

# Student Organization Manual

Department of Student Development & Campus Vibrancy

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## Section I. Introduction

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Student organizations are at the heart of the Stetson University experience. The university seeks to enrich the development of the whole person by providing leadership opportunities as a means of engaging students on campus and in the local and global communities. Student organizations contribute to the diversity and range of activities and perspectives on campus by offering students the opportunity to join together in social, cultural, political and/or special interest groups. It is through these student organizations that students have the opportunity to build lifelong connections with the larger world and embody Stetson University's commitment to personal growth, intellectual development and global citizenship.

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

Student organizations are "recognized" by the university. However, the activities undertaken by a student organization are not sponsored or approved by the university. Registration does not create a contractual relationship, a property right or a legal expectancy between the university and the student organization. The university encourages student organizations to become registered student organizations so that students can better understand the university's expectations regarding responsible co-curricular activity, and take advantage of the many programs and services offered to enhance their Stetson University experience.

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## Section II. Privileges and Benefits of Recognition

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Student organizations must register with the Office of Student Development and Campus Vibrancy. Non-registered student organizations or groups may not use any of Stetson University's services outlined in this manual. The following privileges are available upon official recognition, provided the student organization is in good standing (see Sections V and VI).

1. Ability to reserve space on-campus at no cost.
2. Ability to reserve tables and banner space at no cost (when available).

3. Ability to publicize on-campus, including with *Stetson Today*, the digital billboards and designated areas on campus.
4. Eligibility to apply for activity fee funding through the Student Government Association (SGA).
5. Ability to participate in the Involvement Fair.
6. Ability to participate in Greenfeather, Homecoming, and other university-sponsored events.
7. Access to other resources provided by the university departments and offices.

Once registered, organizations also have access to many benefits:

1. Access to Engage (the online student organization center where registered student organizations can recruit new members, communicate with their members, connect with other registered student organizations and plan events). See Section IX for more details.
2. A free email address.
3. A seat on the SGA Senate.
4. Assistance from the Office of Student Development and Campus Vibrancy staff with program planning and leadership skill development. Org officers are encouraged to improve leadership skills by attending workshops and other opportunities provided by the Office of Student Development and Campus Vibrancy.

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## Section III. Criteria for Recognition

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To be approved as a registered student organization, a student organization must meet the criteria listed below. Registration approval is discretionary, and the Office of Student Development and Campus Vibrancy reserves the right to determine if the student organization meets the criteria listed in Section II, and if the approval is in the best interest of the university.

1. Must have a minimum of three members currently enrolled as Stetson University students. Must provide student names, phone numbers and campus e-mail addresses on Engage. It is the registered student organization's responsibility to maintain the required number of currently enrolled students listed as members.
2. Must have a full-time faculty/staff advisor currently employed by Stetson University and provide advisor's name, mailing address, e-mail address and phone number on Engage.
3. Must provide an official organization profile on Engage. Officers of a registered student organizations have a responsibility to see that the organizational contact information submitted is accurate and up-to-date at all times (see Section V).
4. The mission must reflect the mission and values of the university.
  - a. If applicable, the organization must list the affiliate or national organization it is associated with in its Engage profile and constitution.
5. The services and programs offered by the organization must directly relate to the organization mission.
6. The mission, services, and activities of the organization should be different from any other fully-recognized student organization.
7. Must agree to the Stetson University Code of Community Standards

- a. The registered student organization must affirm in its constitution and on its Engage profile that it will not violate Stetson University's Inclusivity, Non-Discrimination and Hazing Statements. See below for more details.
  - b. The registered student organization must have a constitution in accordance with the Office of Student Development and Campus Vibrancy requirements (see Section VI and Appendix for a sample constitution).
  - c. The registered student organization must have mission statement.
  - d. The registered student organization must disclose any affiliate or parent organization.
8. The registered student organization, its officers and its members must not violate university policies and procedures as well as applicable federal, state, and local laws. Such policies and laws include, but are not limited to, the following:
- a. The registered student organization, its officers and its members shall abide by and be subject to the university's Code of Community Standards including the university's Inclusivity, Non-Discrimination and Hazing Statements (see Section IV).
  - b. The registered student organization, its officers and its members shall not conduct commercial activities that contribute, either directly or indirectly, to the private financial benefit of any individual or organization other than the organization itself or Stetson University. Officers, faculty/staff advisors and members are prohibited from using organization their position within the organization to benefit any private commercial enterprise, organization or individual other than the organization itself or Stetson University.
  - c. The registered student organization, its officers and its members shall agree to abide by Stetson University trademark guidelines set by University Marketing and Social Media Policy (see Section XIII).
  - d. The organization, its officers and its members shall adhere to all university, Student Government Association (SGA) Student Activity Fee financial guidelines.
  - e. Officers certify that the information provided on the application form is accurate and up-to-date at all times.
  - f. Officers must authorize the Office of Student Development and Campus Vibrancy to disclose to the campus community organizational information contained in the application, including organizational contact information, constitution, and the organization type.

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## Section IV. Non-Discrimination and Hazing Statements

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All registered student organizations must abide by the university's Non-Discrimination and Hazing Statements listed below.

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### Stetson University Non-Discrimination Statement

It is the policy of Stetson University, consisting of its multiple campuses, wherever located (collectively the "University") not to discriminate on the basis of sex, physical or mental disability, pregnancy, parenting status, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical

characteristics or any category protected by federal, state or local law in its educational programs, activities or employment. The policy is enforced by Stetson, and where applicable, federal laws such as Title IX of the Education Amendments of 1972, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1972 and the Age Discrimination Act of 1975. The University is an equal opportunity education institution.

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## Stetson University Hazing Statement

The University's hazing policy which applies not only to athletics teams and social Greek organizations, but all student clubs and organizations, is located in the Code of Community Standards. Hazing is defined by Florida law as, "Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of, but not limited to, initiation or admission into or affiliation with any organization, regardless of locations, intent, or consent of participants. Refer to the [Code of Community Standards](#), article seven for the full policy, allegation investigation process, and adjudication and sanctioning.

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## Section V. Maintaining Recognition

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

1. Each registered student organization is required to fully update their officers' information and profile on Engage (as often as they change with a once-a-semester-minimum).
  2. All registered student organization events must be registered through Engage (see Section VII on Event Registration).
  3. Eight active members are necessary to maintain recognition. It is the registered student organization's responsibility to maintain the required number of currently enrolled students listed as members.
  4. The registered student organization must abide by the university's Non-Discrimination and Hazing Statements (see Section IV) and Code of Community Standards.
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## Section VI. Non-Compliance with Registration Requirements or Violation of University Policies

Good standing is determined by the university based on a registered student organization's compliance with the requirements of Sections III, IV, and V. Compliance will be reviewed following a referral of the registered student organization, its officers, members or potential members for violation of the university's Code of Community Standards (this includes the university statements on Inclusion, Non-Discrimination and Hazing listed in Section IV). Compliance with registration requirements set forth in Sections III, IV, and V are also subject to periodic review by the Office of Student Development and Campus Vibrancy.

1. Any registered student organization alleged to not be in good standing will be notified in writing and may be provided an opportunity for the registered student organization's president and other officers to attend an investigative hearing. Registered student organization officers may also request to meet with a representative to discuss the alleged violation. Should a registered student organization be found to not be in good standing, the registered student organization will be notified of sanctions, imposed by the the Office of Student Development and Campus Vibrancy and/or the Office of Community Standards, in writing. The following sanctions may be imposed:
  - a. Student organization is placed on probation with full privileges.
  - b. Student organization is placed on probation with restricted privileges.
  - c. Student organization's registration is suspended without privileges.
  - d. Student organization's registration is revoked.
  - e. Student organization officers are referred to the Office of Community Standards based on charges of violation of the Code of Community Standards.
  - f. Other sanctions deemed appropriate by the university and the Office of Community Standards.
2. Prior to any sanctioning, the registered student organization's president and other officers may be provided an opportunity to attend an investigative hearing. This will be determined by the Office of Community Standards.
3. The registered student organization will be notified in writing if there is a finding that it is not in good standing. The registered student organization shall also be informed in writing of sanctions, if any, to be imposed by the Office of Student Development and Campus Vibrancy and/or the Office of Community Standards.

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## Section VII. New Organization Registration Process

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Indicate your interest by emailing us at [vibrancy@stetson.edu](mailto:vibrancy@stetson.edu).

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## Section VIII. Engage

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

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## Section IX. Event Requests

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Before an event can be hosted on or off campus, the requesting organization must submit the event **at least two weeks in advance** for approval by the Department of Student Development and

Campus Vibrancy. An event is defined as a gathering a reasonable, third-party observer would associate with your organization.

To register an event, please follow the following steps:

1. If the event will be held on campus, reserve a room.
2. Fill out an Event Request:
  - a. Log on to Engage
  - b. Select your organization under "Memberships" and then "Manage Organization." You are now in the manage view; if you do not see this option, contact the group's primary contact to have your permissions updated.
  - c. Open the menu (the button next to the organization's name in the top left) and click "Events"
  - d. Click on the "Create Event" button and complete the required information
3. If you have any questions about the status of your event or are in need of planning assistance, please contact the event request team at [eventrequest@stetson.edu](mailto:eventrequest@stetson.edu).

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The "Event Request" form consists of the following sections: Basic Information

This section includes the following: Terms and Conditions, in which the person affirms that the form is filled out at least two weeks in advance and already has reserved the room for the event; the benefit and mission of the event; including any possible challenges.

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## Fundraising

Fundraising can be a great way to raise money for your organization for future events or for a charity of your choosing. Listed below are a few questions to keep in mind when planning to fundraise:

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

## Fundraising Policies

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

- Poker Tournaments

- i. Organizations hosting a poker tournament must provide a prize that is not cash, even if there is a buy-in fee or donation.
  - Bake Sales or Selling of Food
    - i. Homemade bake sales and candy are allowed on campus and may be sold in front of the CUB. However, selling full meals or food that compete with Chartwell's - homemade or from an outside vendor - in front of the CUB is strictly prohibited.
  - Raffles
    - i. Raffles are permitted as long as they are in compliance with the gambling laws in the State of Florida.
  - Outside Vendors
    - i. An outside vendor may come and sell items as long as they are giving a percentage of their proceeds or a set fee to the student organization. Be aware that the student organization must also complete a contracting form (see Contracting section).
  - Social Auctions
    - i. Social, or human, auctions are not permitted at Stetson University. Organizations are encouraged to auction off items or services. These services must be clearly defined and approved in advance.
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## Liability Waivers

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

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

Once you have filled out the "Event Request" form and your event is approved, you will be sent the Stetson University Risk Acknowledgement and Liability Waiver. You will need to make the appropriate number of copies and have each participant sign the waiver before the event/trip. Participants under the age of 18 need to have a parent or guardian's signature. Please make sure you either bring a copy of the forms for emergency contact purposes, or leave with someone at the university who you can readily contact. Return all signed copies to CUB #####

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## Contracting

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

This process must be started **no later than month** prior to the event. For events where the third party will receive compensation, submit the payment request through Engage. For unpaid events, submit the request through [eventrequest@stetson.edu](mailto:eventrequest@stetson.edu).

## Tips for Contracting

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

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## Alcohol at Events

Student organizations are afforded the privilege of sponsoring events where alcohol is served but on and off-campus. The following stipulations are required for these events:

### Both On and Off-Campus Requirements:

1. All alcohol must be served by an approved 3rd party vendor with the proper licensure and insurance.
2. Working restrooms must be present at the venue.
3. Water must be provided free of charge to all attendees for the duration of the event.
4. 10% of the maximum attendance must be sober members of the sponsoring organization. For example, if the venue capacity is 100, ten members from the sponsoring organization must be present and completely sober.
5. A risk reduction plan must be created to address all efforts made to create a safe event and procedures to address emergencies.
6. Events with alcohol may not last more than four consecutive hours.

### Additional On-Campus Requirements:

1. Only beer and wine may be served.
2. Public safety must be present for the duration of the event - the sponsoring organization is responsible for any associated costs.
3. A joint meeting between the Office of Vibrancy and Traditions, Public Safety, and the sponsoring organization is required at least one week before the event.
4. Food must be provided free of charge to all attendees for the duration of the event.

### Additional Off-Campus Requirements:



1. The venue must have a kitchen and serve food.
  2. Venue contact information is required for emergency purposes.
  3. Events more than 5 miles from campus require sober transportation. Personal vehicle travel will only be permitted for overnight events.
  4. Adequate security must be provided by the venue or third party company.
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## Public Safety

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

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

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

## Fraternity and Sorority Rituals

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

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## Facilities Equipment Rental

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

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

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

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## Catering/Food

Stetson University allows outside food to be on campus, but there are few exceptions. The university also offers a wide variety of catering options which can be found online at <https://stetson.catertrax.com/>. Additional options can be discussed with Chartwells at 386.822.8783

Some locations, including the Stetson Room within the Carlton Student Union and the Rinker Welcome Center only allow catering provided by Chartwells.

We ask that if the preparation of food is taking place at the event, you make sure that the area remains clean throughout the preparation and any and all food particles are removed after preparation is complete. After serving the food, make sure that all trash has been cleaned up, including food that may have fallen on the floor. If you have hired catering to serve your event, help them clean up the remaining food, and they will take care of the linens and any serving trays that were left out.

Please see the Food Policy in Section XIV for more information.

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## Section X. Cultural Credit

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Do you think your event has significant intellectual or cultural value which will further the educational goals of a department on campus? If so, you may want to request that your event qualify for cultural credit. A faculty sponsor is required to support the request, and not all cultural credit requests will be approved. Refer to the [cultural credit website](#) for the approval process and other associated requirements. An analytical discussion hosted by a faculty or staff member following the showing of the film.

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## Section XI. Advertising Policy

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Thinking about posting flyers, banners, or announcements around campus? Make sure you read and follow Stetson University's advertising policy ahead of time to understand what and where advertisements can go around campus. All advertisements that do not adhere to these minimum requirements will be removed.

### 1. General Statement

- a. All advertisements are to contain:
  - i. The name of the registered student organization that is hosting the event
  - ii. Date
  - iii. Time
  - iv. Location
  - v. Contact person or group information for the advertised event
- b. Advertisements may not contain any of the following:
  - i. References to Alcohol
  - ii. References to Drugs
  - iii. Racial or Discriminatory Language

- iv. Graphics or Language of a Derogatory Sexual Nature
- 2. Paper Flyers
  - a. Flyers or announcements, other than banners, are limited to a maximum dimension of (20"x25") and must be removed within (24) hours after the event has ended.
  - b. No items can be posted outside of the designated billboards (no columns or on the walls) or on trees. Please see below for approved posing locations.
- 3. Flyer Posting Locations
  - a. Flyers or announcements may be posted at any time on the catalog boards in any of the following buildings:
    - i. Carlton Union Building
    - ii. Hollis Center
    - iii. Flagler Hall stairwells
    - iv. Elizabeth Hall
    - v. Sage Hall
    - vi. Sampson Hall
    - vii. Presser Hall
    - viii. Davis Hall
  - b. No flyer or announcement may be attached to any following, including but not limited to:
    - i. Walls (interior or exterior)
    - ii. Windows
    - iii. Doors
    - iv. Street signs
    - v. Poles
    - vi. Trees
- 4. Additional Posting Locations
  - a. Additional areas on the DeLand campus may require special permission or have extra requirements before a flyer may be posted. Please refer to these locations below, and if you have any questions, feel free to contact the Office of Student Development and Campus Vibrancy.
- 5. Digital Billboards
  - a. Student organizations, faculty, and staff may post advertisements digitally on the three televisions located in the Coffee Shop and Commons. The university urges its community to focus on environmental responsibility and would like offer an alternative option to posting paper flyers around campus. Forms need to be submitted at least three business days for the advertisement to appear on the digital billboards, and there is a maximum posting period of one week. You may reserve your space on the digital billboards by filling out the [CUB Digital Billboard](#) form on Engage.
- 6. Banner, sidewalk chalk, and tabling space may be reserved through the event request form on Engage. Other
  - a. Post your event on the Stetson University [Campus Calendar](#) or [place an announcement](#).
  - b. Advertise in the Reporter - Contact the Reporter staff at [reporter@stetson.edu](mailto:reporter@stetson.edu) to either purchase an advertisement or enter a featured article into the paper.

- c. Items with small wooden stakes can under special circumstances be approved by the Office of Student Development and Campus Vibrancy and Facilities Management. Requests should be made through the Office of Student Development and Campus Vibrancy at [vibrancy@stetson.edu](mailto:vibrancy@stetson.edu). Items placed in the ground are limited to a 48-hour window. For inclusive purposes, please add the following statement to your marketing materials: "Please email (insert your organization email here) or call (insert your phone number here) if you anticipate any barriers to your access, participation, transportation to, or inclusion in this event."

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## Section XII. Social Media Policy

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Stetson University's social media policies are designed to provide information about the use of social media in an official capacity by departments, offices, programs, organizations and the individuals representing them. These policies are managed by University Marketing apply to all Stetson University faculty, staff and students who engage in social media for Stetson University-related purposes and are formulated to help account holders develop an effective social media presence. [View the full policy and associated guidelines](#) before creating a new account and transitioning officers.

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## Section XII. Food and Sale Policy

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

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

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

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### Policy Definitions

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

1. "Equipment" means an article that is used in the operation of a food establishment such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, reach-in refrigerator, scale, sink, slicer, stove, table, temperature measuring device for ambient air, vending machine, ware washing machine.
2. "Food" means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
3. "Food-contact surface" means a surface or equipment or a utensil with which food normally comes into contact.

4. "Hazard" means a biological, chemical, or physical property that may cause an unacceptable consumer health risk.
  5. "Potentially hazardous foods" means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
    1. The rapid and progressive growth of infectious or toxigenic microorganisms
    2. The growth and toxin production of *Clostridium botulinum*; or
    3. In raw egg shells, the growth of *Salmonella Enteritidis*
  6. "Single-Use Articles" means utensils and bulk food containers designed and constructed to be used once and discarded.
  7. "Utensil" means a food-contact implement or container used in the storage, preparation, transportation, dispensing, sale, or service of food that is multiuse, single-service, or single-use, used in contact with food.
  8. "Warewashing" means the cleaning and sanitizing of utensils and food-contact surfaces of equipment.
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## Food Safety Guidelines

1. Hand Washing & Health Safety:
  - a. All person(s) participating in the preparation of "Food" MUST wash their hands for a period of at least 20 seconds using hot, soapy water prior to handling food.
  - b. (When to wash hands: Including but not limited to, after using the restroom, after handling money, between changing food preparation jobs, after eating, drinking, coughing, sneezing, use of tobacco products, and between handling raw foods and ready to eat foods.)
  - c. Person(s) who have the following symptoms are NOT allowed to prepare or serve food:
    - i. Fever
    - ii. Diarrhea
    - iii. Vomiting
    - iv. Sore Throat with fever
    - v. Persistent Sneezing or Coughing
    - vi. Runny Nose
    - vii. Lesions containing pus which are located on the hands, wrists, arms or an exposed body part.
2. Gloves & Hair Restraints:
  - a. Any person(s) preparing or serving "Food" is required to wear gloves (latex or vinyl). Gloves are for single use only and MUST be discarded when preparer or server handles different food types.
  - b. Any person(s) preparing or serving "Food" must wear an approved cap or hair net while in the presence of food.
3. Cross Contamination:
  - a. "Utensils" used to prepare "Food" should not be used for tasting purposes.
    - i. DO NOT taste food with the preparation utensil. "Food" tasting should only be done with a single-use utensil. The utensil is to be discarded after tasting.

- b. Every food dish that is served is to have its own serving utensil (spoons, forks, tongs, ladles, etc...) that is to be used only for that specific food item.
  - c. When serving beverages, specific people should only pour the drinks from their containers and into the cups. If ice is used for the drinks then an ice scoop, either metal or plastic, must be used to transfer the ice from its bin into the cups.
4. Food Preparation & Service Area:
- a. Surfaces that "Food" comes in contact with should be free of:
    - i. Breaks
    - ii. Open seams
    - iii. Cracks
    - iv. Chips
    - v. Inclusions
    - vi. Pits
    - vii. Any other imperfection
  - b. Food Preparation Surfaces are to be cleaned and disinfected before they are used. This is to be done by scrubbing the surfaces an Anti-bacterial Soap before the placement of Food on the preparation surface.
  - c. If serving food outdoors, all food is to be place in/on approved containers (chafing dishes, serving bowls, trays, etc) and must be covered until it is time to be served. Serving containers must be covered anytime there is not a person removing food from the container.
  - d. If using a chafing dish that mandates the use of Sterno<sup>®</sup>, one to two inches of water must be kept in the bottom of the tray. Water levels need to be checked once every hour to ensure that a fire hazard is not created.
  - e. If serving food that must be chilled, approved containers for Ice Baths must be used. The core temperature of the food needs to be checked every hour to ensure that it has not risen above the approved maximum temperature for "Cold Food". The melting ice water must not come in contact with the food that is being chilled in the container
5. Keeping & Storing Food:
- a. All "Hot Food" is to be cooked to a MINIMUM of 165 degrees Fahrenheit and kept at a MINIMUM temperature of 140 degrees Fahrenheit.
  - b. All "Cold Food" is to be kept at a MAXIMUM temperature of 40 degrees Fahrenheit.
  - c. Food that could be potentially hazardous (i.e. Meat, Cheese, and Dairy Products) should be handled appropriately to avoid food related illnesses.
  - d. Food that is not consumed by the event participants should be discarded after the conclusion of the event.
  - e. All potential hazardous food MUST be kept chilled at a temperature of 40 degrees Fahrenheit or below until it is time to cook the "Food".
6. Allergens:
- a. Allergen warnings MUST be put on all "Food" containing or that have come in contact with the following:
    - i. Milk
    - ii. Eggs
    - iii. Peanuts
    - iv. Tree nuts (walnuts, pecans, etc.)

- v. Fish
- vi. Shellfish
- vii. Wheat
- viii. Soy

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

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## Section XIV. Financial Policies

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Student organizations are afforded the opportunity to apply for funding through the Student Government Association. Additionally, funds may be raised to supplement operations or be donated to a philanthropic cause. The University will provide the appropriate accounts necessary to manage these funds. Any individuals, officers, and/or advisors who handle money, request transactions, or participate in financial decisions have a fiduciary responsibility to the organization and University. Misuse, misappropriation, or unauthorized use of funds may be a violation of University policy and/or Student Government Association policy. Compliance with the following is essential to maintaining good standing with the University and Department of Student Development and Campus Vibrancy.

1. All organizations are responsible for maintaining accurate records of all transactions.
2. All funds must be expensed through the University. No cash or revenue may be provided directly to a vendor or used as reimbursement to any party.
3. No organization is permitted to open or maintain any bank or financial accounts at an off-campus establishment without express permission of the Department of Student Development and Campus Vibrancy.
4. Cash, checks, and other forms of revenue must be deposited immediately to the SGA Finance Office following any fundraising event. For events ending after business hours, deposits will be made to the drop safe located within the Carlton Union Building.
5. Funds may never be kept or maintained in a personal vehicle, residence, advisor's office, or other personal space.
6. A cash base and/or card swipe technology may be requested in advance and used to make change during an event or to take card payments. Those funds and equipment must be returned immediately following the event unless an alternative timeline has been requested and approved by the Assistant Director of Vibrancy and Traditions or designee.
7. Venmo, Cash App, PayPal, Square, and other similar platforms may not be used by student organizations.
8. Payment to vendors may not be completed until service is rendered.
9. Contracts must be signed by a University designee. Students may not sign contract, invoices, or other similar agreements under any circumstances.

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## Section XV. Policy on Political Candidates and Election-Year Campaigns

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Stetson University is a private, independent liberal arts university whose mission is to provide a distinctive education in a creative community where students can develop the qualities of mind and heart that will prepare them to reach their full potential as informed citizens of local communities and the world.

In our undergraduate programs as well as in our professional and graduate degree programs, we encourage the development of informed convictions, independent judgment, and lifelong commitments to learning that are characteristic features of the enlightened citizen. As made clear by the university's first president, John Forbes, this kind of education focuses on the goal of developing in each student "the habit of independent judgment" and the skills of "investigating statements and principles for oneself, and thus for oneself discover their truth or falsity." To provide practice in this kind of decision-making, the university is committed to engaging the ideas of its time, both ideas widely accepted and ideas that are controversial, in all aspects of life.

Stetson University today includes persons from diverse religious, ethnic, cultural, economic, and intellectual backgrounds. In seeking a robust, inclusive community, we have joined together to affirm collectively:

1. The centrality of knowledge, examined ideas, and independent judgment in the life of an educated person;
2. The inherent dignity, worth, and equality of all persons;
3. The importance of community in human life;
4. The role of religious and spiritual quests for meaning in human experience;
5. The value of diverse persons and differing ideas in an educational community;
6. The responsibility we share to work toward social justice;
7. The necessity for decisions to be guided by ethics and social responsibility; and
8. The obligation of individuals and communities to act as responsible stewards of the natural environment.

These university values and commitments guide our development of a robust educational program for our students and the broader public. As it pursues this mission, the university is regulated in part by Section 501(c)(3) of the Internal Revenue Code, which prohibits the university from participating in or intervening in any political campaign of a candidate for public office.

The Internal Revenue Service has stated that whether an organization is participating or intervening, directly or indirectly, in a political campaign on behalf of or in opposition to any candidate for public office depends on the totality of facts and circumstances of each case.

Following IRS guidance on "Election Year Activities and the Prohibition on Political Campaign Intervention for Section 501(c)(3) Organizations," the guidelines of The American Council on Education (ACE), and after examining policies at other private colleges and universities, Stetson University has developed these guidelines and policies to support its academic program and to foster a campus culture that will be open to a lively exchange of diverse opinion according to accepted standards for civil discussion. While encouraging passionate citizenship in its students, faculty, and staff individually, the university follows these policies to assure that its educational mission will be fulfilled in a neutral and non-partisan manner in regards to political candidacies or election-year campaigns.



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## Use of Stetson University Facilities for Political Candidates or Campaigns

Use of university facilities for political candidates or campaigns is subject to university policies. Because tax and political compliance laws impose restrictions, and even prohibitions, on certain political activities at nonprofit tax-exempt institutions, any activities approved for Stetson University's facilities must comply with these legal requirements.

Further, given the university's academic mission and its focus on providing students with opportunities for vigorous discussion of all ideas, it is understood that these events will be respectful of the university commitment to civil debate, will be open to the entire campus, and will offer a reasonable opportunity for questions from the audience, especially students.

### 1. Requests from Faculty to Host Political Events

- a. If coordinated by a faculty member and approved by the faculty member's Dean, political candidates may be invited in their capacity as candidates to speak at the university's facilities for an educational purpose. The sponsoring faculty member is responsible for insuring that equivalent (i.e., similar times, similar event type, etc...) opportunities to speak at the university are extended to all legally qualified candidates running for a particular public office. If a candidate declines, the faculty member should retain documentation that the invitation was issued and declined. In communications concerning the candidate's attendance, and when the candidate is introduced to speak and finishes speaking, the faculty member or a designee approved by the Dean will explicitly state that Stetson University does not support or oppose the candidate.
- b. From time to time, a faculty member may also request to use campus facilities to hold a public forum on issues of educational interest. Such forums, if approved by the Dean, must be educational in nature and not expressly advocate the election or defeat of any clearly identified candidate(s) or candidate(s) of a clearly identified party. Outside groups that are invited or allowed to participate must not engage in electioneering or fundraising activities. The responsible faculty member must take steps to ensure that hosting the forum does not reasonably imply that Stetson University or any of its constituent Colleges or Schools has an institutional position on the issue or is associated with the campaign of any specific political candidate.

### 2. Requests by Student Organizations to Host Political Events

- a. To request hosting a political candidate, a student organization must be formally registered with the university and must have a faculty or approved staff adviser. If sponsored by a registered student organization, political candidates may be invited in their capacity as candidates to speak at university facilities for an educational purpose.
- b. Appearances on the DeLand campus must first be approved by the Vice President of Campus Life, who will consult with the faculty or staff adviser and the Director of Facilities for DeLand. The Vice President of Campus Life will be responsible for ensuring that equivalent opportunities to speak are extended to all legally qualified candidates running for a particular public office, and may require that the student organization seeking to host a candidate fulfills this requirement as a condition of hosting the candidate. Appearances by candidates must be organized to support the

university's educational purpose. A speech followed by questions or a question and answer session are appropriate formats for an academic setting. Rallies for individual candidates must be approved and set up as outside rentals due to the additional costs and staffing requirements.

- c. In communications concerning a candidate's appearance on campus, and when the candidate is introduced to speak and finishes speaking, an approved representative of the university or an officer or advisor of the registered student organization will explicitly state that the university does not support or oppose the candidate.
3. Request for Rental of Campus Facilities by Outside Political Groups or Campaigns
    - a. Rentals of university space for speeches, rallies, or fund-raisers are subject to the same rules, regulations, policies, procedures, and fees associated with any other contractual rental. No non-standard discounts or privileges may be granted to political campaigns or candidates who rent Stetson University space.
    - b. Approval of rentals will be determined by the Vice President for Business and Chief Financial Officer for the DeLand campus in accordance with the following conditions:
      1. No political test or affiliation may be required, and all parties and views will be given equal access to rent space;
      2. Candidates themselves must be present at the event; the university will not rent to events featuring surrogates, and
      3. Appropriate preparation time must be provided, given requirements of the university's on-going academic mission.
    - c. If approved, these basic guidelines must be followed:
      - i. If facilities are made available to one candidate or political party, the same must be made available to all others on equal terms and conditions, which include any limitations on availability of particular facilities, due to the scheduling of other events, at the time a candidate or party makes a request.
      - ii. Announcements and advertisements of the appearance must bear the name of the sponsoring organization and must clearly indicate that Stetson University does not support or oppose candidates for public office and the opinions expressed at the appearance are not those of the university.
      - iii. Admission must be open to all members of the Stetson University community. Admission may not be restricted in any way on the basis of the political affiliation or views of attendees.
      - iv. Candidate appearances on campus will be limited to the designated speaking/meeting site. Door-to-door campaigning is not permitted, except as explicitly approved by the Vice President for Campus Life for access to registered voters living in campus housing.
      - v. The university may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. Media coverage and management must be coordinated with the university's director of news and media relations. An appropriate fee for this staff time will be charged to the renting organization.
      - vi. If additional assistance is needed or required from university staff in Public Safety, Facilities or Information Technology, or other offices beyond what is

normally encompassed in the base rental fee, an appropriate fee for this staffing will be charged.

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## Debates on Campus

Stetson University may, at its discretion, provide forums for candidate debates at its facilities. Debates must attempt to include all legally qualified candidates for nomination of a particular party for primary election debates, and all legally qualified candidates for the office for general election debates. If inviting one or more of the candidates is impracticable or does not further an educational goal, an exception can be approved by the College or School Dean. Any exceptions requested will be submitted through the Provost's Office for consideration, review, and recommendation. Requested exceptions should be accompanied with a recommendation for reasonable, objective criteria for determining which candidates to invite. For a general election debate, nomination by a particular political party cannot be used as the sole objective criterion for participation.

On occasion, only one candidate in a contested election accepts a debate invitation or a candidate cancels a debate appearance after agreeing to participate. This can leave the debate with only one participant (often referred to as an "empty chair" debate). If only one candidate accepts an initial invitation or when a candidate fails to appear at the event or backs out shortly before the debate, the debate should be canceled. Any debate on campus should include at least two candidates and must not promote or advance one candidate over another. Any request to proceed with an "empty chair" debate must be approved by the College or School Dean after consultation with the Provost.

When the university hosts a debate, or allows a third party (such as the League of Women Voters) to host, topics will cover a broad range of issues and will be conducted in a neutral, non-partisan manner. Questions presented to the candidates, whether prepared by Stetson University faculty, staff and students or by an independent, non-partisan panel, will provide each candidate with an equivalent opportunity to present his or her view on the issues discussed. A moderator will be selected or approved by the university, and the moderator's role will be limited to ensuring that the debate ground rules are followed. The moderator will refrain from commenting on the candidates' statements in a way that demonstrates approval or disapproval of the candidates' ideas. The moderator also will begin and end with a clear statement that the views presented are those of the candidates and not of Stetson University.

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## Other Campus Participation by Political Candidates

Candidates for political office may appear or speak at Stetson University events in a clear non-candidate capacity. A candidate may choose to attend an event that is open to the public. Stetson University will maintain a nonpartisan atmosphere on the premises and at the event where the candidate is present. The university will clearly indicate the capacity in which the candidate is appearing and will not mention the individual's political candidacy or the upcoming election in the communications (if any) announcing the candidate's attendance at the event. The university will also let the candidate know about these restrictions.

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## Campus Appearances by Persons Holding Political Office or Representing Political Issues

To meet its goal of providing a vigorous, thoughtful exchange of ideas and its mission of preparing students as thoughtful citizens, Stetson University welcomes visits to campus from elected officials as well as persons representing perspectives on political issues of contemporary urgency. The university's pledge to meet standards of neutrality in political campaigns, a requirement under its 501(c)3 status, does not mean that the university will not seek to enliven its academic program with speakers and events that will help students to engage with the issues they face as citizens.

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## Disclaimers and Publicity

When an event that is political in nature has been approved, the following can serve as a template for the required disclaimer:

*This event is sponsored by \_\_\_\_\_ . The use of university facilities for this event does not constitute an endorsement by Stetson University. Stetson University does not endorse these candidates or organizations or any other candidates or organizations in connection with this or any other political campaign or election.*

Promotional materials for authorized events are subject to review and approval by Stetson University Marketing.

Approved candidate appearances on campus may be announced in internal communication (announcements, email, etc.). Such communication must include the sponsoring organization and must state clearly that the university does not endorse any political candidates.

Further, no materials may state or imply that the university, any of its colleges or schools, or any institutional official or office endorses a political candidate or political organization or any position of a political candidate or political organization. Subject to this restriction, Stetson University may otherwise publicize the event in any manner it deems appropriate, given its academic mission, and may arrange for coverage by media organizations. The emphasis in all planning for media coverage will be on students and their opportunity to learn and on the university's mission to serve the wider public.

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## University Publications and Websites

Endorsement or views on a political candidate are not allowed in any Stetson University official publications or any website.

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## Fundraising

Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Stetson University, on any of the university's campuses, at a university-sponsored event, or through use of university resources, such as email or mailing lists.

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## Registration of Student Organizations for Individual Candidates

Stetson University will not register student organizations that have as a goal the support of a particular candidate.

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## Voter Education and Issue Advocacy

IRS guidance for 501(c)(3) entities allows voter education programs, voter registration initiatives, and get-out-the-vote drives as long as they are conducted in a non-partisan manner so as not to favor or oppose one or more candidates.

While 501(c)(3) organizations may take positions on public policy issues, including issues that divide candidates in elections for public office, they must avoid any issue advocacy that "functions as a political campaign intervention" (IRS guidelines). Only the university's president can approve an organizational position on a public policy behalf of the university.

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## Individual Faculty, Staff and Student Involvement in Political Activities

Stetson University encourages active participation of individual faculty, staff, and students in their responsibilities as citizens and voters.

Individuals taking political positions for themselves or groups with which they are associated, but not as representatives of the university or any of its colleges or schools, should clearly indicate, by words and actions, that their positions are not those of the institution and are not being taken in an official capacity on behalf of the institution.

Employees may not participate in campaign activities during their scheduled working hours. Further, they may not use any university letterhead, support services, or other supplies in connection with campaign activities. Any employee who participates in a political campaign is responsible for notifying the campaign that such participation is in his or her individual capacity. The employee should seek, to the extent possible within the law, to minimize any references to his or her position with Stetson University.

Occasional use of private meeting space by faculty whose academic interests include involvement with political groups is permitted so long as the regular university procedures for the rental and use of facilities are followed and so long as such activities are not related in any way, directly or indirectly, to support of or opposition to any and all candidates for elective federal, state, or local public office. No other university resources may be used to conduct the meetings, and any meeting announcements or invitations must make clear that the university does not support or oppose the group's efforts.

Employees working in federally aided programs may in addition be subject to the federal Hatch Political Activities Act. Those persons should consult with the Risk Management Administrator regarding their associated obligations.

University students, faculty, and staff are free to express their individual and collective political views provided they understand and make clear that they are not speaking for or in the name of the Stetson University or any of its colleges, schools, departments, or offices. Material containing the name, insignia or proprietary logos or marks of Stetson University may not be used to support a particular candidate.

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## Campaign Access to Campus Housing

Door-to-door campaigning is strictly prohibited in campus housing. Campaign access to common areas of campus housing must be approved in advance by the Vice President of Campus Life.

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## Questions

The law in this area can evolve over time. Questions about whether planned student activities are consistent with the university's obligations should be directed to the Vice President for Campus Life. All other questions on whether planned activities are consistent with the obligations should be addressed directly to the Risk Management Administrator.

Cross References: Use of College of Law Facilities by Outside Groups and Individuals, Conflict of Interest, IRS Revenue Ruling 2007-41, *Political Campaign-Related Activities of and at Colleges and Universities*, published by the American Council on Education (ACE), Hamline University Political Candidate/Campaign Policy.

*Administrative policy adopted by the College of Law on September 28, 2009 and revised and adopted by the DeLand campus on November 15, 2010.*