Dear Student Leader,

Welcome to the 2015-2016 Tufts University Roadmap, a guide to student organizations on campus. Tufts University believes that student involvement greatly contributes to the quality of student life for those who are involved, and those who benefit from their efforts. You should feel good about creating or participating in such a constructive and rewarding activity. Being involved in a student organization can be a lot of work, and more often than not, a lot of fun. It is a great way for you to meet and get to know other students with similar interests and goals, and it is also a great way to get practical experience for building up your resume and fine-tuning your life skills. It is also a great way to give back to the University.

In this Student Organization Resource Guide, you will find several tools to assist you in your efforts. Often student organization leaders feel as if they are on their own to learn and discover how to form and cultivate their organization. We want you to know that you are not on your own. There are many resources within this handbook that you can use to light your way. Most importantly, however, we want you to know about the resources you have on campus and how you can use them.

Don’t forget, the staff of the Office for Campus Life is always available. Don’t hesitate to stop by with any questions or concerns regarding your organization. We are here to help, but we can’t help you if you don’t ask.

Wishing your organization greatness,

Office for Campus Life ocl@tufts.edu  Joe Golia, Director
joseph.golia@tufts.edu

Laura DaRos, Associate Director
laura.daros@tufts.edu

Ashley Tello, Assistant Director
ashley.tello@tufts.edu

Christa Ricker, Assistant Director
christa.ricker@tufts.edu

Ashley Murray, Operations Coordinator
ashley.murray@tufts.edu

Tim Adams, Graduate Intern

Alyssa Frey, Graduate Intern
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STARTING A NEW ORGANIZATION

BEFORE YOU START

Even before you begin your process please consider the following questions.

- Does your organization overlap with any existing organizations? Review other clubs’ constitutions here: senate.tufts.edu and click on Judiciary. If there is some overlap, what makes it different from similar organizations?
- Are you a graduate student? Contact the Graduate Student Council (gsc@tufts.edu)
- Are you starting a club sport? Contact the Club Sports Office in Athletics.
- Are you starting a religious group? Contact the University Chaplain.
- Are you starting a performance/entertainment/dance group? Contact OCL Office (ocl@tufts.edu)

To form a new recognized student organization, please follow the simple procedures listed below:

Step 1: Visit the Office for Campus Life (OCL) Website!

ocl.tufts.edu

- Become very familiar with the rules, regulations and guidelines listed in the Student Affairs website, the TCUJ Bylaws, the OCL website, and this Roadmap, the official Student Organization Resource Guide.
- Go to the Office for Campus Life website, ocl.tufts.edu and complete a New Club/Organization Registration Form and sign up for a New Organization Information Meeting.

Attend the New Organization Information Meeting.

- The Director of the OCL will either ask you for further information to pursue your organization status or grant you temporary recognition. Temporary recognition states that you are in the process of forming an organization and allows you to reserve a meeting room through Tufts Space & Resource Reservation System for the purpose of gathering members, preparing a constitution, and planning ideas for events/programs.

Step 2: Recognition and the TCUJ, Tufts Community Union Judiciary

The next step is to meet with the Tufts Community Union Judiciary. The TCUJ office is located on the upper level of the Mayer Campus Center. The Tufts Community Union Judiciary (TCUJ) is the branch of the TCU student government responsible for the rulings of constitutionality on the actions of the TCU-Senate and other student organizations. The TCUJ is also responsible for officially recognizing all undergraduate student organizations at Tufts.

Recognition Process: The recognition process is designed to evaluate the level of interest in and need for a student organization. The TCUJ will look closely at the purpose of a new organization to determine whether a similar organization already exists. To have your organization recognized, you must provide the TCUJ with the following:

- Proof of events: Student Organizations seeking official recognition must have been active for at least one semester prior to applying and have held a minimum of three events.
- Constitution: Clean, typed, and current copy. The constitution must include the goals and purpose of the organization. For a model or example constitution, please refer to page 6. Violation of an organization’s constitution can result in de-recognition. Constitutions should be updated regularly to reflect changes in the organization. All changes to an organization’s constitution must be approved by the TCUJ.
- List of members: A handwritten list with signatures of at least fifteen members and their student ID numbers, local address, phone number, and year of graduation. All members must be Tufts full-time undergraduates paying the Student Activities fee.
Step 3: Recognition Notification
Your group will be notified by the TCUJ regarding your recognition status. Should your group be recognized please refer to the following information in this resource guide.

Step 4: Registering Your New Organization (go to ocl.tufts.edu).

The OCL is required by the University to register all TCU recognized organizations (funded or non-funded). The act of registration implies that a student organization obligates itself to abide by all the rules and regulations of the University pertaining to student organizations. These rules and regulations are specified throughout this manual and on the Student Affairs and Office for Campus Life website.

In addition, the OCL maintains a list of student leaders in order to extend invitations to participate in leadership programs and to connect students to a group they may be interested in joining.

EXISTING ORGANIZATION/RE-RECOGNITION PROCESS

- All student organizations must be re-recognized every year during the spring semester. Organizations should thoroughly review the TCUJ Re-Recognition Bylaws prior to this process. Student Organization contacts will be notified by the TCUJ at the start of the re-recognition process each year. Each year every organization will go through Informational Re-Recognition and then every other year, depending on the student organization’s Allocations Board Council number, organizations will go through Evaluational Re-Recognition.

Informational Re-Recognition:

Informational re-recognition is a quick process in which student organizations may be asked to provide updated information including constitutions, lists of members, future plans etc. Once this information is received the TCUJ will vote on recognition status for the upcoming year. Any organization who fails to meet these requirements within the allotted timeline will be subject to de-recognition.

- Evaluational Re-Recognition:

Evaluation re-recognition will occur every other year depending on the TCU council number of the organization. In addition to the material required in the Informational Re-Recognition process the TCUJ will require organizations to provide proofs of events. Please review the TCUJ Bylaws for specific requirements and additional information.

ADDITIONAL REGISTRATION/RECOGNITION GUIDELINES:

- TCU-J recognized organizations that fail to register with the Office for Campus Life may lose the privileges above.
- Registration does not imply or indicate Tufts University sponsorship or approval of the activities of the organization and does not serve as a substitute for recognition by the TCUJ.
- All recognized organizations must re-register each year with the OCL.
- Some student organizations are not funded through the TCU Treasury, however these groups are still considered TCU groups, they are not independent, just non-funded.
- Student Organization access to room reservations, event planning and TCU budgeted resources is available from the first day of classes to the last day of classes each academic year. Student organization privileges are not in affect over the summer months. Student Organization summer activity must be previously approved. Contact the Office for Campus Life for further information.
- Student Organizations are responsible for all information, policies and procedures listed in this Student Organization Handbook. Student Organizations are also responsible to comply with the University Code of Conduct and relevant Tufts policies when hosting any event or engaging in any student organization sponsored activity.
STUDENT ORGANIZATION PRIVILEGES AND RESPONSIBILITIES

STUDENT ORGANIZATION PRIVILEGES

- Use of the Tufts University Name® (see below)
- Being listed on various University websites as a recognized student organization
- Scheduling the use of University facilities and space and sponsoring events in those spaces
- Access to services from University departments
- Option to apply to the TCU Treasury for funding
- Participation in the annual Student Organizations Fair
- Access to advising, training and resources provided by the OCL and TCU

STUDENT ORGANIZATION RESPONSIBILITIES

- Student organizations that are recognized by the TCU are expected to comply with the regulatory and procedural guidelines contained in this handbook, the Student Affairs website, and the University Code of Conduct.
- Student organizations are also expected to comply with all academic rules and regulations of the organization.
- Officers of student organizations must be in good standing with the University. Tufts University defines a student as being in good standing as long as he or she remains actively enrolled and not on academic probation level III or higher and/or not on disciplinary probation level II or higher. A minimum GPA of 2.0 is required.
- Students who are on a leave of absence are not considered to be in good standing and are not eligible to serve as an organization officer or participate as an active member.
- Obstruction of, or interference with, any regularly sponsored or official function of the University by a student organization may lead to disciplinary action against the organization and the students involved.

ACCESS TO UNIVERSITY SPACE AND BUDGET MANAGEMENT SERVICES

All student organization events and programs are required to be completed by the last day of classes of the spring semester and April 15th is the final day for student organizations to request event space. Operations may resume again on the first day of classes in the fall semester. Space reservations will not be approved for student organizations following the last day of classes each semester. Absolutely no events will be approved during reading days or final exam periods.

Space reservations are also not available during the summer months or semester break. Budget and finance processing for student organizations also ends on the last day of classes in the spring semester and will resume again on the first day of classes in the fall semester. TCU budgeted groups should also review the TCU Treasury Procedures Manual.

STUDENT ORGANIZATION ANNUAL REQUIRED MEETINGS

There are some annual meetings at which representatives from student organizations are required to participate.

- Executive Summit:
  The Executive Summit is held each year in September. Every recognized student organization is required to be represented at the annual Executive Summit. The OCL sponsors this annual event which is an opportunity to present important information to all student organizations on the upcoming academic year.

- TCU Treasury Procedures Meeting:
  The TCU Treasury schedules information meetings every year in September. It is required to access organization funding that your group is represented at one of these meetings.

- Financial Stewardship Training Meeting:
  At least one representative, preferably a financial officer, will be required to attend. This meeting, presented by the University’s Audit and Management Advisory Services, will discuss best practices in managing finances.

- Event Registration Meeting:
  Every Friday at 10 am there is an event registration meeting. If your organization is planning an upcoming event, at least one representative will need to attend this meeting. Once you book space on reservation system you will be invited to this meeting. If you book your event space through another means please contact the OCL regarding attending this Event Registration Meeting. You must attend the Event Registration Meeting at least 3 weeks prior to your event; 4 weeks or more is recommended for larger and more detailed events.
STUDENT ORGANIZATION JUDICIAL PROCEDURES

If the conduct of a student organization results in a violation of a University or TCU policy, an off-campus citation or a violation of the organization’s constitution, the organization will be subject to disciplinary action. Complaints against student organizations will be heard by the TCUJ or by the University’s Committee on Student Life. Incidents involving fraternities and sororities will be heard by the Inter-Greek Council-Judiciary or the University’s Committee on Fraternities and Sororities. Student organizations retain the same rights and responsibilities as an individual student in the university’s judicial process. (Please refer to the booklet Tufts Student Judicial Process, available in the Dean of Student Affairs Office.)

REQUESTING FUNDING

Once an organization is recognized by the TCUJ, the organization has the option of applying for funding from the TCU- Senate. The TCU-Senate is responsible for the disbursement of the Student Activities Fee. The fee is allocated by the Senate Allocation Board (ALBO) and managed by the TCU-Treasury. Approximately 250 TCU-recognized student organizations are funded by the Senate each year. **Groups can apply for funding annually, but recognition by the TCU-J does not guarantee funding.** All Tufts University student organizations are prohibited from maintaining bank accounts outside the University.

ADDITIONAL FUNDING NOTES:

♦ Existing organizations will be contacted annually about the funding application process.
♦ Newly recognized organizations may apply for funding once they are approved and recognized by the TCUJ.
♦ For further information on funding refer to the TCU Treasury Procedures Manual or contact the TCU Treasury located in the Mayer Campus Center. Information can also be found at [senate.tufts.edu](http://senate.tufts.edu).
♦ University administrators from the Campus Life Financial Office work directly with the TCU in handling the processing of TCU funding. The offices of the Budget Manager and Budget and Fiscal Officer can be found in the Mayer Campus Center, room 213.
♦ Additional funding collected for the benefit of student organizations (donations, fundraisers, raffles, auctions, etc.) is required to be processed through the Campus Life Financial Office and deposited into University student organization accounts. Individual student organization members cannot raise money for individual purposes.
♦ Students are not allowed to use University resources or funding in operating any individual business (profit or non-profit) on campus.

CONTRACTS FOR GOODS AND SERVICES

**Why a Contract?**

A contract represents an agreement you are making for future purchase of goods or services. As a student organization you may have to purchase goods or make an agreement for a service throughout the year as you conduct the business of the organization. Goods could be anything from office equipment, food or other items for an event. Services could be a presenter, performer, speaker, or some group you are bringing to campus to perform a service sponsored by your organization. Contracts represent the terms of the agreement to which both parties agree. Contracts not only represent your organization, but ultimately represent Tufts University as a whole and therefore need to be reviewed carefully prior to signing.

**Obtaining a Contract**
When entering into an agreement for goods or services you will probably be confronted with one of two situations regarding a contract. The “supplier” (the company, group, individual etc. you are making the agreement with) either has their own contract or they do not. Please see below for what to do in either situation.

### IF Supplier has their own Contract:

In most cases the supplier you are using will have their own contract and want to use that in the agreement being made with your organization. Once you receive a contract from the supplier please follow these simple steps.

1. It may take time to process your contract. Please allow a minimum of 14 days from the time you receive your contract to final processing.

2. Contract reviewed by organization for correct information, dates, times, locations, price, event specifics etc.

   **NOTE:** Contracts should never be in the specific name of a student, they should always be in the name of the organization and Tufts University. Under no circumstances should any student sign a contract. Contracts can only be signed by official signatories in the OCL or Purchasing Department.

3. Contract delivered to OCL staff for review.

   **NOTE:** All contracts are different, and depending on the specific event, and the level of risk associated with the event, some contracts may need to be reviewed by University counsel for approval. OCL staff will be able to assist you in understanding your contract and if it will require further review.

4. Contract sent to Purchasing from OCL for Official University review and signature.

5. Signed and approved contract returned to student group representative.

6. Signed and approved contract, and all supporting *documentation, delivered by student group representative to TCU Treasurer for approval, processing and payment.

### OR if Supplier does not have their own Contract:

Tufts University has a standard contract for Goods and Services and for Performance Agreements that you should use if your supplier does not have their own contract. A copy of this contract can be obtained on the OCL website, ocl.tufts.edu. Once you receive this contract you may follow the steps listed above for approval and processing of the contract.

*W-9 Form:* Most contracts for performers, bands, speakers, etc. will not be processed without a W-9 Form. Please make sure to request a W-9 Form from the Office for Campus Life when requesting a contract. W-9 Forms should be in the name of the person/company from whom the final check will be made payable to.
OFFICE FOR CAMPUS LIFE (OCL)

The Office for Campus Life (OCL) is located on the main level of the Mayer Campus Center. The OCL is responsible for the overall management of all student organizations. The OCL can help you with everything from starting a new group, the re-recognition process, obtaining funding, planning events, selling tickets, reserving meeting space, and so much more.

The OCL is also a great place for student leadership development opportunities. The OCL is a resource in helping your group members build their leadership skills. All student organizations are invited to regularly scheduled leadership development programs and events sponsored by the Office. Please visit the OCL for all your student organization needs or refer to the OCL Website, ocl.tufts.edu.

CREATING A CONSTITUTION

An effective club/organization constitution should reflect the purpose and goals of the organization. Your constitution should:

♦ Be simple and concise
♦ Be created by several members of the organization (to assure that you all have the same vision)
♦ Include appropriate guidelines to govern your organization

MODEL ORGANIZATION CONSTITUTION

<table>
<thead>
<tr>
<th>ARTICLE 1: NAME, PURPOSE AND AFFILIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1. The name of this organization shall be .</td>
</tr>
<tr>
<td>Section 2. Describe or list the purpose and goals of the organization.</td>
</tr>
<tr>
<td>Section 3. List any affiliation with any local, state or national organizations if applicable.</td>
</tr>
</tbody>
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<table>
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<tr>
<th>ARTICLE 2: MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1. Describe membership requirements. List as —al, —bl, —cl, etc.</td>
</tr>
<tr>
<td>a. Who may be a voting member? Nonvoting member?</td>
</tr>
<tr>
<td>b. Do you require a minimum GPA?, etc.</td>
</tr>
<tr>
<td>Section 2. Describe member privileges.</td>
</tr>
<tr>
<td>Section 3. Describe how individuals are selected or appointed to positions.</td>
</tr>
<tr>
<td>Section 4. Describe any ex-officio members, i.e. advisors, honorary members, etc.</td>
</tr>
<tr>
<td>Section 5. Discrimination disclaimer i.e. said organization does not discriminate based upon race, religion, gender, nationality, handicap, sexual orientation, age, etc.</td>
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</tbody>
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<tr>
<th>ARTICLE 3: OFFICERS</th>
</tr>
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<tbody>
<tr>
<td>Section 1. Define officers and describe the position and duties.</td>
</tr>
<tr>
<td>Section 2. Define officer qualifications, i.e. GPA, full-time status, etc.</td>
</tr>
<tr>
<td>Section 3. Define voting procedures of officers.</td>
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<tr>
<th>ARTICLE 4: ELECTION AND IMPEACHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1. Describe the officer election process and timeline.</td>
</tr>
<tr>
<td>Section 2. If necessary, define method of voting, campaigning restrictions, etc.</td>
</tr>
<tr>
<td>Section 3. Explain impeachment/removal procedures.</td>
</tr>
</tbody>
</table>
ARTICLE 5: MEETINGS
Section 1. Define meeting frequency, i.e. weekly, bi-weekly, etc.
Section 2. Define provisions necessary for calling special/emergency meetings.
Section 3. Define attendance policy for meetings, and establish accountability system.
Section 4. Define quorum and when it is necessary.
Section 5. Define voting rules: majority vote, 2/3 vote, etc.
Section 6. Define parliamentary procedure to be used (Robert’s Rules of Order).

ARTICLE 6: COMMITTEES
Section 1. Define committees, their meeting processes and membership.

ARTICLE 7: AMENDMENTS AND BY-LAWS
Section 1. Define who may propose an amendment to the constitution.
Section 2. Define the method in which an amendment must be submitted or presented.
Section 3. Define ratification process for amendments, i.e. simple majority, 2/3 vote, etc.
Section 4. Define use of by-laws typically used to clarify constitution or define detail in organization.

ARTICLE 8: ADHERENCE TO COLLEGE POLICIES
Section 1. Statement of adherence to college rules, regulations and policies.
Section 2. Statement of adherence to all local, state and federal laws.

ARTICLE 9: ADVISOR, If applicable to your group.
Section 1. Describe the advisor selection process.
Section 2. Define the role of the advisor.

RUNNING AN EFFECTIVE MEETING

It takes a team of people who actively exchange ideas to accomplish goals.

To help ensure success, group members should:

Understand the meeting’s purpose: Pool their knowledge:

- exchange - socialize - express their thoughts
- solve problems - brainstorm - react to others’ ideas
- make decisions - get work done - combine their skills to reach
- explain issues - share concern

1. Be prepared for the meeting:
   ♦ Know the purpose
   ♦ Research available material, know what you are presenting
   ♦ Review the agenda/give an overview
   ♦ Ask questions
   ♦ Understand why you’re there
   ♦ Enter items on the agenda
   ♦ Bring a pen and paper
2. Have good meeting manners:
   ♦ Arrive on time
   ♦ Avoid unnecessary interruptions
   ♦ Observe specified time limits
   ♦ Refrain from distractions
   ♦ Stay until the end
   ♦ No side chatter
   ♦ Be attentive
   ♦ One person speaks at any one time
   ♦ Raise hand

3. Participation in the meeting is the key for success:
   ♦ Support the group’s efforts
   ♦ Get involved in discussions
   ♦ Be creative
   ♦ Express your feelings
   ♦ Share your thoughts
   ♦ Take notes

4. Tips on effective communication:
   ♦ Listen carefully
   ♦ Be courteous
   ♦ Respect opinions
   ♦ Consider suggestions
   ♦ Express yourself clearly
   ♦ Summarize as needed
   ♦ Include everyone
   ♦ Offer suggestions
   ♦ Be clear
   ♦ Don’t repeat what’s been said

5. Bring the meeting to a close:
   ♦ Tie up loose ends
   ♦ Delegate follow-up assignments
   ♦ Summarize necessary points of the meeting
   ♦ Plan the next meeting if necessary
   ♦ End the meeting on a positive note
Sample Meeting Agenda

An important tool to an effective meeting is an agenda. It keeps everyone on task and informed. The following is an example of a good agenda:

**AGENDA**

I. Call to Order
II. Role Call
III. Approval of Minutes
IV. Announcements
   a. This is the time to discuss general announcements that would not fall under committee reports
V. Officer Reports
   a. President, b. Vice President, c. Secretary, d. Treasurer
VI. Committee Reports
   a. Allow a representative from each committee to give an update
VII. Old Business
   a. Follow up on unfinished discussions or issues
   b. Evaluate recent programs
VIII. New Business
   a. This is the main part of your meeting, when you make plans, finalize decisions, delegate duties, etc.
IX. Closing Remarks
   a. Remind people of important dates/times or duties.
   b. Make sure everyone is on the same page.
   c. Always try to close on a positive note.

RECRUITING AND RETAINING MEMBERS

In order to entice new members, you must have a firm grasp on your organization’s purpose and goals.

**PURPOSE:**
Put the organization’s purpose in writing. Be sure to re-evaluate and update this statement as necessary.

**MARKETING:**
What makes your club different or unique? Remember to keep focused on your purpose. What does your club have to offer its members? What would members gain from being a part of your organization?

Remember why people join clubs or organizations:
- Friendship: understanding, support, feeling of being liked and respected
- Sense of belonging: support, involvement and purpose
- New experiences: sense of learning new things and developing new skills, challenge, adventure and excitement
Recognition: approval and respect from peers, acknowledgment for accomplishments, feeling of appreciation for efforts and contributions

Power advancement: responsibility, sense that we can influence decisions, sense of control, possibility for advancement

Commitment to social and political issues: involvement in a cause, interest in social change

YOUR NEEDS:
Give interested students direction and a sense of purpose by explaining what their role would be as a member of your club. Give them a written job description with responsibilities, expectations and requirements. (You may wish to include specific duties, qualifications, training, commitment and evaluation. Do not overwhelm potential members, but be up front with what’s expected.)

TIPS FOR EFFECTIVE RECRUITMENT:
- Co-sponsor events with other campus organizations.
- Target diverse populations (i.e. commuters, different graduating classes, different cultural backgrounds).
- Have meetings at convenient times and places.
- Hold an Open House or a presentation where you offer a brief orientation about your organization.
- Have—Bring a friend meetings where each person must bring someone new.
- Send out personal invitations.
- Have information about the club and meeting times out there!

KEEPING MEMBERS COMING BACK:
- Keep in mind why people join. Make sure you’re fulfilling their needs or expectations.
- Make people feel needed and comfortable.
- Hold consistent meetings at times when people are generally available. And make meetings FUN!
- Connect with new members, make them feel welcome.
- DELEGATE! Give members something to do! And ask for their input.
- Say THANK YOU! Show your appreciation for their contributions.

PARLIAMENTARY PROCEDURES

Some organizations choose to use parliamentary procedure to facilitate an effective meeting. Here are the basics to use as a guide.

FIVE BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE:
1. Only one subject may claim attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights equal to every other member.
4. The will of the majority must be carried and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into one: the organizations.

MOTIONS:
The proper way for an individual to propose that the group take a certain action is by —making a motion. The following is the process for handling a motion:

Tools for Success
1. Obtaining the floor
   ♦ Wait until the last speaker has finished.
   ♦ Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
   ♦ Wait until the Chairman recognizes you.

2. Make your motion
3. Another member will second your motion or the Chairman will call for a second.
   ♦ If there is no second to your motion it is lost.
4. The Chairman states your motion
   ♦ The Chairman will say, "It has been moved and seconded that we ..." thus placing your motion
     before the membership for consideration and action.
   ♦ The membership then either debates your motion, or may move directly to a vote.
5. The Chairman announces the result of the vote.
6. The floor is now open for another motion.

VOTING ON A MOTION:
The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are several methods used to vote by most organizations, such as:
   ♦ By Voice -- The Chairman asks those in favor to say, "aye," those opposed to say "no." Any member may move for an exact count.
   ♦ By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person’s vote is required.
   ♦ By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
   ♦ Allow motions that are in order.
   ♦ Have members obtain the floor properly.
   ♦ Speak clearly and concisely.
   ♦ Obey the rules of debate.
   ♦ Most importantly, BE COURTEOUS.

ROLE OF AN ADVISOR

Advisors are not required as a part of the organization process at Tufts University. Some organizations have advisors and some do not, the decision to have an advisor is up to the organization. The advisor’s degree of involvement can vary depending on the organization’s needs.

AN ADVISOR CAN SERVE MANY PURPOSES, SOME OF WHICH ARE:
   ♦ Assist with your organization’s growth and development
   ♦ Contribute to the continuity and consistency of the organization
   ♦ Provide guidance on programs and organization of events
   ♦ Serve as a resource
   ♦ Serve as a liaison to national offices or affiliates, as well as to the college administration
Serve as a supportive sounding board for members
Provide knowledge of school policies that may affect an organization’s programs or plans
Step in to assist in a time of crisis
Offer guidance to members
Stay aware of the group’s financial situation and spending

The following are questions to consider when determining your advisor’s involvement:

1. Do we want our advisor to attend all our meetings? Programs?
2. How accessible do we need our advisor to be?
3. Do we want the advisor to meet regularly with the president or executive board?
4. Do we want our advisor to only listen or to offer advice and ideas?
5. Do we need someone to check up on us?
6. Do we need the advisor to help in making the agenda?
7. Do we need access to a phone and computer?
8. Do we want the advisor to facilitate trainings?
9. Would we want an advisor to mediate conflicts within the organization?
10. Are we looking for someone who will participate/help in work to be done?

How you can best utilize your advisor:

Meet with your advisor the day before your meetings to review the agenda and topics for discussion. Use your advisor’s knowledge and experience to help with questions you may have about running the meeting or dealing with a potential situation.

After each meeting, review what happened with your advisor. Be willing to ask for advice and be open to constructive criticism.

Keep your advisor updated on events, group dynamics and progress of your organization.

Include a section on your agenda for your advisor to speak/comment.

Remember your advisor is a volunteer too! Don’t take advantage or waste his/her time.
Planning a Program

TYPES of PROGRAMS and EVENTS

GENERAL EVENT ON CAMPUS

Most student organization sponsored programs and events will take place on campus for Tufts students only within a one to four hour block of time. Student organizations should follow all event registration guidelines listed in this Roadmap and on the Office for Campus Life website in planning and executing their events.

OFF-CAMPUS EVENT

Student organizations may be interested in hosting a Tufts University sponsored event at an off campus location. These events are often social events held at a hotel, club or conference facility. While these events are generally allowed there are a few guidelines and policies that must be followed. Any student organization looking to host an event at an off campus location must contact the Office for Campus Life prior to any planning. These events usually require contract negotiation (please refer to Contracts for Goods and Services on Page 5). All other policies stated in this Roadmap, including guest policy, ticket policy, alcohol policy etc. apply to off campus events.

MULTI-DAY/FULL WEEKEND EVENT ON CAMPUS

Some student organizations will request permission for multi-day or full weekend events. These include conferences, competitions or meetings. Often these types of events also include significant numbers of participants from off campus. While we welcome these types of events and their participants to Tufts University, they often use significant campus resources and take extra planning and coordination. All other regular scheduled campus functions and events will take priority over these types of events and based on timing, numbers of participants and available resources a specific program of this nature may not be approved. Student organizations seeking to host a multi-day event must get prior approval from the Office for Campus Life before any planning of the event can begin. Note: Depending on the type of event and spaces being used the guest policy guidelines may be waived for a multi-day event. Please contact the Office for Campus Life for details.

CITY-WIDE/OPEN-FLOOR-PLAN EVENTS

Certain student organizations often request to host City Wide Open Floor Plan events which are open to Tufts students and students from other local universities. For these events students from other institutions are welcome and for admission are required to show a legal university or college photo id. For these City Wide/Open Events Tufts requires the use of metal detecting equipment at the event entrance. The use of metal detecting equipment guidelines are as follows:

- Currently these events are only allowed to take place in the Campus Center (The Commons and Hotung) on Saturday evenings from 10 pm—2 am. Note: City Wide events sponsored by a Tufts University student organization will not be permitted at an off campus location.

- As with any event, all requests for City Wide/Open events are handled individually. Due to the added logistics of these events, requests must be turned in to the R25 reservation system at least one month in advance. All IDR associated with the event must be turned in to the individual departments at least two weeks prior to the event.
- Organization members are required to meet with OCL staff at least one month in advance to begin planning logistics for their event. Final approval will be granted or denied after a review of request by TUPD and OCL.

**CHECKLIST: SEVEN STEPS TO PROGRAM PLANNING**

1. **Program Needs, Assessment, and Ideas:**
   - Who are we programming for?
   - What are that population’s interests and needs? How can we come up with new ideas?

2. **Rationale for the Program:**
   - Why are we doing this program? What is its purpose

3. **Organization of Tasks:**
   - What has to be done in order for this program to take place?

4. **Get Help:**
   - DELEGATE!

5. **Resources Available and Contacted:**
   - What are the programming resources available to us? Have we contacted appropriate people/officers?

6. **Advertise:**
   - How will others be informed of our program?
   - Have we used unique, creative and effective advertising methods?

7. **Management:**
   - BEFORE, DURING, AND AFTER THE PROGRAM...
   - Has everything been done?
   - Evaluate—how did it go? How could we have done it better?

**KNOW YOUR RESOURCES**

The OCL oversees the majority of campus programming, so be sure to stop by or call with any questions you may have about planning an event. We can give you helpful advice, serve as a resource for outside vendors, DJs and entertainment agencies, as well as serve as a liaison to other campus resources.

**PROGRAM PLANNING TIPS**

Effective event planning should begin no later than 6 weeks prior to the day of the program. This should provide ample time to develop and promote your event.

One of the roles of the Office for Campus Life is to assist student organizations with the planning and implementation of programs and events for the benefit of organization members and the Tufts community. The OCL does this by facilitating the use of university facilities and services for student organizations and by advising student leaders during the planning stages of programming.
Planning a successful program is a choice and a decision to serve others. Questions to be asked: Who is the program for? What needs are being met? How will the desired result be achieved? To be an effective programmer, one must answer these questions thoughtfully.

**Volunteers**

Make sure you have enough — people power — to help set up, facilitate the event and clean up. Be sure that volunteers are clear on their responsibilities and expectations. Delegate enough responsibilities so that as the leader, you are free to oversee the event and to solve problems as they arise.

**Cleaning Up**

Once the event is over, it is your responsibility to ensure that the facility is returned to its original condition. You are responsible for coordinating volunteers to complete clean up. For any space, the removal of signs and decorations put up by the hosting student organization is the responsibility of that group. For certain events or spaces you may be required to put in a Facilities on-line work order for the setting or cleaning process.

**Unexpected Occurrences:**
No matter how much you plan, a few unexpected problems may occur. The following may facilitate a quicker resolution:

- Have a telephone list. This should include a list of volunteers, agents, performers, campus police, etc.
- Have volunteers assigned as “runners” to assist in problems that can only be resolved away from the event site.
- Know your resources: Make sure you introduce yourself to the agents, managers, facility or building manager, campus police, etc.

**Planning an Accessible Event for Guests with Disabilities:**

While planning your event you should pay attention to the following:

- Coordinate with the Tufts police to reserve adequate parking for persons with disabilities.
- Ensure events are located near accessible restrooms. Please refer to the campus accessibility maps located on the Office of Equal Opportunity web site at: http://www.tufts.edu/oeo/univmaps.html
- Hold events in spaces where there is appropriate room for wheelchair seating. Set up room accordingly to ensure that wheelchair users can see the program or interpreter.
- Request advanced notice for anyone in need of special services such as materials printed in Braille, American Sign Language or interpreters. Prepare to meet these needs prior to and during the event.
- Make certain that your event is hosted in buildings where wheelchairs can pass through (38 inch wide)
- Have assistive listening devices and closed-captioned videotapes on hand for presentations. Provide handouts in alternative forms, if necessary, use microphones and read aloud any visuals if need be.
- Provide a designated person to handle any last minute accessibility issues and to ensure the ease of disabled persons getting to the event.
- At inaccessible entrances, ensure that there are signs indicating where the accessible entrances are.
- Be sure to inform all staff and people working the events of disability parking and seating locations.
- Make sure the campus community and public are aware that accommodations can be made for people with disabilities.
University Space Reservations

PROCEDURES FOR RESERVING SPACES

When reserving a facility for any reason, the sponsor, whether student organization, University department, or University administrative office, must make all arrangements for the event and ensure compliance with the University’s policies and regulations. The sponsoring organization may be held accountable for breaches of policy and damage.

TUFTS SPACE AND RESOURCE RESERVATION SYSTEM

All student organizations must request academic and non-academic facilities through the Tufts Space and Resource Reservation System. This site is administered by the Event and Space Planning Coordinator in Dowling Hall. Please check the Space Booking Exceptions on the Help Contents page to avoid requesting spaces that are not reserved via the Tufts Space and Resource Reservation System. Student Organization space reservation access will begin after August 15th and will only be granted after an organization officially registers with OCL. April 15th is the final day for student organizations to request space. No events or programs will be allowed following the last day of classes each semester. Space reservations are not permitted over the summer or during the semester break.

STUDENT ORGANIZATION ACCESS TO THE TUFTS SPACE AND RESOURCE RESERVATION SYSTEM

All recognized TCU Student Organizations are eligible for room reservation access. When organizations register at the beginning of each year with OCL they will be sent information on how they will access the reservation system throughout the year.

MAKING A REQUEST

Requests to use a facility for an event should be made through the reservation system as soon as possible. Requests should be submitted at least three weeks in advance. The turnaround time for processing requests may be sooner, however, the more time the better. Events requiring final approval at the Friday Event Registration Meetings and events requiring the submission of IDRs to campus departments must be in no later than three weeks prior to your event. No requests will be accepted the day of an event. Note: At the request of the applicant, the Event and Space Planning Coordinator will make every effort to schedule a handicapped accessible facility for any specific program or event.

WEEKLY EVENT REGISTRATION MEETINGS

For most student organization spaces, following your reservation, you will be invited to a weekly event registration meeting. Event registration meetings are held every Friday morning. Student organizations interested in hosting an event must attend one of these meetings to seek approval for an event. Make sure you leave at least three weeks prior to your event when seeking approval. At the event registration meeting you must bring your completed Student Organization Event Planning Worksheet. You will receive a blank copy of this worksheet when you are notified to attend the meeting. Copies are also available in the Office for Campus Life and at ocl.tufts.edu. Note: Some spaces do not require attendance at the Event Registration Meeting, however should you be reserving one of these spaces it is recommended you contact the OCL to get on the agenda of an upcoming Event Registration Meeting.

COST/EXPENSES FOR EVENT

Student Organizations are required to pay fees for event management services. Please refer to page 29 for current pricing policies.
SPECIAL PERMISSION

Some spaces require additional or special permission, depending on the location. This process to be part of the Event Registration Meeting or may require additional contact with a specific campus department(s).

CONFIRMED RESERVATIONS

Reservations are first coded as —tentative.1 The message you receive from EMS immediately upon making your reserva- tion is NOT A CONFIRMATION of the space, it is an acknowledgement of the reservation. The space will be held tentative until you or your organization’s representative attends the weekly Event Registration Meeting. Following a review of your event at this meeting and official approval by all University representatives your request will be officially confirmed. A confirmation email will be sent to the applicant once this reservation process is completed. You should keep a copy of this confirmation for your records and have it available at your event.

ADDITIONAL SERVICES

Some requested services from various departments may require payment. Reserving these services and payment processing various within each department. Some have on-line reservation, ordering and payment systems, while others use the University IDR (Inter-departmental Requisition Form). University service requests should be made 3 weeks or more in advance. Late requests, within 10 days or less, may result in additional fees. It is recommended to review the individual departments websites or contact a department representative for further information.

Questions and Inquiries

If you have any questions and inquiries about using the Tufts Space and Resource Reservation System please email the Event and Space Planning Coordinator at reservations2@ase.tufts.edu.

Note: The ending time for all events will be decided in advance by the sponsor, the Event and Space Planning Coordinator and the TU Police Department. The University reserves the right to dictate closing times for all facilities on campus and end events early as deemed necessary. All events are required to end by 2 am.

RESPONSIBILITIES OF SPONSORS

When a facility is reserved for use, the sponsoring organization assumes responsibility for the facility throughout the duration of use. Upon entering the room, the sponsor should note any damage or problems with the facility. Care should be taken during the time of use to protect the facility. After the event, the room must be left clean and in the condition in which the room was found prior to any set-up. If the sponsor anticipates that this will not be possible, the Facilities Department must be requisitioned to provide this service. The room furnishings are to be reset to the original set-up. Any damages should be reported to Tufts University Police Department (617-627-3030) at the conclusion of facility use. Any additional cleaning or repair required after use will be billed to the sponsoring organization.

CHANGING OR CANCELING A RESERVATION

If it becomes necessary to change the time, date, location, or another detail of your event, it is important to email the appropriate event scheduler to modify the information in the reservation system. A corrected confirmation printout will be provided if time permits. All servicing departments (i.e. Tufts University Police Department, Catering, A/V Services) must also be notified of all changes by the sponsor, or sponsors will be liable for any associated charges. Repeated no-shows may result in the loss of reservation privileges.
ACCESS TO LOCKED SPACES

If a facility that you have reserved is locked, you must call Tufts University Police Department (617-627-3030) and request they open the room for you. The room reservation confirmation print-out must be presented when the police arrive. If a facility needs to be opened, it is your responsibility to ensure the building is secure at the end of your event, and to call TUPD to secure the facility if necessary.

MOST POPULAR PROGRAMMING SPACES AVAILABLE FOR STUDENT ORGANIZATION EVENTS

51 WINTHROP STREET (RESERVED VIA CONFERENCE BUREAU)
51 Winthrop is a renovated church at 51 Winthrop Street, typically booked for receptions and banquets. The space is an open floor plan with capacity for various events for up to 200. All setups, cleanups and additional furniture must be requested through the Facilities Department. Any dining services request for that location should go through the Catering Office. This space is not to be used as a rehearsal space. NOTE: This space is managed by the Conference Bureau. Please contact them with questions.

ALUMNAE LOUNGE (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Alumnae Lounge is located in the Aidekman Arts Center, typically booked for receptions and banquets. The space is an open lounge with capacity for various events for up to 200. All setups, cleanups and additional furniture must be requested through the Facilities Department. Any dining services request for that location should go through the Catering Office. This space is not to be used as a rehearsal space. NOTE: These spaces are managed by the Conference Bureau. Please contact them with questions.

ATHLETIC FIELDS (RESERVED VIA ATHLETICS)
If an event is to take place on an athletic field (including Fletcher Field) the space must be reserved with the Athletics Office at 617-627-3232. Once approved, a permit must be picked up from the Athletics Office in Halligan Hall. See above section on Outdoor Events.

BROWN AND BREW CAFÉ (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Brown and Brew is a small programming/event space located in Curtis Hall. This space is available for events Thursday, Friday and Saturday anytime from 7 pm – midnight. Some examples of events best suited for Brown and Brew include trivia nights, small social gatherings, small bands or DJ set-ups, acoustic shows, poetry slams or spoken word events. The capacity of Brown and Brew is 80. Events are subject to Event Registration Committee and Brown and Brew manager approval.

CABOT (ASEAN) AUDITORIUM (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
The ASEAN Auditorium in the Cabot Intercultural Center (commonly called the Cabot Auditorium) is the second largest auditorium on campus after the Cohen Auditorium. This space holds approximately 270 in fixed seat auditorium-style for a lecture or program. The facility is set up in an amphitheater style with a small performance area in the front. There is video projection capacity in the facility.

COHEN AUDITORIUM (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Cohen Auditorium in the Aidekman Arts Center is the largest auditorium on campus. It is the primary venue for music department concerts, musical theater, and well-known performers and lecturers. Cohen seats 600 in fixed seat auditorium-style when both the floor and the balcony are utilized. The auditorium serves triple duty as a performance space, a rehearsal space and a classroom, thus limiting its availability. There are fees for the use of Cohen and A/V Services must be hired to operate the sound and lighting systems.

Planning a Program
DEWICK-MACPHIE DINING HALL (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Dewick-MacPhie Hall is available as a function room for student organization and University department programs when the facility is closed. Dewick-MacPhie is an ideal location for films, cultural shows, performances, banquets or other large-scale seated or reception events. Due to the structure of the building, Dewick-MacPhie is not available for dances or concerts. The facility capacity is 300 lecture style or 200 banquet-style. There is a $280 furniture re-set charge to all student organizations using this space. Admission may be charged and/or tickets sold. Due to closing and clean-up times, events Sunday through Thursday must start no earlier than 10 pm.
Events on Friday and Saturday must start no earlier than 9 pm. All events must end by 2 am. Note: Reservations of the Dewick Mac- Phie Conference Room and tables in the lobby are to be requested directly through the Catering Office at X-73411

GODDARD CHAPEL (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Goddard Chapel is designed to be both a spiritual sanctuary and a community center and is open to the public at large. It is the policy of the chapel that there shall be free access to the chapel whenever it is open. Sponsors running events in the chapel may ask for a—suggested donation by which attendees voluntarily contribute either at the door, or prior donation. Any questions can be directed to the University Chaplain’s Office at 617-627-3427.

HOTUNG CAFÉ (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Hotung Café may be used as a forum for student organization and University department programs. Set-up in Hotung is limited to café style, with the tables and chairs left as they are. The space may also be cleared by Event Staff for open events. The capacity of Hotung Café is 150, which includes the balcony. The facility is outfitted with basic stage lighting and a PA system that includes 6 microphone inputs, a CD player and a cassette deck. Event Staff must be hired to operate the PA system. The Office for Campus Life should be contacted regarding use of audio visual equipment. Evening social events cannot begin in Hotung until 8:30 pm at the earliest. If set-up is required, events should begin no earlier than 9 pm. Events must be over by 2 am.

MAYER CAMPUS CENTER (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
The Mayer Campus Center is a multi-purpose facility housing meeting rooms and function space for modest-sized programs. The upper floor has seven rooms for organization meetings or small programs. The main floor has one meeting room along with the lobby for tabling opportunities, the Hotung Game/TV Lounge and Rez Café. The lower floor includes the Farkas Commons, Hotung Café and another meeting room. Note: The Hotung Game/TV Lounge cannot be reserved for events.

MAYER CAMPUS CENTER PATIOS (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
The upper and lower patios of the Campus Center can be utilized for outdoor events. An event held in this space is not exclusive to its participants. Access to the building by way of the patios must be provided at all times. patio furniture may not be moved or rearranged. Contact the Facilities Department for any setup, cleanup or furniture requests including additional tables and chairs. Due to its proximity to classrooms, no amplified sound is permitted except during the open block on Mondays and Wednesdays, 11:50 am to 1:05 pm. Questions about the use of the patios should be directed to the OCL.

PAIGE HALL (CRANE ROOM/TERRACE ROOM) (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Multipurpose space primarily used for academic classes Monday-Friday. Available for co-curricular events in the evenings and on weekends. Maximum capacity seated or open is 75. Room comes with 75 tablet desk chairs. Alternative set-ups can be requisitioned through Facilities. Organizations must return chairs to classroom set-up following event.

Planning a Program
REMIS SCULPTURE COURT (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Large open space within the Aidekman Arts Building. Capacity is 90 standing or seated. Chairs and tables must be rented through Facilities for this space. Performances and rehearsals in adjacent theaters are given preference over this space. Additional approval must be granted from the Gallery Manager.

RESIDENCE HALL SPACE (RESERVED VIA THE OFFICE OF RESIDENTIAL LIFE AND LEARNING)
Students should contact the Office of Residential Life and Learning for procedures on reserving Residence Hall space.

SOPHIA GORDON MULTI-PURPOSE ROOM (RESERVED VIA TUFTS SPACE AND RESOURCE RESERVATION SYSTEM)
Multipurpose space primarily used for academic classes Monday-Friday. Available for co-curricular events in the evenings and on weekends. Sophia-Gordon Hall is primarily a residence hall and events in the multi-purpose room must be scheduled around quiet hours. The space has 65 stackable chairs, 60 tablet chairs, 2 boardroom tables and 9 6 ft conference tables. Maximum capacity with chairs is 80 and 120 standing open space. AV equipped.

OUTDOOR EVENTS
As with any space requests organizations requesting outdoor space must attend the Friday Event Registration Meeting. Outdoor requests are reviewed individually and may require additional services and planning. Sound and noise issues are always a factor with outdoor events and therefore must also be approved by the Office of Community Relations.
INTERDEPARTMENTAL REQUESTS FOR SERVICES

Some requested services from various departments may require payment. Reserving these services and payment processing various within each department. Some have on-line reservation, ordering and payment systems, while others use the University IDR (Inter-departmental Requisition Form). University service requests should be made 3 weeks or more in advance. Late requests, within 10 days or less, may result in additional fees. It is recommended to review the individual departments websites or contact a department representative for further information.

AUDIO/VISUAL (AV) SERVICES

Student organizations requiring audio visual services can fill out an AV Request form with the AV Services Department at http://ase.tufts.edu/its/classroomAVservices.htm. Also listed you will find AV Services equipment and pricing information. Requests should be made at least 3 weeks in advance of the event date. Requests made within 10 days of the event will be subject to a late fee. You will receive an estimate for the work following your on-line request. Your request will also be sent to the TCU Treasury for approval. Following the event payment will be processed from your student organization account through the TCU Treasury. For further information or should you have additional questions please contact AV Services at avservices@ase.tufts.edu.

TICKET SALES SERVICE

All student organizations are REQUIRED (for ticketed events) to distribute/sell their tickets using tuftstickets.com, the OCL Ticket Sales Service. Refer to page 35 for the Ticket Sales Policy. Tickets may be distributed/sold on-line and/or at the Mayer Campus Center Information Booth.

To distribute/sell tickets please follow these instructions:

- Fill out the Ticket Sales Contract. Go to ocl.tufts.edu.
- E-Mail or bring to OCL the completed Ticket Sales Contract.
- OCL staff will contact you regarding the process of distributing/selling your tickets.

Aidekman Arts Center Box Office

Tickets for all events in the Balch Arena Theater and Cohen Auditorium may be sold through the Aidekman Arts Center Box Office. This arrangement permits patrons to phone in charge card orders, make tickets available to both on and off campus patrons, eliminates the need for a police officer to monitor ticket sales on the evening of the performance, and provides the sponsor with detailed accounting of all ticket revenue. Sponsors need to requisition the Theater Manager to print and sell tickets at least two weeks prior to the event by filling out an IDR. Tickets for all audiences anticipated to be 400 or over must be sold as reserved seating. Tickets for audiences anticipated to be under 400 may be sold as general admission if the organization so desires. The cost for printing tickets and Box Office staffing is $100.00 per weekday performance and $150.00 per weekend performance. The Box Office can be reached at 617-627-3493.
CUSTODIAL SERVICES/FACILITIES

Basic custodial service is provided through the Facilities Department during most hours that Tufts University facilities are open. Frequently, however, an applicant may wish to use a facility at a time when a custodian is not on duty, or when an event may require extra cleanup. The cost for the service is paid by the sponsor (approximately $85 for 4-hour minimum) by submitting a Student Organization Facilities Request Form through the Office for Campus Life. Once the form is completed and approved by the TCU Treasury the OCL office will enter the request into the Facilities on-line work order system. Student Organizations are not allowed to put in direct requests to the Facilities on-line system.

- An event requires clean-up beyond that which is considered normal for the facility
- An event is held in a non-traditional space (for example, the library roof)
- Outdoor events that result in cleanup needs
- When deemed necessary by the Event Registration Committee.

FACILITIES EQUIPMENT AND SET-UP SERVICES

The Facilities Department also offers a variety of services and equipment (such as tables and chairs) for use in conjunction with University events. There will typically be a charge for these services payable by the sponsor. Many of these services involve equipment rental through an outside contractor, and must be arranged well in advance of the event. To request setup services a Student Organization Facilities Request Form must be completed through the Office for Campus Life. Once the form is completed and approved by the TCU Treasury the OCL Office will enter the request into the Facilities on-line work order system. Student Organizations are not allowed to put in direct requests to the Facilities on-line system. Requests must be put in at least two weeks in advance of the event.

Note: Diagrams or sketches of the desired set up are very helpful and should be submitted with your Facilities request.

DINING/CATERING

When food service by Tufts Dining is required at an event that is not to be held in a Dining Services facility, the applicant should utilize the following procedure:

- Reserve the facility, stating that Catering is being planned using the online request form. (Remember that you will need to allot extra time for set up and clean up in your reservation.)
- Contact Tufts Catering (x73411) to place your food service order. See http://www.tufts.edu/dining/docs/ catering.shtml for menu options. Complete a Dining IDR and bring to weekly Events Registration Meeting for approval and signatures.

FOOD VENDING/DISTRIBUTION GUIDELINES:

An outside caterer may not provide alcohol of any kind in any University facility.

- Many spaces on campus require catering from Tufts Catering.
- No outside food will be allowed to be brought in to any Tufts Dining facility. Organizations having events in a Tufts Dining Facility must use Tufts Dining/Catering for their food needs.
- Food sales as fundraisers for student organizations are limited to baked sales. Organizations may host no more than one bake sale per month and may not be back to back days. All food for sale must be clearly identified with ingredients listed, wrapped individually and may not be sold following the end of the bake sale time.
- Warmers, sternos, hot pots etc. may not be used as part of any food sale. Food needing to be served hot or cold (especially ice cream or dairy products) must be provided by an outside caterer with the proper equipment and credentials. (see below)
USE OF NON-UNIVERSITY CATERERS

In the event that Tufts Dining Services cannot meet the needs of a particular event, the Director of Tufts Dining Services will advise the student organization to secure an approved commercial caterer with proper liability insurance and Health Department credentials. Caterers will be responsible for the safe delivery and service of food products. The sponsoring organizations will be responsible for proper cleanup of the facility and any kitchen equipment used. If cleanup is not up to standards, the organization will be billed for additional cleaning. Tufts Dining Services may require that a Dining Services employee be hired by the student organization to supervise the caterer’s use of University dining and/or kitchen facilities and equipment or to handle clean-up. The OCL recommends that any student organization working with an outside caterer use a University contract to arrange for services and payment. See Contracts section. An outside caterer may not provide alcohol of any kind in any University facility.

MAIL SERVICE

Most student organizations do not have offices or specific addresses. Student organizations may have their mail sent to the Office for Campus Life at 44 Professors Row, Medford MA, 02155. In this case please try to note a name or student organization name on the package so that correct recipient is contacted. It is the student organizations responsibility to regularly check with OCL Office should they be expecting a package. Due to limited space in the OCL office packages must be picked up the day they are delivered. Packages ordered through the TCU Senate as part of your student organization account may also be delivered to the Campus Life Financial Office in the Campus Center, room 213.

POLICE, TUPD (TUFTS UNIVERSITY POLICE DEPARTMENT)

Police detail may be required at events with an anticipated attendance of 100 or more, at any function open to non-Tufts students or at any function where alcohol will be served. Police detail must be secured through an IDR and brought to weekly Event Registration Meeting for approval and signatures. Determination of the need for and size of a police detail will be made by the Director of Public Safety in consultation with the OCL. There is a charge per hour for police detail with a four hour minimum.

SUSTAINABILITY OFFICE

Tufts Office of Sustainability serves as a resource, a catalyst, and an advocate for environmental sustainability at Tufts. The Office of Sustainability is available for student organizations with questions and concerns regarding their events and program from a sustainability perspective. For any events you may be planning, check out the Office of Sustainability’s green events resources page, http://sustainability.tufts.edu/get-involved/green-guide/green-event-resources/ with tips on finding green foods and dishware, and even a green events planning checklist, it will help make your next event an eco-friendly success! The OOS website also lists information on several transportation options for students. The OOS was a leader in bringing Zip Car to campus. Check out their website for further information on Zip Car at Tufts, http://sustainability.tufts.edu/programs/transportation/car-sharing-and-ride-sharing/
WEB COMMUNICATIONS OFFICE, ON-LINE PROMOTION

SOCIAL MEDIA
There are several social media channels you can use to promote your organization and events. The most important thing to keep in mind, no matter which channels you use, is to only commit to as much as you can reasonably manage and as is relevant to your organization’s goals and audience.

You can use Facebook pages and/or Twitter accounts to share information, have conversations and build relationships with your members, constituents and other interested parties. (See other student groups on Twitter at socialmedia.tufts.edu).

FACEBOOK
Facebook offers groups, which offer more control over privacy and access, where members of your organization, e-board or certain committees may use to collaborate or share information. Facebook events are also a great way of spreading the word about your events, since the event listing can spread rapidly through your Facebook network’s news feeds.

BLOGS
Blogs are valuable tools if you have news to share on a regular basis that exceeds the short length typical of Facebook or Twitter updates. Such news could be a recap of an event, an overview of a new program or an explanation for an executive decision.

FLICKR AND YOUTUBE
Flickr (photos) and YouTube (video) are great for hosting and sharing content related to your event, such as images of past fliers, promotional video trailers, club portraits or photos from events, and video recordings from your organization’s events.

The Office of Web Communications provides many resources for familiarizing yourself with social media at http://webcomm.tufts.edu/socialmedia. While geared toward staff, much of the information is applicable to student groups, as well.

WEBSITE
A website is your online base of operations, where you can post contact information, officers, upcoming events, your constitution, and other relevant content. Be sure to designate someone as the webmaster, create a regular schedule for making updates and pass on ownership to the next webmaster at the end of the academic year. An out-of-date or inaccurate website can tarnish your reputation, dissuade people from joining your organization or even lead people to believe your group is inactive. You can create a free blog/website using the Spark blogging service offered by UIT. You can create a website with the URL sites.tufts.edu/[yourname]. Learn more at spark.uit.tufts.edu. You can access this information on creating a website from the OCL website at ocl.tufts.edu.
POSTING/ADVERTISING

- Posters and flyers advertising events sponsored by TCU-recognized organizations, including all fraternities and sororities, may be posted on campus only in authorized areas.
- All advertising must bear the name of the sponsoring group(s) and a contact person and e-mail address for more information.
- Advertising must be removed within 24 hours of the advertised event.
- Postings should be attached with tacks or masking tape (scotch tape, duct tape, glue and staples are not permitted).
- Organizations must not place their posters such that they obscure the posters of others.
- No postings with profanity or explicit sexual material.
- No defaming of groups or slurs because of sex, race, ethnic or religious identity or sexual orientation.
- Posters placed in inappropriate locations on campus will be removed at the discretion of Facilities or the OCL and will be subject to a fine. All University bulletin boards and posting areas will be cleaned by Facilities once a week – usually Monday morning - at which point all posters will be removed, regardless of when they were put up.
- If inclement weather makes the appearance of the posters disreputable, Facilities has it within their authority to remove the posters.
- Anything posting that cannot be immediately and easily removed is NOT ALLOWED. This includes stickers, paint, spray chalk, taping to create words etc.

Posting Amounts and Authorized Posting Areas Include

- No more than (6) six total flyers (maximum size of 11 x 17) will be allowed per event on the two primary outdoor posting locations on campus which include the Campus Center Breezeway between Bookstore and Mayer campus Center and the walls along the Tisch Library steps. (See Notes Below)
- On all other approved indoor and outdoor posting spaces groups are allowed (1) one flyer (maximum size of 11 x 17) per event. This includes designated outdoor and indoor general information bulletin boards only.

Unauthorized Locations Include

- Postings are not permitted on the Bookstore or Campus Center doors, the walls facing Professor's Row or Talbot Ave. - nue, and the walls around the Pax Et Lox Kosher Deli entrance.
- Postings are not permitted on the walls located in or around plant beds, the walls around the chapel patio, and the walls around the library patio.
- Postings are not allowed on exterior walls of all buildings and columns.
- Postings are not allowed on any entrance/exit/hallway doors of any campus building.
- Postings are not allowed on fences, trees, patios, pavement or sidewalks, the Memorial Steps, on stakes in the ground, on handrails, light posts, street signs, trash cans, and any glass surfaces.
- Postings are not allowed on bus stops or bike kiosks.
- Postings are not allowed in bathrooms or bathroom stalls anywhere on campus.
♦ General Rule: If you do not see another posting in the area where you want to post, it is probably not an approved posting area.

Chalking
One of the reasons that the university permits the use of chalk is that it does not become a permanent part of the campus. Therefore, chalking is permissible in outdoor, public areas - **chalking is not permitted in areas inaccessible to rain, such as the walkway between the Campus Center and the Bookstore or any vertical surface;** and there is to be no use of materials other than water soluble sidewalk brand stick chalk. **NO SPRAY CHALK OF ANY KIND IS ALLOWED!**

**NOTE:** No chalking of any kind is allowed on Matriculation Day or Commencement Day.

Banners
No banners may be posted on the exterior of any university buildings, including residence halls and fraternities and sororities. No banners may be hung of draped on trees, lampposts, or other structures, including stakes in the ground. Banners or placards may be held by those participating in an event, rally, or demonstration. Banners may be put out on tables to advertise while tabling at approved campus tabling locations.

Violation of Posting Policy for Student Organizations
♦ a warning after their 1st violation;
♦ a $50.00 fine after their 2nd violation;
♦ a $100.00 fine after their 3rd violation;
♦ and after their 4th violation, the group will be fined $150.00 and may suffer revocation of organizational privileges including the use of campus facilities.

Residence Hall Specific Posting Policy
The Office of Residential Life and Learning (ORLL) have policies and procedures concerning posters and flyers inside of all residential buildings. The poster policy is designed to increase the readability of all postings by limiting the volume of any single posting. Please note that the residential staff will post all materials.

The procedure for distributing advertising materials to residence halls is as follows:
♦ Prepare your poster
♦ Bring the posters to the Office of Residential Life and Learning, South Hall, for approval. The individual who brought the approved copies will then stamp each copy and put one in each staff box.
♦ Make 100 copies of the poster for distribution in the staffed residence halls. If you would like posters distributed to non-staffed halls (Latin Way (3), Hillside (1) and themed-houses (15), you should make an additional 19 copies.
♦ To be approved, posters must include the following information: Name of TCU-recognized club, organization, department, or office name and email addresses of individuals to contact for more information. Date and time of event (if applicable)
♦ Posters will be displayed the next day in staffed buildings. Non-staffed buildings have materials distributed weekly; posters will go up within 5 business days in those buildings.
♦ After the event has occurred, the residential staff or maintenance will remove and recycle the poster.

The ORLL reserves the right to refuse any posting based on its content or lack of required information. The ORLL works collaboratively with the OCL to ensure that postings in our residence halls are informative, fair, and constructive.

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**Policies and Procedures**
Off-Campus Advertising
Off-campus advertising is only allowed with the permission of the Office for Campus Life. A copy of your advertising should be submitted to the OCL for recording purposes. Violations of the off-campus advertising policy may result in the cancellation of your event. Off-campus advertising must adhere to all posting policies.

Solicitation, Vending, and Distribution
The University, through the Office for Campus Life, regulates all commercial activity and solicitation on campus. These activities include (but are not limited to) fundraising, raffles, distribution of products and promotional materials, political leafleting or solicitation, sales and solicitation for any purpose. All student organizations must receive permission from the Office for Campus Life before engaging in the above activities on University property. Permission never includes door-to-door canvassing or sales in residence halls or campus offices. Soliciting or selling by telephone to students in residence halls is also prohibited. Solicitation, vending and distribution is never allowed without proper approval and will be limited to approved University spaces only. Personal cause solicitation or fundraising is prohibited.

Distribution or Solicitation by Non-University Parties
Non-University parties are limited to solicitation or distribution to public walkways and streets. Groups should not be harassing or obstructing passersby in any way. Groups cannot be on University property. Groups cannot place literature on cars parked on University property. Groups not adhering to the above regulations will be reported to University Police.

Vending/Tableing for Non-University Parties on Campus
Daily vending/tableing is allowed in the Mayer Campus Center. Groups must reserve vending space through the Office for Campus Life. There is a daily cost for vending. Vendors must adhere to all vending regulations and the University reserves the right to not allow a specific vendor. Vending/tableing from non-University parties is never allowed anywhere else on campus.

Tabling Around Campus
Mayer Campus Center: Table space may be reserved in the lobby of the Campus Center through the reservation system. Monday - Friday. There are five spaces available in the lobby of the Campus Center that can be reserved. One of these spaces is usually booked with a vendor and the remaining three are available for student organizations to reserve. A limited number of tables and chairs are available for the use of Tufts organizations. These are usually available only between 9:00 a.m. and 5:00 p.m., except by prior arrangements with the OCL. Groups must report to OCL at the start of their tabling. Failure to return tables and chairs may result in the privilege to table in the Campus Center lobby in the future. Tables are not allowed to be taken outside. Tables must be staffed at all times. The OCL reserves the right to limit the number of days an individual group may reserve a table.

Dining Halls: Permission for the specific dining hall must be obtained in writing from the dining hall manager.

Residence Halls: Permission for the specific residence hall must be obtained from the Office of Residence Life & Learning. Only lounges may be used for these purposes. No solicitations, vending, or distribution of any type is permitted on a door-to-door basis in the residence halls. Judicial charges may result from violations of this policy.

Off-campus organizations sponsored by Tufts organizations and departments: Departments and student organizations must apply to have representatives of off-campus organizations at tables for purposes of vending (including ticket sales, bake sales, etc.), solicitation, or distribution. Organizations may sponsor an outside non-commercial group up to three times during any one academic year. Organizations and departments may sponsor a commercial organization, one that actively sells a product, once each semester on a space-available basis for no more than a two-day period. The permit issued for such a purpose must remain prominently displayed at all times and will include the name, address, and phone number of a member of the sponsoring organization to whom complaints or comments can be directed. A representative of the sponsoring organization must be present at the table throughout the day(s). Officers of the sponsoring organization assume responsibility for the behavior of their guests from the outside organizations.
Advertising on the ASE Web for Student Organizations

Student organizations recognized by Tufts University School of Arts, Sciences and Engineering, may be added to the web page listing and obtain directory space on the ASE web server, provided they are authorized to do so by the OCL. To request an organizational directory and link be added, read the following instructions:

1. Select an individual to serve as responsible party (Webmaster) for your organizational directory. The responsible party will perform the following functions:
   ♦ Be permitted to add or modify the content of your organization's directory.
   ♦ Ensure that organizational pages are published according to University guidelines for content and format and adhere to the guidelines in the Responsible Use Policy.
   ♦ Coordinate decision-making for the content and layout of your organization's Web pages.
   ♦ Establish an update cycle and responsibility for maintaining current information.
   ♦ Respond promptly to e-mail and other inquiries related to your organization's Web pages.
   ♦ Assign Student Web Authors to help with the site's content and maintenance.

2. ASE Student Organizations wishing to publish on the Arts & Sciences Web must:
   ♦ Be a member of the Tufts' community, in possession of a valid Tufts ID card. A current bursar sticker must be affixed to student ID cards.

Complete the Student Organization Web Publishing Form found at http://ase.tufts.edu/its/webStuOrgForm.aspx to obtain approval from the OCL. Campus Life will forward the approved request to ITS for processing. You will be notified via email when the directory has been set up and the permissions established.

USE OF THE NAME Tufts University IN EVENT ADVERTISING AND STUDENT ORGANIZATION PUBLICATIONS

The use of Tufts University in the name of an organization does not indicate that Tufts University, the TCU or the student body is in favor of, or opposed to, a given philosophy, activity, or event sponsored by an organization. All organizations must adopt names that either clearly identify them as student organizations, or append to the organization’s name a parenthetical statement indicating that the group is a student organization. When sponsoring any event any student or organization is required to advertise their event as student organization event and make sure the name of their group is prominent in all advertising. Advertising should also include that in no way are the views associated with this event representative of the views of Tufts University.

STUDENT ORGANIZATION PUBLICATIONS

All student publication organizations are required to publish somewhere within their publications that their group is a student organization and the publication is a publication of that student organization. It should also be stated that the views expressed within the publication do not represent the views of Tufts University.

Policies and Procedures
ALCOHOL EVENT POLICY

Alcoholic beverages may be served at events on campus. All alcoholic beverages served must be purchased, sold, and distributed by employees of Tufts Catering Services. The sale of alcoholic beverages is prohibited except for in licensed facilities run by Tufts Dining. In such case, any revenue received from the sale of alcohol will be retained by Tufts Dining Services. To arrange for alcohol service, contact Tufts Catering.

ALCOHOL EVENT POLICY

All groups sponsoring events where alcohol will be served are responsible for observing Massachusetts State laws, city ordinances and University regulations. The following policies apply to all University alcohol events:

- Admission to — public alcohol events is open to Tufts students only.
- A Massachusetts driver’s license or Liquor ID card and a Tufts ID are the only fully acceptable forms of ID for the purpose of admission to an alcohol event. Other ID may be accepted at the discretion of the detail officer at the event. No one under 21 years of age will be served alcohol. No one under 18 years of age will be admitted to the event.
- Patrons are required to leave the event facility at the end of the event. No loitering is permitted around the event facility following the event.
- Alcohol service must cease 30 minutes prior to the event end time.
- No obviously intoxicated person will be allowed admission or served.
- No person under the age of 18 will be employed or permitted to serve alcoholic beverages.
- No alcoholic beverages may be taken off the event premises. Beverages of any kind must be consumed or discarded before leaving the facility. Alcoholic beverages are prohibited outside the reasonable boundaries of the event as defined by the TUPD detail officer.
- By state law, gambling, card playing, and games of chance are prohibited at alcohol events.
- Admission may not be charged unless the event is being held in a licensed facility or a one-day alcohol service license has been obtained and presented to the detail officer. Donations or the collection of money for any purpose is prohibited.
- The use or possession of kegs or other bulk containers of alcohol are prohibited unless controlled and served by Tufts Dining.
- Cash bars are prohibited unless in a licensed facility or a one-day alcohol service license has been obtained and presented to the detail officer.
- Pay-one-price and open bar events are prohibited.
- All alcohol events must comply with the Massachusetts State Happy Hour restrictions as spelled out in the Massachusetts Liquor Laws. Persons may be in possession of no more than one 16oz. alcoholic beverage at any given time. Glass bottles, pitchers or any containers holding more than 16oz are prohibited.
- Alternative non-alcoholic beverages (other than water) and food must be available at all alcohol events in sufficient quantities to last the entire event. Alcohol distribution must cease when alternative beverages or food run out.
- Only a TIPS trained bartender may serve alcoholic beverages. Patrons are prohibited from serving themselves or from entering the service area.
- Allevets, public or private, where alcohol will be served must be registered with the OCL regardless of location on campus. Interested groups should submit an online reservation.
- Public events where alcohol will be served may be advertised according to the University Policy on Advertising. An admission charge may not be advertised unless the event is being held in a licensed facility or a one-day license to serve alcohol has been obtained. Advertising may not encourage the abuse of alcohol in any way nor place emphasis on quantity or frequency of use. Advertising must note the availability of food and non-alcoholic beverages as
An admission charge may not be advertised unless the event is being held in a licensed facility or a one-day license to serve alcohol has been obtained. Advertising may not encourage the abuse of alcohol in any way nor place emphasis on quantity or frequency.

Persons may be in possession of no more than one 16oz. alcoholic beverage at any given time. Glass bottles, pitchers or any containers holding more than 16oz are prohibited.

18+ Events
At alcohol events where guests under 21 years of age will be present a system of identification must be in place. If ID will be checked at the door, a wristband must be used to identify individuals of legal age to consume alcohol. Otherwise, ID must be checked at the place of service by the server, each time the individual makes a request for an alcoholic beverage. The TUPD detail officer will be responsible for ensuring that an adequate system is in place and that it is being adequately enforced by the event sponsor or Tufts Dining employees. If, in the opinion of the officer, the system is inadequate the TUPD shift supervisor should be called in to determine whether the event should remain open.

Alcohol at Fraternity/Sorority Events
For information on alcohol at Fraternity and Sorority events please the Director of Fraternity and Sorority Affairs, located in Room 211 of the Mayer Campus Center.

AUCTION POLICY

Prior to an auction event, organizers must meet with Office for Campus Life staff to review auction list and procedures. The following is a clarification of the existing University policy on the subject of auctions.

♦ Auctions can only auction off specific things (i.e. tickets to a show) or tasks (i.e. cooking dinner). The item being auctioned must be close ended - meaning the nature of what is for sale is specific.

♦ Specific services can be included, such as four hours of yard work, delivery of meals, etc., as long as the service poses no risk due to special training or equipment needs, e.g. house painting.

♦ The specific service also cannot include setting up a situation in which it is inherent that the "purchaser" will be alone with the "service provider". This might include room cleaning or cooking for someone else. In situations such as these, it must be clear that the "purchaser" will not be present during the cleaning, that the space to be cleaned is a public space, etc. In general, neither party - the "purchaser" or the "service provider" - should be placed in a situation in which he or she feels uncomfortable.

♦ Unspecified service (e.g. four hours of unspecified labor) cannot be auctioned or bought.

♦ Auctions can never put up for bid an item that involves essentially buying the company of a person.

♦ Companionship, including dates or escorts, cannot be auctioned or bought.

♦ Social opportunities can certainly be auctioned (e.g. dinner for two at the Four Seasons, or dessert at the President’s), but the "purchaser" has the choice of whom to go with if the item is for more than one person. The "service provider" can't be part of the package.

Policies and Procedures
EVENT MANAGEMENT PRICING POLICY

INFORMATION BOOTH TICKET SALES:

Ticket Service Fee: $25.00
Multiple prices or dates: $25.00 additional
Late Contract Fee: $25.00

Tufts University Police Department: $212.00 ($53.00 per hour) for a mandatory 4 hour shift, per officer.

EVENT STAFF:
Event staff is required for all events in Dewick-MacPhie, Hotung Café, and the Commons. Event staff is also available as requested and may be deemed necessary depending on the event and/or space. All prices assume a minimum of four hours per event. Prices include set-up, clean-up, and staff. Most events in these spaces will not be allowed to begin until 8 pm at the earliest. All social events must be over by 2 am and it is recommended that all events keep to a 4 hour maximum. Additional charges will be added for events over 4 hours.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Price</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Loading</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Tufts ID Only Event:</td>
<td>$100.00</td>
<td>Brown and Brew: 80</td>
</tr>
<tr>
<td>Pub Event (Alcohol/On-Campus):</td>
<td>$150.00</td>
<td>Hotung 150</td>
</tr>
<tr>
<td>City-Wide/ Off-Campus Event:</td>
<td>$200.00</td>
<td>Dewick/Macphie: 300 (seated only)</td>
</tr>
</tbody>
</table>

Mayer Campus Center Extended Building Hours: $50.00/hour

AV Services Charges: Contact AV Services at http://ase.tufts.edu/its/classroomAVservices.htm for services, pricing and on-line request form.

Catering Charges: Contact the Catering Office to discuss needs and pricing, 617-627-3411 or myfoodorder@tufts.edu.

Facilities/Maintenance Charges: Charges may be added for set-up, clean up and furniture rental.
Facility/Maintenance Requests must be made through the Facilities on-line work order system and student organizations must work directly with OCL to place these orders. Please refer to Friday Event Registration Meetings.
FOOD DISTRIBUTION POLICY

When food service by Tufts Dining is required at an event that is not to be held in a Dining Services facility, the applicant should utilize the following procedure:

♦ Reserve the facility, stating that Catering is being planned using the online request form. (Remember that you will need to allot extra time for set up and clean up in your reservation.)
♦ Contact Tufts Catering (x73411) to place your food service order. See http://www.tufts.edu/dining/docs/catering.shtml for menu options. Complete a Dining IDR and bring to weekly Events Registration Meeting for approval and signatures.

FOOD VENDING/DISTRIBUTION GUIDELINES

An outside caterer may not provide alcohol of any kind in any University facility.

♦ Many spaces on campus require catering from Tufts Catering. Please confirm with OCL prior to planning.
♦ No outside food will be allowed to be brought in to any Tufts Dining facility. Organizations having events in a Tufts Dining Facility space must use Tufts Dining/Catering for their food needs.
♦ Food sales as fundraisers for student organizations are limited to bake sales. Organizations may host no more than one bake sale per month and may not be back to back days. All food for sale must be clearly identified with ingredients listed, wrapped individually and may not be sold following the end of the bake sale time.
♦ Warmers, sternos, hot pots etc. may not be used as part of any food sale. Food needing to be served hot or cold (especially ice cream or dairy products) must be provided by an outside caterer with the proper equipment and credentials. (see below)

USE OF NON-UNIVERSITY CATERERS

In the event that Tufts Dining Services cannot meet the needs of a particular event the Director of Tufts Dining Services will advise the student organization to secure an approved commercial caterer with proper liability insurance and Health Department credentials. Caterers will be responsible for the safe delivery and service of food products. The sponsoring organizations will be responsible for proper cleanup of the facility and any kitchen equipment used. If cleanup is not up to standards, the organization will be billed for additional cleaning. Tufts Dining Services may require that a Dining Services employee be hired by the student organization to supervise the caterer’s use of University dining and/or kitchen facilities and equipment or to handle clean-up. The OCL recommends that any student organization working with an outside caterer use a University contract to arrange for services and payment. See Contracts, page 4. An outside caterer may not provide alcohol of any kind in any University facility.
FUNDRAISING POLICY

To view the complete Fundraising Policy for Student Organizations please visit the Office for Campus Life website, http://ocl.tufts.edu/wp-content/uploads/Student-Fundraising-Policy.pdf

For purposes of the Fundraising Policy, fundraising is defined as the collection of money through donations, sales and/or event programming for the purpose of charitable donation or organizational budget enhancement. Student Organizations must review the full Fundraising Policy and seek approval from the Office for Campus Life before entering into any fundraising agreement.

GAMING POLICY

The cities of Somerville and Medford require special licenses for organized events or events that are held in public spaces, including those in residential or academic facilities, which involve games of chance where money will be exchanged or offered as a prize. This is true even for charitable events. It is also true of tournaments, such as poker, casino nights, etc. It may or may not be possible to get a license to pursue a particular event that fits the above definitions. The OCL should be consulted about any event that may require a license application.

However, the following criteria define allowable events that do not require a license even though gaming may be part of the activity. Such events fall under the general guidelines for social hosting at the University:

- Tournaments or gaming events at which no real money changes hands or is wagered are allowable. Play money or other non-monetary tokens that are not redeemable for cash may be used. The event may have an admission charge that is collected through advance ticket sales or at the door.
- Winners may not receive cash prizes or any percentage (including all) of the admission charge. Non-cash prizes that are determined and announced as part of the event planning and advertising may be awarded to winners. Cash prizes include any merchant credit or gift certificate that may be redeemed for cash or any credit toward an online vendor or gambling Web site.
- Pursuant to the Commonwealth's laws regarding the distribution of alcohol, the provision of alcoholic beverages to those who have paid an admission fee, whether in advance or at the time of the event, regardless of age, constitutes a cash bar, and as such, is illegal.

GUEST POLICY/CAPACITY POLICY:

All events are open to Tufts students and staff with valid Tufts University ID. All event locations have capacity numbers so event attendance is usually first come first served. Once capacity is reached, admittance is closed. However, Event Staff is advised to monitor the event and should timing and space permit, they may allow more attendees to enter should attendance numbers lower throughout the event. The decision to allow more attendees into the event will depending on the circumstances of each individual event and made in consultation with the Student Organization host, Event Staff and Event Security. All events, unless otherwise noted, are no re-entry. Some events may have limited capacity and be ticked. Student organizations and University departments wishing to have a ticketed admission to their event must adhere to the Ticket Sales Policy.
Tufts Only Plus Guest List:
Organizations wishing for a —Tufts Onlyl event but would like to invite specific off-campus guests connected to their event or the group may do so in the form of a guest list. Guest list guidelines are as follows:

♦ Guest list may not exceed 25, this includes outside performers.
♦ Guest list must be turned in to Campus Life at least 24 hours in advance of event.
♦ Guests on list must show a legal form of photo identification.
♦ The sponsoring student organization is responsible for all guest behavior.
♦ Guests must adhere to all Tufts University rules and regulations.

Tufts Only Plus One Guest:
For all events sponsored by a student organization priority for attendance must always first go to Tufts University students. Depending on capacity numbers, organizations may request a —one-for-onel scenario in which a Tufts student with valid ID is allowed to host one non-Tufts guest. The —one-for-onel guest procedure must be requested when requesting event space and will be granted or denied after review by TUPD and OCL. Guests must adhere to the following guidelines:

♦ Guests must have a valid form of photo identification.
♦ Guests must be with their Tufts host at all times.
♦ The Tufts student host is responsible for their guest’s behavior.
♦ Guests must adhere to all Tufts University rules and regulations.

City Wide/Open Floor Plan Events:
Student organizations often request to host City Wide Open Floor Plan events which are open to Tufts students and students from other local universities. For these events students from other institutions are welcome and for admission are required to show a legal university or college photo ID. For these City Wide/Open Events Tufts requires the use of metal detecting equipment at the event entrance. The use of metal detecting equipment guidelines are as follows:

♦ Currently City Wide events are only allowed to take place in the Campus Center (Hotung Café) on Saturday evenings from 10 pm—2 am.
♦ As with any event, all requests for City Wide/Open events are handled individually. Due to the added logistics of these events, requests must be turned in through the EMS reservation system at least one month in advance. All University department orders and IDR’s associated with the event must be turned in to the individual departments at least two weeks prior to the event.
♦ Organization members are required to meet with OCL staff at least one month in advance to begin preparations and plan logistics for their event. Final approval will be granted or denied after a review of request by TUPD and OCL.
♦ The sponsoring student organization is responsible for the cost of four (2) detail officers and must work with OCL to place the TUPD detail officer order. A fee for OCL Event Staff will be required and an IDR must be turned in to OCL no later than 2 weeks prior to the event.
♦ All other security costs and the costs associated with the use of metal detecting equipment will be borne by the University.
♦ As mentioned all events are different and the final determination of whether metal detecting equipment will be needed for a particular event will be the responsibility of the Tufts University Police Department in consultation with the Office for Campus Life.
HAZING POLICY

Massachusetts law prohibits hazing and imposes criminal penalties not only on those who organize and carry out hazing, but also on those who are present at the hazing and fail to report it. Tufts has a broader definition of hazing than Massachusetts law. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities or situations may include but are not limited to the following: use of alcohol and/or controlled substances; forced consumption of any substance; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; road trips; or any other such activities carried on outside or inside the confines of the chapter house; wearing publicly apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions that interfere with scholastic activities; and any other activities that are not consistent with academic achievement, fraternal law, ritual, or policy, or the regulations and policies of the educational institution or applicable state law.

Hazing also includes pressuring students to drink alcohol or other substances by means of drinking games or contests, or creating an atmosphere in which students feel that drinking is encouraged or expected, and that declining a drink would subject them to ridicule or criticism. Consent of participants is not an available defense against any prosecution for hazing.

University regulations prohibit hazing, as do the policies of every inter/national fraternity and sorority adopted by the Inter-Greek Council at Tufts. Every member of any student organization, athletic team, and fraternity/sorority is individually accountable under the higher standards of the Tufts Hazing Policy. Responsible parties may include members, new members, officers, and the organization itself. Under the law, Tufts must, and does, notify students of the law, assign disciplinary consequences for a violation and report regularly to the Massachusetts Board of Regents of Higher Education.

POLITICAL ACTIVITIES POLICY

The University is committed to free and open discussion of ideas and opinions. Tufts encourages students, faculty, and staff to exercise their civic rights to participate as individuals in the electoral process. Because the University is a tax-exempt entity, Tufts is prohibited by law to participate in or attempt to influence campaigns for any elective public office. Federal Election Commission regulations also restrict political activity of educational institutions.

To comply with these and related legal requirements, the University maintains this Policy with respect to political activities on campus.

With regard to support or opposition to candidates for election to public office, members of the University community are free to express their opinions and engage in political activities in their individual capacities but need to avoid the appearance that they are speaking or acting on behalf of the University.
Guidelines:

- This policy applies only to declared candidates.
- The University is open to viewpoints on a non-partisan basis and suggests that invitations to speak be extended to all rather than selected candidates.
- It should be made clear to the candidate and the campaign that no fundraising may take place during the appearance or other visit to campus.
- Reasonable efforts should be made to ensure that the event does not become a campaign rally, but rather is a speech on a given topic delivered in an academic environment.
- The sponsoring organization should make clear in the introduction of the speaker and in all publicity and notices for the event that the candidate is speaking at the invitation of the organization (not the invitation of Tufts University) and that Tufts University does not endorse political candidates.
- Any expenses associated with the event that are typically not covered by Tufts should be billed to the sponsoring organization so that there is no appearance of sponsorship by the University.

SPECIAL SECURITY NEEDS POLICY

Any group planning to invite a speaker, high profile individual or group to the campus should take into account the safety of both the speaker and members of the audience. Serious consideration should be given to the safety of all individuals involved in the program. If other appearances by the speaker have prompted demonstrations, if there has been strong and vocal disagreement with the speaker’s views, if there has been disapproval by some community members to the speaker or topic, or if the speaker is from a country in the midst of hostilities, special preparations must be made to ensure that there will be a minimum security risk.

The Director of Public Safety in consultation with the OCL will make decisions regarding the classification of an event as a program with Special Security Needs. If a program is classified under this policy the following procedures will be necessary:

Guidelines:

- Adequate preparation for a speaker requires at least three weeks’ notice. Groups planning to invite a speaker meeting the above criteria should plan ahead—certain programs may require more than three weeks.
- Name of sponsoring group (must be a recognized and registered organization);
- The full name of the speaker or performing group and background/biographical information;
- The title of the talk or program;
- Where and how the event will be advertised (Events will be limited to Tufts ID holders only to ensure security unless special agreement is reached with the Directors of Public Safety and Campus Life to broaden the audience);
- Whether or not admission will be charged, and, if so, how much.

Audience:

Events may be:

- Open to the sponsoring organization and invited guests only, in which case the group must bear any required security costs
- Open to the Tufts community (any student with a valid Tufts ID with a Bursar’s label for the current semester), in which case the University will bear any required security costs;
- Open to the community at large, first-come, first-served, with no admission charge, in which case the University will share any required security costs with the sponsoring organization;

Policies and Procedures
Open to the community at large for an admission price, in which case the sponsoring organization must bear any required security costs.

The University may require that an event be closed to those who don’t hold a valid Tufts ID. If non-Tufts guests will attend and/or the event will be advertised off-campus, the organization must obtain the approval of the Directors of Public Safety and Campus Life. If a program is closed to off-campus guests, the host organization may still develop a guest list and admit only those off-campus people with invitations to the event.

**Location**

The size of the expected audience and whether or not an adequate level of security can be maintained in this given space will determine the facility.

**Seating**

The University requires that no more than 10% of a venue’s seating may be reserved for guests or members of the sponsoring organization. Included in this 10% must be anyone included on a speaker’s guest list.

**Administrative Presence**

Programs with special security needs may require the presence of a university administrator or faculty whose responsibility will be to monitor the event. Event sponsors are responsible for securing a person who must be approved by the OCL in consultation with the Director of Public Safety to serve in this role.

**Security**

The University Police in consultation with the OCL or a designee will determine the security requirements.

**Ticket Sales**

Advance sales or distribution of tickets may be required. Ticket sales at the door will increase the need for security and must be taken into consideration when determining the number of people assigned to work the door. Ushers will be required for events with assigned seating.

**Questions and Answers**

Speakers must provide a period of questions and answers and may not refuse questions from non-supporters.

**Moderator:** The sponsoring organization must provide a moderator who will conduct the event according to the provisions in this policy. The moderator must meet with the TUPD, the OCL and the appointed observer prior to the event to go over the procedures. The moderator is usually a member of the sponsoring group. The moderator must read aloud at the start of the event a prepared statement (available in the OCL).

**Costs**

The University is prepared to underwrite the costs of security for any program it deems as falling under this policy, but the availability of funding to cover security needs is limited. Once a particular organization has this type of event, that organization is ineligible for funding for another event of this nature for at least one semester.

**Receptions**

If a reception is to be held, it must be held after the event.
TICKET SALES POLICY

- ALL student organizations MUST sell tickets through the University ticketing systems available in the Office for Campus Life or Cohen Theater Box Office (for Cohen events).
- A Ticket Sales Contract must be filled out and submitted to the OCL Associate Director at least one week in advance of the ticket sales start date for approval, scheduling, and pricing. Contracts submitted less than one week in advance will be subject to a $25 late fee.
- Depending on type of event, number of tickets, and timing of contract groups may have the opportunity to sell their tickets on-line through tuftstickets.com and/or at the Mayer Campus Center Information Booth. Groups should meet with the Associate Director of Campus Life to discuss the best option for the specific event.
- The Associate Director will contact the seller to confirm their request for tickets.
- No Ticket Sales Contract will be considered approved until the Associate Director signs it. Do not advertise that tickets will be on sale until you have a signed contract.
- The OCL will format your ticket to your specifications.
- Tickets will go on sale on the start date and be removed on the stop date on the contract.
- Tickets cannot be released from the Information Booth, but you can charge at the door at the time of your event. Before proceeds will be transferred to your organization, you must inform the Associate Director the amount collected at the door.
- The OCL will not be responsible for discrepancies in ticket amounts if anyone changes the amount of tickets to be sold from the tickets after the initial contract.
- The Associate Director will verify sales and calculate the proceeds for the group minus the sales fee agreed upon in the contract. All proceeds will be transferred to the organization’s account by internal transfer. No cash will change hands at any time.
- Only cash and JumboCash will be accepted as payment for tickets. Any other method of payment (e.g. by check) is not accepted.
- The OCL will be responsible for the accuracy of on-line sales, cash sales and JumboCash sales.
- The OCL reserves the right to reject requests for ticket sales or stop selling tickets for a particular event.
- Any questions should be directed to the Associate Director of Campus Life.
- Ticket Sales Service Fees is $25. Add $25 for multiple prices and/or multiple dates and $25 for a late contract.

TRAVEL POLICY

It is critical for university officials to be aware of any student organization organized travel away from campus so that the University may be helpful in any emergency or need to reach trip participants, or their families.

All student organizations planning volunteerism or other travel away from campus, whether during the semester, a week-end, or during a break, must register with the Office for Campus Life prior to departure. OCL will require names of travelers, the method of travel and destination, the nature of the trip and contact information of where travelers can be reached. Student Organization Travel Registration Forms can be found on-line on the OCL website, ocl.tufts.edu.
USE OF TUFTS NAME/INSIGNIA POLICY

The name “Tufts University” and how it is used affects both the institution as a whole and the individual members of the University community. Appropriate use of the name and insignias can benefit all, while inappropriate use may reflect negatively on both the institution and its individual members. Because of these far-reaching implications, oversight regarding the use of the University’s name and insignias, and the names of individual schools within the University (including web domain names that incorporate “Tufts” or the name of a Tufts school), will be conducted on an institutional level according to the principles and guidelines outlined in this policy.

The Office of University Counsel will coordinate all requests for use of the Tufts name and insignias, which are trademarks of the University. The Office of University Counsel is located in Ballou Hall, Third Floor, Medford, MA 02155, 617-627-3337. The Senior Vice President for University Relations is responsible for making final decisions on use of the Tufts name and insignias, including the names of individual units of the University.

PRINCIPLES

1. Is the implied association with the University accurate and can we ensure that the association with the University will continue to be portrayed accurately? Use of Tufts’ name in connection with an activity, project or product implies a close association with the University and is generally construed as sponsorship or endorsement. Tufts must ensure that this portrayal is accurate and that it has the requisite control of the activity, project or product to ensure that the implied close association remains an accurate representation of the affiliation with the University.

2. Is the use of the Tufts name consistent with the research and educational mission of the University? Tufts has an obligation to its students, alumni, faculty, staff, donors and others to ensure that the use of its name falls, in general, within its primary mission of research and education. Some activities such as promotion of individual causes, political or otherwise, clearly fall outside this mission.

3. What effect will the proposed use of name have on the image of the University as a whole? Use of the Tufts name in situations having a potential to diminish or damage Tufts’ image and reputation must be avoided.

4. Will Tufts be able to realize a fair and reasonable gain (through image enhancement or through economic benefit) from the use of its name? Related to this is the issue of liability. If there is a potential for financial, legal or reputational risk to the University through the use of its name, for example on a particular product, such use of name should be avoided.

GENERAL GUIDELINES AND PROCEDURES

1. Any use of name that refers to the University as a whole must be submitted to the Office of University Counsel for review. The Office of University Counsel will review the request and forward it with a recommendation to the Senior Vice President for University Relations, who will make the final decision. Specific questions or requests for approval can be emailed to nameuse@tufts.edu

2. Any use of name that refers to individual schools or units should first be submitted to the Dean or a responsible authority of that school or unit for approval and should then be submitted to the Office of University Counsel for review and transmittal to the Senior Vice President for University Relations.

3. In considering any proposed use, University officials will be guided by the principles outlined above.

4. Use of the official Tufts logo will follow these guidelines and additionally must adhere to the graphic standards outlined in the university’s visual identity manual. In most cases such use will require review by the Office of Publications before printing or manufacturing is approved. The University name may not be used to create new logos and may not be integrated or combined with existing logos. Issues regarding co-
branding must follow the guidelines above and require review by University Counsel, Public Relations and Publications.

**GUIDELINES FOR USE OF NAME BY FACULTY, STAFF, STUDENTS AND ALUMNI**

1. Faculty members and staff may use the Tufts name or the name of the appropriate school to identify themselves on stationery, business cards, publications in research or educational journals and other materials used in the course of their university-related activities (e.g., John Smith, Professor of Mathematics, Tufts University.) Students and alumni may wish to identify themselves as students or graduates of the University in biographical information. In using or authorizing use of the Tufts name to identify themselves in connection with activities conducted with outside individuals or entities (e.g. authoring a book), members of the Tufts community should be sure that the Tufts name is used in a manner that does not imply University endorsement or responsibility for the particular activity, project or product. For example, when authoring a book, a faculty member may describe his or her affiliation with Tufts University on the inside of the book or book jacket. The name of the University should not appear on the cover of the book. Likewise, the name of Tufts University may not be used in the title of any journal or other publication without the expressed permission of the University. Such permission will not normally be given in any circumstance where the University does not retain exclusive editorial control over the publication. Use of the University name or logo is NOT permitted for cards, stationery, signage, promotional literature, web sites or other communications used in connection with an individual’s private practice or business.

2. Because “Tufts” is a trademark of Tufts University, and to avoid any confusion between official and personal websites, faculty, staff, students, alumni and third parties are not permitted to create URL names for personal websites that include the word “tufts”.

3. All other proposed uses of the Tufts name by faculty and staff and any use of the name by students and alumni should be submitted to the Office of University Counsel.

**GUIDELINES FOR USE OF NAME BY THIRD PARTIES**

In general, use of the University’s name or the name of an individual school or unit requires written approval by the Office of University Counsel as outlined above. However, certain uses by third parties are generally permitted and do not require written approval:

1. A third party may use the University name when reporting a transaction internally or reporting a transaction to regulatory authorities as required by applicable law.
   
   For example, a corporation that has made a grant to the University may report the amount of such grant in internal documents summarizing its charitable activities, or on its tax returns.

2. A non-profit or government entity that has funded research or programming at the University may disclose that it has provided such funding. In addition, if such funded research is published, the source of the funding should be indicated along with the University affiliation of the researcher.

3. If a third party receives a license to use or distribute material written or developed by the University, the material should include a written acknowledgment that the copyright is owned by Tufts University and that the material is being used or distributed under the terms of a license with the University (with all other rights being reserved).
USE OF THE NAME *TUFTS UNIVERSITY* IN EVENT ADVERTISING AND STUDENT ORGANIZATION PUBLICATIONS

The use of *Tufts University* in the name of an organization does not indicate that Tufts University, the TCU or the student body is in favor of, or opposed to, a given philosophy, activity, or event sponsored by an organization. All organizations must adopt names that either clearly identify them as student organizations, or append to the organization’s name a parenthetical statement indicating that the group is a student organization. When sponsoring any event any student organization is required to advertise their event as student organization event and make sure the name of their group is prominent in all advertising. Advertising should also include that in no way are the views associated with this event represented the views of Tufts University.

STUDENT ORGANIZATION PUBLICATIONS

All student publication organizations are required to publish somewhere within their publications that their group is a student organization and the publication is a publication of that student organization. It should also be stated that the views expressed within the publication do not represent the views of Tufts University.

VEHICLE USE/ STUDENT DRIVER POLICY

Individual students and student organizations frequently have a need for transportation to locations beyond the campus for Tufts sponsored programs and activities. For any university business travel it is important that students first review the University Fleet Policy.

INDIVIDUAL STUDENT TRANSPORTATION NEEDS

Most transportation options the University offers are for student organizations and campus departments with the funding capacities to pay for the services. Individual students seeking transportation for personal reasons must make their own arrangements or use public transportation. Please visit the Office of Sustainability for further information on getting around outside of Tufts. The Office for Campus Life also sells discounted Charlie Tickets at the Mayer Campus Center Information Booth. Tufts also has a relationship with ZipCar, who has vehicles parked on campus for easy student access.

*NOTE:* Students under the age of 21 may rent Zip Car; however, there are additional insurance forms and waivers that would need to be completed. Please refer to the Tufts University Police Administration Services website for information.

OTHER STUDENT ORGANIZATIONS/DEPARTMENTS WITH UNIVERSITY VEHICLES

Several student organizations and the Athletic Department have their own designated vehicles. These vehicles are managed by the specific student organizations/departments and are for the business of those organizations/departments only. Each student organization/department with vehicles has their own reservation systems and drivers must adhere to the specific group’s policies. However, all drivers must adhere to the Vehicle Fleet Policy and have completed the Student Driver Approval Process. In addition, all drivers must have passed the Online Van Driving Test.

OUTSIDE COMPANY VEHICLE RENTAL AND BUS RENTAL

Student Organizations with budget approval, either through a representing Campus Department or the TCU Treasury may also reserve vehicles from rental companies. Student Organizations seeking information on how to do this should make an appointment with the Campus Life Financial Office in Room 213 of the Mayer Campus.
Center. Campus Life Financial Office staff will work individually with group members based on their needs. Once an option (van rental, bus rental, zip car, etc.) is decided on the TCU, funded Student Organization must complete a TCU Credit Card Application Form and have the TCU Treasury sign off on the form. Non-funded student organizations seeking this service must have approval and Dept. ID number from the sponsoring campus department before a reservation can be made.

**NOTE:** It will be required to get full insurance including collision, driver and third party when renting a vehicle. All drivers must adhere to the University Travel/Driver Policy and have on file a completed and approved Student Driver Application.

**Privately-Owned Vehicles/Insurance Coverage**

It is important to note that the university does NOT provide insurance coverage or indemnification for any accident or mishap involving students, their passengers, or any third party stemming from the use of privately-owned vehicles, even when they are used in connection with Tufts sponsored programs and activities. The driver (and/or the owner) of the private vehicle is wholly responsible for any litigation, financial exposure, or other repercussions that may result from its use. Additionally, passengers should realize that they are not covered by any university indemnification program or policy.

**Public Transportation Services**

There are several public transportation options for students at Tufts University. Please visit the Office of Sustainability website for further information on getting around outside of Tufts University. Also, the Office for Campus Life sells discounted Charlie (subway) Tickets at the Mayer Campus Center Information Booth. Each ticket costs $5.00 and is preloaded with $5.40 in travel value (the equivalent of one round trip). Charlie Tickets are also available for funded student organizations to purchase in bulk. Bulk purchases for student organizations must first be approved by the TCU Treasury through a University IDR (Inter-departmental Requisition). Once approved tickets are available for pick up in the Office for Campus Life.

**Other Travel**

Student Organizations often have the opportunity to travel outside of Tufts University on more extended trips, either out of state or even out of the country. Student Organizations traveling for Tufts University business must complete the Travel Registration Form, and turn in to the Office for Campus Life prior to any travel. This form is required for any student organization, whether they are TCU funded or not. Student groups traveling on behalf of campus departments should also complete the Travel Registration Form. This excludes teams traveling on behalf of the Athletics Department. Teams and club sports should work with the Athletics Department on all travel needs. Student Organizations using their organization funding for travel should work directly with the Campus Life Financial Office in room 213 of the Mayer Campus Center. The staff in the Campus Life Financial Office will assist funded student organizations with all arrangements, payments, etc.