

STUDENT ORGANIZATION LEADERSHIP HANDBOOK

Resources and Policies for Student Organizations at Oberlin College



OBERLIN
COLLEGE & CONSERVATORY

**STUDENT LEADERSHIP
AND INVOLVEMENT**

Table of Contents

<i>Office of Student Leadership and Involvement Resources for Student Organizations.....</i>	<i>3</i>
Student Organization Chartering and Renewal Process	3
Student Organization Requirements	3
Benefits of Chartering a Student Organization	5
Student Organization Chartering Process	5
Student Organization Renewal Process	6
Inactive Student Organizations	6
Archived Student Organizations	6
Services for Student Organizations	7
Office/Storage Space	7
Telephone Service	7
Office Furniture	8
Office Equipment	8
Access to Your Office	8
Storage Space	8
<i>Planning Events</i>	<i>9</i>
GUIDELINES FOR CONTRACTS	9
Event Marketing Guide	12
Space Reservation	12
Sound Support	12
Digital and Online Advertising	13
Poster Making and Posting	14
Teaser Ideas for other ways to Promote	15
<i>Student Leadership Support</i>	<i>16</i>
Creating an Inclusive Student Organization	16
Delegation in Student Organizations	19
Executing Leadership Transitions and Elections	20
Guide for Leading Effective Meetings	24
Managing Student Organization Conflict	27
Managing a Budget	29
Membership Recruitment	29
Member Retention	31
<i>Policies</i>	<i>33</i>
Apollo Theater Rental Policies	33
Building Space & Use Policy	35
Cash Bag Policy	48
Guidelines for Political Activity	49
Film Screening Policy	51

Information and Literature Tables Policy	55
Posting Policy	58
Reading Period Programming Policy	61
<i>Helpful Links and Resources</i>	<i>62</i>
<i>Appendix</i>	<i>63</i>
Appendix A: Sample Student Organization Charter	63

Office of Student Leadership and Involvement Resources for Student Organizations

The Office of Student Leadership and Involvement staff works to create a sense of community within the college environment and to provide opportunities that support the development of the whole student outside the classroom. Its programs and services strive to meet the social, cultural, educational, spiritual, and recreational needs of all members of the Oberlin College community.

The Office of Student Leadership and Involvement provides opportunities for students to develop leadership skills and abilities and supports opportunities for creativity and the free exchange of ideas and opinions. Two vital sources of information regarding services and activities are the Office of Student Leadership and Involvement in Room 315B and the Hales Annex. In this handbook, you will find policies, procedures, and guides to running a successful student organization. Please reach out to involvement@oberlin.edu if there is anything your student organization needs.

Student Organization Chartering and Renewal Process

Refer to the following information for guidance on how to start your own student organization and to keep your student organization in compliance with necessary information. For any questions, reach out to involvement@oberlin.edu. If you are already in an existing organization, you can also reach out for a copy of your existing charter.

Student Organization Requirements

All chartered Student Organizations at Oberlin College must meet the following requirements:

1. Advisor

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

2. Meet a Unique Need

The organization cannot be a duplicate of an existing student organization

3. Demonstrated Interest

The organization must have at least five founding student members who are interested in working with the group.

4. Demonstrated Benefit

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

5. Open Membership

The organization must be open to any Oberlin College student, regardless of classification or identity.

6. The Intention of Continual Engagement

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

7. Compliant to College Policy

The organization must abide by all Oberlin College regulations, policies, and procedures. This include the Oberlin College Student Policy, the Non-Discrimination and Anti-Harassment Policy, and other policies detailed on the Student Conduct and Community Standards [website](#).

8. Compliant to Law

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

9. Risk-Management Compliant

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

10. Student Organization Leadership

All organizations must designate at least two leadership positions- a liaison and a treasurer. The chair or president can serve as a liaison if desired.

Benefits of Chartering a Student Organization

There are a plethora of benefits to chartering a student organization, which include, is are not limited to:

- Access to the Student Activities Fee
- Access to leadership and development resources and events offered by the Office of Student Leadership and Involvement.
- Access to forms of advertising.
- The ability to reserve spaces (i.e. meeting rooms, event venues) on-campus. Creating a group that provides a benefit to the campus community for years.

Student Organization Chartering Process

For student groups that are looking to submit an initial charter, they should follow this outline:

1. Application Submission

Student organization completes student organization charter application (template in the appendix of this document) and submits it to the Office of Student Leadership and Involvement.

2. Requirement Verification

The Office of Student Leadership and Involvement reviews the charter application to ensure that it meets set requirements (detailed in section I) and consults with campus partners as necessary.

3. Chartering Decision Notification

The Office of Student Leadership and Involvement notifies the students sponsoring the charter if their organization has been approved for registration.

4. Approval Campus Messaging

If approved, campus partners including Student Senate, the Student Finance Committee, and the General Faculty Student Life Committee will be notified.

5. Appeal

If denied, the students sponsoring the charter will have the opportunity to appeal to the General Faculty voting body.

Student Organization Renewal Process

All student organizations active during the previous year can be renewed on a yearly basis. To be renewed, the organization must provide the following information to the Office of Student Leadership and Involvement:

1. Student Organization Roster (including officers) by a date set by the Office of Student Leadership and Involvement.
 - a. Students may remain anonymous if necessary, but rosters should be collected for assessment purposes.
2. Advisor Contact Information
3. Budgetary Information
4. Summary of Previous Years' Activities and Accomplishments

Inactive Student Organizations

Student organizations that were previously chartered and become dormant will become inactive for four (4) academic years. Inactive organizations can automatically be renewed following the student organization renewal process.

Archived Student Organizations

Student organizations that have not been active for four (4) academic years become archived. Archived student organizations retain their historical documentation but are subject to the new Student Organization Approval Process to become active again.

Services for Student Organizations

Student Organizations are a vibrant part of the Oberlin College experience. Please see the below list of resources as they pertain to utilizing Wilder Hall for your organization.

Office/Storage Space

1. A limited number of student organizations may receive office and/or storage space in Wilder. In order to apply, a group must be fully chartered and be active (up-to-date officer list on file in the Office of Student Leadership and Involvement).
2. Space allocations are not automatic, they are assigned each year, so groups that may already have in space in Wilder need to re-apply each year. Applications for office space (Student Leadership and Involvement Service Requests) are distributed each spring, in order to be considered, all organizations must turn in the application by the deadline.
3. Please remember that there are over 150 active student organizations and a limited amount of offices, so sharing spaces is necessary. Even then, it is not always possible to accommodate all the organizations that may request an office.
4. Organizational meetings can be scheduled in any of the open/available spaces found on the 'Request a Space' tab in Overview. Please note: There are NO walk-up reservations; you MUST reserve your space before using the room.
5. Office assignments are only done once a year. Student organizations are required to box up their offices by May 15 of each year. Should an organization fail to complete registration steps with the Office of Student Leadership and Involvement, there will be a charge and there is no guarantee that items will be kept from year to year. Any personal items left in the student organization space may be discarded.

Telephone Service

A limited number of student organizations may require a landline in their office. The request must be approved by the Student Finance Committee in the budget process. If your organization requested a phone line and it was approved, the installation takes place over the summer and the group will automatically be charged the regular monthly rental rate plus the installation fee. If you no longer wish to have a phone in your office, your organization will be charged a disconnection fee.

Office Furniture

You will be assigned office furniture over the summer. In a standard office, you will receive a desk, worktable, file cabinet, bookcase, storage cabinet, chair, and lamp. You may request additional office furniture which will be added to your office over the summer. The movement of furniture may require the use of the Facilities Operations Transportation Department. Your organization will be charged for the resulting labor charges from the work order for any moving of furniture. Students are not permitted to bring furniture into Wilder without prior approval from the Office of Student Leadership and Involvement. There are certain safety concerns that must be taken into consideration (flame resistance, etc.).

Office Equipment

The Office of Student Leadership and Involvement does not assign office equipment. Please notify the office assistant if you have any valuable equipment (computers, printers, etc.) in your office. Also, please clearly mark your equipment with a permanent marking process.

Access to Your Office

Access to your office is through a lockbox located at the door of your office. The lockbox codes will be made available to the person who signs the lease, who must be listed on your Officer List. It is then up to your organization to distribute the lockbox code to members as necessary. All codes will be changed during the summer. Should you require the code to be changed during the academic year, this will be done with a work order to the locksmith.

Storage Space

If you do not need an office for the school year or if you need extra storage space in addition to the office space, you may request it from the Office of Student Leadership and Involvement. If you are a new organization and therefore have no office, you may request storage space for the rest of the year instead. To do so, you must request the space in writing and see the Director of Student Leadership and Involvement.

Planning Events

Many student organizations plan their own events around the campus for both their own members and the Oberlin community. The following information should help your organization plan, market, and execute your events throughout the year.

Here are some key things to keep in mind when planning your organization's events:

- 1) **Plan in advance.** The more in advance you can plan, the better. Try to map out your organization's events for the year as early as possible so you can ensure you can reserve your space, have time to market, and split tasks up evenly amongst your members.
- 2) **Work as a team.** Make sure to work together with your fellow members to accomplish tasks. Event planning can be daunting when you're taking on too much by yourself. Check out our [delegation guide](#) for more help.
- 3) **Ask for help.** Our office supports any and all clubs and organizations putting on events. If you want to bring someone to campus or want advice on how to put on an event, our staff is always willing to offer advice and support. Contact us at involvement@oberlin.edu and you'll be referred to the right staff member for your question.

GUIDELINES FOR CONTRACTS

Contracts are required for guests invited to campus by student organization (lecturer, performer, coach, etc.). Students are not permitted to make formal offers. Everything must go through the Student Leadership & Involvement office. Before anyone is invited, be sure you have the funds necessary.

- Contracts are needed to obtain payment
- Contracts must be written/signed by a member of the Student Leadership & Involvement staff.
- Contracts should be completed at least three-four weeks in advance of the program or activity.
- Contracts will not be written after the program or activity has occurred.

- Contracts for coaches are to be written each semester. They should not coach until they have a contract. They will not be paid for any work done before a contract is issued.
- In order to draft a contract, we need a W9 completed by the artist

WE ARE NOT PERMITTED TO PURCHASE PLANE/BUS TICKETS AND ARE NOT PERMITTED TO PAY A DEPOSIT. ALL PAYMENTS WILL BE FOLLOWING THE PROGRAM OR EVENT.

Elements of a contract:

- Legal name (on the W9)
- Home street address (may only be a PO Box if the payee is a company/agent) (on the W9)
- Social Security Number (if payee is a company/agent, this will be an EIN, federal ID number) (on the W9)
- Sponsoring organization
- Student contact
- Date/time/location
- What is expected of the guest (performance, lecture, screening, question and answer, etc.). If it is a performer Oberlin College will need a tech rider.
- What Oberlin College is to provide (**you are not obligated to provide any of the following**, these items are enumerated here should you decide to add):
 - Professional Fee - there are guidelines on SFC website about amounts. Be aware that we always try to negotiate down their fee.
 - Overnight accommodations - it is preferred that we use the Hotel at Oberlin – charges can be applied directly to the student organization FAOP. Reminder: should you choose to use another hotel, it is more than likely you will be responsible for round trip transport between the hotel and the college. Oberlin College will not pay VRBO/Home Away directly, it is possible to provide money towards housing in their fee.

- Money towards travel – we will not pay for, nor purchase travel tickets for anyone. We can provide funds toward travel which would be rolled into their professional fee.
- Meals (food stipend, meal buyout, meals provided, etc.) – we can provide a stipend for meals ONLY for the days they are “working” here (check SFC website for current amount) OR you can provide meals – can’t do both
- Local ground transportation (from Cleveland Hopkins airport only) – students are discouraged from using personal vehicles. There are several car services that can be used for transporting from Cleveland Hopkins airport. Should they choose to fly into another airport, local ground transportation is up to the guest, we will not provide
- Tech support – for performers, we will need to see a technical rider prior to signing contract to ascertain that we can provide what they need.
- Form of Payment – we pay by Oberlin College check or ~~by~~ direct deposit. Should your guest choose automatic deposit, they have to provide a complete ACH form AND have to provide either a copy of a cancelled check or a letter from the bank with their bank account number. It takes several weeks to process payments.

The Controller’s Office has asked that whenever possible we roll all the elements into one fee (professional fee, travel expenses, meals, etc.).

Coaches who are working daily/weekly may be paid no more than twice a semester. The Controller’s Office prefers one payment at the end of the semester.

This can appear overwhelming, the staff in the Office of Student Leadership and Involvement are here to assist you, negotiate the contract, submit offers and write/sign contracts.

INTERNATIONAL GUESTS

If your guest is not a U.S. citizen and does not have a social security number, you will need to reach out to the Human Resources department to determine what paperwork is necessary. This is crucial and must be determined before a contract is signed.

OFFERS

Often, a guest artist, mostly bands, will ask for a formal offer. This is where we lay out everything that you expect of them and also what they can expect from you. Similar to the contract elements above. Only employees of Oberlin College are permitted to submit formal offers. These usually go to agents.

FUNDING

Often times, SFC will grant you a certain amount of money with the expectation that staff from the Office of Student Involvement will do what they can to negotiate the fee down. Please never share with an agent the amount of money in your budget. Our goal is to save SFC money so that we can do even more programming.

Staff in the Office of Student Involvement are available to assist you when creating a budget and also when producing a show.

Event Marketing Guide

These are some advertising and basic program steps to think about when hosting a program.

Space Reservation

As we have moved back to in-person events, you will need to reserve a space to hold your event. To request/reserve a space, go to Overview and select the task 'Request a Space'. Please note that some spaces are reservable immediately. Requests for larger spaces must be approved by the Student Involvement office. When your request is approved, you will receive an email confirmation.

Sound Support

Will your event need sound support?

- Anytime you bring in an outside speaker or performer, it is typically the case that you will need to hire Concert Sound. If it's a program that is being generated by students on their own and you're not sure, just ask us, we can usually help guide you on what you can do.

- If you do need to use Concert Sound then use [CS Request form](#) to get on their schedule, 14+ Days in advance to avoid any late request fees. Once you fill out the form, please email it to involvement@oberlin.edu

If you are considering a virtual event or would want to provide virtual access to an event if allowed, feel free to reach out to Concert Sound to see what options are available to you. Often, if it is not a contracted performer, then we might be able to offer this service. Concert Sound can be reached at csound@oberlin.edu for more details.

Digital and Online Advertising

Once you have your space (if needed) and your sign-up method (if needed), it is time to advertise to get the word out and get people excited about your event. Please do all of these things or delegate to those that are helping you. **The goal is to typically get them done 2-3 weeks in advance.** This will give your marketing time to work for you. The order below is typically the easiest to do with copying and pasting once you have made your event on Facebook.

- Make a Facebook Event on your Org Facebook Page
- You may want to use a program like Canva if you plan to make a poster or use the graphics from this as your Facebook lead picture.
- Invite Venue/Org like the Cat/Sco/St Involvement, etc, to be co-host as applicable to spread the word
- Invite all friends and share with their friends after you post
- Post to all class Facebook Pages (may need to do this a time or two as your event draws near)
- Add to your Org Instagram account if applicable. Can post to multiple accounts as appropriate or ask members of those accounts to post to spread the word.
- Add to [Oberlin Online Calendar](#) -- Here are some [instructions](#) to make sure your picture is 760 x 570 pixels using Canva as it must be that size for the Online Calendar.
- Add to the Scrolling TVs on Campus (Digital Signage) - There is a [separate set of directions here for this](#). This is best to do right after adding to the Oberlin Online Calendar.
- Create an event on your Organization's [GOberlin Presence](#) page.

- Add to [Campus Digest here](#) and to the [MRC Newsletter here](#). You can also email a pdf advertisement to iss@oberlin.edu to include it in the International Student Newsletter
- Consider using the Venue Website if it makes sense and especially if actually held there or co-sponsored by that space. You may need to reach out to a staff member of the space to help with getting your event onto their venue website.

Poster Making and Posting

Posters can be a great way to get the word out. Please be sure to follow our [Posting Guidelines](#) which are detailed here. You might use a program like Canva to create your poster and use the images that you selected for your online advertising. There is a form that you must complete when [ordering posters located here](#).

- Design your poster 2-3 weeks ahead of your event to submit to Printing Services which usually takes about 1-2 days to print after they receive your request. It is best to save your poster as a PNG and/or PDF when you send it to them. If you can save in a size that is similar to poster size, that helps them. (11" x 8½", 11" x 17" in portrait or landscape are some common sizes of posters)
- Print approx 40-50 posters. This is usually around \$25 +/- but can vary as poster sizes increase.
- Also if you do 75 posters that are 8 ½" x 11" and bring them to Student Leadership and Involvement Office by the Tuesday before the Show/Event, then we will get them to Res Ed to give to RAs/VAs to hang up in their areas.
- Put up 1-2 Weeks ahead of the event (may need to re-poster once up)

Here are the general areas where we encourage placing posters on bulletin boards

- Posters/Flyers
- Dining Halls
- Residence Halls (at least First-year halls)
- Wilder (DeCafe, bulletin boards)
- WOBC
- Mudd
- King

- Science Center
- Conservatory
- Town - SlowTrain, Local, Hanson (record store), The Arb, etc. Be sure to ask permission before hanging up a poster at these locations
- Other spots are good but optional

Teaser Ideas for other ways to Promote

Teasers

- Chalking (horizontal surfaces only - sidewalks)
- Word of mouth - Invite your friends and have them invite their friends
- Change Facebook Page and Instagram posts on the day of the event and re-post out
- If a “Live from the venue event” then Live Stream Sound Check (Check Contract if allowable)
- For Performance type events, posting songs, interviews, and write-ups that performers have done for both performers and any openers in your online advertising if appropriate

Student Leadership Support

Running a student organization requires the practice of a variety of leadership skills. Whether this is one of many leadership positions you've held in the past or this is your first time taking on a leadership role, these guides may help you and your organization solve some common challenges that student organizations may face.

If you, your organization leadership, or your organization as a whole needs support with your leadership skills, reach out to our Director of Student Leadership or submit a request for one of our standard organizational workshops or [complete a workshop request](#).

Creating an Inclusive Student Organization

Student Organizations at Oberlin College should strive to be inclusive of students with different identities and backgrounds. However, achieving these goals in practice can be difficult for an organization. This guide provides some brief tips on creating a group with a culture of inclusivity.

INCLUSIVE MEMBERSHIP PRACTICES

Creating an inclusive organization often begins with an organization's practices of recruiting and maintaining members in a group. To be inclusive, an organization should:

Tier their Recruitment Strategies

Organizations should plan their new member recruitment to include several different methods. This ensures a large intersection of the student body can see their message. Examples of places where an organization should recruit include the Campus Digest, the Student Involvement Connections Fair, social media platforms, and physically printed media. Remember, all Student Organizations must be open to all students and cannot discriminate membership based on identity.

Design Training for New Members

Student Organizations should have an onboarding or training curriculum set to help new members acclimate to the group. This allows students who may not have previous experience in a similar organization to thrive within your group.

Set Specific Standards for Members

Student Organizations should have set policies for accountability when it comes to membership to reduce bias. If you are dealing with a difficult membership situation, please consult with a member of the Office of Student Involvement and we would be happy to help.

Set Expectations

It's important that your organization set respect guidelines for the meeting. This helps create a welcoming environment and decreases the opportunity for conflict. Alternatively, your organization could choose to utilize Robert's Rules of Order which is a standard parliamentary procedure to ensure all members of an organization are able to participate.

CREATING INCLUSIVE EVENTS

Events are an important part of the Oberlin campus experience! Here are some ways to ensure your event is accessible by all students:

Utilize Universal Design

When planning an event, you should prioritize creating an environment that all students, regardless of their identities, can fully enjoy. This can include picking a venue that is large enough to accommodate the anticipated crowd, ordering enough food or materials for everyone, and advertising across campus. Remember, restricting or prioritizing by identity at an event is a violation of Oberlin's Anti-Discrimination and Harassment Policy and creates an unwelcoming environment.

Consult When Necessary

If you are planning a large event, consult with the Office of Student Accessibility Services or the Office of Student Leadership and Involvement. They can help guide you through inclusive practices like contracting with an interpreter or creating low-stimulation break-out spaces.

CAMPUS RESOURCES

At times, creating an inclusive organization may require consultation and help. Oberlin College has several resources for your organization that include, but are not limited to, the following:

- Multicultural Resource Commons – mrc@oberlin.edu
- Office for Disability and Access- oda@oberlin.edu
- Office of Religious and Spiritual Life ~~Spirituality and Dialogue~~ - orsl@oberlin.edu
- International Student and Scholar Services- jsss@oberlin.edu
- Office of Equity, Diversity, and Inclusion- edi@oberlin.edu

CLOSING

Creating Student Organizations that are inclusive are essential to Oberlin's mission and maintaining a healthy campus culture. We hope that this guide helps in your endeavors, and look forward to seeing what you are able to accomplish!

SOURCES

University of Wisconsin-Milwaukee – “Inclusive Organizations - Best Practice Series”

Delegation in Student Organizations

A Student Organization relies on strong leadership to operate successfully. Often strong leaders will try to control every aspect of an organization, which could lead to stress, anxiety, and reduced performance capability. Here are a few tips on utilizing delegation as an important leadership tool in a Student Organization.

DON'T TRY TO DO IT ALL YOURSELF

Benefits of Utilizing Delegation

- Leaders will less likely to be overworked
- Position responsibilities will be distributed to maintain life balance
- Having more people involved promotes inclusivity in your club
- More space is created for new ideas
- Newer members can gain experience for future leadership roles Club members will feel involved and inspired to contribute Organizational systems will be passed on to future generations

How to Create a Culture of Delegation

- Make delegation a priority for your organization. It can be easy to forget to ask for help when working on tasks. Resist the urge to be too controlling and the organization will run more smoothly and efficiently. Know the people involved. By recognizing individual skills and abilities, as well as personal interests, delegated tasks will be distributed to the members most likely to successfully execute these tasks.
- Clearly delineate position responsibilities. By listing and discussing the work to be done, tasks can be distributed equitably among club members who are interested in participating in organization leadership. Maintain a timeline for assigned tasks. Open-ended timelines are challenging for some people, and students are more likely to focus on pending tasks with a definite deadline.
- Maintain accountability. If tasks go uncompleted there could be negative consequences for the entire organization. Leaders should routinely follow up on the progress of delegated tasks so nothing falls through the cracks.

- Show appreciation for everyone's contributions. Members of an organization are more likely to maintain a sense of buy-in if their accomplishments are recognized and rewarded with praise.
- Lead by example. Organization members will be more likely to enthusiastically contribute if leadership is working hard and staying on task.

Resources for Delegation in Student Organizations

[Allegheny College Student Leadership and Involvement Delegate Resource](#)

[Brandeis University How to Delegate](#)

Executing Leadership Transitions and Elections

A Student Organization requires leadership positions to function. Having officers is a requirement to maintain active status as an organization, and strong leaders contribute to stability and longevity in any organization. In order to be considered active by the Office of Student Leadership and Involvement, all student organizations must submit the names of upcoming officers for the next year by May 1. Here are a few tips on executing Leadership Transitions in a Student Organization.

BE PREPARED

- Demonstrate the Value of Leadership Positions to Membership
- Leadership positions should be sought-after and desired in a Student Organization.
Motives to pursue leadership positions in a Student Organization include:
- Organization Improvement - Members join an organization because they believe in the mission of the organization. Leadership positions allow members to directly affect the organization's foundation.
- Resume and Career Building - Potential employers recognize leadership positions on a resume as well as their applicable skills in the workplace.
- Networking - Building social skills, and networking with other student leaders and campus offices is extremely beneficial.

Keep Leadership Roles Manageable

The workload required to maintain the functionality of a club or organization depends on a variety of factors.

An organization's membership size, competition or performance schedule, and level of commitment will determine the number and types of leadership roles required to maintain a well-managed club.

Officer positions could include a Captain, Co-Captain, President, Vice-President, Treasurer (required for SFC funding), Liaisons to attend meetings, or any other role deemed essential. Most often the organization's Constitution or Charter will clearly define the roles required, but these needs can shift over time and should be adjusted accordingly. If you have any questions regarding your officer positions, consult with staff in the Office of Student Leadership and Involvement.

Whichever roles are maintained in a club's organizational chart, it is essential that no job poses an excessive burden on any individual. Responsibilities should be clearly defined and distributed among officers to ensure balance and prevent burnout.

Anticipate Leadership Changes

Holding elections in spring allows for some time before the summer break so the organization can be well-prepared in the fall. Communicate about plans for Study Abroad or other leave of absence by an officer. Vacant positions in the leadership structure can cause unneeded pressure on other officers which could hinder the entire organization from reaching its potential.

HOLDING AN ELECTION

Plan an Election

Elections should be scheduled at regular intervals, usually late in the spring term. An organization can decide whether appointments in leadership positions last through graduation, or hold annual elections for all positions.

The format for officer elections should be specified in the organization's Constitution or Charter, and if not, the procedures and format should be decided upon by the general membership before holding the election.

Options include a One Vote system, where members cast a vote for their favorite candidate.

Elections could include a run-off system, where if one candidate does not receive 50 % of the vote the top two candidates hold a secondary election. A Ranked Voting system has gained recent popularity, where members rank the candidates numerically, and any ties are decided by the secondary choices from each voter.

The method of voting for officer elections should also be decided upon before holding an election.

- Online voting is secure and confidential
- Secret ballots in-person also offers confidentiality
- A show of hands while candidates step out of the room is also a common practice

Granting candidates an opportunity to express their viewpoints and positions to the voting body not only allows members to hear opinions from candidates they may not have experienced but also allows for candidates to gain public speaking skills and develop a rapport with the organization membership.

For help with your election format or the technology for your website, meet with your advisor or a member of the Office of Student Leadership and Involvement.

Be Inclusive

All members of the organization are important members. It's important that the electoral process encourages participation from all members. Leadership transitions can bring an organization together, or cause disputes or disruptions. Make sure your organization is electing officers who can best serve the mission and goals of your group and promote inclusivity.

AFTER AN ELECTION

Send out Notifications

Sending emails to all members regarding election results helps those who were unable to attend to stay engaged. It also helps the organization communicate and stay on-task. Communicating after an election can also ensure the entire membership is committed to a unified future.

Communicate with Office of Student Leadership and Involvement

Notice must also be provided to the Office of Student Leadership and Involvement in order for the organization to remain active. If this step is missed the Student Organization may not qualify for active status and be ineligible for SFC funding.

Plan Training Sessions for Newly Elected Officers

Outgoing officers should work with the newly elected leaders to help get them started. Additional training for Treasurers is offered periodically and is required by SFC to qualify for funding. You may also start a Google Drive with manuals and tips for incoming officers.

CLOSING

Managing leadership transitions is a vital component to maintaining a Student Organization that experiences longevity, sustainability, and overall success. If an organization has yet to establish firm procedures to drive this process it should be a priority for their club.

SOURCES

Flinders University – “Your Student Organization”

SUNY Geneseo University - "How to Host Virtual Elections"

Guide for Leading Effective Meetings

Leading meetings is an important piece of running an effective and productive Student Organization. Often, meetings are the place where organizations make decisions, build relationships, and set goals. Leading meetings is also an important professional skill that is used in nearly all career and life paths. Here are a few tips on planning and leading effective meetings.

If your organization needs a space to host a meeting, fill out a [space request form](#) for the Office of Student Leadership and Involvement.

PLANNING A MEETING

Set an Agenda

It is always best to come to a meeting prepared. This allows you to address everything you need to cover in a given meeting and helps the organization utilize time effectively. Here is a sample agenda:

- Introduction/Check-In
- Summary of Last Meeting/Approval of Notes Officer/Leadership Reports
- Discussion of Old Business/Previous Goals
- Introduction of New Business/Setting Future Objectives Final Announcements/Future Dates
- Closing

Schedule in Advance

Meetings should be announced at least a week (if not two weeks) ahead of time. This allows members to effectively plan their calendar around the meeting. A goal of meetings is to have every member participate and giving timely notice encourages this.

Set Roles for Meetings

Making sure your organization has defined roles for participation in meetings is important. You should at least have someone who is designated to lead the meeting and another who takes notes during the meeting. You should also consider setting up alternates in case someone is unable to attend a meeting.

Set Expectations

It's important that your organization set respect guidelines for the meeting. This helps create a welcoming environment and decreases the opportunity for conflict. Alternatively, your organization could choose to utilize Robert's Rules of Order which is a standard parliamentary procedure to ensure all members of an organization are able to participate.

Consider Optimal Spaces

If you are meeting in person, the space you choose for your meeting should be conducive to the business of the group! Consult with the Office of Student Leadership and Involvement if you do not have an ideal location picked for your group.

LEADING A MEETING

Be Flexible

At times, a discussion will deviate from the prescribed agenda. It's okay to allow that but be sure to try and steer the conversation back onto the topic when it is appropriate.

Set Deadlines

When someone volunteers to take on a task, no matter the importance, it's important to set deadlines. This will set a clear expectation and keep an organization on task. Being proactive and early on planning (events, processes, etc) is extremely helpful.

Make Sure to Lead with Introductions

If the group is meeting for the first time in a while, or there is a new member, it is always welcoming to start with a round of introductions with a unique fact, to keep returning members engaged.

Be Inclusive

During the meeting, make sure that all members are engaged in the conversation. Be attentive to those who are over- or under-participating.

AFTER A MEETING

Send out Notes/Minutes

Sending notes to all members helps those who were unable to attend to stay engaged. It also helps the organization communicate and stay on-task.

Request Feedback

If you find that your meetings are becoming stale or ineffective, ask your organization for feedback. Alternatively, you are welcome to request that your advisor or a Student Leadership and Involvement staff member attend to provide feedback.

CLOSING

Effectively running meetings is a skill you need to develop, but it is an important competency for your Student Organization's success and your portfolio after Oberlin. We hope that you found this guide helpful, and for any additional advice, please reach out to the Office of Student Leadership and Involvement.

SOURCES

[Georgia State University- "Running Effective Meetings"](#)

[University of North Texas- "How to Run an Effective Meeting"](#)

[Youngstown State University- "How to Be a Success as an Organization President"](#)

Managing Student Organization Conflict

Conflict is often an inevitable occurrence when it comes to leading or participating in groups and organizations. While conflict can cause tension and create organizational complexities, effectively managing conflict creates a welcoming and educational environment. Our hopes are that this guide provides a helpful framework for responding to conflict in an organization and identifies campus resources to consult with when conflict occurs.

PREVENTING CONFLICT

Oftentimes, conflict can be avoided with foresight and planning!

It is important that your organization, on at least an annual basis, collaborate on guidelines for respect. These can be as small as “be mindful of interrupting in meetings” or ways to frame feedback.

If you are a leader of an organization, provide opportunities for member feedback throughout the year. This will help you improve your organization, provide professional development when it comes to implementing feedback, and create a culture where members feel heard.

RESPONDING TO CONFLICT

When a conflict has occurred in your organization, there are effective ways to help deal with it:

1. Focus on the actions, not the person

If conflict or feedback is being given in an organization, ask that those providing the feedback focus on the actions that created the conflict and not the person. This can help the feedback not feel like an attack, but an area of improvement.

2. Call-In, not out

Be mindful of the environment where a conflict is occurring. If a conflict is occurring in a meeting and the conflict does not affect the entire organization, it may be best to convene a smaller group after. Trust your judgment when it comes to the best time and place for managing conflict.

3. Avoid Social Media

While turning to external audiences for stress relief or validation can be tempting, it often makes the conflict worse and creates a negative environment for your group. This includes “sub-tweeting”.

4. Actively Listen

Turning off distractions (i.e. cell phones, laptops) and actively listening to members of your organization is important to bringing respect to a conversation. This will also help you fully understand the reason for the conflict.

5. Be Vulnerable

It's important to bring a lens of empathy to conflict. It is also important to forgive members for their missteps and to admit fault when you have contributed to the conflict. Managing conflict with this vulnerability will often solve conflict quicker and create a positive organizational environment.

RESOURCES ON-CAMPUS

Oberlin College has several resources that are able to help consult or navigate complex situations and conflicts within your student organization. Here are a few options that you can consult:

[Student Leadership and Involvement Staff](#)

The staff in the Office of Student Leadership and Involvement are available to help lend support and guidance for conflicts within organizations.

[Multicultural Resource Commons / Office of Equity, Diversity, and Inclusion](#)

The MRC and the Office of Equity, Diversity, and Inclusion can offer advice and training when conflict stems from issues of inclusion, identity, or equity.

[The Office of Student Conduct and Community Standards](#)

The staff of the Office of Student Conduct and Community Standards can provide guidance or mediation support for organizations having conflicts.

[The Office of Spirituality and Dialogue](#)

Staff in the Office of Spirituality and Dialogue are trained in dialogue mediation and can help your organization solve conflicts.

CLOSING

Successful organizations aren't immune from conflict, but they should be equipped to deal with conflict appropriately. If you are looking for more information, please see these helpful resources from other institutions that assisted in creating this resource:

[University of North Texas- "Managing Conflict within Your Student Organization"](#)

[University of Houston- "Conflict Management for Student Organizations"](#)

[Allegheny College- "Conflict Management"](#)

Managing a Budget

The Student Activity Fund is distributed to clubs and organization by the Student Finance Committee (SFC). You can find more information about requesting funds via their [website](#).

Membership Recruitment

In order to maintain a successful student organization, you will need to recruit new members to your join you! New members not only ensure the sustainability of your organization of time, but they also may help you to unlock new potential through additional support and ideas in your new members. Here are some tips for recruiting new members to your student organization.

Clear Mission and Vision

As you think about recruiting new members to your organization, have a conversation with your existing membership to discuss why your organization exists. What is your purpose for existing on campus? What would you like to accomplish through the next year? Having a clear mission and vision for your organization helps you to be clear and concise about why new members should join. It gives someone the answer to "why should you join this organization?"

Be Organized and Intentional with Recruitment Strategies

The first message new members will get about what it is like to be a member will be through their contact with you. The level of organization your organization puts into recruiting new members whether through events or at the Connections Fair will tell new members a lot of information. Put members in charge of preparing materials to give to interested members. Have events planned to help new members get to know the organization. Invite them to “get to know you” events to meet existing club members. The more students can automatically see how much care has been put into recruitment, the more likely they are to stick around.

The Grape Principle

The Grape Principle refers to the reasons a student may be interested in joining a student organization. Whether you’re recruiting during the Connections Fair or throughout the school year, think about ways to advertise your organization to students who may be interested. Consider these questions for each aspect of the Grape Principle:

- 1) Growth- In what ways may involvement with your student organization help someone grow and develop their skills?
- 2) Recognition- How do you make members feel included and appreciated once they have joined your organization? What is your organization’s contribution to the larger Oberlin community?
- 3) Achievement- What can a student accomplish through being involved in your organization? How can new members contribute to the overall mission of your organization?
- 4) Participation- How will members be able to be “active” in participating in club activities?
- 5) Enjoyment- What has kept you involved in your organization? What is fun and exciting about being involved?

Use these principles as guides to how to pitch your organization to new members but also on how to keep them engaged once they have joined. Everyone in your organization responsible for recruitment should be able to articulate answers to each of the questions above.

CLOSING

We hope that using this guide will help you gain a lot of new members to support your organization. If you are looking for additional guidance on membership recruitment, check out these resources we used.

Resources

[University of Wisconsin-Madison- The GRAPE Method](#)
[Campus Groups- Recruitment](#)

Member Retention

One of the biggest challenges for student organizations is retaining members. Once you get people interested in your club's mission, how do you keep them coming back? And how to you get them involved in future plans? Use this guide for tips on keeping your members engaged and invested in your club or organization.

Get Members Involved

Think back to the reason you joined your organization in the first place. For many students, joining a campus organization is about meeting new people and feeling included in the campus community. Organizations who are able to get their members involved in club functions early on are more likely to keep them invested in the club. Try to come up with ways to get new members involved in club activities by attending events, taking active roles in meetings, and performing tasks integral to the club.

You can also consider methods for involving new members in the goals and mission of the organization. When they feel like they have a purpose in the organization, it could help them to integrate into the club faster.

Make Members Feel Included

Joining a club can be challenging when you don't know anyone. Especially when clubs are already filled with existing friend groups, new members can feel as though they are on the outs. Incorporate lots of opportunities for new members to get to know existing members, whether in existing club

meetings or through a new member orientation initiative. Learn new members' names and start inviting them to functions outside regular club plans. This will help them to feel valued and welcomed by your organization and will increase their likelihood of staying involved.

Membership Benefits

When students sign up to join an organization, they are expecting to receive some kind of benefit- whether that be making friends, engaging in an activity about which they are passionate, or perhaps to gain leadership skills. Your organization should not just advertise membership benefits to people when they are recruiting, but also deliver on those benefits consistently throughout the year. Think of creative and fun ways to show members that you care and offer them incentives for continuing to participate in club activities. Are there ways to recognize students who attend meetings regularly? What about club gear members can wear to show that they are engaged with your organization? There are lots of ways to increase member benefits even without using club funds. Get creative and remember that members stay around when they feel cared for and recognized.

Clear Communication

Members are better able to stay engaged when they know what is going on. Does your organization use regular emails to keep your members up to date? Do members know when events are happening in advance so they can plan to attend? The better informed members are about what's going on, the more opportunities they will have to engage and the more likely they will be to stay involved.

CLOSING

Keeping members engaged will help your organization thrive now and in the future. Hopefully this guide has given you some helpful tips for maintaining committed members for your student organization. For more information, check out the resources below that were used to create this guide.

Resources:

[William and Mary Member Retention and Engagement Brochure](#)
[Campus Groups: How to Recruit and Retain Members](#)

Policies

Apollo Theater Rental Policies

Policy Purpose

The Oberlin Apollo Theatre is managed by Cleveland Cinemas. Rentals would be defined as the use of the theater for anything that is not a screening presented by Cleveland Cinemas.

Policy Statement

The Director of Student Involvement may negotiate use of the Apollo Theater for use by the Oberlin College community.

Policy Scope/Eligibility

Requests per approval from Campus and Community.

Administration

The policy is administered by the Director of Student Involvement.

Procedures

1. Arrangements for rental of the facility are through the Office of Student Leadership and Involvement.
2. Requests are only taken in writing on the form provided by the Director of Student Involvement.
3. Once a request is received, the Director of Student Leadership and Involvement will “negotiate” the date/time with Cleveland Cinemas personnel. Rentals are scheduled in the EMS scheduling system by the Director of Student Leadership and Involvement with confirmations sent to the client and Cleveland Cinemas.
4. Requests are to be sent to the Director of Student Involvement email (Please refer to the website for current staff) at least 30 days prior to the event date. Requests should be received on the Apollo scheduling form.

5. Historically, the best days to consider are Sunday, Monday, Tuesday, Wednesday, and Thursday. Peak days (Friday, Saturday,) may be available, but will likely have a higher rental fee.
6. Rental prices may vary based on theater size and showtime. Price is per screening slot, max of 2-2.5 hours.
7. Tickets may be sold via the Apollo Theatre box office and website. Service is included in the rental fee, and the renter is reimbursed with a check for 100% of box office proceeds.
8. If the client is providing film, DVD/Blu-Ray is generally the best format.
9. Movie studios may charge for “public performance rights” to put an older movie on the screen. Cleveland Cinemas can determine applicable costs, secure rights, etc. on the renter’s behalf. This is an additional fee (normally \$250-\$350 range).
10. If you would like a private screening of a movie we are currently showing, this is not the same as renting a theater. Private screenings generally require purchasing all the seats in the auditorium times the ticket price, as opposed to the flat fee. Please contact the Office of Student Leadership and Involvement for more information on private screenings.
11. For use other than film screenings, please fill out [a space request form](#) and call the Office of Student Leadership and Involvement for more information.

Building Space & Use Policy

Policy Purpose

The Office of Student Leadership and Involvement adheres to all rules and regulations as delineated in the current version of the Student Handbook. All Student Leadership and Involvement employees are required to enforce these rules and regulations as part of their daily assigned duties.

Policy Scope/Eligibility

This policy applies to Faculty, Staff, Students, Guests

General Policies

Among others, the Office of Student Leadership and Involvement prohibits the following in their buildings (Wilder, Finney, and Hales):

1. The realignment of furniture without receiving permission.
2. The movement of Wilder porch furniture off the porch.
3. The painting of cloth banners either in Wilder or on the porch.
4. Animals on the premises, with the exception of service animals.
5. Rollerblading, Roller-skating, Skateboarding, and bicycles within Wilder and Hales.
6. Opened alcohol containers outside the confines of the Dionysus Club (this includes all student organization offices). Special permission for alcohol use must be approved in advance through the Office of Student Leadership and Involvement, and requires a special permit from the state.
7. Any alcoholic beverage in the Dionysus Club ('Sco) not purchased at the 'Sco.
8. Alcohol of any kind on the porch or in the Wilder Bowl without prior authorization.
9. Smoking (Please see the Oberlin College Alcohol, Tobacco, and Other Drug Policy)
10. Candles (except with permission from Student Leadership and Involvement), pyrotechnics, fireworks, etc.
11. Fires in the Wilder lounge fireplaces.
12. The dismantling of common area furniture.

Finney Chapel Usage

- For college-sponsored events, please contact the Office of Student Leadership and Involvement. For non-college-sponsored events, please contact Conference Services. Please submit your request through OberView – Request a space.
- The address for Finney Chapel is 90 North Professor Street. The maximum capacity for Finney Chapel is 1200.
- Finney Chapel has two grand pianos and a large pipe organ, that may be used with Conservatory permission only.
- All set-ups of risers, furniture, or equipment are to be done by Oberlin College Facilities Operations. Food and drinks are prohibited in the Chapel. Food is permitted in the dressing rooms in the basement, only.
- All non-Conservatory sound is provided by the Concert Sound.
- During the academic year scheduling for Finney is handled through the Scheduling Manager in the Office of Student Leadership and Involvement. Written approval must be secured before contracts are signed or publicity is distributed.
- Scheduling non-college-sponsored events during the academic year are prohibited. Exceptions to this may be break weeks or holidays. Staffing must be secured before any event is booked in Finney.
- All non-college sponsored events must first go through Conference Services, who in turn forward the request to the Office of Student Leadership and Involvement for approval. Contracts may not be signed without written confirmation that the Chapel was scheduled. These events must have a responsible member of the College community in attendance.
- Outside production companies are prohibited from using Finney Chapel

Carnegie Hall's Root Room Usage

- Specifications of the Root Room
 - For college-sponsored events, Request the space through OberView – Request a space. For non-college-sponsored events, please contact Conference Services.
 - The address for the Root Room is 52 W. Lorain Street.

- The Root Room's dimensions are 45' x 135'. A portable dance floor is available with the dimensions of 18' x 30'.
- The Root Rooms maximum capacity for a standing event is 700, for a seated event is 418, and for a catered event is 232.
- The Root Room has a Steinway baby grand piano available for use at events.
- During the academic year scheduling for the Root Room is handled through the Scheduling Manager in the Student Leadership and Involvement. Written approval must be secured before contracts are signed or publicity is distributed. College-sponsored events have priority during the academic year.
- Scheduling non-college-sponsored events during the academic year is strongly discouraged. Exceptions to this may be break weeks or holidays. Staffing must be secured before any event is booked in the Root Room. All non-college sponsored events must first go through Conference Services, who in turn forwards the request to the Office of Student Leadership and Involvement for approval.
- Contracts may not be signed without written approval. These events must have a responsible member of the College community in attendance.
- Catering in the Root Room is handled by Campus Dining Services. Exceptions to this policy are made only with approval from Campus Dining Services. Any movement (set-up/strike) of furniture is to be done by Facility Operations. College event sponsors will be billed directly by Building & Grounds. Billing for non-college sponsored events is handled through Conference Services.

Wilder Hall Usage Policy

- Occupancy Limits
 - Occupancy limits for Wilder Rooms are established by the City of Oberlin.
 - It is the responsibility of the Office of Student Leadership and Involvement to post-occupancy limits for each room.
 - It is the responsibility of users of Wilder spaces to ensure full compliance with posted limits. All users should be prepared to provide actual attendance figures upon request.

- The Office of Student Leadership and Involvement reserves the right to monitor occupancy levels. Refusal to comply with posted limits may result in cancellation of the reservation and/or loss of future privileges.
- Noise Levels
 - Wilder is a vibrant space; with the hustle and bustle, one should expect to find in a student-centered building. A certain level of environmental noise should be expected at all times. At the same time, Wilder functions as one of the College's primary meeting spaces and users of the meeting rooms and departmental offices often require a minimum of disruptive noise. To balance these often-competing demands, the Office of Student Leadership and Involvement has established the following guidelines:
 - Bands may be scheduled to use the Band Rehearsal Room (404) or WOBC Studio B only at certain times that are determined by the Office of Student Leadership and Involvement be least likely to interfere with surrounding offices and meeting rooms.
Note: Studio B is not available during construction.
 - Theatrical auditions and rehearsals may be scheduled in advance in Wilder Main Lounge, using OberView – request a space.
 - Wilder Main Lounge and Dionysus Club (the 'Sco) are carefully scheduled so that soundchecks for 'Sco performances are completed prior to Main Lounge events and, in turn, so that performances and services in Main Lounge are completed prior to 'Sco events.
 - Wilder Main Lounge is adjacent to the lobby, a certain amount of environmental noise should be expected to bleed through into Main Lounge. Preferential treatment regarding noise is not given and should not be expected.

Space Scheduling

- Space Scheduling is done through OberView - request a space.
- Multiple reservations are encouraged for regularly scheduled meetings. "Multiple" reservations are those that are planned far in advance and follow any pattern. (once a month, daily, weekly, monthly, etc.)
- ⊖ Verbal or telephone requests are not accepted in advance. All requests must be made through OberView.
- ⊖ All lounges/meeting rooms are assigned on a first-come-first-serve basis in the order OberView requests are received.
- All requestors are sent written confirmation via email.
- You may search room availability through OberView
- Furniture and Furnishings
 - ⊖ There are "smart TVs" located in Wilder 211 and 215.
 - Set-ups are the responsibility of the person/group reserving the lounge. Groups are not permitted to remove lounge furniture. All lounges are to be left as they are found. If you change the configuration, it should be put back.
 - Furniture is not to be moved between rooms
 - Furniture and other supplies are not to be removed from Wilder.
- Sponsors
 - All advanced reservations must be sponsored by a Student Organization (chartered or charter pending) or a campus department.
 - Off-campus groups must schedule through Conference Services.
- Classes
 - Academic classes are not permitted in Wilder on a regular basis. Reservations can be made for an academic class to use a space in Wilder occasionally.
 - Exco classes may be held in Wilder.
 - ExCo class requests are not processed until after ExCo registration
 - ExCo instructors are encouraged to schedule multiple class times at the beginning of each semester rather than scheduling them weekly.

- Kitchenettes
 - There is an “open” kitchen on the second floor in the southeast corner.

Wilder Main Usage Policy

- A mandatory Tech Meeting with Wilder Main Tech (Student Leadership and Involvement Staff) is required before access to the performance space is granted.
- Safety Issues:
 - No show will open without a final safety inspection by Wilder Main Lounge Tech. The setup of Wilder Main Lounge is an empty room with risers, chairs, behind the curtains
 - Fire capacity of Wilder Main is 150. (This includes staff, cast, crew, & audience) Exit signs must be visible to the audience at all times.
 - A 10' X 10' X 10'-foot egress area must be left around the exit doors.
 - All exit doors must be accessible and unobstructed from both sides at all times. All fabrics hung in Wilder Main must be fireproof and approved by City Fire Chief. Risers for audience may be no taller than 24 inches off the floor.
 - Risers must have railings or boards clamped the entire length of them so that chairs cannot fall off the back.
 - The last two chairs on the end of each row must be taped together.
 - Absolutely no open flame, smoke machines, etc. are permissible in Wilder Main. Anything hanging from above must be safety chained.
 - Lighting must be supervised by an experienced designer/electrician. No experience = no lights. Lighting arrangements must be made in advance with Main Lounge Tech.
- Lighting
 - A \$50 bulb fee will be assessed for each group using the lighting equipment. Replacement bulbs issued through Main Lounge Tech.
 - All lights must be safety-chained to the balcony or boom.
 - Wilder keeps a limited supply of gels and gel frames. These are checked out through Wilder Main Lounge Tech. Wilder is not responsible for any gels borrowed from other campus departments.

- Wilder has wrenches that can be checked out through the Wilder Main Tech.
- Equipment
 - No dragging of any equipment/props/chairs/platforms is permitted on the wooden floors. Repair/replacement charges will be charged to the sponsor's account number.
 - Risers are for audience seating ONLY: 4 risers (24"h x 4'w x 8'l)
 - 6 risers (16"h x 4'w x 8'l)
 - 4 risers on wheels (16"h x 6'w x 8'l) 2 risers (16"h x 4'w x 6'l)
 - 4 risers (8"h x 4'w x 6'l)
 - Flats: There are 6 black flats on Wilder balcony (4 x 10 ft). Cinderblocks to hold them up are in the balcony – 2 small ones per flat.
 - It is the responsibility of the group to return all equipment to their proper storage locations. Fees will be assessed if any equipment is not properly returned.
- Props
 - Securing props is entirely the responsibility of the group. Props are to be removed from Main Lounge as soon as the performances are finished. Props left in Wilder (balcony included) after a group's reservation is over (Main = 6 pm on Sunday) will be discarded. Fees for disposal will be charged to the sponsor's account number.
- Sets
 - There must be a Concert Sound technician present to supervise load-in and load-out of staging, sound reinforcement, or lighting.
 - No sawing or painting of sets is permitted in Wilder. Sets should be constructed elsewhere and only assembled in Wilder. When the touch-up painting is necessary, clean-up must be done in a Janitorial "slop sink" and NOT IN any Wilder restroom. Absolutely no nailing or screwing anything into the floor or walls of Wilder Main.
 - Use drop cloths for all touch-up painting.
 - There are 4 stock platforms (6"h x 4'w x 8'l) in the balcony that may be used for the stage area only.

- Times
 - Wilder Main Lounge Performance times are from 8:00 pm to 10:00 pm. Outside of these hours, bass/sound from the Dionysus below will be heard up through the floor!
 - All cast and crew must be completely out of Wilder Building at closing. The building closes at midnight.
- Fees:
 - \$50 bulb fee
 - \$65 tech fee
 - Sound fees vary depending on the equipment requested
 - Fees for damages and non-compliance may be assessed if needed.
- Miscellaneous Room Information
 - Wilder Main Lounge is the primary thermostat for the heat in Wilder Building. Under no circumstances are the windows in Wilder Main to be opened during a time the college is heating buildings.
 - No production with an outside guest will occur without a signed Student Union Contract. Agreements need to be done 3 – 4 weeks in advance.
 - Any further technical questions should be directed to Concert Sound (concert.sound@oberlin.edu)

Tappan Square Usage

- Vehicles entering Tappan Square must be involved in direct, essential support of event activities. No parking is permitted on Tappan Square.
- Vehicles must enter Tappan Square via the Finney Chapel (N W) corner.
- Vehicles are to stay on the asphalt paths or the brick center of Tappan Square at all times. Vehicles are not to be used on the brick sidewalks of Tappan Square.
- Any alternative vehicle use on Tappan Square needs to be reviewed in advance with the Grounds Services Manager

Dye Lecture Hall Usage

The Dye Lecture Hall at the Science Center is primarily to be used as a teaching space by the faculty at Oberlin College. It may serve other needs of the campus and surrounding community so long as the primary purpose is not constrained. The room must be used “as is” since it was not designed to support large productions, and it is continuously being used for classroom lectures. The following policy will help you determine if Dye Lecture Hall will meet the needs of the production you wish to produce in this space.

- Facilities/Support Spaces
 - There are no support spaces available for the stage area. Classrooms upstairs could be used as dressing areas, with appropriate covering over the windows in the doors, if the rooms are available (check with the Registrar’s Office).
 - There are no storage facilities available for props.
 - Access is not permitted to the AV booth without prior authorization from Audio-Visual in CIT.
 - No food, drink, or smoking is allowed in the lecture hall. This policy also applies to the stage area as part of the performance.
 - Two days for rehearsal and two days for performance is the maximum reservation time (if available), and should be scheduled through the Scheduling Manager in the Office of Student Leadership and Involvement.
 - Rehearsal times will only be permitted for performances that are scheduled to take place in this room.
 - Depending on the time of day, there may or may not be restrictions for noise or music planned for the event. This will be considered on a case-by-case basis.
- Stage Area
 - Only props that can be brought in and taken out after each performance can be used.
 - In-house lighting must be used, with no additional lighting permitted, (lighting on trees or hung is not permitted)

- The podium cannot be moved as it is hard-wired to the AV system to support classes and is physically attached to the floor.
- No riggings or curtains may be hung.
- Additional sound support (more than the one microphone attached to the podium) may be arranged through Concert Sound. Requests must be received by the Office of Student Leadership and Involvement at least 14 days in advance.
- Remember to be considerate of others since this space and others surrounding it are used for class, studying, and research while you are rehearsing and/or performing.
- Any damage to the space will be billed to your department or organization.

Peters Hall - Klutznick Commons

- Peters Hall is primarily used to house staff offices and classrooms. In support of these functions, the use of Klutznick Commons (Peters Lobby) is limited.
- Klutznick Commons may be used for dinners/receptions only. These events must be discussed in detail with the scheduler of the space who will consult with the Building Representative when necessary.
- Peters Hall may not be used for theater, dramatic performances/readings, recitals, dances, concerts, etc.
- During Reading Period and Finals, Peters Klutznick Commons will be booked for low-intensity events to allow students to continue to use the space to study.
- Peters Hall is booked through OberView – request a space.

Cat in the Cream Coffeehouse (Theater Regulations)

- In order to accommodate as many student performers as possible, theater runs are limited to one pre- break production per semester.
- Generally, the maximum number of nights for each production is four—typically a dress rehearsal on Wednesday and performances Thursday through Saturday.
- Additional rehearsal/tech time needs to be scheduled around other shows.
- Once a show is approved, all requests for additional rehearsals, equipment, etc., should be submitted no later than noon on Tuesday which is at least one week in advance of the

requested date. (The Cat staff meets just once a week—on Tuesday afternoons—to consider requests).

- The Cat office and the area behind the counter are off-limits, and everyone involved with the show must agree not to use or request use of anything behind the counter or in the office. (For example, the fridge and microwave are not for storing and re-heating actors' food, and the office is not a changing room or storage area for set pieces).
- Sets need to be both minimal and moveable. There is very little secure storage space in Hales Annex, and even during a run of shows, the Cat is a multi-use space. For example, there is usually a Jazz Forum at noon each Friday that needs a clear stage and a clear view of the stage for a large audience, and there is usually a Tango ExCo class each Saturday afternoon that needs to be able to clear a large portion of the floor for dancing.
- Set pieces may not be built or painted in Hales Annex.
- Only Cat staff, Student Leadership and Involvement staff, Concert Sound staff, and Conservatory Audio staff are permitted to use the Cat's soundboard. It is unlikely that any single person from any of these staff will be available for every tech/dress rehearsal and performance. If sound needs are nothing more than a few CD cues or playback from a laptop computer, this can probably be done by someone involved with the play under the tutelage of Cat/Concert Sound/Con Audio staff, but anything more complicated would require the engagement of official staff members (most likely Concert Sound).
- The Cat's light board is fairly standard, so its operation by someone in the production is less of an issue. Neither the Jazz Forum nor Tango ExCo needs a special light setup, so once the lights are set for the show, they will probably be able to remain in place through the run. It is critical, though, that the lights are returned at the end of the run to the positions and settings they were in before the run. Any adjustments or augmentation of the existing lights should be coordinated with Concert Sound's head lighting tech.

Fire-Safety Requirements

Student Leadership and Involvement staff at all times follow any guidelines set forth by the College for fire safety. In addition, files are maintained for fire capacities for all rooms that may fall under the purview of the Office of Student Leadership and Involvement. EMS (scheduling software) contains the capacity for all rooms on the campus of which we are aware. For rooms under the Office of Student Leadership and Involvement (Wilder, Cat in the Cream, College Lanes, 'Sco, Finney, Root Room) we maintain the information from the fire marshal with the various capacities depending on the use of the room.

- When planning events, following fire code capacity is always required.
- When necessary, students are mandated to station someone at the door with a people counter and deny access after capacity is reached.
- When using tickets, students are given clear guidelines as to the number of tickets they may print/distribute for a specific venue.
- In all cases, student workers, performers, safety personnel, etc. are first deducted from the capacity before the number of guests is determined.
- When using decorations, all decorations must be first approved by the Office of Student Leadership and Involvement. Most decorations must be flame retardant, not just flame resistant. The final determination is at the discretion of the Oberlin Fire Chief.

Outside Vendor Policy

It is the responsibility of the incoming vendor to contact a student organization or department to sponsor their sales on campus. All sales must have a sponsor. A representative of sponsoring organization must be available to meet the Vendor when they arrive.

1. It is the responsibility of the sponsor to reserve a space through OberView and to confirm the reservation with the vendor.
2. Please be prepared to submit first, second, and third choices when requesting dates for your sales. Due to space limitations, the Office of Student Leadership and Involvement does not schedule more than one sale per day.

3. It is the responsibility (and expense) of the sponsoring organization or department to order a table from facilities operations to be delivered and picked up from the sale site. Do not take tables out of Wilder or off the porch.
4. Office of Student Leadership and Involvement is under no obligation to permit vendors to solicit in spaces under their control.
5. Sales are permitted in the Main Lobby alcove of the Office of Student Leadership and Involvement Monday through Friday 9:00 am- 5:00 pm for two (2) consecutive days. Vendors are not permitted to set up in the basement hallway.
6. Vendors are permitted sales once per semester.
7. Location of the Vendor's display will be the discretion of the employees of the Office of Student Leadership and Involvement.
8. Weather permitting, sales may be moved outdoors in front of the Student Union. Vendors must supply their own tables when moving outside. Always be sure to schedule a rain space.
9. A minimum of 15% of the proceeds (some colleges charge 20%) must go to the sponsoring organization.
10. It is the responsibility of the sponsoring organization to meet the Vendor at the end of each day to verify the total gross sales and to receive payment. It is strongly recommended that payment be immediately deposited to your organization's account through the miscellaneous deposit service provided by Student Accounts.
11. Vendors must conduct themselves in a professional manner. Patrons of the college offices may not be approached or disturbed by vendors.
12. If music is played, the volume must be kept low, to serve only as background music. Staff may request that music not be played. Oberlin College, the Wilder Staff, and the Office of Student Leadership and
13. Involvement staff will not be held responsible for injury, loss, or debt incurred as a result of a vendor's solicitation.

Cash Bag Policy

Cash Bags, for student organizations, to assist with sales are available via the Student Accounts Office.

Procedures

- To request a cash bag and/or money set-up for a program, fill out a "Cashbox Request" form available in the Office of Student Leadership and Involvement or in the Student Accounts Office. Requests must be turned into the Student Accounts at least 3 days in advance of your event.
- Any coin requests must be in multiples of rolled coins (i.e. dimes = \$5, quarters = \$10, nickels = \$2, pennies = 50 cents).
- Cash bags may be picked up in the Student Accounts Office during normal business working hours.
- At the close of your program, make certain a copy of the request with the form completed indicating the total amount of cash in the bag. Lock the bag and contact Security. Campus Security (440-775-8444) will come to wherever you are on campus to pick up the bag and will turn it into the Student Accounts Office the next workday. Please do not take the cash bag back to your room.
- A fine covering the set-up amount and the cost of the cashbox will be assessed by any student organization or individual who does not return the cash bag the first business day following your event.
- Before returning your cashbox, you must count the money. In the bag, you will find the "Cashbox Request" form which must be filled out in full and placed inside the cashbox. In addition, coins must be sorted in the tray and the paper currency sorted and bundled with rubber bands. Turn in ALL the money collected. Student Accounts will take out the "start-up" cash and deposit the rest into your student organization account.
- Make certain the name of your organization and account number is filled in on the form.

Guidelines for Political Activity

As part of a longstanding tradition of free and open inquiry, Oberlin College values and protects the freedom of students, faculty, and staff to express political views, exercise their right to vote, and participate in the electoral process. At the same time, to retain its status as a tax-exempt organization under Section 501(c)(3) of the federal Internal Revenue Code, the College must not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Because the above prohibition may include certain uses of institutional resources, as well as certain types of statements on behalf of the College, here are some frequently asked questions and answers to help members of the College community understand how you may exercise your political rights in compliance with the Internal Revenue Code. In addition to following these guidelines, you should make sure to comply with any applicable College policy.

This is not intended to be an exhaustive description of every possible scenario in which the political campaign intervention issue may arise, so if you have any questions about these or other situations, please contact the College's, General Counsel and Secretary, at 775-8401.

1. I'm the president of a College student organization. Can my organization conduct a get- out- the-vote drive?

Yes, as long as your organization conducts its activities in a non-partisan manner. That means you can't conduct voter registration or education activities in a way that favors or opposes certain candidates. For instance, you can provide the name of your organization, the date of the next election, and information on how people can register to vote, without referring to particular candidates or political parties. However, you cannot target voters of a particular party and you cannot select geographic areas for your activities to favor a certain party or candidate

2. I'm a College employee. Can I speak out on political matters?

Yes. The Internal Revenue Code's prohibition against intervention in political campaigns doesn't constrain your free expression on political matters as long as you make clear that you are speaking for yourself as an individual and that your statement doesn't represent the College's official position.

3. As a College employee, can I attend a candidate's campaign fundraising reception?

Yes, as long as you do so as an individual on your own time and with your own funds. If there is a publication associated with the reception and your name and title are listed to identify you as an individual who has endorsed the candidate, you must make clear that your title and affiliation to the College are provided for identification purposes only and do not represent an endorsement by the College.

4. As a College employee, can I endorse a candidate in a College publication if I use my personal funds to pay for the section of the publication in which my endorsement appeared?

Under some circumstances, you may be prohibited from making this endorsement, so please contact the Office of the General Counsel and Secretary for guidance on your specific situation.

5. I belong to a group of College students and faculty members who support a candidate in an upcoming election. Can we invite that candidate to appear at a College campus event?

Yes, provided that you give an equal opportunity to participate to other candidates for the same political office; you state clearly in pre-event publicity and at the event that the College does not support or oppose the candidate; and campaign fundraising does not occur at the event. Giving candidates an equal opportunity to participate means that you must invite them to comparable events. For instance, you should not invite one candidate to speak at an event with a large audience while inviting another candidate to speak at a poorly attended event.

6. As a follow-up question, can we invite another candidate to make an appearance because of their business expertise, not their candidacy?

Yes, as long as you fulfill the following guidelines. The candidate must make clear that she is speaking only in a non-candidate capacity. Also, in any publicity for the appearance and at the appearance itself, you must clearly state that the candidate is appearing in a noncandidate capacity and you cannot mention her candidacy or the upcoming election. Finally, you must make sure there will be no campaigning or other partisan activity at the appearance.

7. Can we invite several candidates at the same time to speak at a public forum?

Yes, if you give them equal access and opportunity to speak. This means that an independent nonpartisan panel should prepare and present questions for the candidates. In addition, the subjects the candidates are asked to discuss should cover a broad range of issues of interest to the public, and each candidate should have an equal chance to present his or her view on each of these issues. Lastly, if the forum has a moderator, that person must not imply approval or disapproval of any of the candidates.

Film Screening Policy

Policy Purpose

Film Screening on campus must abide by copyright law. Following is the campus policy for film screenings.

Policy Statement

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

Policy Scope/Eligibility

Faculty, Staff, Students, Guests

Administration

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

Procedures

- A public performance is one that is either open to the public (whether or not the public actually attends) or taking place where a substantial number of people who are not family members or friends are gathered. This interim policy primarily concerns public performances that are exempt from a licensing requirement because of being used for "face-to-face instruction."
- A copyrighted film or video may be shown without a specific license in a face-to-face teaching situation. The committee interprets this exemption to include not only a specific course meeting in a classroom but also showings that go beyond a regularly scheduled class session, if the showings are required or strongly recommended for a course, or group of courses, or area of coursework. This includes showings in language houses under the supervision of a faculty member, house director, or language teaching assistant, for which students in relevant courses of study have been notified. The showings must not be advertised publicly -- that is, beyond the group of students engaged in this course or area. Under no circumstances may such showings be announced openly on the web, in campus news sources, or on openly displayed posters.
- For showings for which a license for public performance is needed, it may be obtained by either renting the film or video directly from a distributor that is authorized to grant such

licenses (rather than from a regular video store) or by contacting the copyright holder (generally the studio) directly. Among others, the film distributors below are authorized to grant these licenses:

- Swank Motion Pictures, Inc., 1-800-876-5577
- Kino International, 1-800-562-3330
- New Yorker Films, 1-877-247-6200
- Criterion Pictures USA, 1-800-890-9494
- Modern Sound Pictures, 1-402-341-8476

For questions, please contact the Office of Student Leadership and Involvement.

Face-to-Face Screening Exemption

Use of a copyrighted film in classroom teaching, other than educational broadcasting, is a public performance that is exempt from the licensing requirement if all of the following conditions are met:

The “performance” (showing of the film) must be by the instructor or pupils.

- A. The performance must be a part of face-to-face teaching activities. The teacher and students need not actually be able to see each other, but they must be present simultaneously in the same general area. Although one needs to be flexible about the indirect delivery of a film to a single classroom, in general, the exemption does not include remote transmission of any sort, including closed-circuit or cable originating from another part of the school. (An educational broadcasting exemption exists, but does not apply to movies.)
- B. The performance must be a part of the teaching activities of a non-profit educational institution. The teaching activities must involve systematic instruction rather than recreation or entertainment (regardless of the cultural value or intellectual appeal of “high-concept” pictures). The presenting location must be a non-profit school of some sort. Foundations or associations or other non-profit “educational” institutions are not exempted. Neither the recreational film series presented by a faculty advisor of a college nor a face-to-face

classroom instruction using The Red Shoes at a commercial dance studio are exempt under this provision.

- C. The performance must occur in a classroom or similar place devoted to instruction. The exemption is for classroom, not school performances. Performances during a school assembly, graduation ceremony, or other general school event are not exempt.
- D. The performance must not use a film copy which was illegally made and which the person responsible knew or had reason to believe was not lawfully made.
- E. Please remember that showing a film without first obtaining the copyright puts the university, college, your organization and yourself at risk of liability which can include fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse.
- F. Copies of the "Copyright Public Performance Rights" document are available from T.Todd Masman for persons interested in receiving a copy. If you have questions regarding this policy and practice on our campus, please don't hesitate to contact T.Todd Masman at x5273.

Facts About Video Programming On-Campus

- A. The following are examples of public screenings and are illegal unless the film title being shown is a copy which was obtained with "Public Performance Rights":
 - in residence hall floor lounges
 - in the cafeteria/HUB via radio or television
 - in common rooms open to residence hall populations in the campus library
- B. A public performance license is needed when using videotape programming in any public or private location where the audience extends beyond the scope of a single-family and close friends.
- C. It is illegal to conduct a public showing without first obtaining the necessary license for the program. Without such license, the public showing becomes a copyright infringement and the violators can be prosecuted and held liable for fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse. The copyright laws apply whether you charge admission or

not. There are no distinctions between profit and non-profit groups. Ownership of an individual videotape does not give one the right to show it in a public place; it is for home use only.

- D. Not having the budget to pay for the license (and thus the royalties) is not an acceptable reason for renting from a local distributor and showing a video in a public area.
- E. Authors, producers, studios, and lawful distributors are the copyright holders and are due rightful compensation for the public showings of their creations.
- F. Anyone connected with the illegal showing of a copyrighted film can be named in a copyright infringement suit. This includes student organizations, academic departments, organization advisors, and college officials as well as the individual who knowingly operated the equipment at the illegal showings.

Information and Literature Tables Policy

Space for information/literature tables in Wilder, Wilder Bowl, or other Student Life spaces needs to be reserved through the Office of Student Leadership and Involvement. This service is only to support events sponsored by an Oberlin College chartered student organization, residence hall, department, or committee. External organizations/individuals may not have a table unless they have made prior arrangements to be sponsored by a student organization or department. It is then up to the sponsoring organization or department to reserve the space and organize the table/chair delivery. Each organization is responsible for ensuring the adherence of its representatives to these guidelines.

Scheduling Information

- Advance Scheduling is required. Scheduling is handled through OberView.
- Tables available per day:
 - Wilder Lobby (card or 8-foot tables are permitted, must be ordered through a work order)
 - Wilder Bowl, 6/8- foot tables (must be ordered through a work order)

- The maximum number of days per week that can be scheduled by a single group is two days.

Equipment Information

Please do not use the tables that are in the lobby for general student use.

Tables need to be ordered at least three (3) days in advance through a work order with Facility Operations. There is a charge for table delivery. If you have a 6-foot or 8-foot table, you are welcome to bring your own, but you will still need to reserve the space. Tables will be set up no earlier than 15 minutes prior and removed immediately after.

Usage Information

- Inside Tables
 - Lobby Tables must be set up in the northwest alcove.
 - No group shall be allowed to post signs, etc. on painted surfaces behind or around their table space. Each organization will be held responsible for any damage to the table and/or area surrounding their table.
 - At the end of the event, each organization is responsible for cleaning up any litter around the surrounding area.
 - Groups may not distribute literature except in the area of their table.
 - Participants may not leaflet in other areas of the building or in Wilder Bowl without a registered table. Groups may not distribute literature in the hallways outside of a meeting room unless the event organizer (in the meeting room) has given prior permission in writing to the Office of Student Leadership and Involvement.
 - If music is to be played at the table, then the volume of the music must be kept low so as not to disturb other building patrons.
- Outside Tables
 - Reserve a space for your table in one of our outdoor spaces through OberView
 - Tables need to be ordered through a work order with Facility Operations. You can access work orders through Overview. They will be delivered by the Buildings and Ground staff to the designated area in Wilder Bowl.

- Tables may be set up on the sidewalks in Wilder Bowl that are just outside of the front of Wilder. Tables may not be set up to block entrance to the building (e.g. tables must be at least 30 feet from the south basement mailroom doors).
- All groups must confine their activities to the immediate area of their table. Representatives should stay within approximately three feet of their tables.

Sales

Organizations planning to have items for sale at their table must indicate that when reserving their table through the Office of Student Leadership and Involvement.

Proceeds from such sales must be for the benefit of an Oberlin College organization. For security reasons, it is recommended that such proceeds be collected and deposited through the Student Accounts office.

Miscellaneous

- Users must follow requests made by Wilder Building staff e.g. users must reduce the volume of music being played or relocate their table if asked to do so.
- Users who violate these policies and procedures may lose their opportunity to use Wilder services in the future.
- Violations of these policies or procedures may result in contact with Campus Safety.
- Users may be asked to leave the premises until such time as they can follow the stated policies and procedures.
- In the event of serious violations of these policies or procedures, charges may be filed through the College Student Conduct Policy.
- In all parts of this policy statement the term “representative(s)” and “user(s)” shall mean Oberlin College students or staff.

Posting Policy

Advertisements are an important means of communication among the members of the Oberlin College community.

Compliance with this Posting Policy will ensure that advertisements are not removed and that individuals and groups take responsibility for their words. This policy applies to Oberlin College community members, whether as individuals or as members of college departments, offices, or organizations. Those not affiliated with Oberlin College do not automatically have the right to use college spaces for the display of posters or flyers.

The posting of notices on campus does not necessarily represent endorsement or sponsorship by the college. Postings in violation of the following regulations will be removed by Campus Safety, by other representatives of the Student Life staff or the Grounds department, or by designated building representatives. Postings on non-dedicated (i.e., non-departmental, non-organizational) bulletin boards that comply with the following regulations must not be removed until a reasonable amount of time has elapsed, nor should they be defaced.

Posting Regulations

Posted materials must be in compliance with the posting regulations of Oberlin College listed below as well as general Oberlin policies. Please remember to be courteous to others' posting privileges.

1. Posters that compromise the safety of others (by, for example, obscuring windows and doors) are not permitted.
2. Posting on emergency phones/equipment, or vehicles in parking lots is prohibited.
3. All informational materials intended for public viewing must have the sponsoring department, student organization, college committee, or individual name clearly displayed. This includes flyers, posters, table tents, etc. In accordance with the Student Bill of Rights, "members of the college are expected to take responsibility for their expressions; anonymous expressions are inimical to the free and open exchange of ideas."

4. Except for posters/flyers placed on identified departmental, office, or organizational bulletin boards, those posters/flyers from entities outside the college must bear the clearly-labeled sponsorship of a college office, department, organization or individual.
5. Individuals must be aware of the potential consequences—for themselves and for others—of advertising events that violate college policy or State and Local laws. [Examples include the serving of alcohol to minors and cash bars.]
6. The college's Party Policy places additional restrictions around advertising which mentions the serving of alcoholic beverages. Students must be acquainted with the relevant language in the Student Handbook under the heading "Residence Hall Party Planning."
7. Some campus buildings (such as Mudd Library and Wilder Hall) have more restrictive regulations on postings. Contact the administrator in charge of each building for specific guidelines.
8. Bulletin boards dedicated to a specific department or organization may be used only with their permission. Departments and organizations should consider using a stamp or similar device to indicate approval or endorsement of posted material.
9. Chalking is permitted on concrete outdoor sidewalks only. Chalking is not permitted on any vertical surfaces, buildings, walls, or on any surfaces that are bricked or tiled. Areas of sidewalks that are on a porch or under an overhang should not be used for chalking. Only water-soluble chalk may be used to ensure that removal will be done naturally by weather and wear. Although individuals are encouraged to take responsibility for their statements, chalking need not conform to posting regulation #3 (above).
10. These policies apply to college property only; students and others are reminded that different policies apply on other Oberlin city property.

Additional Recommendations

All members of the Oberlin College community are urged to abide by the following guidelines in order to ensure that information is most effectively transmitted:

1. Do not post printed materials advertising events earlier than two weeks prior to the event.
2. Do not advertise for events until the venue for the event is confirmed.

3. All sponsors need to be mindful that the college is open to members of the Oberlin town community. Members of the college community should consider the placement and timing of posters and their effect on workplace environments and on town residents (including children) whose values may be different from their own.
4. Do not attach posters to surfaces (such as painted surfaces, wood, glass) that may be damaged by tape, glue, staples, tacks, etc.
5. Remove posters when the advertised event is over, or after they have been posted for two weeks.
6. To help ensure that posters remain in place for two weeks, they should bear the date on which they are first posted.
7. Members of the college community should be mindful of the fact that taping flyers to sidewalks creates significant additional work for college workers and compromises the environment.

Alternative Sources of Advertising (Save Paper!)

- Newspaper ads
- Paint a rock in Tappan Square (etiquette suggests that you don't paint over an event that has not yet occurred)
- Radio (WOBC and other local stations)
- Press Releases (campus and off-campus publications)
- Information tables in Wilder Bowl (must be scheduled in the Office of Student Leadership and Involvement)
- Electronic –events calendar and the Campus Digest

Bulletin Boards

Individuals are encouraged to use bulletin boards in a responsible manner. Although individuals and organizations are responsible for making their own decisions about the use of posters and flyers, they should consider the following:

1. The use of a designated public bulletin board is strongly encouraged.
2. Pushpins or staples should be used on bulletin boards. To avoid possible puncture of wheelchair/bicycle tires, please do not use thumbtacks or staple guns. Masking tape and/or

sticky-tack putty are preferred types of adhesives. Duct, gaffers, packing, or scotch tape should not be used (it is very difficult to remove and causes damage to the surface).

3. No more than one post for the same event or issue should be placed on a single bulletin board. Avoid posting on top of other material.

Reading Period Programming Policy

The Reading Period (the four-day period between the last day of classes and the beginning of the Evaluation Period each semester) are to be used by students to prepare for final assignments/projects and/or exams. Respecting the intent of this period, there is to be no scheduling of large events, workshops, performances, etc. during this period.

Please plan your events accordingly. Exceptions will be considered on a case-by-case basis on such factors as (non-exhaustively): level of student participation in producing, noise level, proposed location, audience size, administrative resources required, and others. Appeals shall be made to the Director of Student Involvement. Exceptions may include religious services and study breaks. However, approval with the Director of Student Involvement is necessary before planning an event.

Helpful Links and Resources

[Overview Request a Space](#)

Use this form to request a space for a club event. The more in advance you are able to submit your request, the better chance you have of securing your space.

[Office of Student Leadership and Involvement Staff Contact Page](#)

Check out our staff contact page to get in touch with our Office of Student Leadership and Involvement staff. They can help with any questions you may have regarding involvement and leadership.

[Student Leadership Workshop Request](#)

If you and your club or organization is interested in leadership support, complete this workshop request. You may choose from a variety of prepared workshops or, if you have more specific needs, describe the needs of your organization for a tailored workshop. For additional questions, outreach to the Director of Student Leadership.

[“GOberlin” Presence Software](#)

Log in to your Presence page to post your organizations events, track attendance, and stay in contact with your organization members. You can also utilize the chat feature to help navigate the software features.

[Oberlin College Student Finance System](#)

For more information about club financing, check out the Student Finance committee and the Office of the Student Treasurer.

Appendix

Appendix A: Sample Student Organization Charter

Article I: Name

The name of the organization is (INSERT ORGANIZATION NAME).

Article II: Purpose

The purpose of the (INSERT ORGANIZATION NAME) is to:

The (INSERT ORGANIZATION NAME) acknowledges the values and principles of Oberlin College, as they are expressed in the Oberlin College Student Regulation, Policies, and Procedures Handbook and the Oberlin College Mission and Vision Statements.

The (INSERT ORGANIZATION NAME) acknowledges the Preamble of the Student Financial Charter: to establish and outline the financial system of the Association of Students of Oberlin College. The system shall regulate and administer collection and allocation of the Student Activity Fee; this fee is designed for the creation of social, cultural, religious, and educational activities for students, for the improvement of student life, and to augment the general student welfare.

Article III: Membership

Membership to the (INSERT ORGANIZATION NAME) is open to all Oberlin College students and Oberlin Community members. A majority of members must be Oberlin College students. (INSERT ORGANIZATION NAME) will not discriminate against anyone based on race, sex, gender identity and expression, ethnicity, sexual orientation, religion, disability, or economic status.

Article IV: Officers

The (INSERT ORGANIZATION NAME) will have officers to fill these positions: Liaison, Treasurer (both required), President/Co-Chair, Co-Chair, and Secretary.

The duties of the Liaison shall be to:

- Act as liaison between OCP and the college.

The duties of the Treasurer shall be to:

- Act as liaison between OCP and the Student Finance Committee (SFC)
- The duties of the President/Co-Chair shall be to: Preside at meetings
- Schedule meetings
- Keep members informed of pertinent matters Set agenda for meetings
- The duties of the Secretary shall be to:
- Record and keep the minutes of all regular and special sessions Maintain the membership list
- Handle all correspondence with the general membership

Article V: Advisor

(INSERT ORGANIZATION NAME) will select an advisor for their organization. This advisor must be a currently employed faculty or staff member of the institution. The Advisor's role is to serve as a resource to the organization, assist with questions of institutional memory, and liaise with various offices on-campus.

Article VI: Finances

Funds may come from an allocation from the Student Finance Committee and donations. Surpluses and losses will be dealt with as directed by the Student Financial Charter.

In the event that (INSERT ORGANIZATION NAME) disbands any disposable properties will be distributed to appropriate divisions of Oberlin College through the Dean of Students or their designee. Funds remaining will revert to the Student Finance Committee

Article VII: Operating Procedures

(INSERT ORGANIZATION NAME) operates in accordance with Robert's Rules of Order Newly Revised, except in cases of conflict with this charter, in which case the Charter takes precedence.

(INSERT ORGANIZATION NAME) will file an officer list, signed by our general faculty advisor, in the Office of Student Leadership and Involvement by the first May of each year.

(INSERT ORGANIZATION NAME) will abide by its charter and the rules and regulations of Oberlin College

A quorum of at least $\frac{1}{4}$ active membership must be present of official business to be conducted.

Article VIII: Publicity

Notice of all regular meetings will ordinarily be given to members at least three days in advance of each meeting.

Article IX: Amendment Procedures

Amendments to this Charter will be enacted by a two-thirds vote of the members. Notice to a meeting, at which an amendment will be considered, along with the text of the proposed amendment(s), will be sent to all members at least one week in advance of the meeting.

Amendments require approval of the Director of Student Leadership and Involvement.

Article X: Oberlin College Policies

(INSERT ORGANIZATION NAME) agrees that, by becoming a chartered Student Organization, they will follow all policies published by Oberlin College. This organization also agrees to follow all applicable laws.

Article XI: Names, T-Numbers, and Email Addresses of Five Founding Members