Craft Center Lounge for

hosting a meeting). Reserving one space to gain access to another is considered misuse of the reservation system and is not permitted.

- Fire code/venue capacity regulations must be met.
- Several spaces on campus are designated as "alcohol free" and bringing alcohol into those spaces may result in conduct charges. If organizations are unsure whether a space is alcohol free, they must contact the Office of Student Engagement prior to reserving the space.
- Alcohol may only be brought into a space for an approved Social Event with Alcohol registered through the Office of Student Engagement.
- The College has the right to cancel a reservation at any time due to unforeseen circumstances. The Office of Student Engagement will work to re-schedule the event for organizations, if possible.

For more information about Kenyon Reservations, please visit the LBIS website for tutorials and additional instructions.

### *Maintenance and Catering Services*

A/V (Sound Techs), Maintenance, and Catering can be added using Kenyon Reservations in the same request form. After you have selected the space and completed the required information, follow the pop-up prompt and select the button to "Add Services."

- Sound Tech services are available only to registered student organizations.
- Peirce Hall is a facility licensed to AVI and, as such, has the right of first refusal on any food event in Peirce Hall with the exception of Peirce Lounge and Peirce Pub. Peirce Lounge and Peirce Pub can utilize alternative catering options.
- AVI Catering can be requested by clicking the button to "Add Services".
- Pricing information for services (including Sound Techs, Maintenance, and AVI catering) are listed in the Kenyon Reservations system.

### **Event Advertising**

#### *Kenyon Master Calendar*

- Go to <http://calendar.kenyon.edu/>
- On the right side of the page, click the "Login"
- Sign in with your email username and password.
- Select "Submit an Event" and add your event with as many details as possible.

#### *Email Advertising*

Student organizations should focus email advertising to the [student-info@kenyon.edu](mailto:student-info@kenyon.edu) email distribution list. All email submissions require moderation, therefore, there is often a slight delay in the email being sent.

[student-info@kenyon.edu](mailto:student-info@kenyon.edu) is only moderated during normal business hours (M-F 8:30AM-4:30PM). Any messages sent past these designated times will be reviewed the following business day.

PLEASE NOTE: student-info is not closely monitored on the weekend or when the university is closed. Some messages may be denied if the content is no longer relevant.

Please see the moderation guidelines for more information:

## Equipment Rental

The Office of Student Engagement has a limited quantity of items which can be rented by registered student organizations. **Most equipment is available free of charge, but some have small fees associated with use.**

Equipment is requested on a first-come, first-served basis and all requests must be made at least two business days in advance of pick-up. All requests must be made at least two business days in advance of pick-up. Failure to submit a rental request form at least two business days in advance can result in the request being denied.

- All equipment should be handled with care.
- All equipment needs to be cleaned prior to return. If a machine or piece of equipment is not returned clean, the Office of Student Engagement reserves the right to revoke future equipment rental requests by the organization.
- The delicate heating instrument of the popcorn maker requires it to be transported upright and by a vehicle to a secure, flat location. The popcorn maker must be cleaned with *water and paper towels only; no soap or chemicals may be used.*
- Coolers must be cleaned with soap and water. The water coolers may never be used to dispense alcohol.
- All rented equipment must be returned to the office in the same condition as it was when rented.
- All equipment and extra supplies must be returned to the office by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday. Failure to return equipment and supplies by these deadlines will result in future equipment rental requests by the organization to be denied by The Office of Student Engagement.
- Failure to return the equipment will result in a fine equal to the cost of replacing the equipment.
- Failure to return the equipment will result in a fee being assessed to the student organizations equal to the cost of the equipment.
- Your organization must have an account balance of at least \$15 in order to rent equipment. If it does not, a \$15 deposit must be made prior to pick-up.

## Contracts and External Vendors/Agents

### *Contracts*

All contracts must be signed by a professional staff member in the Office of Student Engagement. No student or organization advisor should ever sign a contract.

If you plan to pay either students or outside professionals for services or performances, a contract must be reviewed by the Office of Student Engagement **at least four weeks in advance.** Kenyon College has its own contract that must accompany the performer's contract or serve as the contract if the performer does not have his/her own contract.

You are welcome to set up an appointment to review a contract with a member of the Office of Student Engagement by emailing [student.engagement@kenyon.edu](mailto:student.engagement@kenyon.edu) for general student organizations or by contacting the Director of Club Sports for club sports. Be prepared to bring any and all contracts you receive into the Office of Student Engagement for review.

Please remember that verbal agreements are almost always considered legally binding and written (including email correspondence) agreements are always considered legally binding.

### *Things to Consider When Contacting an Agent/Performer*

- You should begin conversations and negotiations at least four weeks before the event to allow ample time for contracting.
- When contacting an agent/performer, make sure you are clear about the fact that you are inquiring about cost and availability and are not authorized to make contractual agreements for the College.
- Check to see if their contract contains any clauses or riders that would increase your total cost or for which you will have to make arrangements ahead of time (such as securing a hotel room, ordering food, sound or light equipment).
- OSE staff will only sign a performance contract if the entirety of event funding (including travel, lodging, etc.) is already secured.

### **Off-Campus Events**

All events off-campus require you to fill out a [Transportation Roster/Waiver of Liability form](#).

- Visit the [Office of Student Engagement website](#) for the necessary paperwork for taking an off-campus trip.
- Fill out the form with information on your destination, the dates and/or time of your trip, and who will be going.
- Each person attending the trip will need to sign the roster/waiver of liability form and provide an emergency contact number.
- All forms should be turned into the Campus Safety Office before you leave campus.

### **Transportation**

#### Driver Certification

Only certified employees and students are permitted to drive College vehicles. If vehicles are rented for Kenyon business/travel, the driver must complete Driver Certification.

If an individual needs to be certified they must:

- Send a color photo or scan of the front of their driver's license to [transportation@kenyon.edu](mailto:transportation@kenyon.edu). Note: An updated license must be provided to [transportation@kenyon.edu](mailto:transportation@kenyon.edu) when a license expires for continued Kenyon authorized driver status.
- If the individual is a student, they must provide their official MVR (driving record) from the state that holds their driver's license and submit it to [transportation@kenyon.edu](mailto:transportation@kenyon.edu) at least two weeks before the student is to drive a College vehicle. An updated MVR is required for each academic year a student wishes to drive for college-approved travel.
- Once the above steps are completed, an email will be sent with the link to the "standard" driver course. Once the course has been completed, the individual will send their certificate of completion to [transportation@kenyon.edu](mailto:transportation@kenyon.edu). The coordinator will respond with approval to drive College vehicles that are 7-passenger (or less)
- If a "standard" Kenyon Authorized Driver is 21 years of age or older and needs to become 12-passenger certified, they email [transportation@kenyon.edu](mailto:transportation@kenyon.edu) to start the required steps.

Only Fleet vehicles are fully insured by the College in the event of accidents and the use of personal vehicles for College trips is strongly inadvisable. However, personal use of vehicles can be viewed as a "volunteer" status when the owner is

reimbursed for mileage. This must be agreed upon with the volunteer owner and documented by email in advance of travel. Then, in the case of an accident, the owner's insurance is still primary (first layer of coverage), but the college's insurance will provide excess coverage when personal coverage is exhausted.

### **Transportation Requests**

The College offers the opportunity to reserve vehicles to access off-campus events/locations for approved student organization sponsored programs.

For in-state travel lasting less than a week:

- To request a College-owned vehicle student organizations should complete the Fleet Vehicle Reservation Request Form. This form needs to be completed for each vehicle being requested.
- All requests must be submitted fourteen (14) days before the vehicle is needed and the organization must provide drivers who have completed the Driver Certification. A completed form does not mean the reservation will be accepted. The organization will receive a confirmation email if the vehicles have been reserved.
- On the day of departure, the driver(s) must submit a completed Travel Roster/Waiver of Liability Form to Campus Safety and pick up keys, gas cards, and mileage forms.

For out-of-state travel or travel lasting longer than a week:

- Organizations must utilize rental vehicles, coordinated through the Office of Student Engagement.
- To initiate the rental request process student organizations should complete the Fleet Vehicle Reservation Request Form.
- All requests must be submitted fourteen (14) days before the vehicle is needed and the organization must provide drivers who have completed the Driver Certification.
- On the day of departure, the driver(s) must submit a completed Travel Roster/Waiver of Liability Form to Campus Safety and pick up keys, gas cards, and mileage forms.
- Students may be required to pick up or return the vehicles at the rental car facility.

**\*\*\*All travel forms for off-campus events must be submitted to Campus Safety before leaving campus.**

To Request a College Driver

If you want to request a driver to pick up a performer, speaker, etc. from the airport email [transportation@kenyon.edu](mailto:transportation@kenyon.edu). When reaching out, please ask for the Airport Shuttle Request Form.

Student Use Policy

College vehicles can only be rented by College departments or campus organizations that are registered with the College. Student organizations may not transport guests in private cars driven by uncertified drivers because these drivers are not covered by the College's liability insurance.

The following vehicles are available at the listed rates:

- 7-passenger vans: 33 cents per mile\*
- 12-passenger vans: 43 cents per mile\*

\*Vehicle rates subject to change. Please contact the Office of Student Engagement for current rates.

## Special Guidelines for Trips Over 400 Miles

- No more than two vans may be used for a single-destination trip.
- A minimum of one certified driver per 400 miles must be identified.
- A maximum of 16 hours of continuous travel is allowable, after which a layover of at least 8 hours is required. Drivers must rest for at least 1 hour for every 4 consecutive hours of driving and may not drive for more than 8 hours per day.
- Layovers are required in the event of adverse weather and unsafe road conditions. Renters will be issued a College credit card for such emergencies and any layover expenses will be funded by the College.
- A faculty or staff sponsor must be identified. The sponsor will either join the trip or provide written acknowledgment of responsibility to serve as an emergency contact here on campus.

## Overnight stays off campus:

Clery Act compliance requires the college to obtain information about student-included overnight trips that occur throughout the year. Please use [this form](#) to communicate the details for any overnight trip with one or more students present. ***Note: Student Organizations are responsible for providing the law enforcement agency's name that would respond to the address they are staying at.***

For any questions related to transportation, please email [transportation@kenyon.edu](mailto:transportation@kenyon.edu) or call 740-427-5227.

## Film Screenings & Copyright Law

### Policy Statement

Film Screening on campus must abide by copyright law. Following is the campus policy for film screenings. The policy is based on the premise that compliance with copyright law is the responsibility of each member of the community. Those who willfully violate copyright law do so at their own risk and may also be subject to relevant College disciplinary proceedings. There are also legal penalties for willful or inadvertent breach of copyright.

Performances that are not public, such as those shown among friends in a private setting, are exempt from the requirement of a license from the copyright holder. "Friends" are considered to be people who have "a social relationship," including acquaintances who come together for a social purpose or activity, such as a gathering in a dorm room.

### Procedures

A public performance is one that is either open to the public (whether or not the public actually attends) or taking place where a substantial number of people who are not family members or friends are gathered.

For showings for which a license for public performance is needed, it may be obtained by either renting the film or video directly from a distributor that is authorized to grant such licenses (rather than from a regular video store or streaming service) or by contacting the copyright holder (generally the studio) directly. Among others, the film distributors below are authorized to grant these licenses:

- Swank Motion Pictures, Inc., 1-800-876-5577
- Kino International, 1-800-562-3330
- New Yorker Films, 1-877-247-6200

- Criterion Pictures USA, 1-800-890-9494
- Modern Sound Pictures, 1-402-341-8476

### **Copyright Law**

Federal Copyright Law, Title 17, Chapter 1, Section 10: To perform or display a work “publicly” means “to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.”

### **Additional Information**

A public performance license is needed when using videotape programming in any public or private location where the audience extends beyond the scope of a single-family and close friends.. It is illegal to conduct a public showing without first obtaining the necessary license for the program. Without such license, the public showing becomes a copyright infringement and the violators can be prosecuted and held liable for fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse.

There are a few exceptions which may allow for a no-cost movie screening. You may screen a film publicly if:

- The film is in the Public Domain
- You have written permission from the film’s producer or other holder of the right to grant such permission.
- The film is obtained from a company that provides a Public Performance License with the purchase of the film. The Kenyon Library has a small selection of films that come with this license, most of which are documentary in nature.

Anyone connected with the illegal showing of a copyrighted film can be named in a copyright infringement suit. This includes student organizations, academic departments, organization advisors, and college officials as well as the individual who knowingly operated the equipment at the illegal showings.

More information regarding film screenings can be found [here](#). For questions, please contact the Office of Student Engagement.

## SOCIAL EVENTS WITH ALCOHOL

It is the goal of the College to support a campus culture where alcohol is responsibly used and that students are mindful of potential safety risks. Any recognized student organization must register any social events with alcohol with the Office of Student Engagement. For the purpose of this policy, social events with alcohol are defined as events sponsored by student organizations that are registered with the Office of Student Engagement and will take place in designated, reservable spaces on campus or take place in any privately owned off campus properties. Organizations reported to be in violation of this policy will be placed into inactive status until an investigation is concluded. Events without alcohol should follow the guidelines found in the [Kenyon Reservations Policy](#).

No matter the location, all social events with alcohol must have a group of students that serve as a team to oversee the event. This team will include hosts, door workers, floaters, and servers. It is the goal of Kenyon to provide an environment in which safe social events with alcohol may be hosted by registered student organizations in good standing with the College and the Office of Student Engagement. It is expected that those who agree to host social events with alcohol also agree to ensure the safety of those in attendance.

The following outlines responsibilities and procedures in addition to those required by the Kenyon College Student Handbook's Prohibited and Restricted Conduct, the Kenyon Reservations policy, as well as federal, state, and local law. Violations of College policies or applicable laws/ordinances that are brought to the attention of the College will result in an investigation. In the event that law enforcement officials confront students for alleged unlawful behavior, the College will cooperate fully with their investigation.

Attendance at social events with alcohol is limited to guests who are 18 years of age or older and full-time, currently enrolled Kenyon students under the age of 18 with parental permission. Attendees at social events with alcohol are required to present a College issued ID card. Non-Kenyon student guests must be accompanied by their Kenyon student host and must present legal proof of age with a state issued ID card. The hands of all attendees will be marked to designate attendees who are 21 or over, and also for attendees who are under the age of 21. Occupancy limits for the space may not be exceeded at any time of the event, or it will be closed by Campus Safety.

### *Expectations of Social Event Host Organization*

- Hosts and students assisting the hosts in the form of bartenders, door workers, and floaters, comprise a "social event team" and must complete social host training prior to submission of the social event registration form.
- Social event hosts shall monitor and comply with established safety expectations and rely on Campus Safety Officers for guidance and support.
- Hosts must post the approved social events form near the entrance.
- Hosts must permit unrestricted access to Campus Safety Officers and other College officials to any social event and surrounding public spaces.
- Social event hosts accept responsibility for the actions of themselves and their guests during and potentially after the event.
- Hosts agree to host their event in compliance with federal, state, and local laws in addition to College policies.
- Advertising for social events with alcohol must not mention, reference, or include pictures of alcohol.
- Social event host organizations are responsible for all damage to the social event space as well as areas around the space.



- Hosts must have contingency plans for meeting Social Event Team obligations if a team member becomes unavailable. (Failure to meet minimum staffing requirements will result in closure of the event.)

### *Authorized Locations and Times*

- Social events with alcohol may occur between 4 p.m. and 2 a.m. on Fridays and between 1 p.m. and 2 a.m. on Saturdays; no event may exceed four hours.
- Patio usage for approved spaces on campus must be reserved at least ten (10) business days in advance of the event. Failure to submit the reservation in time will result in the patio not being available.
- Noise from events will be kept to a minimum in consideration of others in surrounding areas.
- Outdoor social events with alcohol must end no later than 10:00 p.m. No amplified sound will be played outdoors after 10 p.m. without prior approval from the Office of Student Engagement and the Village of Gambier.
- Social events with alcohol may only occur during the regular academic year.
- No social events with alcohol may occur during the first week of classes, campus breaks, finals week, reading days, or during the day of Summer Sendoff.
- Only two SEWA can be hosted each available weekend; one on Friday, one on Saturday.
- Permission for social events with alcohol during other periods of time need to be approved by the Office of Student Engagement.
- The Office of Student Engagement reserves the right to deny a request for or cancel an event if it conflicts with the educational mission of the College, the organization has insufficient funding, does not meet minimum registration requirements (such as training or adherence to deadlines), has sanctions imposed from the Student Rights & Responsibilities Office, or becomes inactive, among other reasons.
- Social events with alcohol may take place in reservable spaces and must be properly reserved through the Kenyon Reservations System. Space restrictions may apply, such as:
  - Not permitted in spaces designated as alcohol-free or with specialized usage requirements
  - Not permitted in residence halls with the following exception of the Old Kenyon lower level lounges.
  - Patios must be reserved at least ten (10) business days in advance of the event. Failure to submit the reservation in time will result in the patio not being available for the event.

### *Food and Beverage Expectations*

Hosts of social events with alcohol are responsible for providing non-alcoholic beverages, food, and event supplies. All beverages at social events (including BYOB events) must be in provided clear cups. Serving water at any social function where alcoholic beverages are served is required. Alternative non-alcoholic beverages, such as sparkling water, non-alcoholic cider, and soda are suggested in addition to water. Non-alcoholic beverages should be equally prominent as alcoholic beverages and be available at the same location for the duration of the event. Additionally, substantial food options that do not require heating or refrigeration must also be served for the duration of the event. When planning food items, it is important to be mindful of food safety concerns (Food Safety Guide). Last call for alcohol must be 15 minutes prior to the event end time. No alcohol may be served after that point.

If non-alcoholic beverages or food run out during the course of the event, alcoholic beverages may no longer be served until replenishment. Campus Safety officers have full discretion to determine whether there is enough food and non-alcoholic beverages for attendees.

### *Alcohol*

The maximum allotment of alcohol will be calculated based on the expected attendance, length of event, capacity of event space, and safe drinking habits. Only beer, hard cider, malt seltzers, and wine may be served at social events. No hard liquor may be served, and no outside alcohol may be brought into the event (with the exception of registered BYOB events - see below). Alcohol quantities can be calculated utilizing the approach of one drink per hour of event per anticipated attendee 21 years of age or older.

| <b>Time Period</b>                                | <b>% of Kenyon students 21+</b> |
|---|---------------------------------|
| Beginning of Fall semester through Fall Break     | 32%                             |
| Fall Break through end of Fall semester           | 33%                             |
| Beginning of Spring semester through Spring Break | 37%                             |
| After Spring Break through end of Spring semester | 43%                             |

### **Example**

Anticipated 75 attendees for a three hour event in September.  $75 \times 3 = 225$   
 $225 \times 32\% = 72$  **servings permitted**

### **BYOB Events**

BYOB events require student organizations to follow all procedures outlined in this policy in addition to the following requirements. BYOB events are always closed events and cannot exceed more than 100 total guests at any one time.

### *Guest List*

Guest lists with specific names and birthdays of all members and invited guests must be generated for each function. (A student directory is not an acceptable guest list. Invitations should be issued to the guest(s) that a member wishes to invite to the event). The guest list template can be [found here](#).

Guest list must be submitted to the Office of Student Engagement at least ten (10) business days in advance of the event. Failure to submit the guest list in time can result in the event not being approved. After this time, no substitutions or add-ons are permitted.

Event attendance must utilize a ratio of no more than three guests to one member with no more than 100 attendees total.

### *Alcohol*

Each attendee of legal drinking age may bring their own beverages, with a maximum of six beers, hard ciders/ malt seltzer (12 ounce servings) or four servings of wine (four miniature 187 ml wine bottles or one 750 ml bottle). Guests of legal drinking age must bring their own alcohol with them to the event and take it immediately to the bar upon their

arrival. A social event team member will label beverages with the attendee's full name on their bottle of wine or cardboard package of beer, malt seltzer, cider, or miniature wine bottles. The host organization will be supplied with labels and markers by Campus Safety.

#### *Door Workers*

Only one, well-lit entrance is permitted at BYOB events. Several exits should be present but should not also be used as entrances. The guest list must be present at the entrance and guests are to be "checked in" once they have arrived and entered the event. Checking in includes indicating that the attendee has arrived as well as logging the type and quantity of their alcohol, if applicable. Guests must take their alcohol directly to the bar following check in.

#### *Bartenders & Distribution of Alcohol*

Bartenders must label all alcohol with attendee's full name with the provided sticky labels. Each time an attendee of legal drinking age wants a drink, ID should be checked and a beverage retrieved from the matching labeled bottle or cardboard package. Bartenders may only dispense drinks to the student whose name is on the container. Bartenders may only issue one serving of alcohol at a time. All drinks must be served in clear plastic cups (provided by Campus Safety) to ensure that alcohol is being appropriately checked at the bar. All alcohol must be stored behind the bar and clearly out of reach of any attendee and for distribution only by the bartenders.

#### **Third Party Vendor Social Events**

Third party vendor events ( such as Class Committee events at which alcohol is served by a licensed and insured third party vendor, such as AVI FoodService) must be planned at least 4 weeks in advance in consultation with the Office of Student Engagement. Third party vendor events must still be registered as social events with alcohol. The host organization must pay for labor and staffing but may not pay for alcohol. Alcohol shall be sold on a per-drink basis to attendees of legal drinking age. Third party vendor social events are always closed events and must have a guest list as outlined previously. The same guest to member ratio of three to one applies for third party events.

#### **Social Event Registration Process**

Social event hosts must complete the social events with alcohol registration request form, found on the [Office of Student Engagement website](#).

The registration process is as follows:

- The request must be submitted at least ten (10) business days in advance of the event. Failure to submit the guest list in time can result in the event not being approved.
- Additionally, all event hosts must reserve the space in [Kenyon Reservations](#) and adhere to applicable standards and timelines for that process.
- Once the reservation is confirmed and the request has been reviewed, the identified social event hosts will meet with the Office of Student Engagement to discuss the event, including a review of this policy and answer any questions.
- Failure to complete all processes in a timely manner, submitting a registration request with incomplete or misleading information, not reviewing the event with Student Engagement, or not meeting training or funding requirements will result in denial of request, cancellation of event, and/or a possible referral to the Office of Student Rights & Responsibilities.

- After review, the social event hosts and organization leadership will receive notification if the social event with alcohol registration request has been approved, denied, or requires further information.

### *Social Event Team*

All social events with alcohol must have a group of students that serve as a team to oversee the event. This team will include hosts, door workers, floaters, and servers. The Office of Student Engagement reserves the right to require additional Social Event Team members based on the nature of the event or space. Students serving as hosts, servers, door workers, or floaters must complete online social event training provided on the [Office of Student Engagement website](#).

All Social Event Team Members must remain sober prior to and for the duration of their shift. For the purposes of social events with alcohol, sober is defined as not being under the influence of and abstaining from the consumption of alcohol and/or mood altering drugs.

### **Social Event Host**

In addition to the expectations outlined in this policy, the following are the responsibilities of the hosts at registered social events. Please be aware that the hosts registered with the Office of Student Engagement must remain the hosts for the entirety of the event, meaning that they agree to be sober for the duration of the event. Social Event Hosts must be roster members of the hosting organization.

General:

- Hosts must be 21+ years of age to serve in this role.

At the outset of the event, hosts must:

- Discuss the party with Campus Safety to determine the condition of the space and obtain supplies.
- Be present and readily accessible to Campus Safety Officers, other workers, and attendees at all times.
- Familiarize themselves with all applicable policies and laws.
- Have all alcoholic and non-alcoholic beverages and food present for Campus Safety Officers to inventory and/or assess quantity.

During the event, hosts must:

- Ensure that servers, door workers, and floaters understand their responsibilities and check-in with them regularly throughout the duration of the event.
- Comply with occupancy limits for their social event space.
- End the party by 2 am.
- Be sober for the duration of the event
- Parties must not exceed more than 4 hours in length.

At the close of the event, hosts must:

- Ensure that clean up occurs immediately and thoroughly. They may not leave the mess overnight.
- Ensure that all stamps, sharpies, and any other supplies are returned to Campus Safety. Items must be returned in good condition or the organization will be charged a fine.

## **Servers**

In addition to general expectations and responsibilities of host organization members and the Social Event Team, the servers:

- Must be 21+ years of age.
- Be sober for the duration of their shift
- Are responsible for setting up, maintaining, and serving from a designated area from which all alcohol will be served.
- Are the only individuals permitted to distribute alcoholic beverages.
- Are responsible for checking the age of the attendees each time a guest is served via their hand markings. Servers must ensure that no one under the age of 21 is served alcohol.
- Will refuse to serve people who are visibly intoxicated and/or seems in danger of hurting themselves or someone else. Consulting with the hosts and Campus Safety officers is encouraged.
- Must remain in their role until they are relieved by a replacement server.

## **Door Workers**

In addition to general expectations and responsibilities of host organization members and the Social Event Team, door workers must:

- Check IDs at the door. Attendees at social events are required to present a College issued ID card.
- Check to make sure that everyone attending the event is either a Kenyon student or a guest accompanied by a Kenyon Student. All guests must present legal proof of age with a state issued ID card.
- Mark the hands of all attendees to designate attendees who are 21 or over, and also for attendees who are under the age of 21.
- Keep track of the event space capacity with a counter (provided by the Campus Safety), and enforce the capacity of the event space.
- Be stationed at every entrance point to the event to make sure that event guests only enter through the designated entrance way.
- Ensure that no one brings in or leaves the party with alcohol (with the exception of unopened beverages at BYOB events) and must turn away people who are visibly intoxicated.
- Be sober for the duration of their shift.
- Remain in their role until they are relieved by a replacement Door Worker.

## **Floater**

In addition to general expectations and responsibilities of host organization members and the Social Event Team, the floaters must:

- Be aware of all entrances and exits, and prevent access to residence halls and restricted areas.
- Assist in making sure the event remains in the reserved event space.
- Assist the host and/or servers when they want to eject someone from the event.
- Be assigned to a specific room or area at the event. They are responsible for the assigned area and should be aware of the behavior occurring.
- Report any suspicious behavior to the host and Campus Safety immediately.
- Be sober for the duration of their shift.
- Remain in their role until they are relieved by a replacement floater.

## **Social Event Locations (names as shown in Kenyon Reservations)**

### **R-17**

Space Breakdown- Kitchen, Living/Dining Room, Media Room

Social Event Type(s): BYOB

Cap of 20 attendees at any one time

### **Peirce Pub\*\***

Social Event Type(s): Third Party Vendor

Cap of 60 attendees at any one time

### **Weaver Cottage**

Space Breakdown- Great Room, Kitchen, Patio (outdoor fencing required)

Social Event Type(s): BYOB, Third Party Vendor

Cap of 80 attendees at any one time

### **Upper Horn Gallery**

Space Breakdown- Upper Horn level only, Kitchen

Social Event Type(s): BYOB

Cap of 100 attendees at any one time

### **Peirce Thomas Hall\*\***

Social Event Type(s): Third Party Vendor

Cap of 180 attendees at any one time

### **Colburn Hall**

Space Breakdown- Large open concept room, Patio (outdoor fencing required)

Social Event Type(s): BYOB, Student Distributed

Cap of 260 attendees at any one time (with outdoor fencing for patio)

### **Ganter-Price Hall\*\*\***

Space Breakdown- Clements Room, Kitchen, Patio (outdoor fencing required)

Social Event Type(s): BYOB, Student Distributed

Cap of 150 attendees at any one time (indoor only) or 260 attendees at any one time (with outdoor fencing for patio)

### **Peirce Alumni Dining Room\*\***

Social Event Type(s): Third Party Vendor

Cap of 280 attendees at any one time

### **Old Kenyon Center Lounges**

Space Breakdown- Center lounges, Bar, Patio (outdoor fencing required)

Social Event Type(s): BYOB, Student Distributed, Third Party Vendor

Cap of 350 attendees at any one time

*Social Event with Alcohol Levels*

| Number of Attendees | Minimum Social Event Team members   | Type of Social Event  | Potential Locations  |
|---------------------|---|---|--|
| Up to 100 people    | 1 host<br>2 bartenders<br>2 floaters per space<br>2 door workers per entrance/exit  | BYOB (Closed)<br>Student Distributed (Open)<br>Third Party Vendor | Weaver Cottage*<br>R-17*<br>Upper Horn Gallery*<br>Colburn Hall<br>Old Kenyon Center Lounges<br>Peirce Hall Locations (Pub, Thomas Hall, Alumni Dining Room)**<br>Ganter-Price Hall***<br>Delta Tau Delta Lodge*** |
| 100-180 people      | 2 hosts<br>3 bartenders<br>2 floaters per space<br>2 door workers per entrance/exit   | Student Distributed (Open)<br>Third Party Vendor                  | Colburn Hall<br>Old Kenyon Center Lounges<br>Peirce Hall Locations (Pub, Thomas Hall, Alumni Dining Room)**<br>Ganter-Price Hall*** (with outdoor fencing)   |
| 181-260 people      | 3 hosts<br>4 bartenders<br>2 floaters per space<br>2 door workers per entrance/exit   | Student Distributed (Open)<br>Third Party Vendor                  | Colburn Hall (with outdoor fencing)<br>Old Kenyon Center Lounges(with outdoor fencing)<br>Ganter-Price Hall*** (with outdoor fencing)<br>Peirce Hall Locations (Thomas Hall)**                                     |
| 260-350 people      | Required number of team members will be determined following consultation with the Office of Student Engagement.<br>Possible requirements: <ul style="list-style-type: none"> <li>● Hiring Campus Safety Officer(s)</li> <li>● Two bars</li> <li>● Additional Social Event Team Members; also wearing role identifier</li> <li>● Maximum Alcohol Cap Imposed</li> </ul> | Student Distributed (Open)<br>Third Party Vendor                  | Old Kenyon Center Lounges (with outdoor fencing)   |

\*BYOB Only    \*\*Third Party Vendor Only    \*\*\*Exclusive or priority rights to space by specific organization

Organizations are responsible for assuring that the number of attendees does not exceed the number of attendees listed in the approved social event with alcohol registration form. Organizations can always elect to utilize the number of social event team members for the maximum occupancy of the space instead, especially for open events.