



STUDENT CLUB & ORGANIZATION GUIDEBOOK

2024-2025



Millersville University

CAMPUS LIFE

Division of Student Affairs



Student Government Association
Millersville University

Hello, Marauders!

We are happy to see that you are interested in student organizations here at Millersville University! Whether you are a student looking to get involved, a seasoned student leader, or someone thinking about chartering a new student organization, this guidebook is for you.

This guidebook has been created to introduce you to the many resources you can utilize to help make your student organization better than the way that you found it. While reviewing these materials, if you think of additional information that you would like to see in an upcoming version of this document, please email those suggestions to campuslife@millersville.edu. After reviewing this guidebook, please reach out if you have any further questions.

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DEPARTMENT OF CAMPUS LIFE

The Department of Campus Life (also known as Campus Life) falls under the Division of Student Affairs, here at Millersville University. We are here as a resource to help you be the best student leaders and student organizations you can possibly be.

Other areas that fall within Campus Life include:

- Campus Activities & Programs
- Commuter and Off-Campus Services
- Fraternity and Sorority Life
- Get Involved - our student involvement platform
- Leadership Development
- Mascot Team
- Student Organizations

Campus Life works closely with all Student Government Association recognized student clubs and organizations.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the officially recognized representative body of the student population of Millersville University of Pennsylvania. SGA is responsible for recommending allocations of the student activities fee, chartering and overseeing student organizations, serving as a medium for student concerns, and addressing such concerns appropriately. All current students at Millersville University are eligible members of SGA.

The SGA Executive Board consists of the following positions:

Student Body President, Student Body Vice President, Director of Student Life, Director of Organizations, Director of Finance, Director of Academics, Director of Social Affairs, Secretary, and Student Trustee.

- Student Government Association's Constitution, Bylaws, and Minutes can be found on their Get Involved page.

The Director of Organizations, whom you may work with on occasion, serves as the chairperson of the Student Organizations committee. A complete listing of Director of Organizations responsibilities can be found in the SGA Bylaws.

(SGA) STUDENT ORGANIZATION COMMITTEE

The role and responsibilities of the Student Organization Committee are:

- To charter and act in an advisory role for all student organizations at Millersville University.

- To investigate grievances filed by students or student organizations about a student organization's constitution and/or procedures. The student organizations committee is responsible for proposing appropriate sanctions to the Student Government Association following an investigation.
- To regularly maintain Student Organization Committee guidelines and follow said guidelines for all official Student Organization Committee business.
- To advocate on behalf of all student organizations.
- To organize student organization outreach events.
- To be responsible for facilitating amendments to the SGA constitution and its bylaws.
- Approves amendments made to a student organization's constitution
- Approves student club and organization name changes

The Director of Organizations can be reached at SGAOrgs@millersville.edu

GUIDELINES FOR AN ORGANIZATION

The complete SGA Student Organization Committee Guidelines can be found here.

<https://getinvolved.millersville.edu/organization/studentgovernment/documents/view/2258326>

If students are interested in creating a student organization on campus, they must complete the instructions found in the document above in order to launch an organization.

A student organization will be defined as temporary when they are first chartered by the SGA. A student organization will remain as temporary for one calendar year, after which they may apply to be permanent. Once permanent, a student organization can then apply for allocated funds from the SGA.

CHANGING THE NAME OF YOUR ORG

All changes to an organization's constitution or name must be reviewed and approved by the SGA Student Organization Committee. Any changes in officers or contact information must also be submitted via email to the Campus Life for their records. You can reach the Director of Organizations at SGAOrgs@millersville.edu.

UPDATING CONSTITUTION / BYLAWS

The most recently updated copy of your student organization's constitution/bylaws should be on your Get Involved page. Any amendments to the constitution or bylaws of each organization must first be approved by the Student Organization Committee of the Student Government Association (SGA) before they will be accepted. Any additions to the constitution/bylaws must be marked in blue and any subtractions marked in red on the documentation provided to the committee. Email SGAOrgs@millersville.edu with the updated document in order to begin this process.

EXECUTIVE BOARD POSITIONS

Every student organization must have at minimum, a President, Vice President, Treasurer, and Secretary on their executive board. There must be a different student occupying each position of the following positions: President, Vice President, Treasurer, and Secretary. No individual student may occupy more than one of those executive board positions at a single time.

STUDENT ORGANIZATION STATUS

Whether recognized by the SGA as temporary or permanent status, student organizations should always know what status they have in Campus Life and what abilities they have at any given time.

Active– Active organizations are student organizations who have completed the Activate Your Org requirements to date and are granted full services. During the Activate Your Org process (April 1 to August 27, explained later in this document, all student organizations are considered active. After the Activate Your Org deadline of August 27, student organization status may change depending on whether they completed the Activate Your Org process.

Frozen – Frozen organizations are student organizations that were active but may have committed some type of infraction to move them to frozen. Infractions may include having an outstanding bill with the University or Student Services, Inc, not being in good standing with the Office of Student Conduct and Community Standards or Campus Life, or not abiding by the Campus Life On- Campus Event Policies and Procedures Manual. Frozen organizations will become active again after paying their outstanding bills and/or completing their required probation time and/or requirements.

Locked – Organizations become locked when they have not started their online registration process by the given deadline or have started but not finished by the deadline of August 28. These organizations are denied all services by the University.

Inactive – Organizations become inactive when they fail to register and/or have been locked for two consecutive years. These organizations are denied all services. Inactive orgs need to go through the same SGA chartering process as a new organization goes in order to become active again.

GET INVOLVED

Get Involved is our student involvement platform utilized to connect students to campus involvement opportunities. Think of it like a Facebook or online office for student clubs and organizations at Millersville University. Get Involved is where students come if they want to learn more about your student organization, how to get involved at Millersville, or to explore upcoming events, activities, and programs across campus. While there is a public view to this website that everyone can see (including those not affiliated with MU), when you login using your Millersville University credentials, you unlock special features and announcements that are exclusive to MU students, staff, and faculty.

Logging into Get Involved is easy! Simply visit getinvolved.millersville.edu and use your Millersville University credentials (username and password) to login.

Student clubs and organizations are expected to keep their Get Involved pages as up-to-date and accurate as possible, so students looking to get involved can see what Millersville University has to offer! Below are a few tips on keeping your Get Involved up to date:

- Your member roster should be as accurate as possible. Add students as “Member” when they join your organization and mark members as “Alum” once they have graduated.
- Keep your meeting times and locations up to date, so students will know when and how to find your organization.
- Keep your executive board members updated and properly named according to your organization’s bylaws.
- If your executive board officers change anytime outside the “Activate Your Organization Process,” in addition to editing this information on your Get Involved page, please also email campuslife@millersville.edu with this updated information.
- Create videos and embed them on your Get Involved page.
- Showcase your organization in the most positive light and show interested students how much fun you are having!

ACTIVATE YOUR ORG for 2024-2025 INFORMATION

Instructions to Activate Your Organization for 2024-2025!

2024-2025 PRESIDENTS OR VICE PRESIDENT must complete the following annual process, managed by Campus Life, to activate their organization/club for the 2024-2025 academic year. Please read ALL instructions before beginning. **This entire activation process must be completed by Sunday, 9/15/2024.**

Note: 2023-2024 Outgoing Officers - It is your responsibility to update your Get Involved page to reflect the newly elected (2024-2025) officers (president, vice president, treasurer, and secretary) in order for the newly elected President and/or Vice President to begin this process.

Get Involved Online Registration Deadlines. Reserved Distribution organizations & Governing Councils must complete “Step 1 – Online Registration on Get Involved” **by Monday, May 6, 2024.** Student organizations operating within this deadline include: Student Government Association, Identity Based Organization Council orgs, University Activities Board, WIXQ, The Snapper, Panhellenic Council, Interfraternity Council, Cultural Greek Council, and All Greek Council.

If your student organization is not listed under “Reserved Distribution Organizations & Governing Councils” above, then you must complete the “Step 1 – Online Registration on Get

Involved” **by Friday, May 10, 2024**. This will ensure that Campus Life is reaching out to the correct executive board leaders.

It is required that all executive board members (President, Vice President, Treasurer, and Secretary) are required to have a 2.25 cumulative GPA. These positions are required to complete [this form in order for Campus Life to review GPAs](#). If the form is not completed and/or does not have the required cum GPA minimum, this will cause your organization to be frozen until a student with the GPA requirement is in that position.

Note: Please keep in mind that your outgoing officers may wish to remain on your Get Involved student organization roster until the end of this semester. You may wish to update your Get Involved roster after your meetings and events are wrapped up for the semester, so that you outgoing officers can still be active on Get Involved.

Note: Descriptions of the [Student Organization Statuses](#).

Note: Once your “Online Registration on Get Involved” is APPROVED, then you may start reserving space in Astra for the 2024-2025 academic year. You may begin reserving space as early as **Monday, May 20, 2024**.

Step 1 – Complete the Online Registration on Get Involved

Here are the different parts to the registration process on Get Involved that you need to complete:

- Organization Profile
- Organization Profile Picture
- Organizational Interests
- Membership Roster (Add executive board members. We are only looking for the President, Vice President, Treasurer, and Secretary right now. You do not need to add general members at this time.)
 - *Note:* You must remove each position individually before moving on to the next page. Use the “Add Members List” tab and enter member MU email addresses. The system will then send them an invitation to join the organization.
 - *Note:* The Student Organization Advisor that you list should be your on-campus faculty/staff advisor. This is the same person that you will ask to complete the

Advisor Agreement Form.

- Should your executive board officers change mid-year, it is the student

organization's responsibility to update executive board contact information on your Get Involved portal. Get Involved is where the official records are kept and how we will contact your organization's leaders. Please also email the updates to campuslife@millersville.edu.

- Contact Info

- 2 People to Reserve Space in Ad Astra

- Ad Astra is the software we use to reserve space on campus. For most spaces on campus, student clubs and organizations should first reserve space in Ad Astra and then submit the event on Get Involved. Every student club/org may have 2 people that reserve space in Ad Astra. It should be the President and one other member. Please give us the names and email address of the two people who you want to reserve space for the 2024-2025 academic year. Your club/org advisor will also have the ability to reserve space for your org.

- Constitution

- Upload an electronic copy of your organization's most up-to-date and SGA approved Constitution. Organizations affiliated with a national organization must submit their LOCAL Constitution. Note: Any amendments to the constitution of each organization must first be submitted to and approved by the Student Government Association (sgaorgs@millersville.edu) before they can be updated.

- Don't forget that all orgs must have the Non-Discrimination statement, Non-Hazing statement, and Dissolution Policy in their constitutions. More info can be found on SGA's Linktree.

- President and Vice President's Agreement

Step 2 – Ask your Student Org Advisor to complete the Advisor Agreement Form

The Advisor Agreement is a form on Get Involved that your advisor must complete. Please send this link to your organization's faculty/staff advisor for them to review, agree to, and submit via Get Involved. This must be completed by the advisor and not by a student leader.

Note: Your advisor must be signed into Get Involved with their MU credentials in order to view and submit the form. <https://getinvolved.millersville.edu/submitter/form/start/633314>

Note: If your advisor serves as the advisor to multiple organizations, they just need to list all the student orgs they advise on the one form.

Step 3 – Register for a Mailbox in the Student Memorial Center

All SGA recognized student organizations (both temporary and permanent) have the opportunity to register for a mailbox in the Student Memorial Center. Whether you currently have a mailbox or not, ALL student organizations who want a mailbox will need to complete this form in order to receive a mailbox for the 2024-2025 academic year. Mailboxes will be assigned on a rolling basis. This registration is good until the end of the 2024-2025 academic year. If you do not apply for a mailbox now but receive mail or packages at a later date, they will be returned to sender. Register for a mailbox here: <https://getinvolved.millersville.edu/submitter/form/start/633876>

- **New this year** - We need to clean up student organization rosters. This June 2024

we will be deleting all members from your rosters and adding your 4 executive board (whomever you register through the Activate Your Org process) members back in. Once this has been completed, then each student organization needs to manually go in and add your student organization members back onto on your roster. All rosters must be completed by September 15, 2024.

Step 4 – Complete the Banking Center Signature Sheet

If you have a student organization account over in the Banking Center, then the Banking Center and Student Government Association need to have copies of your signatures on file. They accept electronic signatures. The President, Treasurer, and Advisor of your organization should sign it (pen and electronic signatures are both accepted). Please email the completed form to Kathie.Giorgio@millersville.edu.

Here's the form:

<https://www.studentservicesinc.com/wp-content/uploads/2024/07/Signature-Sheet-2024-2025.pdf>

Step 5 – Required Trainings

*When it comes to the required trainings, please keep in mind that as a student leader you can represent more than one student organization. So, if you complete the Hazing Prevention Training, for example, and are a member of a few different orgs, your training can count for each of the student organizations you are a member of. Just make sure that your name is included in each student organization's D2L, and Hazing Prevention name submissions.

Hazing Prevention Training

The President and one other officer (either the Vice President, Secretary, or Treasurer) should be the ones to complete the Hazing Prevention Training. If one or both of these student leaders took the training during in the 2024 calendar (January-March 2024) year then they are unable to take it this year for this 2024-2025 Activate Your Org process.

This means that a different officer would need to take the training instead. In the registration process, we will ask you for the names of the two students who are taking the training this year. If you have any questions about this, please email campuslife@millersville.edu.

Directions to Register for a Prevent.Zone Account:

- To register for Hazing Prevention 101: please go to <https://millersville.prevent.zone/register>.
- Register using your Millersville credentials (email and password) and select which organization you are completing on behalf of - then select "submit".
- After you register, login and please select "Hazing Prevention: It's Everyone's Responsibility 101" and complete the course in its entirety.

If you have an Existing account (or have completed these modules previously in 2020):

- Log in at <https://millersville.prevent.zone/> and scroll down to click the course title “Hazing Prevention 101”.
- Click the login, login with your Prevent.Zone credentials and click the “Enroll Me” button to enter the course for 2024.

D2L Training

Each organization’s president *and* one other officer are required to complete an annual training in D2L that goes live on **August 1st**. This training has been designed to equip the leaders of the organization with the tools they need to successfully navigate the new academic year. D2L Training must be completed by 9/15/2024. During the registration process you were asked to list the two students who will complete the D2L training. Campus Life will then add those students to the D2L course. Those two students should login to D2L and the training will appear for them.

President’s Leadership Retreat

Each organization’s president is required to attend our (in person) President’s Leadership Retreat. Although it is only required that President’s attend, in addition to the President, other executive board members are welcome to register. This year the retreat will be held on Sunday, September 15, 2024 from 9am-3pm on Millersville’s campus. Registration will open on August 1, 2024.

Press “Submit for Approval” to complete the online registration. **You will receive an email message once your online registration has been approved.** If your registration is denied, you will receive feedback on what is missing and/or incorrect and be given the opportunity to still access and revise your registration. The re-submission must be completed by the same person who submitted the original registration using the link provided in the notification email. This will allow you to edit the section(s) in your registration that needs to be fixed without having to create a new one and starting over. If approved, you will receive an email notifying you of your registration approval.

If you have further questions regarding this process, please reach out to us at jackie.aliotta@millersville.edu or 717-871-7056.

ADDITIONAL STEP FOR FRATERNITY & SORORITY LIFE ONLY

Step 6 – Fraternity and Sorority Life Checklist

Upload your current Insurance Certificate and Roster. The roster template can be found [here](#). Your registration will be denied if the roster is not on this template. This template

should be uploaded to Get Involved when you get to that step in the process. You will also enter the name and contact information for your Chapter Advisor during this section.

If you have any questions after reviewing these instructions, please reach out to Campus Life in the SMC Suite 118, at jackie.aliotta@millersville.edu or 717-871-7056.

NEW MEMBER / INTAKE PROCESS INFO

This section provides clubs and organizations, their advisors, and prospective members with information regarding a new member orientation process. Club/Organization members, chapter advisors, and Campus Life staff will work together to ensure a successful and positive experience for all involved. It's important to note not all organizations have new member/intake processes.

In order for Campus Life staff to assist clubs/organizations with the new member education process and avoid potential challenges, chapters must adhere to the following guidelines when conducting new member orientation at Millersville University. For more information related to fraternities and sororities, please visit the Fraternity and Sorority Life Get Involved page.

Groups may not begin New Member Education activities until the New Member Education Program has been approved by Campus Life.

The following only applies to student organizations that conduct New Member Education Programs and are not part of Fraternity & Sorority Life.

Meetings and Documentation

Before beginning the new member education/intake process and/or hosting any interest meetings for your organization, you must first have a meeting with the Assistant Director for Student Organizations and Leadership. The purpose of this meeting is to discuss the regulations and requirements regarding the new member education process for your organization. Please let the Coordinator for Student Organizations and Leadership know if you are taking a new member class or if you are not taking a new member class.

The following documentation/information must be shared (via email or in-person) with the Assistant Director for Student Organizations and Leadership *before* the scheduled meeting takes place.

1. A semester's calendar of new member events, including a timetable for any new member activities, with dates and times. Activities to include on the calendar, if applicable, include:
 - Interest Meetings, Information Nights, or Recruitment Information (Informal Recruitment Information)
 - Description of how membership invitations are distributed
 - Selection date(s), official intake starts dates, or Bid Day/Night Date(s)
 - Any additional dates pertinent to your specific organization
2. A copy of the membership education program outlined by the inter/national organization.

- The program must include how education will be conducted, including but not limited to: dates, times, locations, and the curriculum of education meetings.

Without submission of the required paperwork in the outlined timeframe, the Club/Organization's new member education process will not be approved. In the event that the new member activities begin without the knowledge of Campus Life the new member activities will cease immediately, and the student club/organization will be frozen until a meeting with Campus Life occurs.

Anti-Hazing Compliance Forms

Within 3 days of the commencement of the new member education program the Anti-Hazing Compliance Form must be submitted. This form acknowledges that all members have reviewed, read, and agreed to the Millersville University Anti-Hazing policy. This form requires signatures from the executive board members, all members of the organization, and the new members.

The Anti-Hazing Compliance Form is available online Campus Life's Get Involved page as well as in Campus Life SMC Suite 118.

The Anti-Hazing Compliance Forms must be submitted each semester the organization intends on having a new member education process.

Changes to the New Member Education Program / Membership Intake Program

In the event that any dates and times need to be changed on the new member education calendar of events, the chapter president or new member education director (or any other position responsible for new member education) must notify the Assistant Director for Student Organizations and Leadership (via e-mail) no less than 2 business days prior to the new event time.

Length and Time

The time from the start of new member education programming to full initiation may not exceed six weeks, and the program must end no later than 14 days before the final day of classes. A date of completion must be sent and will be on record/reported to Campus Life.

Additional New Member Orientation Policies

Any pre or post 'pledging' activity, taking place before or after already approved events, will not be tolerated. Chapter Leadership and all level of advisors are responsible for paying attention to new member orientation process activity and report any concerns, questionable activities, or violations to Campus Life.

All events must follow the Campus Life On-Campus Event Policies & Procedures Guidelines, Anti-Hazing Policy as set forth by Millersville University, student code of conduct, all local, and state laws as well as any other risk management policies and procedures outlined by the inter/national organization.

Anti-Hazing Policy

For more information on the Anti-Hazing policy, please visit the University website.

Any new member-related activity between the hours of midnight and 7:00 AM or awakening individuals during these hours is not allowed. Any new member education process activity must end in enough time for students to arrive back home by midnight.

Reporting Hazing

IMMEDIATE DANGER: If you witness a hazing incident or someone is in danger call 911.

If you want to report a hazing incident or suspected incident that is not immediately putting someone in danger:

1. Submit an incident reporting form. This is located within the Anti-Hazing Policy for MU.
 - In person, report any incident to Campus Life located in Suite 118 of the Student Memorial Center
 - Contact your Inter/National Headquarters staff (if applicable)
 - Anti-Hazing Hotline: (888) 668-4293 or (888) NOT-HAZE
 - For more information: <https://fraternallaw.com/help-us-stop-hazing>

STUDENT ORGANIZATION MAILBOXES

All SGA recognized student organizations (both temporary and permanent) have the opportunity to register for a mailbox in the Student Memorial Center. Whether you currently have a mailbox or not, ALL student organizations who want a mailbox will need to complete this form in order to receive a mailbox for the 2024-2025 academic year. Mailboxes will be assigned on a rolling basis. This registration is good until the end of the 2024-2025 academic year. If you do not apply for a mailbox now but receive mail or packages at a later date, they will be returned to sender. Register for a mailbox here: <https://getinvolved.millersville.edu/submitter/form/start/633876>

INVOLVEMENT FAIR

The Involvement Fair, previously known as Org Outbreak, is an exciting Ville tradition. The Involvement Fair is open to the entire campus community and provides an opportunity for the student body to connect with active student clubs and organizations, programs, and departments at Millersville University. Student organization members staff tables where they can distribute information about their organization and recruit new members. This event takes place twice during the academic year. The first is during EPPIIC Weekend on the Sunday before classes start for the fall semester, and the second occurs at the beginning of the Spring semester. Registration forms can be found on Get Involved.

THE PRESIDENT'S LEADERSHIP RETREAT

The President's Leadership Retreat is a leadership conference specifically designed for the President every student organization. The purpose the President's Leadership Retreat is to help equip student organization Presidents with the information and skills that they need to successfully lead their organizations. Attendance at the President's Leadership Retreat is a requirement for the Activate Your Org Process and is scheduled for Sunday, September 15, 2024

and registration opens August 1, 2024.

MARAUDERS LEAD

Marauders Lead is Millersville University's student leadership development program aimed at supporting individual leadership development by preparing learners to better understand the role they play within their unique communities. Through engaging and interactive seminars, workshops, and other offerings, Marauders Lead exposes students to a vast array of leadership practices and concepts to develop personal and group leadership skills. These workshops will ultimately help participants develop their individual leadership styles and cultivate valuable skill sets for future academic professional pursuits.

Visit [Get Involved](#) for upcoming events. Currently Campus Life typically offers one leadership series within Marauders Lead – the Emerging Leaders Program.

EMERGING LEADERS PROGRAM

The Emerging Leaders Program is a five-part leadership series meeting one hour each week. This series builds upon topics discussed in previous wheels. Participants must attend all five workshops in order to successfully complete the series. When you register, you are committing to all five sessions. This leadership series is open to all MU students that want to increase their leadership skills. All years in school and all majors are welcome. Topical areas include: Leadership Definition & Styles, Confidence and How to be Assertive, Recruitment, Motivation, & Delegation, Building Community: Communication & Team Building, Conflict Resolution, and Diversity, Equity, and Inclusion. Space is limited, register early by emailing jackie.aliotta@millersville.edu.

THE LEADERSHIP AWARDS

Every year Campus Life sponsors The Leadership Awards. This program is dedicated to recognizing the outstanding accomplishments of our student organizations, student leaders, and faculty/ staff advisors. The end-of-the year awards banquet, held in April, provides an opportunity to celebrate a successful year. Look for information, including nominations, during the early part of the spring semester on Get Involved. The 2023- 2024 award categories were:

- Advisor of the Year
- Campus Event/ Program of the Year
- Club Sport of the Year
- Commitment to Social Justice Award
- Emerging Student Leader Award
- EPPIIC Values Award
- Fraternity/Sorority Emerging Leader of the Year
- Fraternity/Sorority Leader of the Year
- Fraternity & Sorority Life's Chapter President of the Year
- Fraternity & Sorority Life's Living the Ritual Award

- Fraternity & Sorority Life's Outstanding Philanthropy Award
- Graduate Student of the Year
- Intramural Athletes of the Year
- Leadership in Diversity, Equity, and Inclusion Award
- Marauder of the Year
- Outstanding DEI Program Award
- Outstanding New Student Organization Award
- Service Project of the Year
- Student Organization of the Year

STUDENT ORGANIZATION ADVISORS

This section is taken directly from the Advisor Agreement Form, which all advisors must review and agree to.

All recognized student organizations are required to have an Official Advisor of Record Review the [Advisors to Student Organizations Policy](#). Any full-time permanent member of the Millersville University faculty, staff, administration, or affiliate is eligible to serve as the Official Advisor of Record to the organization. Affiliates are defined as staff members who work for PSECU, Student Services, Inc, and Student Lodging, Inc.

The work of the Advisor is important to the success of our student clubs and organizations at Millersville University. Your ability to mentor, interject when needed, praise, and assist your group members as they provide student engagement opportunities for the greater Millersville University community is a vital role that significantly increases the overall effectiveness of our clubs.

We genuinely appreciate your willingness to take on this important faculty/staff Advisor role, and understanding the expectations and responsibilities listed below will greatly enhance your overall effectiveness.

Advisor Expectations:

1. Serve in a voluntary capacity to the organization and provide guidance, direction, advice, and continuity to both the members and officers of the club
2. Explain and clarify University policies and procedures, as well as any applicable federal, state, or local laws and ordinances that may apply to the club
3. Remain informed of and occasionally attend the meetings, events, and programs of the organization throughout the academic year
4. Review and understand the On-Campus Event Policies and Procedures Guidelines administered by the Department of Campus Life, including the Event Registration Form on Get Involved

5. Work collaboratively with the Department of Campus Life event team on organization events that may be deemed high-risk, which may include meeting with student leaders to review, assess, and mitigate event risks
6. Review and understand the Student Organization Guidebook administered by the Department of Campus Life
7. Utilize the Department of Campus Life staff for support, troubleshooting, guidance, and available resources when needed
8. Be familiar with national structure and services of the organization (if relevant)
9. Meet with leaders and officers to discuss upcoming meetings, programs, long range plans, goals, and problem solving as frequently as possible
10. Help to organize fair elections of officers based on the constitution and bylaws of the organization
11. Assist with the officer transitions and new officer training to provide guidance and continuity
12. Review, understand, and sign all club financial transactions (Ex: Form 1 documents from the SSI Banking Office)
13. Be available to members requiring assistance or counsel and refer those students to appropriate staff members and/or University resources as needed
14. Ensure the club completes the Activate Your Org 2024-2025 process by the deadline of September 15, 2024 if they want to be an active organization for the 2024-2025 academic year
15. Provide guidance to members who might be struggling academically and share information concerning academic support systems in place at Millersville University
16. Assist in establishing procedures for holding students accountable and provide counsel to officers in making sure that student removal from the group for just cause complies with the process as outlined in the constitution and by-laws of the organization
17. Report any student who may display disruptive or threatening behaviors that potentially impede their own or other's ability to function successfully or safely to the Behavior Intervention Team (BIT)
<https://www.millersville.edu/safetyandsecurity/threatassessment.php>
18. Understand that faculty/staff advisors to student organizations are University officials that qualify as Campus Security Authorities (CSA) and must understand and comply with the Department of Education's Clery Act found in the *Handbook for Campus Safety and Security Reporting*, <https://www2.ed.gov/admins/lead/safety/campus.html>
19. Faculty/staff advisors to student organizations are University officials and are responsible for reporting any incident of sexual misconduct. According to the Sexual Misconduct Policy, any individual who is made aware of an incident or receives a report of sexual misconduct should immediately refer the person to the Title IX Coordinator or any of the Deputy Title IX Coordinators. An online reporting form can be found at: www.millersville.edu/titleix. Please refer to the University Sexual Misconduct Policy found at www.millersville.edu/smpp

Volunteer Advisors

Every organization must have an advisor who is a member of the Millersville University faculty, staff, or administration to serve as the Official Advisor of Record. However, there are some organizations that may require the addition of a Volunteer Advisor (e.g. coaches, campus ministers, fraternity/sorority alumni advisors, etc.) in order to remain in compliance with national, regional, or local standards.

Organizations that have volunteer advisors can benefit from their guidance, training, and leadership. Volunteer Advisors can assist with the development of the organization and help to maintain and support the purpose and mission of the organization while advancing the experiential learning goals of the university. Please note, Volunteer Advisors are NOT university personnel, and as such *cannot* sign club or university documents or serve as the Official Advisor of Record.

If your organization is interested in having a Volunteer Advisor, in addition to the Official Advisor of Record, contact the Department of Campus Life for details.

Thank you for your service!

We know that students learn a lot about themselves and others by participating in the co-curricular experiences here at Millersville University. In many cases, loyal and committed advisors like yourself are the one constant, the one person who has the “treasure chest” of knowledge that, when shared with each incoming group of student club and organizational leaders, will ensure their overall success.

Thank you again for agreeing to serve as one of our proud faculty/staff advisors for the 170+ student clubs and organizations on the campus. We look forward to a fantastic 2024-2025 Academic Year!

STUDENT ORGANIZATION ADVISOR LIABILITY

Advisors to student organizations accept an added responsibility. The type of liability or risk for the advisor varies greatly depending upon the type of organization. What follows are some suggestions to assist with an advisor’s responsibility regarding liability issues or concerns:

- Try to anticipate risks which may arise out of any decision or situation and then discuss with the officers what they can do to minimize risks. Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized. Please contact Campus Life staff, as they can work with you if questions arise.
- It is important to be aware of University policies and regulations as they affect student organizations. The Millersville University website, Student Government Association Finance Guidelines, the Student Organization Guidebook, and the Campus Life On-

Campus Event Policies & Procedures Events Manual are great sources for University rules and regulations. The staff members in Campus Life can also serve as resources for you if you have specific concerns or questions.

- Advisors should never enter into contracts on behalf of a student organization and are not permitted to sign contracts at Millersville.

STUDENT ORGANIZATION RESOURCES

Campus Life has created several resources to help student organization leaders in their roles. These documents can be found on Get Involved and are linked below:

- [Advisor Role and Responsibilities Clarification Worksheet](#)
- [Fostering Inclusion in Your Student Organization](#)
- [Officer Position Descriptions](#)
- [Officer Transitions 101](#)
- [Student Organization Collaborations](#)

MILLERSVILLE UNIVERSITY IDENTITY GUIDELINES

Millersville University is a diverse collection of many different departments, programs and people making up one of the top universities in the North. It is important for our visual identity, our voice and tone to be unified and our messaging to be consistent to our audiences. The identity guidebook will help all of our communications to be consistent and on brand. Here is a link to MU's Identity Guidelines:

<https://www.millersville.edu/ucm/index.php>

Some highlights of this document include:

- Usage of the Millersville University logos for student clubs and organizations (page 15)
- Usage of the University seal (page 17)
- Millersville University's main color palette (page 19)
- Millersville University logo wear (page 24)

If you have further questions regarding these guidelines, please reach out to University Marketing & Communications at 717-871-5829 or www.millersville.edu/ucm

MARKETING YOUR ORGANIZATION

Here are some ideas for marketing your student organization here at Millersville.

Get Involved

Student clubs and organizations are required to enter all meetings and events into Get Involved. Students looking to get come to something on campus are encouraged to check out the events submitted on Get Involved.

The Spot

Millersville University student organizations may submit ads and events for digital display in residence halls and the SMC. Please submit your request at

<https://www.millersville.edu/smc/spot-request.php>

Campus Life Instagram

Follow Campus Life's Instagram account @MillersvilleCampusLife. Email us at campuslife@millersville.edu if you want us to share something that help promotes your org.

Millersville University Social Media

Student organizations can advertise their events through MU Social Media accounts. You can also do a MU Social Media takeover, which allows full access to a social media account for a specific period of time. If you are interested in either of these options contact Kelsey Madas, Social Media Director, kelsey.madas@millersville.edu or 717-871-5726

Posting Flyers

Campus Life approves all student organization flyers that are posted around campus (except residence halls). Before bringing your flyer for approval, submit your event on the Event Submission Form in Get Involved. Your event needs to be approved (not just submitted) before you can get the flyers approved. Campus Life is located in the Student Memorial Center suite 118. Hours of operation are Monday – Friday 8:00am to 4:30pm

Step 1: Submit your event on Get Involved

Step 2: Wait until the event is approved

Step 3: Bring your flyer into Campus Life for approval and to be stamped. Please allow 2 business days for flyers to be stamped.

The Department of Housing and Residential Programs approves flyers for the residence halls.

For the complete [Posting Policy](#) click here.

The Snapper

The Snapper is Millersville University's student run newspaper. Papers are released on Thursdays. Do you have a story idea or tip you'd like to give? Submit at

<http://thesnapper.millersville.edu/index.php/contact-us/submit-ideas-tips/> Their email address is editor@thesnapper.com

WIXQ

WIXQ-FM is Millersville University's college radio station, broadcasting at 91.7 on the Lancaster FM band and WIXQ.com on the internet.

Looking for a quick, effective, and totally free way to advertise for your campus organization? WIXQ will work with you to create commercials. Whether it's for inviting students to join, making students and the community aware of upcoming events, or informing the campus of meeting times, WIXQ can help you out! Contact chiefannouncer@917theville.com to get started! The WIXQ email address is stationmanager@917theville.com

POSTING AND CHALKING GUIDELINES

Please see the [Posting and Chalking Policy](#) for a complete description.

Any student club/organization requests to post on campus must be made to the Campus Life for all on and off-campus events. For all on-campus events, the student club/organization must first register their event in Get Involved and have it approved by Campus Life before posting requests are made.

CORQ APP

Corq allows you to discover amazing events and groups around campus from your favorite mobile device. Download the free app now! Once you have downloaded Corq, select Millersville University and login with your MU credentials to see what experiences are happening nearby.

In Corq we encourage you to browse through the upcoming events by using the event filter. The event filter allows you to search for on-campus events based on distance from your location, perks (free food), or the theme of the event. After finding the event you're interested in, clicking on the event will allow you to see additional details. From here you can choose to add it to your calendar, find the location of the event, share the event with others, or even RSVP.

Event Pass

Every user has an Event Pass, a secure unique mobile Event Pass for check-in at many on-campus events. Many campus departments, and student organizations utilize the Event Pass feature to check students, faculty, and staff into events. You can go in through the Corq app to pull up your Event Pass each time the event you're attending is taking attendance, or you can save the Event Pass in your Digital Wallet for easier accessibility. Think mobile boarding passes used on airplanes, but for college students.

Tracking Event/ Meeting Attendance

If your student organization wants to track attendance at your events, you can download the Event Check-In App for free. The app should only be used by the users managing each event. You must have “full” access for the Events tool in the organization hosting the event to utilize the Event Check-In App or you must be given the unique access code to the event by an event manager. Every event created on Get Involved has a unique event code. Just enter that code into the Event Check-In App and you’ll be able to start scanning Event Passes. More information for Event Check-In Feature click [here](#). Scan this QR code to download your event pass:



BUSINESS OFFICE / BANKING CENTER

Student Organizations are encouraged to open an account with the SSI Banking Center, located in the Student Memorial Center, when they have money to be deposited. SGA Allocated Funds must go into the student organization’s Student Services, Inc. Account in the Banking Center.

More Information regarding the Check Cashing Policies and Student Organization Accounts can be found at <http://www.studentservicesinc.com/banking-center/>

You will also find the [Banking Center Signature Sheet](#), [Form #1](#), [W-9](#), and Employment Application on the Banking Center’s website.

If you have a student organization account over in the Banking Center, then the Banking Center and Student Government Association need to have copies of your signatures on file. The President, Treasurer, and Advisor of your organization should sign it (pen and electronic signatures are both accepted). Then scan and email the completed sheet to Kathie Giorgio at kathie.giorgio@millersville.edu.

UNIVERSITY STORE

The University Store, also owned by Student Services, Inc, offers charge accounts for student clubs and organizations. Please visit the University Store if you want to charge something to your account.

TECH OPS

The Technical Operations Department (a.k.a. “TechOps”) specializes in audio, video, lighting, and other electronic support for campus functions. Meetings, conferences, lectures, cultural affairs, and concerts are just a few of the events serviced by the Technical Operations Department. University organizations

can also rent portable audio/video equipment for dances, movies, and other social events. Below are the two forms for TechOps.

AVAILABLE RENTAL EQUIPMENT AND SERVICES

- DJ systems
- Full concert systems
- Lighting equipment
- Televisions
- DVD players
- VCRs
- Large screen projectors for DVD, VCR, or computer
- Overhead projectors
- Slide projectors
- Movie projectors
- Audio & Video recording

[SMC AUDIO VISUAL REQUEST FORM](#)

Request audio visual equipment and/or setup for your meeting or event at the SMC.

[UNIVERSITY AUDIO VISUAL REQUEST FORM](#)

Request audio visual equipment and/or setup for your meeting or event anywhere on campus

Timeframe: This form should be submitted at least **2-weeks in advance** of the scheduled meeting/event. Requests made within less than 5 business days before the scheduled event cannot be guaranteed and are subject to the availability of staff and facility resources at the time.

Cancellation: Setup is free; however, if the sponsoring organization cancels the scheduled event they must notify the appropriate setup crew at least 24-hours in advance to cancel requested setups. Failure to do so may result in a \$25.00 setup fee.

- Email smc@millersville.edu to cancel chair/table requests
- Email techops@millersville.edu to cancel all IT setup requests

STUDENT MEMORIAL CENTER (SMC)

The Student Memorial Center serves as the hub for student engagement at Millersville University by providing students, faculty, and staff with the resources needed to create inclusive spaces on campus that foster student development, build community, enhance student success, and inspire meaningful learning. These resources include:

- [Reservable Meeting Rooms & Event Spaces](#)
- [SMC Recreation Center](#)
- [University Ticket Office](#)
- [PSECU Banking Office & Atm](#)

- [University Store](#)
- [The Galley Dining](#)
- [Student Affairs](#)
- [Department of Campus Life](#)
- [Department of Campus Recreation](#)
- [Dr. Rita Smith Wade-El Intercultural Center](#)
- [Student Services, Inc.](#)
- [Computer Lab](#)
- Several community areas to relax, work, or hangout
- All Aboard Dining Pick-up Services
- Video Gaming in Club D'Ville
- Avenue "C" retail vending

UNIVERSITY TICKET OFFICE

Some student organization sponsored events are *required* to utilize the services of the MU Ticket Office. The Ticket Office will collaborate with the student organization sponsoring the event to establish the ticketing process.

The following events are required to use the Ticket Office:

- Any event charging admission *and* open to the public. Public is defined as any non-current MU student, faculty, or staff member.
- Any event charging admission *and* utilizing allocated funds from the Student Government Association.

Ticket Office Tips:

- The Student Organization must contact the Ticket Office at least 2 weeks prior to the event to arrange event logistics.
- The sponsoring student organization(s) is financially responsible for all services provided by the Ticket Office. Ticket services are *not* free.

Click [HERE](#) to learn more about services provided by the Ticket Office

[Bus Trip Ticketing Policies & Procedures](#)

[Bus Trip Event Request Form](#)

[Ticketed Event Request Form](#)

OFFICE OF STUDENT ACCOUNTS

Student organizations have M# accounts with the Office of Student Accounts. Dining Services will ask you for your M#.

If student organizations are utilizing outside vendors for services, they should not have the University directly billed for the services. Student organizations should pay for the services directly.

If you do not know your organization's student account number contact Campus Life.

STUDENT GOVERNMENT ASSOCIATION'S FINANCE GUIDELINES

SGA receives a portion of the Student Activity Fees, which are paid by every Millersville University student. SGA has been identified by the University as the student organization having the authority to recommend the allocation of the activity fee.

The [SGA Finance Guidelines](#) is a resource that student organizations should become very familiar with. SGA's funding allotment is automatically placed in 3 distribution funds and the SGA Finance Committee administers the process of awarding these funds:

1. Operational Grants
2. Event Grants
3. Competition and Conference Grants

Here are a few helpful resources included in the Finance Guidelines:

- The Guidelines for Club and Organization Operational Funding
- The Guidelines for Professional Development Grants Information regarding
- Funding club and organization's Professional Development opportunities
- Guidelines for Events and Activities
 - Trips and Travel
 - Lectures/Performers/Speakers
 - On-Campus Events
 - Off-Campus Events

TRAVEL PROCEDURES

Travel Waivers

Organizations wishing to host trips are encouraged to create a Travel Waiver found here on Campus Life's [Get Involved page](#). Customize this form to your event, have each participant complete the waiver, and submit all completed forms to the Campus Life immediately following your event.

EPPiIC VALUES AT MILLERSVILLE UNIVERSITY

The descriptions of our **core values** serve as guiding principles to help us fulfill our mission, achieve our vision and attain our goals. Individuals or units within the University community may enhance or clarify these descriptions. Our goal is for student organizations to also hold these values and to keep them in mind in everything you do.

EXPLORATION

Millersville University embraces a culture of exploration, creating a dynamic learning environment that fosters intellectual curiosity, creative intelligence, innovation, forward-thinking ideas and exciting discoveries. Exploration serves as an intentional way to strengthen University culture. We place a high value on student-faculty research, scholarship and collaborative projects.

PROFESSIONALISM

Millersville University is founded on a tradition of academic excellence, expert knowledge and professional collegiality. Our diverse community of learners is comprised of skilled and dedicated educators and staff who model maturity of thought and practice while exhibiting mutual respect. The University provides opportunities for professional development and growth, especially for our students, using academic enhancement and collaborative programs to emphasize the importance of critical thinking, active listening, self-discovery, collaborative leadership and responsibility. Such professionalism fosters career readiness and preparation for lives of service and success in the global community.

PUBLIC MISSION

Millersville University's mission calls upon us to respond to the urgent and emerging needs of our growing regional, urban and metropolitan communities. Through interdisciplinary learning, collaborative and cross-cultural experiences and a renewed focus on a liberal arts tradition, our students become well-prepared for meaningful participation in the broader society. Our commitment to flexibility and accessibility in higher education reflects the mission and vision of the University and ultimately has a direct impact on the larger public good.

INCLUSION

Millersville University is firmly committed to supporting and advancing the diversity and inclusion of its campus community. Inclusion is creating a campus community where differences are welcomed and respectfully heard and where every individual feels a sense of belonging. We

affirm our shared values, recognize our challenges, and commit to building on existing efforts to foster a diverse, equitable and inclusive campus community.

INTEGRITY

Millersville University steadfastly defends freedom of thought, ideas and discourse as core to authentic and honest scholarship. Our commitment to integrity is measured by action and responsibility and engenders a culture of trust, rich with opportunities for rigorous applied learning and meaningful civic engagement and public stewardship that are responsive to the needs of our vibrant and evolving metropolitan region. Moreover, the University consistently lives by and practices its institutional principles, standards and beliefs.

For more information regarding our EPPIC values visit MU's [website](#).

MILLERSVILLE UNIVERSITY ANTI-HAZING POLICY

All Millersville University students, and student clubs and organizations must review and agree to our Anti-Hazing Policy. The full policy can be found [here](#) under policies on the MU website. Any questions about the University's Anti-Hazing Policy can be directed to Student Conduct & Community Standards or Campus Life.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Millersville University is strongly committed to maintaining a positive learning, working and living environment for all and assuring that the educational and employment environment is free from unlawful discrimination or harassment. The University does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, pregnancy, any other protected category under applicable, local, state or federal law, or status as a disabled veteran, a Vietnam era veteran or other covered veteran in admission and access to, and treatment and employment in, its educational programs and activities. The University will not tolerate acts of discrimination, harassment or retaliation against or by any employee or student.

The University complies with Title IX of the Education Amendments of 1972 (“Title IX”) and its underlying regulations, which prohibit discrimination on the basis of sex in education programs and activities.

IF YOU ARE DEALING WITH SEXUAL HARASSMENT OR MISCONDUCT, HERE'S HOW WE CAN HELP:

Resources If you need information on counseling, health services, or related resources, our staff can provide warm referrals to both on- and off-campus providers.

Interim Measures If you need a change in your housing assignment, a No-Contact Order with another Millersville affiliate, or other accommodations related to your Title IX concern, we are able to assist with those processes.

Reporting If you want to file a formal complaint with the University, MUPD, or another Police department, the Title IX office can walk you through the options available and connect you to appropriate offices.

The University has designated the following person to assure compliance with Title IX requirements:

Miguel Pereira III. M. S Ed.
Millersville University Title IX Coordinator
Phone No.: 717-871-4100
Email: mutitleixcoordinator@millersville.edu
Office: Dilworth Building, Room 105

For more information regarding Title IX visit their website.

STUDENT CONDUCT & COMMUNITY STANDARDS

The Office of Student Conduct & Community Standards is in place to educate students about the expectations of the Millersville University community and to assist students in their development. In addition, their office is responsible for administering all areas contained in the Student Conduct & Community Standards Handbook. The office of Student Conduct & Community Standards fosters student learning and success by balancing individual and community rights, while promoting a safe, student centered, and inclusive community.

To view a copy of the Student Conduct & Community Standards handbook that all students and student organizations must adhere to click [here](#).

If you have any further questions, please reach out to:

The Department of Campus Life
campuslife@millersville.edu
717-871-7056