

Table of Contents

Section I. Introduction ..... 2

Section II. Privileges and Benefits of Recognition ..... 2

Section III. Criteria for Recognition ..... 3

Section IV. Non-Discrimination and Hazing Statements ..... 4

Section V. Maintaining Recognition..... 4

Section VI. Non-Compliance with Recognition Requirements or Violation of University Policies..... 4

Section VII. New Organization Process ..... 5

Section VIII. Engage..... 5

Section IX. Event Requests..... 5

    The "Event Request" form consists of the following sections:..... 6

    Basic Information ..... 6

    Fundraising..... 6

    Liability Waivers..... 7

    Contracting ..... 7

    Alcohol at Events ..... 8

    Public Safety..... 9

    Facilities Equipment Rental ..... 9

    Catering/Food ..... 9

Section X. Cultural Credit..... 10

Section XI. Advertising Policy..... 10

Section XII. Social Media Policy ..... 13

Section XII. Food and Sale Policy ..... 13

    Policy Definitions ..... 13

    Food Safety Guidelines ..... 14

Section XIV. Financial Policies..... 16

## Student Organization Manual

### Department of Student Development & Campus Vibrancy

---

#### Section I. Introduction

---

Student organizations are at the heart of the Stetson University experience. The university seeks to enrich the development of the whole person by providing leadership 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 (SDCV), is to add stability to student organizations and enhance communication between organizations, advisors, and the university. The registration process also spells out the responsibilities of student organizations and the consequences for groups that choose not to function in accordance with these guidelines. As a registered entity, student organizations receive a variety of benefits and privileges, including the ability to reserve university facilities, promote and advertise their organization on campus, and gain access to programming support and leadership training from the Office of Student Development and Campus Vibrancy.

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

---

#### Section II. Privileges and Benefits of Recognition

---

Student organizations must register to be recognized by the Office of Student Development and Campus Vibrancy (SDCV). Non-recognized student organizations or groups may not use any of Stetson University's services outlined in this manual. The following privileges are available upon official recognition, provided the student organization is in good standing (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 Homecoming and other university-sponsored events.
7. Access to other resources provided by the university departments and offices.

Once recognized, organizations also have access to many benefits:

1. Access to Engage (the online student organization center where recognized student organizations can recruit new members, communicate with their members, connect with other recognized student organizations, and plan events). See Section VII 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. Organization officers are encouraged to improve leadership skills by attending workshops and other opportunities provided by SDCV.

---

### Section III. Criteria for Recognition

---

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

1. 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 student organization's responsibility to maintain the required number of currently enrolled students and have them listed as members on their roster in Engage.
2. Must have a full-time faculty/staff advisor currently employed by Stetson University and provide advisor's name, mailing address, e-mail address and phone number on Engage.
3. Must provide an official organization profile on Engage. Officers of the student organization have a responsibility to see that the organizational contact information submitted is accurate and up-to-date at all time (see Section V).
4. Must have a constitution with mission statement. Where the mission stated must reflect the mission and values of the university.
  - a. If applicable, the organization must list the affiliate or national organization it is associated with in its Engage profile and constitution (and provide updated Insurance information from the National Office). Information about Certificate of Insurance can be found on the university website.
5. The services and programs offered by the organization must directly relate to the organizations mission and purpose.

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.
8. The student organization, its officers and its members must not violate university policies and procedures as well as applicable federal, state, and local laws. Such policies and laws include, but are not limited to, the following:
  - a. The student organization, its officers and its members shall not conduct commercial activities that contribute, either directly or indirectly, to the private financial benefit of any individual or organization other than the organization itself or Stetson University. Officers, faculty/staff advisors and members are prohibited from profiting from their position within the organization to benefit from any private commercial enterprise, organization or individual other than the organization itself or Stetson University.
  - b. The student organization, its officers and its members shall agree to abide by Stetson University trademark guidelines set by University Marketing and Social Media Policy (see Section XII).
  - c. The organization, its officers and its members shall adhere to all university, Student Government Association (SGA) Student Activity Fee financial guidelines.
  - d. Officers certify that the information provided on the application form is accurate and up-to-date at all times.

---

#### Section IV. Non-Discrimination and Hazing Statements

---

All student organizations must abide by the university's Non-Discrimination and Hazing Statements listed in the Code of Community Standards.

---

#### Section V. Maintaining Recognition

---

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

1. Each 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 student organization events must be registered through Engage (see Section VIII).
3. Eight active members are necessary to maintain recognition. It is the student organization's responsibility to maintain the required number of currently enrolled students listed as members in Engage.

---

#### Section VI. Non-Compliance with Recognition Requirements or Violation of University Policies

---

Good standing is determined by the university based on a student organization's compliance with the requirements of Sections III, IV, and V. Compliance will be reviewed following a referral of the student organization, its officers, members, or potential members for violation of the university's

Code of Community Standards. 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.

Any student organization alleged to not be in good standing will be notified in writing and may be provided an opportunity for the organization's president and other officers to attend an investigative hearing. Recognized student organization officers may also request to meet with a representative to discuss the alleged violation. Should a student organization be found to not be in good standing, the student organization will be notified of sanctions, imposed by the Office of Student Development and Campus Vibrancy and/or the Office of Community Standards, in writing. The following sanctions may be imposed:

1. Student organization is placed on probation with full privileges.
2. Student organization is placed on probation with restricted privileges.
3. Student organization's registration is suspended without privileges.
4. Student organization's registration is revoked.
5. Student organization officers are referred to the Office of Community Standards based on charges of violation of the Code of Community Standards.
6. Other sanctions deemed appropriate by the university and the Office of Community Standards.

---

## Section VII. New Organization Process

---

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

---

## Section VIII. Engage

---

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

---

## Section IX. Event Requests

---

Before an event can be hosted on or off campus, the organization must submit the event **at least one week in advance** for approval by the Office of Student Development and Campus Vibrancy. An event is defined as a gathering when a reasonable, third-party observer could associate it 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).

---

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 one week in advance and already has reserved the room for the event; the purpose of the event; including any possible challenges or safety risks.

---

#### 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 (Carlton Union Building). However, selling full meals or food that compete with Chartwell's - homemade or from an outside vendor - in front of the CUB is 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.
- 

## 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 via email. Then you will use the link provided to 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 have access to the online forms for emergency contact purposes or leave with someone at the university who you can readily contact. Any paper copies will need to be turned in to CUB 297.

---

## 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 a 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.

---

## Alcohol at Events

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

### 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 Student Development & Campus Vibrancy, 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.

---

## Public Safety

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

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

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

## Fraternity and Sorority Rituals

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

---

## 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 more information and/or submit a request.

---

## Catering/Food

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

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, make sure that the area remains clean throughout the preparation 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 XII for more information.

---

## Section X. Cultural Credit

---

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.

---

## Section XI. Advertising Policy

---

Only officially registered student organizations, departments and offices of Stetson University may advertise on campus.

Thinking about posting flyers, banners, or announcements around campus? Make sure you read and follow Stetson University and CUB 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 RSO (registered student organization) hosting the event
  - ii. Date, Time, Location
  - iii. 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. Graphic or Language of a Derogatory Sexual Nature

2. Bulletin Boards and Poster Holders

- a) Design a vertical 8.5 x 11 inches and/or a vertical 11 x 17 inches poster that includes information about the initiative or event you are working to promote. For easy access to color printing in both these sizes, check out [Stetson's Print Shop](#).
- b) Posters must include information about how to access the initiative or when and where the event is taking place. In addition, do not forget to include who is overseeing the initiative or event.
- c) The week before you want posters hung, please bring up to six copies of the poster (limited to six posters in each poster size) to the CUB Information Desk on the south side of the building near the coffee shop for approval Monday - Friday between 8:00 a.m. - 4:30 p.m.
- d) Once the posters are approved, CUB Crew members will hang the posters on bulletin boards and poster holders throughout the building each Monday morning.
- e) Posters will only be hung in the building for up to three weeks.
- f) Posters must be university initiatives or events and cannot be promoting events or initiatives outside of the university.
- g) Posters can only be hung by CUB Crew members throughout the building and cannot be hung in public spaces other than bulletin boards and poster holders. If individuals or groups are found in violation of this, they may be reviewed for their access to market in the CUB.

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 (CUB)
  - 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
  - vii. Tables

#### 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.
- b) Residential Living & Learning can be a great way to advertise, send a digital flyer to [reslife@stetson.edu](mailto:reslife@stetson.edu). (they **DO NOT** accept paper flyers)

#### 5. Digital Billboards

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

#### 6. Banner and tabling space may be reserved through the event request form on Engage.

##### Other

- a) Reserve the date your student organization would like to have hang a banner outside the South Entrance to the CUB through the [CUB Banner Reservation Form](#). Place your reservation at least 5 business days in advance so you have enough time to get your banner printed.
- b) Banners must market Stetson events or initiatives, must include information about the location of the event or ways to find out more information about the event/initiative (such as website or email), and must be inclusive of others in the community.
- c) Banners must have four premade holes (one in each corner) to allow the banner to be hung.
- d) The banner must be provided to the CUB South Desk as least one business day in advance to be hung.

#### 7. CUB A-Frame

- a) Reserve the date your student organization would like to have an A-Frame outside the South Entrance to the CUB through the [CUB A-Frame Marketing - Request Form](#). Place your reservation at least 5 business days in advance so you have enough time to get your A-Frame printed and turned into the CUB.
- b) A-Frames must market Stetson events or initiatives, must include information about the location of the event or ways to find out more information about the event/initiative (such as website or email), and must be inclusive of others in the community.

- c) Your group can provide your own A-Frame, but if that is not possible, do not worry, the CUB has an a-frame for you to use. Your group will need to print two vertical 24x36 inch inserts for the A-Frame, which can be done through the [Stetson Print Shop](#).

For questions about marketing in the Carlton Student Union Building, reach out to [cubinfodesk@stetson.edu](mailto:cubinfodesk@stetson.edu) for help.

---

## Section XII. Social Media Policy

---

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

---

## Section XII. Food and Sale Policy

---

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

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

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

---

## Policy Definitions

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

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

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

## Food Safety Guidelines

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

- c. When serving beverages, specific people should only pour the drinks from their containers and into the cups. If ice is used for the drinks then an ice scoop, either metal or plastic, must be used to transfer the ice from its bin into the cups.
- 4. Food Preparation & Service Area:
  - a. Surfaces that "Food" comes in contact with should be free of:
    - i. Breaks
    - ii. Open seams
    - iii. Cracks
    - iv. Chips
    - v. Inclusions
    - vi. Pits
    - vii. Any other imperfection
  - b. Food Preparation Surfaces are to be cleaned and disinfected before they are used. This is to be done by scrubbing the surfaces an Anti-bacterial Soap before the placement of Food on the preparation surface.
  - c. If serving food outdoors, all food is to be placed in/on approved containers (chafing dishes, serving bowls, trays, etc.) and must be covered until it is time to be served. Serving containers must be covered anytime there is not a person removing food from the container.
  - d. If using a chafing dish that mandates the use of Sterno<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](#).

---

#### Section XIV. Financial Policies

---

Student organizations are afforded the opportunity to apply for funding through the Student Government Association (SGA). 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 Office of Student Development and Campus Vibrancy.
7. Venmo, Cash App, PayPal, Square, and other similar platforms may not be used by student organizations.
8. Payment to vendors may not be completed until service is rendered.
9. Contracts must be signed by a University designee. Students may not sign contract, invoices, or other similar agreements under any circumstances.