

Student Organization Handbook

<https://www.elon.edu/u/student-involvement/student-organizations/student-organization-handbook/>

[Student Involvement](#) is excited about your interest and involvement in student organizations at Elon. We recognize that your involvement in student organizations provides valuable experience during your time on campus. Being actively engaged and leading a student organization enriches your academic and professional endeavors, builds your ethical and moral development, celebrates and supports learning about cultural and spiritual traditions, encourages civic engagement, and provides you with opportunities to build lifelong relationships. We want to support you in leading your organization and provide you with opportunities to engage in collaboration while gaining meaningful leadership skills.

The goal of this handbook is to complement the Elon Student Handbook and provide you and your organization with the tools and resources necessary to navigate your way through **university policies (designated with *)** and **organization related policies (designated with **)** and to maximize your success as a group on campus. Use this handbook as you lead your organization, register and host events, and have a vibrant presence on campus.

At times we may miss updating the policies from the Student Handbook. If there are any discrepancies, the policies listed in the Student Handbook are the official university policies.

Thank you for choosing to be an active member of the Elon campus community through your involvement in a student organization. We cannot wait to see all that you are able to do! Remember we are here to help and encourage you to contact us at any time for assistance with your organization.

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Thank you!

All information included in this handbook is intended to be a practical resource for recognized student organization leaders as you achieve your goals in the coming year. It was created to help support all student leaders, answer common questions, and share vital information. Included throughout the handbook are several resources available through the [Student Involvement](#), the [Moseley Center](#), and the [Center for Leadership](#). If you can't find what you are looking for, we encourage you to contact us directly (studentinvolvement@elon.edu, 336.278.7214, or stop by Moseley 201 or 205).

Again, we thank you for serving in this very important role as your involvement enhances your own college experience and the entire Elon community. Best of luck and success this year!

A comprehensive list of all recognized Student Organizations can be found on [PhoenixCONNECT](#).

For more information contact:

Student Involvement

Moseley 201 and 205

2973 CB

Elon, NC 27244

[\(336\) 278-7214](tel:3362787214)

studentinvolvement@elon.edu

Student Organizations at Elon

This section provides information about what it means to be a recognized student organization at Elon. It highlights the many different types of organizations and the benefits and responsibilities of all organizations on campus. Additionally, this section provides information about the new organization development process, the annual renewal process, and membership and officer eligibility.

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*** designates a University policy found in the Student Handbook**

**** designates a student organization policy**

Introduction

A registered student organization can be defined as a group of students joined together in the pursuit of a common educational or co-curricular purpose that supports the mission and values of Elon. Through Student Involvement, the university supports student organizations by coordinating the new organization intake process, yearly renewal process, and the collecting of membership and leadership rosters. Student Involvement also serves as the University clearinghouse for all registered student organizations and maintains current information on each recognized student organization, its officers or authorized representatives, its purpose, and its advisor through [PhoenixCONNECT](#).

Core Principles for Elon University Registered Student Organizations *

These Core Principles were developed in partnership with the Student Life Committee (Standing Committee of the Faculty Handbook as stated in Article VIII, Section 18). It is expected that all recognized organizations adhere to these principles.

1. Student organizations must be formed and administered by Elon students.

Student leadership and the opportunity for student organizations to be self-governing within the policies and expectations of the university are key aspects of the learning and leadership experience. Elon recognizes and supports student organizations as part of its educational mission. Faculty and staff (and in some cases approved, non-Elon personnel) are welcomed and expected to serve as advisors, but may not vote or lead the club or organization. Unless specifically approved by the Student Life Committee, non-students may not be members of student organizations and clubs, though Elon faculty and staff may be approved to participate in some of their activities, depending on the nature and mission of the student organization/club.

2. Student organizations must comply fully with the university's non-discrimination policy.

"Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity or veteran's status (collectively, "Protected Categories") in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs. Consistent with our nondiscrimination statement, the University does not tolerate the discrimination or harassment of any student, University employee or other individuals associated with the University including, but not limited to, vendors, contractors, and guests on the basis of membership in any of these Protected Categories " *2024-2025 Faculty Handbook and Student Handbook and the Division of Inclusive Excellence* (<https://www.elon.edu/u/inclusive-excellence/university-statements/statement-of-nondiscrimination/>)

3. Student organizations must welcome any Elon student in good academic and social standing as members.

The rationale is, again, that student organizations are part of the educational enterprise of the university so that any student, who is interested in learning about and participating in a student organization, must be welcomed. There are a few exceptions to all members participating in all activities. Student organizations such

as a cappella groups, dance groups, etc. may hold auditions; honor societies may set GPA requirements; and some organizations may set selection criteria, such as the social and business fraternities and sororities. In addition, some may develop and use criteria to select a smaller set of the members to represent them on certain occasions, but to the greatest extent feasible, the full membership should be included in all activities. For example, competitive groups, such as club sports, may develop and use criteria for selecting travel team to and participate in competitions at other schools if funds are insufficient or it is otherwise not feasible for the entire team to travel. All of these exceptions must be specified in the student organizations by-laws which must be approved by the Student Life Committee.

4. The leadership selection of student organizations must be entirely student led and administered following the democratic process specified in their by-laws.

The Student Life Committee believes that, as part of the educational process, student organizations should engage in respectful dialogue over differences in opinions and views, and allow its members to elect the individuals they deem best for leadership positions.

5. Accountability for members and officers of student organizations must be based on clearly established behavioral criteria.

Sanctions against, or dismissal of members/officers, must be based on clearly established, written criteria in student organization by-laws, or manuals approved by the full membership (according to procedures specified in the by-laws). Reasons for holding a student accountable must be based on behaviors inconsistent with clearly defined criteria and not subjective questions of identity, belief, or fit. In addition, any conduct process must adhere to basic due process principles, including: written notice to the student that states the incorrect behavior for which the student is being charged; the opportunity for the student to prepare for, and respond to the charges; and, the opportunity for the student to face the person(s) charging the student. Organization members are also expected to uphold all university policies and may be held accountable based on the behavior by the appropriate department on campus.

Community Standards for All Student Organizations *

In order to promote a relationship between recognized student organizations and the University that is based on trust, collaboration, cooperation and the resulting mutual benefits to the University and the campus community, Student Involvement has developed criteria for the recognition of these organizations.

- I. Student organizations enhance participation in the cultural, academic, social, service, philanthropic and spiritual life of Elon. The individual and group performance of members of our organizations should always uphold the values stated in the organization's constitutions and/or by-laws. By virtue of the University's recognition of each organization's stated principles and ideals, the University expects that the goals of student organizations will be implemented in a manner that is compatible with the goals and mission of the Elon community.
- II. It is the practice of Elon to recognize only student organizations that have been developed through the University student organization process as outlined by Student Involvement and the Student Life Committee. Accordingly, the University generally will not recognize or sanction events, activities or circumstances where students are involved via affiliation with other organizations not recognized at Elon.
- III. As stated in Elon's goals, an important objective of the Elon experience, both in and outside of the classroom, is to educate and develop mature, responsible members of the community. Accordingly, it is important that each recognized organization's values and founding principles be congruent with these goals. Recognized organizations are permitted certain privileges and, correspondingly, must undertake certain responsibilities within this community. There is a mutual accountability between the organization and the University.
- IV. The Elon Student Honor Code and all other Elon policies supersede and preempt any and all inconsistent or contrary regulations, policies and/or decisions made by registered student organizations and/or their inter/national organizations and affiliates.
- V. Student organization leaders are expected be knowledgeable of and adhere to any policies/practices as outlined by the University and any academic/administrative department or national organization with which the organization is affiliated.

Types/Categories of Student Organizations

Each of our recognized student organizations is placed in one of twelve categories. Below are the student organization categories and their respective mission statements:

Academic & Professional – To further knowledge and enhance commitment to future study through affiliation with an academic department, major, or professional organization. To provide a network for students with similar professional interests to learn about future career fields and support students in career and internship aspirations.

Club Sports – To promote and develop interest in a particular sport or activity. Clubs may be instructional, recreational, competitive, or may be involved in any combination of these elements.

Cultural – To educate students on cultures different from their own in order to enhance their global perspective. To celebrate different cultures' histories and traditions.

Fine Arts – To create and promote the use of creative arts including music, performance, dance, talent, and creative skills.

Government – To educate and facilitate knowledge about the various aspects of government and the governance of the Elon University campus. To promote open-minded public discussion of relevant issues and focus on social support in hopes of providing real life solutions to topics of interest.

Greek – To foster the development of their members by promoting friendship, loyalty, academic achievement and intellectual development, service to the community and their alma mater, honor and integrity, leadership and personal responsibility. Fraternity and sororities promote lifetime relationship bonds of brotherhood and sisterhood.

Honorary – To recognize students for their academic, scholarly, or leadership achievements by conferring membership upon their members.

Media – To provide students a means for showcasing their multi-media talents and publish their work. To provide information on current events and related news to the Elon community.

Performance – To create and promote the use of creative arts including music, performance, dance, talent, and creative skills.

Programming – To provide activities and entertainment for the campus and community. Sponsored programs and activities include social, educational, information, or developmental events that contribute to the development of students. They focus on

designing and implementing programs that broaden the cultural awareness and appreciation of diversity on campus.

Spirituality – To offer support and educate students about particular spiritual and/or religious practices, philosophies, and/or beliefs.

Service and Advocacy – To provide volunteer service to others and encourage civic engagement.

Each category may have additional criteria that apply to organizations in their respective areas. A comprehensive list of all recognized student organizations can be found on [PhoenixCONNECT](#).

Religious and Spiritual Life Student Organizations, Community Ministries, and University Programs

All regular activities and programs within Religious and Spiritual Life are classified as Recognized Student Organizations (RSOs), Community Ministries, or University Programs. Both RSOs and Community Ministries are expected to follow all relevant University policies, including the policies for student organizations administered by the Office of Student Involvement.

- The main difference between Religious and Spiritual Life RSOs and Community Ministries is that RSOs are fully student-led and fully comply with the Core Principles for Elon University Student Organizations and Clubs. As such, RSOs are eligible to request student activity fee funding through SGA.
- Community Ministries within Religious and Spiritual Life may adopt certain religious criteria for student leaders, so long as these criteria are public, transparent, and approved in advance by the Truitt Center.
- Religious and Spiritual Life University Programs are staff-led programs and include Jewish Life, Catholic Life, and Muslim Life. While these programs may be in partnership with certain RSOs, they may not compromise the student leadership of these organizations.
- All Religious and Spiritual Life RSOs, Community Ministries, and University Programs are required to register their events through PhoenixCONNECT and to welcome all students in good standing at public events. They are also all required to follow the [Truitt Center's policies](#) and the University's [Faith-Sharing Policy](#), which include not denigrating any of a person's identities and not denigrating or delegitimizing a person's religion, philosophy, or lack thereof.

For more information regarding Spiritual organizations and groups on campus, please visit the [Truitt Center website](#).

Benefits of Organization Recognition**

It is a privilege for student organizations to be recognized by Elon. It is expected that each registered student organization will align its goals and aspirations with those of the University and be beneficial to the organization's members and the Elon community. In some instances, Student Involvement and the Student Life Committee may deem it necessary to review an organization's recognized status, operations, and procedures. Under such conditions, Student Involvement or the Student Life Committee reserves the right to remove an organization's recognized status with the University. Elon University reserves the right to review and to take any action it deems appropriate with respect to any questionable actions or activities undertaken by any registered student organization and/or its members.

Depending on the status of an organization, benefits associated with being a recognized student organization at Elon may include:

- Use of University facilities and spaces on campus.
- Opportunity to sponsor on-campus events and activities.
- Individual organization page on [PhoenixCONNECT](#).
- Ability to reserve University vans (for those who have been van certified).
- Ability to apply for office space in the Student Center in the Moseley Center.
- Eligibility to apply for funding through the [Student Government Association](#) (if applicable).
- Access to leadership, diversity, and risk management trainings.
- Ability to request University resources for meetings and events (i.e. media, catering, moving and set up, etc...).
- Eligibility to participate in University sponsored events and programs, such as the Organization Fair, Homecoming, intramural sports, etc.
- Access to all resources and support of staff members in Student Involvement, the Center for Leadership, the Moseley Center, and other university departments.
- Support and guidance from a University faculty or staff advisor.

Student Involvement Ambassadors

As a student organization, you also have access to the resources and support provided by the [Involvement Ambassadors](#). These student leaders help their peers find ways to engage in the many opportunities and events in the Elon community. This dynamic team serves as an extension of Student Involvement and assists students 1:1 in getting involved on campus year-round.

Located in Moseley 205, the Involvement Ambassadors can help match interests to those opportunities available here on campus. The more they know about your organization and activities, the better they will be able to help your organizations thrive by connecting potential new members with your group. They are available Monday-Friday to meet with you or with students who want to learn more about getting involved in organizations and events on campus. All are always welcome.

Come stop by Student Involvement and visit the Involvement Ambassadors today!

Moseley Student Center 205

Monday – Friday 9am-5pm

studentinvolvement@elon.edu

336.278.7214

[Involvement Ambassadors on PhoenixCONNECT](#)

Responsibilities of Student Organizations**

All recognized organizations are expected to uphold University policies and procedures and always act honestly in the best interest of all when conducting organizational business and activities. They are expected to adhere to the Honor Code, Code of Conduct, all federal and state laws, and to other applicable policies. In order to continue receiving the benefits of organization recognition status, student organizations must meet certain expectations.

These expectations include:

- Participating in the annual renewal process through Student Involvement.
- Participate in semester organization leader training, leadership development, risk management, and other expected trainings each semester.
- Following all university policies and procedures, including the Code of Conduct found in the Elon Student Handbook, and adhering to all local, state and federal laws both on and off campus.
- Ensuring all activities and programs sponsored by the organization are consistent with the mission and goals of the organization and the University.
- Operating in a manner that is consistent with the mission and goals of the University and the organization's bylaws.
- Demonstrating respect for the University community and other student organizations.
- All officers and members must meet the eligibility for participating in student activities as indicated in the Student Handbook. (See "Membership and Officer Eligibility" below.)
- Managing and updating the organization's page on [PhoenixCONNECT](#).
- Submitting all membership and leadership updates in PhoenixCONNECT each semester.
- Maintaining all chartering documents and current bylaws in PhoenixCONNECT.

Forming a New Student Organization*

Recognized student organizations provide opportunities for learning, student engagement, leadership development, and fostering of shared interests. These organizations are student-initiated and student-run. In order to begin the reviewing process, potential new student organizations must meet the following criteria:

- The mission of the student organization must reflect the mission and values of the University.
- The services and programs offered by the organization must directly relate to the University and organization missions.
- The mission, services, and activities of the organization should be different from any other recognized student organization.
- Proposed organizations that are formed for commercial purposes or primarily for the financial benefit of an external corporation or organization will not be recognized.
- Sororities and fraternities must be affiliated with a national organization; as part of the formation process they may be affiliated with one of Elon's existing governing councils (Interfraternity Council, the Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Association) and have completed the appropriate expansion process led by staff in Student Involvement.
- A full-time faculty or staff member of the University must be in agreement to serve as the organization's advisor.

While Elon has over 200 recognized student organizations, there are always opportunities for students to explore the possibility of developing a new organization. In order to start the development process, students must:

- Not be in their first-year first semester at Elon or in their final semester before graduation.
- Attend a New Student Organization Information Session at the start of the semester.

Only students who attend a session will be eligible to submit a proposal. After the sessions conclude, proposals will not be accepted again until the following semester.

For more details about the new organization development process and timelines, please visit [Student Involvement](#) or contact studentinvolvement@elon.edu.

Process for Forming a New Student Organization**

Student Involvement assists in establishing new organizations. Below is the step-by-step new organization development process.

While Elon has over 200 recognized student organizations, there are always opportunities for students to explore the possibility of developing a new organization. **Note: students in their first semester at Elon or in their final semester before graduation are not eligible.** To start the development process, students must:

(Note that some student organizations have additional considerations necessary during development process, i.e. fraternities and sororities. Please contact Student Involvement for more information).

Step 1: Attend a New Student Organization Information Session hosted by Student Involvement.

In order to start the development process, students interested **must** attend one New Organization Information Session held at the beginning of the semester (see above for details). Only those who attend one of the sessions will gain access to submit a proposal. Once the sessions are complete for that particular semester, there will not be another opportunity to create an organization until the beginning of the next semester.

When a group is beginning the development process, it may:

- reserve rooms through [PhoenixCONNECT](#) for the purpose of holding interest meetings; and
- advertise the group will be holding interest meetings (via PhoenixCONNECT, tabling, flyers, digital posters, Today@Elon, ENN, etc.) to gain membership and assess viability of the organization.

The group may not:

- use the 'Elon University' name in any of its communication;
- host events on- or off-campus;
- travel off-campus as a group;
- otherwise function as a student organization (i.e. attend competitions, hold performances, etc.).

Step 2: Submit 'New Student Organization Proposal' on PhoenixCONNECT.

Step 3: Student Involvement staff work with the Student Organization Advisory Board ([SOAB](#)) to review applications, make preliminary category determinations, and request advisor agreement before seeking final feedback from relevant campus partners.

Step 4: Per final recommendations, student leaders attend constitution/bylaws development workshop.

Step 5: After the group submits their constitution/bylaws, they are reviewed by the Student Life Committee (SLC) and may be granted Provisional Status.

Step 6: After a minimum of three semesters, student organization leaders must complete provisional review with the Student Life Committee. The SLC determines eligibility for full/active status.

If you have any questions about this process, feel free to contact Student Involvement at 336-278-7214 or student_involvement@elon.edu, or stop by Moseley 205.

Levels of Student Organization Recognition*

There are different levels of student organization recognition during the development process and for existing organizations. Provisional and Full/Active Statuses are granted during the development of new organizations. Once an organization is developed, it may be deemed necessary by Student Involvement, the Student Life Committee, or the office of Student Conduct to move the organization to Probationary or Inactive Status. Certain benefits and privileges are awarded of student organizations in good standing at each of the levels of recognition. Furthermore, organizations with national affiliations may be subject to additional guidelines and recognition statuses per their respective national organization.

Organization Status**

Provisional and Full/Active Status

Once a group has achieved Provisional status, they can function largely like a fully recognized and Active student organization. They may:

- Function as a student organization (attend competitions, hold performances, etc.).
- Have access to an organization page through PhoenixCONNECT.
- Reserve rooms, vans, and other necessary equipment through PhoenixCONNECT.
- Advertise that the group will be holding interest meetings (via PhoenixCONNECT, flyers, digital posters, Today@Elon, ENN, etc.) to gain membership and assess the viability of the organization.
- Access the University's liability insurance.
- Use "Elon" in conjunction with the name of the group (Elon cannot be the first word in the official name of the organization).
- Participate in student organization fairs (if they've completed the required training and organization renewal process).
- Be listed on official Elon documents and websites as a student organization.
- Request funding from the Student Government Association. (Visit [SGA's website](#) for more information on the funding process.)

Probationary Status

Student Involvement, the Student Life Committee, or the office of Student Conduct can recommend an organization be placed on Probationary Status due to:

- Lack of sufficient and sustainable membership.
- Failure to submit membership rosters, leadership rosters, and complete fall re-registration and renewal process..
- Lack of student leadership/selected officers.
- Recommendation from the faculty or staff advisor.
- Violations of regulations and policies specified in the Elon University Student Handbook.

- Lack of communication with Student Involvement.

Student Organizations with Probationary Status may continue to function as an active organization by hosting meetings and events. After a period of one semester, a Probationary review with the Student Involvement will be held to recommend the organization remain on probation, move to Full/Active status, or move to Inactive status.

Inactive Status

Inactive organizations are no longer permitted to function on campus as stated above. By recommendation from Student Involvement or the Student Life Committee, an organization can be moved to Inactive Status due to:

- Lack of sufficient and sustainable membership.
- Failure to submit membership rosters, leadership rosters, or complete the fall re-registration and renewal process.
- Lack of student leadership/selected officers.
- Failure to participate in required programs, education sessions, and trainings sponsored by Student Involvement, the Center for Leadership, the Moseley Center, or the University department with which the organization is affiliated.
- Recommendation from the faculty or staff advisor.
- Lack of communication with Student Involvement
- Improper use of SGA funds.
- Remaining on Provisional status following 2 or more Provisional reviews with the Student Life Committee.
- Organizations may not remain on Probationary Status for more than 3 consecutive semesters without noticeable action being taken to sustain the organization.

Any inactive organization must submit all new forms (proposal, advisor, and cluster/dean recommendation) to Student Involvement to begin the reinstatement process. Inactive organizations will begin the development process just as a new organization regardless of their previous existence on campus. Please refer to the development process above for more specific details.

Membership and Officer Eligibility*

All undergraduate students are eligible for membership in any recognized student organization, in accordance with the standards – academic or otherwise – established by each organization. Student organizations are expected to comply with the university nondiscrimination statement in membership and officer selection, except for the limited exceptions for club sport, fine arts, and fraternity/sorority organizations, as described in the Core Principles for Recognized Student Organizations.

Any graduate student may be an associate member of a recognized student organization and participate in organization activities, but may not hold office or vote.

Faculty and staff may attend student organization activities, but may not be members of recognized student organizations, and thus may not vote, hold office, or participate in decision-making of the student organization. Faculty and staff advisors for organizations are invited to attend meetings and advise members and officers in their decision-making and deliberation processes.

The officers of all recognized student organizations may not be not on academic or disciplinary probation at the time of their election or appointment and throughout their term of office.

The authority and responsibility for ensuring that officers are eligible to hold office shall reside with the officers and advisor of the organization. In instances of dispute, the decision-making authority and responsibility rests with Student Involvement. Please contact [Student Involvement](#) for information about how to ensure officer eligibility.

Elon University has a deferred joining policy for students interested in social values-based fraternities or sororities. To be eligible to participate in recruitment/intake activities, students must:

- Be enrolled as a full-time student
- Have earned at least 12 credits at Elon University or transferred to Elon with a minimum of 12 credit hours from another college or university
- Not be on academic or disciplinary probation
- Meet the minimum GPA requirements of the respective governing council or organization

For more details about the deferred joining policy, contact our staff in [Student Involvement](#).

Organization Leader Responsibilities

<https://www.elon.edu/u/student-involvement/student-organizations/student-organization-handbook/organization-leader-responsibilities/>

As a student organization leader, you have many responsibilities. This section offers resources about managing the group and shares responsibilities and expectations of all student leaders, including training and leadership development opportunities, semesterly roster validation and the [Elon Experience Transcript \(EET\)](#). You can also find information about the advisor's role. There is also valuable information about transitioning leadership roles (transition checklist) and how to validate service hours in this section.

Quicklink

- [Organization Leader Responsibilities](#)**
- [Annual Re-Registration and Renewal Process](#)**
- [Trainings and Leadership Development](#)
- [Elon Experience Transcript – Membership and Service Hours Validation](#)**
- [Leadership Transitions and Checklist](#)
- [Student Organization Advisors](#)

*** designates a University policy found in the Student Handbook**

**** designates a student organization policy**

Organization Leader Responsibilities**

Being a student leader at Elon comes with distinct responsibilities and expectations.

Organization leaders are not merely serving as the head or face of the organization, but rather a conduit of pertinent information that is vital to the success and sustainability of the organization. The responsibilities of student organization leaders include:

- Ensuring the values of the organization and the institution are integrated through missions and standards of the organization, membership, and programming of the organization.
- Being knowledgeable of and adhering to the Elon Student Code of Conduct, the Elon Student Handbook, local, state and federal laws, and all University policies and regulations.
- Re-registering each academic year by renewing the organization profile page on PhoenixCONNECT in order to maintain organization recognition status with the University.
- Submit appropriate semester reporting forms through PhoenixCONNECT, including, but not limited to, updating membership rosters, officer contact information, schedule of events, and organization bylaws/constitution.
- Updating membership rosters each academic term on PhoenixCONNECT with all new members, active members, and leadership changes.
- Actively participating in required programs, education sessions, and trainings sponsored by Student Involvement, the Center for Leadership, the Moseley Center, or the University department with which the organization is affiliated.
- Fostering an atmosphere within the organization that is supportive of high academic standards and ethic of care for one another and the community.
- Ensuring the name of the full-time Elon faculty or staff member who serves as the organization advisor is on file and approved with Student Involvement and keeping the advisor informed of meetings, events, and other activities planned by the organization.
- Maintaining, encouraging, and fostering positive community relations. Members living in the community represent their organization.
- Consulting with Student Involvement about all proposed changes to the organization's bylaws/constitution.

- Preparing and submitting funding requests to SGA.
 - Submitting nominations for the annual Dr. Lambert Student Organization Awards.
 - Informing and educating all members on relevant policies and documents.
-

Annual Re-Registration and Renewal Process**

Each fall semester, the President (or equivalent position) is required to re-register and renew the organization in PhoenixCONNECT. When prompted by Student Involvement, the President will be asked to complete a series of questions, update all leadership information, and submit an updated copy of the organization's bylaws on the renewal form. This process is required of all organizations to maintain 'active' status and receive the benefits and privileges of recognized student organizations.

Organizations that fail to complete the Org Renewal process will be considered 'inactive' and will not receive the privileges afforded recognized groups. Some of these benefits include using university facilities and spaces on campus, being listed in the Organization Directory on PhoenixCONNECT, the ability to reserve university vans, applying for and using SGA funding, and participating in the Organization Fair.

Trainings and Leadership Development**

All student organizations are required to send their President (or equivalent), Vice President(s), Treasurer/Finance Chair, and Event Planner/Social Chair to attend the Student Leader Training Session each semester. These student leaders are responsible for then sharing all information with their respective organization(s). Student Involvement will share specific dates and additional details before the beginning of each semester regarding this training.

Some organization leaders may be expected to complete and attend additional trainings and workshops as required by the Student Government Association (related to applying for and/or receiving funds) or respective university departments.

For more information about additional leadership development opportunities, please visit [Student Involvement](#). (Moseley 201) and the [Center for Leadership](#) (Moseley 230).

Elon Experiences Transcript – Membership and Service Hours Validation**

The [Elon Experiences Transcript](#) (EET) is a visual documentation of students' participation in global engagement, internships, undergraduate research, leadership, and service experiences. The Office of the Vice President for Student Life coordinates the EET in partnership with other university departments.

Student Involvement facilitates a membership roster validation process each semester. As a leader of your organization, you are responsible for ensuring all current leaders and members are identified in your roster on PhoenixCONNECT. Your advisor will be asked to validate all members of your organization during this process.

These are important because when student organization rosters are validated on PhoenixCONNECT, students will receive credit on the EET for officer leadership positions that are held. The EET will include each student's leadership positions and the terms of service to the student organization. For information regarding your EET or how to update rosters, please contact [Student Involvement](#).

Student organizations are also strongly encouraged to validate all hours of service with the community. At Elon, service is defined as work accomplished through direct service, indirect service or advocacy with domestic and international communities. Service can be with non-profit organizations, non-governmental agencies, governmental programs, schools, church programs that serve a community need, and organizations that serve high-need populations. Validated student service can occur whenever a student is enrolled at Elon, which includes times when school is not in session. These hours can be completed individually by students, part of an academic course, with a student organization, or with a campus department. While service is not about counting or quantity, service hours are included on the EET as a validated record of students' service during college. Specific information on what counts as service and how to validate hours can be found on the Kernodle Center for Civic Life's [Phoenix Serve](#) website.

Leadership Transitions & Checklist

One of the most important tasks you will complete as a student leader within your organization is the transition and mentorship of your successor. Not only does a successful transition assist in the continuity of organization's mission and goals, but it also helps the organization continue to grow and thrive on campus. The following is a list of transitional information and tasks that you should complete at the end of your term of service to the organization. (It is helpful if many of these begin as soon as your successor is identified even if they do not assume office right away.) This is not intended to be an exhaustive list, but rather provide basic transition information. We recognize that more specific needs and information may be required of your organization.

REVIEW BASIC INFORMATION ABOUT THE ORGANIZATION:

- ☐ Your organization's history.
- ☐ University policies and procedures as outlined in the Student Organization Handbook.
- ☐ Organization goals for the upcoming semester/year.
- ☐ Organization bylaws/constitution as founding and guiding document and procedures for the entire organization.

Review LEADERSHIP ROLES:

- ☐ Responsibilities related to PhoenixCONNECT including navigating the organization's profile page, having all contact information for all organization leaders, updating membership roster, and advisor contacts.
- ☐ Leadership/officer position descriptions.
- ☐ Organization's agendas and minutes from past meetings.
- ☐ Organization's financial records and funding processes, including treasurer's accounts, fundraising information and copies of completed requisitions. If applicable, review of SGA funding requests.
- ☐ The re-registration and renewal process with Student Involvement.
- ☐ Development of organization calendar that includes meetings, events, retreats, and special programs.
- ☐ Past goals, evaluation of progress on those goals, and goal-setting for the future.

With the ORGANIZATION ADVISOR:

- ☐ Meet for a final closing discussion with your organization's advisor.
- ☐ Schedule and hold a transition meeting with the old officers, new officers, and organization advisor.

Student Organization Advisors

Student organizations are student-initiated and student-run. The success of the organization is the responsibility of the students, not the advisor. The role of the advisor is to be a mentor and resource to students, providing feedback and advice in order for students to develop leadership skills and reflect on what they are learning through their activities. Depending on the needs of an individual organization, advisors service in a multitude of roles including mentor, facilitator, educator, and supervisor. Additionally, advisors may assist with student development, budgeting, event planning, organization and other areas that support the mission of the student group.

[Student Organization Advising Statement for faculty](#) (approved by the Student Life Committee)

General Responsibilities of Organization Advisors

- Meet on a regular basis with organization officers.
- Attend organization meetings when possible. Many organizations require an advisor be present when officers are elected/selected.
- Serve as the official Elon liaison with the organization.
- Approve and sign-off of all University procedures through PhoenixCONNECT including verifying membership and leadership rosters each semester.
- Be informed of all University policies and procedures and advise the student organization and leaders to follow all safety, risk, and liability measures.
- Report behaviors that impact the organization and the community.
- Stay informed of all organization advisor information shared by Student Involvement and attend the Student Organization Advisor training sessions when able.

Depending on the mission, function, and needs of a student organization, the advisor's role can vary. Here are some best practices Student Involvement and the Center for Leadership have identified in helping all advisors be successful:

- Have an understanding of the organization's mission, purpose, and goals for the year (a copy of the organization's bylaws can be accessed through the PhoenixCONNECT page).
- Get to know the student leaders, be supportive, and help them make meaning of their experiences. This is a wonderful opportunity for mentorship!

- Be aware of important dates such as mandatory training sessions, budget timelines, available workshops, recognition events, and the annual renewal process.
- Serve as a resource to the leaders with regard to understanding all University policies and procedures and know how to find the answers. (Connecting with Student Involvement is always an option for finding answers!)
- Be accessible and visible to the organization leaders.
- Understand the group's dynamics and development – help good organizations become better.
- Assist in the leadership transition process and help in sharing consistent information with new officers. The advisor is often a consistent presence for the organization, serving as the preservationist and helping maintain a “healthy” organization.

[Student Involvement](#) and the [Center For Leadership](#) offer many resources and support for advisors, including the Advisor Role Checklist, an event debrief template, one-on-one consulting, and training opportunities. Please visit their website to learn more about the resources available to recognized student organization advisors.

Event Planning

<https://www.elon.edu/u/student-involvement/student-organizations/student-organization-handbook/event-planning/>

Planning to host an event? No need to search any further. Use this section to begin and think through the event planning process. It includes useful resources for planning a successful event, hiring security officers, managing risk, guidelines for contracts and agreements, having food, and important university policies. At the end of the section you will find some event planning tips and a helpful event planning checklist.

Quicklinks

- [Events](#)
- [Planning and Registering an Event](#)*
- [Event Registration and Times](#)*
- [Managing Risk](#)
- [Requesting Security Officers](#)**
- [Student Organization Travel](#)**
- [Guidelines for Contracts and Agreements](#)*
- [Copyrighted Material](#)*
- [Political Activities](#)*
- [Student Demonstrations](#)**
- [University Position Statement on Alcohol](#)
- [Guidelines for Hosting Student Organization Events with Alcohol](#)**
- [Marketing and Posting Policy](#)*
- [Town of Elon Ordinances](#)
- [Best Practices for Event Planning](#)
- [Event Planning Checklist](#)

*** designates a University policy found in the Student Handbook**

**** designates a student organization policy**

Events

All recognized student organizations on campus host meetings and various event(s) throughout the year. Events can be large or small and include programming or social aspects including but not limited to: speakers, performances, philanthropies, fundraisers, social gatherings, conferences, rallies, outside exhibits, Moseley Center tables, College Coffee tables, etc. Organization events are usually advertised on campus or to students and may be open to the public. They are anything planned by a group beyond a general meeting.

Here are some helpful questions to consider when determining if what you are planning could be considered an organization-sponsored event or activity:

- Is the event being hosted or planned by one or more members of the organization and supported by the executive board/officers/leaders?
- Is the event financed by the organization and/or being hosted on campus?
- Is the event being hosted or planned by one or more organization members and supported by members/associate/new members?
- Does the executive board/officers/leaders have prior knowledge of the event?
- Is the event listed or advertised on the organization website, social media accounts, or in group messages?
- Do online invitations refer to the organization?
- Is the event listed on an organization calendar [public or private]?
- Will the event be announced at an organization meeting?
- Will members of the executive board/officers/leaders be in attendance?
- Are members attempting to rename the event in order to give the appearance that it isn't associated with the organization?
- If guests were stopped on their way to the event, would they say they were going to the "XYZ organization" event?
- Is the event actively or passively endorsed by a majority of active organization members/leaders?
- If something happens at the event, is the president one of the first people you would call?

If you answered 'YES' to any of these questions, then what you are planning could be considered an organization-sponsored event.

Planning and Registering an Event**

Student organizations are required to register all on-campus events and meetings through [PhoenixCONNECT](#). Organizations are also required to register events off-campus when using University vehicles, University name or University funds (department or SGA funding).

Many organizations may choose to host events or programs off-campus. This may include community service opportunities, retreats, conferences, gatherings, or social events. Student organizations planning off-campus events are responsible for evaluating and managing the risks associated with those activities, including the safety of participants, compliance with applicable laws and policies, transportation arrangements, and any contractual obligations. Organizations and individual participants assume responsibility for their decisions and conduct during off-campus activities. If any reasonable person would assume that an event or activity off-campus is related to a recognized organization, then it may be considered an organization-sponsored event and subject to University policies, procedures, and conduct processes.

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For all planned events, organizations are expected to engage in thoughtful planning and risk assessment and to follow applicable event planning guidelines and University policies. Know that student organizations and their members are expected to follow all University policies and procedures regardless of the event location. Here is a helpful event planning guide to assist you in hosting a successful event – [Event Planning Guide](#)

Event Registration and Times*

All events on campus must adhere to university event guidelines found at the [Event and Space Management](#) website and must be approved through [PhoenixCONNECT](#). All events must be conducted in accordance with these guidelines and policies and adhere to the Elon University Honor Code. Students, including student groups and organizations who violate these policies may be referred for adjudication.

Events scheduled on-campus may not begin before sunrise and must conclude by 11 p.m. Sunday through Thursday or by 2 a.m. for events that begin Friday or Saturday evening, unless prior approval is granted through the event registration process.

Student events will not be approved to occur on Reading Day or during Final Exam Periods. Any exceptions to this policy are determined by the Provost and the Vice President for Student Life and will be limited to university-sponsored activities that do not involve student responsibility for leading or planning events and that do not conflict with students' ability to focus on their academic responsibilities. Student events are also typically not approved to occur when the university is closed or during major university events such as convocations, undergraduate commencement, SURF Day activities, etc.

Demonstrations and other expressive activity must follow University Demonstration Guidelines, may not begin before sunrise, must conclude before 11 p.m., and may not be conducted on dates listed above when student events are not approved to be held.

Managing Risk

All events have some element of risk.. Student organization leaders are responsible for identifying potential risks, evaluating their likelihood and impact, and taking reasonable steps to reduce or manage those risks. Risk may include the potential for injury, property damage, financial loss, reputational harm, policy violations, or other adverse outcomes for the organization. Any possibility of loss, harm or damage to individuals or property with an organization event or activity would be considered a risk.. Effective planning, informed decision-making, and adherence to University policies, procedures, and risk management guidelines are among the most effective ways to promote participant safety and reduce the likelihood of harm. Organizations planning activities that involve elevated risk may be required to complete additional planning, obtain approvals, provide participant waivers, secure insurance coverage, or implement additional safety measures as determined by the University.

Requesting Security Officers**

Through the event registration process, specific details of the event may prompt the need for a student organization to request security officers for events on campus or in University-run facilities. These could include:

- Alcohol is present.
- The event is planned to occur overnight on campus.
- There is an expected attendance of over 100 participants. If there are no alcohol or entry fees, a faculty or staff advisor can be present in lieu of security officers for the duration of the event (1 advisor per 100 participants). Security may be determined on a case-by-case basis by Student Involvement in consultation with Campus Safety and Police.
- The event is late night and/or requires an entry fee. Security may be determined on a case-by-case basis by Student Involvement in consultation with Campus Safety and Police.
- The event poses potential loss, damage, or danger to individuals or property.
- The event is a competition or debate and does not meet the above criteria; it will be decided by Student Involvement in consultation with Campus Safety and Police (i.e. political debate, step show, club sports, etc.).
- It is recommended by an organization advisor or a University administrator.

The decision about need for security officer(s) at student organization events will be made by Student Involvement, in consultation with Campus Safety and Police.

Student Organization Travel**

Travel off-campus is often part of a student organization's activity. **Student Organization Travel is defined as any time a student (or group of students) travels outside of Alamance County due to their organization membership.**

The following guidelines apply to student organization travel within the contiguous United States:

- Student organizations should register their travel as a student organization event through [PhoenixCONNECT](#).
- The organization must have a designated student trip leader who is traveling with the group, has attended an in-person training/education session, and serves as the primary contact for the University in the event of accident, injury, illness, travel disruption, natural disaster, local emergency, etc. during travel.
- When planning for travel, please keep in mind that for each "departure" at least one trip leader will need to be present. Student organizations are encouraged to have multiple designated trip leaders for travel. Additionally, to ensure safety and preparedness during travel, any group traveling more than two hours (100 miles) from campus is strongly encouraged to include at least one trained backup driver.
- Student trip leaders are strongly encouraged to communicate frequently with the organization advisor, providing a copy of the itinerary and contact information for all participants before traveling, communicating with the advisor upon departure and arrival, and contacting the advisor should any problems arise while traveling.
- Student trip leaders should call Campus Safety and Police to have the University's Administrator on Call (AOC) contacted in the event of any illness or injury requiring medical treatment or causing a disruption in travel.
- If university-owned vehicles are used for transportation, drivers must be registered and approved in advance and the organization must comply with all policies and expectations for use of university vehicles. Information about reserving university vehicles and becoming an approved driver can be found on the [Moseley Center website](#).

All travel to international destinations (including U.S. territories) by student organizations must be registered and approved by the [Global Education Center](#) as a short-term international program and the organization must comply with all related policies and

requirements. One or more faculty/staff advisors are required to accompany student organizations on all international travel.

Guidelines for Contracts and Agreements*

Often times when hosting events, a contractual agreement is requested on behalf of a third party, including, but not limited to, an artist, performer, speaker, vendor, or the use of an off-campus facility. If there are questions regarding any contracts and the signature process, please contact [Student Involvement](#).

Contracts

Students or advisors should never sign contracts or agreements on behalf of their organization or Elon. All contracts for goods and services must be properly executed by the Director of Purchasing. Any contract signed by anyone (student, faculty or staff member) other than the Director of Purchasing will be considered null and void and the person who signed the contract or agreement will be responsible for all payments, etc., associated with the contract. The University will not take any responsibility for these contracts. More information about contracts and securing proper approval/authorization may be found on the [Purchasing website](#).

- [Read the full Contracts and Agreements policy here.](#)

Elon Dining

Elon Dining has exclusive right to sell, deliver, or distribute alcohol and food on University property. Any use of outside food vendors must be approved by the Resident District Manager for Elon Dining in advance. [Mill Point Catering](#), a division of Elon Dining, offers catering for student organizations. There are a number of off-campus Elon Dining Approved Vendors that do not require prior special approval. Visit their website for more details and for contact information regarding placing a catering order for the next event. Specific questions about contracts and agreements for goods and services related to food and beverage may be directed to the Director of Auxiliary Services.

Barnes & Noble

Elon has an exclusive contract with Barnes & Noble for the selling and/or distribution of other goods and services. All student organization requests for selling of items must be approved in advance by the managers of [Barnes & Noble at Elon University](#) located in the Elon Town Center. Specific questions about contracts and agreements for material goods and services may be directed to the Assistant Vice President for Auxiliary Services.

Copyrighted Materials*

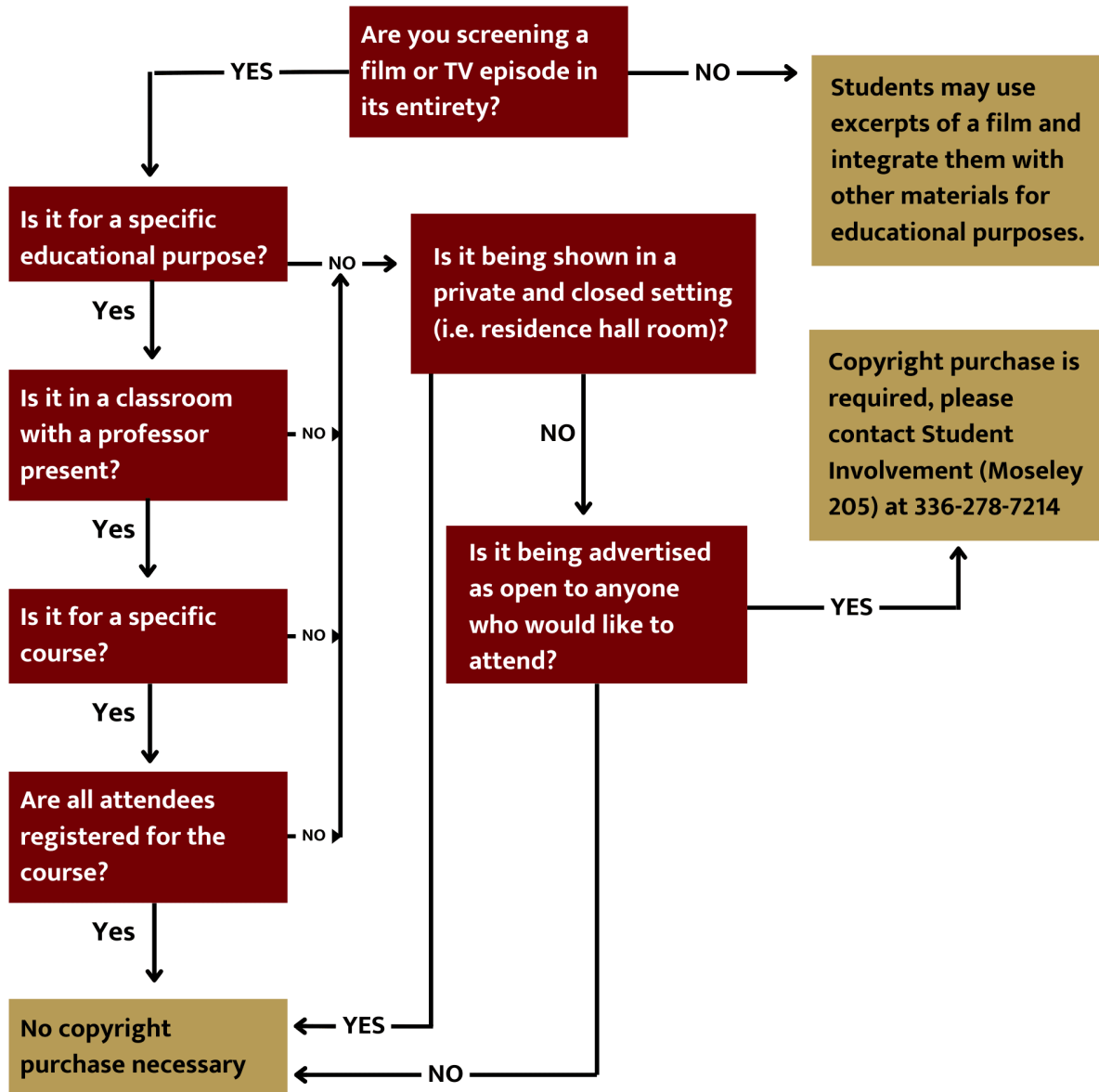
Use of University Name and Logo*

When ordering customized student organization items or using the Elon University name in print, student organizations are required to follow the [Elon University's identity and style guide](#). All student organizations must seek approval from [Auxiliary Services](#) PRIOR to ordering or printing any customized items using the Elon University name or logo. Please consult with the [Director of Auxiliary Services](#) regarding any item and preferred design.



Movie Screening and Copyrights**

Planning to host a movie night or film screening? Please use the flow chart below to determine if it is necessary to purchase the copyrights and proper licenses to screen the film. Contact [Student Involvement](#) with any questions.



Political Activities*

Elon University encourages civic engagement and active participation in the process of democracy, which are central to the mission of preparing graduates who are “global citizens and informed leaders motivated by a concern for the common good.” We emphasize our responsibility to live in community, acknowledging our interdependency with others. We believe that civic engagement necessitates political involvement and active participation in democratic decision-making.

- [Read Elon’s Political Activities Guidelines](#)

Guidelines for Political Candidate Appearances or Campaign Events*

Elon University does not provide institutional support or endorsement of individual candidates for political office. However, recognized student organizations, the Council on Civic Engagement, and other approved groups may use available University space for political candidate appearances, or for persons officially recognized by the party and campaign in lieu of a political candidate, consistent with these guidelines:

- [Read the Guidelines for Political Candidate Appearances or Campaign Events](#)
- [For more related information, read the Guidelines for University-Sponsored Political Forums](#)

Guidelines for Voter Education or Voter Registration

The [Civic Engagement Council](#) schedules robust voter education and voter registration activities for students and encourages student organizations and University departments to support these efforts. All activities must:

- Be carried out in a non-partisan manner and
- May NOT be combined with any campaign activity

Student organizations or University departments interested in voter registration activities are recommended to first consult with the University Political Engagement Work Group for assistance. Feel free to reach out to either of the co-chairs of the Political Engagement Work Group: [Bob Frigo](#) and [Dillan Bono-Lunn](#). Voter registration activities to be held on campus from organizations outside of Elon University must be sponsored by a student organization or University department and be approved in advance by the University Political Activities Working Group.

Contact Information about Political Activities

For questions about sponsoring political activities, contact the [Dean of Student Development](#).

Student Demonstrations**

Elon University encourages open, on-going intellectual engagement and debate through civil, mutually respectful interactions that preserve the openness of public dialogue and debate. An environment that encourages diverse views and the free exchange of ideas is vital to the University, as expressed in the Mission Statement and the statement of Commitment to the Values of Freedom of Expression and Inclusivity. Therefore, the University seeks to ensure that members of the university community (defined as current students, faculty, and staff) may assemble peacefully, express their ideas freely, and demonstrate their concerns collectively by orderly and lawful means.

- [Read the full **University Guidelines for Demonstrations** here.](#)

For questions about these guidelines or organizing a student demonstration, contact the [Dean of Student Development](#).

University Position Statement on Alcohol

Elon University is committed to the intellectual and personal development of students. Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and safeguarding the well-being of others.

- The University welcomes and supports the decision of students not to drink.
- Elon emphasizes education about risks, choices and personal responsibility regarding the use of alcohol. Students are expected to make conscious choices that do not diminish the academic or social success, or personal safety, of themselves or others.
- The University observes laws regarding alcohol use, particularly those that address underage drinking, and holds students accountable for their choices.
- Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to suspension and/or loss of other University privileges.
- Alcoholic beverages may be possessed and/or consumed only by individuals 21 years of age or older in their residence or an approved location.

Guidelines for Hosting Student Organization Events with Alcohol*

- All student organization events with alcohol must be registered through [PhoenixCONNECT](#) at least 3 weeks prior to the planned event.
- Student organizations are not permitted to host organization-sponsored events with alcohol at a private residence.
- Alcoholic beverages in non-residential areas on campus must be provided and sold by Elon Dining since they have the alcohol license and have trained staff to distribute.
- The possession of kegs, common containers, or multi-serving containers which hold or have held alcohol is strictly prohibited at organization-sponsored events, including in vehicles.
- The university abides by the law of the state of North Carolina which prohibits persons who are less than 21 years of age from possessing or consuming alcoholic beverages of all types. Individuals, and/or organizations will be held responsible should they dispense such beverages to persons who have not yet reached age 21.
- The public display or consumption of alcoholic beverages is prohibited by University policy and the laws of the State of North Carolina. No party — formal or informal, planned or spontaneous — involving the use of alcoholic beverages may be held in any area of the campus without prior approval. “Public” is defined in terms of the following locations: all open spaces on the campus; all dining halls and retail spaces; all hallways and stairways; all bathrooms and auxiliary rooms and every other space exclusive of individual residence hall rooms, residence halls and residence space under authority of the university. Students may consume alcoholic beverages provided they are 21 or older, in residence hall rooms and at registered student events.
- An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
- Organizations must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, organizations may register an event at a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.
- Attendance by non-organization members/guests at any event where alcohol is present must be by invitation only.

- Attendance at events with alcohol must not exceed local fire or building code capacity of the space on campus or host venue.
- The organization and its members must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Marketing and Posting Policy*

Approved posters and flyers are only permitted on approved posting locations across campus. The full posting policy can be found in the [Student Handbook](#) and the [Moseley Center's website](#). [University Print Services](#) can assist with the printing of posters, banners, flyers, and other marketing materials.

Digital media boards exist in several locations around campus, including in the Moseley Center. Please visit the [Moseley Center website](#) for information about locations and size dimensions of the varying digital signs on campus.

[Chalking](#) on sidewalks must be registered and approved by the Moseley Center staff. The [Chalking Approval Form](#) is available on PhoenixCONNECT.

Town of Elon Ordinances and Community Expectations

As a recognized student organization, organization leaders are expected to be respectful neighbors and responsible community members both on and off campus. Organizations should consider the impact of their activities on surrounding residents, businesses, traffic flow, noise levels, cleanliness, and overall community well-being when planning and hosting events. You are expected to comply with local ordinances and community standards, including noise, parking, littering, and public safety regulations. Some of the [Town of Elon ordinances](#) which may have an impact during event planning process include:

Noise – The Town of Elon prohibits any person or group from creating or assisting in creating unreasonably loud or disturbing sound levels. Determinations may consider factors such as volume, duration, frequency, time of day, and impact on surrounding community members. Examples include amplified music or sound equipment that disturbs others, particularly between 11:00 p.m. and 7:00 a.m., as well as excessive noise near schools, educational facilities, churches, courts, or hospitals during operating hours. Students are expected to comply with all Town of Elon noise ordinances and may be subject to university conduct processes in addition to municipal citations.

Fires/Opening Burning – The Town of Elon regulates open burning and outdoor fires. Recreational fires, campfires, and fires used for cooking, warmth, or ceremonial purposes may be permitted when conducted safely and in compliance with applicable fire codes and local ordinances. Outdoor fires should be contained in approved fire pits, fireplaces, or noncombustible containers and may not create a nuisance for surrounding residents or properties. Burning refuse, trash, synthetic materials, or other prohibited materials is not permitted. Students may be held responsible for damages, safety violations, or municipal citations resulting from open fires or improper burning activities.

Trash and Littering – The Town of Elon prohibits littering and the improper disposal or accumulation of trash, debris, furniture, appliances, building materials, or other waste on public or private property. Students are expected to properly dispose of waste, maintain residential spaces in a clean condition, and avoid creating conditions that negatively impact neighboring properties or the surrounding community. Students may be held responsible for cleanup costs, municipal citations, property damage, or conduct violations resulting from littering or failure to maintain community standards.

Parking and Traffic – Students are expected to comply with all Town of Elon parking and traffic regulations. Vehicles may only park in designated or otherwise permitted areas and may not block driveways, mailboxes, sidewalks, fire lanes, access points, or waste

collection routes. Improperly parked vehicles may be ticketed or towed, and students may be held responsible for recurring parking concerns

Community Nuisance and Property Conditions – Students are expected to maintain residential spaces in ways that support the health, safety, and well-being of the surrounding community. Conditions such as excessive debris, unsafe accumulations of materials, obstructed walkways, or other property conditions that create safety concerns or negatively impact neighboring properties may constitute violations of Town ordinances and university expectations. Students may be held responsible for community impacts associated with their off-campus residence.

Public Safety and Emergency Access – Organization activities and gatherings must not obstruct public streets, sidewalks, fire lanes, entrances, exits, or emergency access routes. Students are expected to maintain safe environments for residents, neighbors, and emergency personnel and comply with all applicable fire, safety, and occupancy requirements. Failure to maintain safe conditions may result in university action in addition to municipal enforcement.

As members of the greater Elon community, organization leaders are reminded that in addition to the University Honor Code and Code of Conduct, they are accountable for Town of Elon laws and ordinances and state and federal laws. Elon University holds students accountable for their actions on and off campus. For additional information about the Town of Elon and expectations for off-campus activities, visit [the Office of the Dean of Students website](#).

Best Practices for Event Planning

Below are some helpful suggestions that will assist you throughout the event planning process:

- Start planning EARLY! – consider all other university and organization events taking place.
- Think about the objective of this event – what is the purpose, who is your target audience, do you have the budget to support the event?
- Utilize your advisor as you plan your event.
- Identify an appropriate location – think about whether you need a classroom meeting space, large meeting or programming space, space for marketing and tabling, or an outdoor location.
- If you are planning an event outdoors, have you thought of a rain plan?
- Think about collaborating with other student organizations or groups on campus.
- What marketing strategies will you use to encourage students to attend your event?
- Review all Elon policies and guidelines associated with the planned event (i.e. contracts, use of funding, alcohol, food, security, travel, etc.).
- Ask questions – [The Involvement Ambassadors](#) (Moseley 205), [Student Involvement](#) (Moseley 201 & 205), or the [Moseley Campus Center Front Desk](#) are great places to start. We are here to help your event be a success!

Event Planning Checklist

The following is a basic checklist and important questions to ask when planning a student organization event at Elon. It is not an exhaustive list and should be used as a guide to provide assistance through the event planning process. The [Event Planning Guide](#) is a great resource to help you get started. You are also encouraged to connect with [Student Involvement](#) and the [Moseley Center](#) if there are any questions.

Come up with an idea for an event

- ☐ What is the goal of your event/what do you hope to accomplish?
- ☐ Who is your audience or expected attendees?
- ☐ Does this event reflect the mission and purpose of your organization and Elon University?
- ☐ Does this event have any safety concerns?
- ☐ What are the budgetary implications of hosting this event?
- ☐ What other groups or organizations could you collaborate with to host this event?
- ☐ Have you talked with your advisor about the proposed event?
- ☐ Do you have ample planning time? (all student organization events must be submitted at least three weeks prior to the requested date)

Choose a date and a location

- ☐ Choosing your ideal location and date:
 - What other events are also going on during this same time?
 - Will you be able to reserve your preferred location?
- ☐ Register the event and request your location through your organization page on [PhoenixCONNECT](#) (you will be prompted to answer specific questions regarding your event through the event registration form on PhoenixCONNECT).
- ☐ For an outdoor event, did you also identify an indoor location or a rain date?

At this point, if you have questions or need support, we are here for you!

The Event Planning Guide: Visit this website for helpful details in planning your next event.

Moseley Front Desk: moseleyfrontdesk@elon.edu | (336) 278-7215 for questions about space and PhoenixCONNECT approval.

Student Involvement: studentinvolvement@elon.edu | (336) 278-7214 to help plan the event and ask questions on next steps.

Event Details

- ☐ Identify and secure any audio and visual needs and connect with Event Technology Support. Need professional Audio-Visual support for your event? Request it through the event submission process in [PhoenixCONNECT](#).
- ☐ If security is needed, please be prepared to complete an Officer Request Form to be included in your [PhoenixCONNECT](#) event submission.
- ☐ Consider your moving and set up needs for your preferred location (tables, chairs, etc...). All requests must be submitted through the event registration process in PhoenixCONNECT.
- ☐ Do you have plans to have food at your event? There are a number of things to consider!
 - Elon Dining, our campus dining provider, has a [Student Catering Menu](#) that allows you to pick up the food and bring it to your own event (rather than having it delivered and set up) at a lower cost.
 - You may bring your own food to meetings or events, but you must indicate that on the PhoenixCONNECT event registration.
 - If you are using a caterer, you are required to work with Elon Dining or receive prior approval from them to use someone else.
- ☐ If you are planning to have alcohol at your event, you are required to follow the guidelines outlined [here](#).
- ☐ Bringing a speaker, presenter, entertainer, or performance to campus?
 - Get quotes from multiple artists or vendors
 - All contracts must be signed by the [Director of Purchasing](#) and include a [Contract Approval Cover Sheet](#)
- ☐ Finalize your budget for the event and keep track of all receipts.
- ☐ If showing a movie, obtain copyrights.

Marketing and advertising

- ☐ Develop a marketing plan – how will you advertise this event?
 - [PhoenixCONNECT](#)
 - [Digital boards](#)
 - [Involvement Ambassadors](#)
 - [Flyers and posters](#)
 - [Chalking on campus](#)
 - Social media sites
 - Word of mouth
- ☐ Consider reserving a Moseley table to assist with marketing
 - Tabling in Moseley (reserve through PhoenixCONNECT)

Remember these are just a few details and questions to consider when planning to host an event or activity with your organization. At any time during the event planning process, we welcome you to contact [Student Involvement](#) or the [Moseley Center](#).

Financial Management

<https://www.elon.edu/u/student-involvement/student-organizations/student-organization-handbook/financial-management/>

There are many funding sources for student organizations at Elon. The most common is through the Student Government Association as outlined in the SGA Treasurer's Manual or respective university department. Use this section to help identify appropriate funding sources and ways to fundraise on behalf of the organization.

Quicklinks

- [SGA Funding & Finance Bylaws](#)**
- [Fundraising](#)**
- [Solicitations, Donations, or In-Kind Contributions](#)**
- [Best Practices & Ideas for Fundraising](#)

*** denotes a University or student organization policy*

SGA Funding & Finance Bylaws**

Most recognized student organizations in good standing with Student Involvement are eligible to receive funding through the Student Government Association. If an organization is in the Media, Honorary, or Club Sport cluster, please contact the advisor or respective university department regarding the funding allocation process for the organization. All Elon University students and organizations are also eligible to request one-time funding for an event or program through the Fun Fund or Special Allocation process with SGA.

For information regarding the use of SGA funds and requesting funding, please visit the [Student Government Association website](#).

Fundraising**

Student groups at Elon University have the privilege of fundraising on limited situations. There are many different types of fundraising activities: internal fundraisers, external fundraisers, and solicitations, donations, or in-kind contributions. All fundraising events (including philanthropy events) must be registered through [PhoenixCONNECT](#). All fundraising activities must follow University policies and risk management guidelines. Student groups (including registered student organizations, University programs, classes, etc.) should consult with the Director of Campus Center Operations (Moseley Center Information Desk) before planning any fundraisers.

If recognized student organizations, campus programs, and campus groups wish to sell articles or CDs, conduct fundraisers for their philanthropies, or canvass for political or other reasons, they may do so after obtaining approval through [PhoenixCONNECT](#). No publicity concerning the sale may be posted prior to receiving the approval through PhoenixCONNECT. The Moseley Center staff or the Student Involvement staff may consult with the Director of Auxiliary Services and the Assistant Vice President for Administrative Services to assure any such solicitation is in compliance with existing vendor contracts. When approved, it is often stipulated that such activities be conducted in a manner such that students are not approached but, instead, students may choose to approach the solicitor, vendor, or canvasser. No door-to-door solicitation or canvassing is allowed on the Elon University campus except as specified in the Student Government Association Election Guidelines. Students should ask solicitors, vendors or canvassers for proof of authorization and report unauthorized solicitors to Campus Safety and Police. Students should be free from unnecessary distractions and be able to live and study in an environment that is predictable and orderly.

- Raffles and chance drawings are not permitted as per NC state law.
- Student groups may offer door prizes for an event. Groups that want to solicit prizes and gifts (including monetary gifts and sponsorships) from companies must first submit an Event Registration form in PhoenixCONNECT and then obtain permission from the Moseley Center and the Office of University Advancement.
- The use of Elon University internet or e-mail resources for private business or commercial activities, fundraising, merchandising, solicitation or advertising on behalf of non-university organizations, or the reselling of Elon University internet resources to non-University individuals or organizations, and the unauthorized use of the University's name are prohibited. The Vice President for University Communications and the University's Web Policy Advisory Committee may specify

rules and specific forums to allow limited use of university internet resources by organizations for commercial exchange.

- Occasionally, student groups may request to host off-campus fundraisers at local establishments, an example of this are “profit shares” at local establishments. These off-campus fundraising events should be centered on food and/or activities, even when located at a host site that sells alcohol. Profit shares cannot benefit from the sale of alcohol in establishments. Additionally, marketing materials for profit shares cannot include the mention of alcohol. All groups must follow these policies:
 - The business must be located in Alamance County.
 - Profit shares may not start before 9:00am and must end by 11:00 pm.
 - All funds raised in a profit share must come from the sale of food. No money in a profit share may be collected from the sale of alcohol.
 - All alcohol at events occurring off campus must be provided by a licensed and insured vendor. The host site must be willing to contractually assume all responsibility for the purchase, sale and distribution of alcohol.
 - If a host site sells alcohol it must account for less than 50% of its business.
 - If a host site sells alcohol, it is required to enforce state law regarding minimum drinking age.

[Read more about the North Carolina laws on alcohol](#). In NC, the legal drinking age is 21 years old.

All funds raised by student groups must be deposited through their University account at the Bursar’s Office. Please contact Kera Hinton in the Accounting Office with any questions at khinton4@elon.edu.

The University prohibits using personal Venmo-type services to collect funds. Students are welcome to serve as a conduit for awareness by providing marketing for a cause, but are not permitted to personally collect money on behalf of an external organization. If your organization engages in fundraising efforts, please provide a direct link to the fundraising site of the philanthropy that is being supported.

No student group should use the Elon tax ID for any fundraising purposes without specific permission which they need to obtain from Kera Hinton and the Office of Annual Giving in University Advancement. In addition, no student group should give a tax receipt unless they are part of a inter/national organization that has 501(c)(3) status, in which case it would be given under that group’s name and not as Elon. All tax receipts under the Elon name and using the Elon tax ID are issued through the Office of University Advancement. All gifts

given using the Elon name and Elon tax ID must be received and processed by University Advancement.

Internal Fundraisers

Internal fundraisers are defined as events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.).

External Fundraisers

External fundraisers are defined as events sponsored to raise money for charitable, tax-exempt organizations external to the University.

General examples of both internal and external fundraisers include:

- Selling baked goods or other homemade items at a Moseley table (must get approval from the Director of Auxiliary Services).
- Hosting a sport tournament or activity event with an entry fee.
- Planning an on-campus event (host a band or karaoke night at Taphouse, spaghetti dinner, pancake breakfast, decorating contest, pie in the face, cook-off, etc.).
- Profit-shares at a local restaurant.
- Photo booth or other novelty take-a-ways – everyone loves SWAG!
- Photos with the Phoenix.
- Just asking for spare change and donations at registered events or a tables in Moseley.

Solicitations, Donations, or In-Kind Contributions**

These efforts include asking for funds or donations of goods or services either for internal organizational use, activity, or in support of an approved internal or external fundraiser.

This policy provides a means for recognized student organizations to occasionally solicit funds or contributions (in contrast with conducting a fund-raising activity or event) from students, faculty/staff, alumni, individuals who are not alumni, parents, corporations, and/or foundations, for the student organization's internal use directly related to its stated purposes, for an approved campus event, or in support of an approved internal or external fundraiser.

Student organizations must register all fundraising, sales, and solicitation activities through [PhoenixCONNECT](#) and follow university policies, brand guidelines, and contractual requirements. Unauthorized solicitation, merchandising, or use of the university's name/logo is prohibited, and raffles or chance drawings are not permitted. For full details and approval processes, see the [Solicitation, Fundraising, and Merchandising Policy in the Student Handbook](#).

Best Practices & Ideas for Fundraising

Fundraising can be a meaningful way for your organization to support its mission, build community, and engage others in creative ways. Successful fundraisers require careful planning, organization-wide support, and compliance with University policies. Use the following strategies and ideas to guide your efforts:

Plan with Purpose

- Know your “why” – be able to clearly explain the purpose of your fundraiser and how the funds will be used (e.g., philanthropy donations, conference travel, organizational activities).
- Set a reasonable fundraising goal and budget for supplies, space, or marketing.
- Register all fundraising activities in PhoenixCONNECT before advertising or beginning your event.
- Review University fundraising policies and consult Student Involvement or Moseley Center with questions.

Engage Your Organization & Campus

- Ensure full organization support and involve members in both planning and implementation.
- Partner and collaborate with other student organizations or campus groups to expand your reach.
- Be professional – remember you are representing your organization and Elon University to potential new members, campus partners, and the community.
- Market strategically across campus using PhoenixCONNECT, social media, and campus posting guidelines.

Creative Fundraising Ideas *(all must be registered and approved before implementation)*

- On-Campus Fun: Trivia or karaoke night, pie-in-the-face, DIY craft or painting workshop, bake sale or cultural food tasting.
- Seasonal: Candy-grams for Valentine’s Day, pumpkin carving in October, “Finals Survival Kits.”
- Partnership Events: Profit-share nights at approved local restaurants (food sales only), custom t-shirts, stickers, or tote bag sales.

- Skill Sharing: Cooking or dance lessons, tutoring or resume reviews for donations.
Interactive Experiences: Lip sync battles, photo booths with props, game tournaments, or outdoor movie nights.

Follow Through

- Show the impact – share how much was raised and what it will support.
- Recognize and thank all contributors with emails, social media shout-outs, or handwritten notes.
- Reflect with your organization on what went well and how to improve for next time.

Code of Conduct for Student Organizations

<https://www.elon.edu/u/student-involvement/student-organizations/student-organization-handbook/code-of-conduct-for-student-organizations/>

Student organizations provide value to our campus community and to the experience at Elon. As such they are expected to abide by all appropriate policies and procedures. Elon University will not support or condone behaviors that violate the inherent dignity and safety of any individual or group and will hold the organization and its members accountable. This section helps in understanding the conduct process and resources available.

Quicklinks

- [Code of Conduct and Proceedings](#)
- [Alcohol Policy](#)
- [Hazing Prevention](#)
- [Non-Discrimination, Bias, Harassment and Hate](#)
- [Fire, Weapons, and Life Safety](#)
- [Affiliation](#)
- [Host Responsibility](#)

Introduction

As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the University respects the right of its community to exercise free speech, behaviors will not be tolerated that involve discrimination, harassment, destruction of property, or acts of violence. Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs. Student Organizations that fail to abide by these standards may result in University action being initiated against the group; consequently, policies, procedures and penalties set forth in this document apply to student organizations collectively as well as to individual students.

Designated student leaders within each organization will be required to participate in educational programs on risk management, event planning, and other important topics each year for continued organization recognition and all associated benefits. This recognition does not imply the University assumes legal responsibility for the actions of any organization or individual in the organization. Officers and leaders of student organizations

are responsible for assuring compliance both on and off campus for organization activity regarding regulations and may be held accountable for failing to do so.

Officers and organization leaders are also responsible for representation of their group when University proceedings are initiated. Group violations of [Elon's Code of Conduct](#) may occur when any one of the following situations exists:

- Members of the group act in concert, or the organization provides the impetus for violation of University policies and procedures.
- A violation arises out of a group-sponsored, financed or endorsed event, including those that are promoted informally and aren't necessarily part of the official organization minutes/records.
- A group leader(s) has knowledge of the act or incident before or while it occurs and fails to take corrective action.
- A pattern of individual violations is found to have existed without proper or appropriate group control, remedy or sanction.
- Some Elon student organizations belong to a governing council that adopts policies and procedures applicable to its organizations and their members. For example, club sports have a Council and belong to regional/national leagues that both have policies; another example is Fraternity and Sorority Life, fraternities and sororities have organized councils such as National Pan-Hellenic Council, Interfraternity Council, and Panhellenic Association. Elon expects council policies and procedures will be followed and enforced by the student organizations and councils.

Code of Conduct and Proceedings

All student organizations are expected to abide by the Elon Honor Code and all national, state, local and University policies at all times. A student organization and its leaders and members may be held collectively and individually responsible when violations of the Honor Code by the organization or its members. Violations of the Honor Code will be considered for adjudication by the Office of Student Conduct. The full code of conduct and respective sanctions are fully outlined in [the Student Handbook](#) for reference. All questions regarding student organizations and conduct can be directed to the Dean of Students, 336-278-7200.

Alcohol Policy

Student organizations are expected to comply with all university regulations regarding alcohol. The University prohibits underage possession or consumption, public intoxication, rapid consumption or drinking games, unauthorized events involving alcohol, and the distribution of alcohol to individuals under 21. Organizations sponsoring events with alcohol must receive formal university approval. For the full policy and detailed expectations, please refer to the [Alcohol Policy in the Student Handbook](#).

Hazing Prevention

Hazing is a serious infraction of the Elon Honor Code. No student organization shall conduct nor condone hazing activities, and all will support the University's anti-hazing policy. From the current [Student Handbook](#), Hazing is defined as:

Hazing

Any intentional, knowing, or reckless act, whether on or off campus (committed individually or in concert with others) that is potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its relevance to the individual's membership status in a recognized or unrecognized student organization. This includes, but is not limited to, acts that:

- are committed as part of initiation into, an affiliation with, or the maintenance of membership in a student group; and
- cause or create a risk of causing physical, emotional, or psychological injury.

Hazing often results from a power imbalance between members of a group, organization, or team. Hazing due to this imbalance can impact any member of the group, organization, or team, regardless of status. Hazing can take place in various forms, including:

- **Subtle hazing** – behaviors that are based on a power imbalance; may involve activities that ridicule, embarrass, humiliate, or interfere with academic progress or other educational experiences.
- **Harassment hazing** – behaviors that cause emotional distress, mental anguish, or physical discomfort in order to feel like a part of the group; or confuses, frustrates, and causes undue stress.
- **Violent hazing** – behaviors that have the potential to cause physical and/or emotional or psychological harm.

The full University Hazing Policy, along with hazing prevention information and resources can be found on the [Hazing Prevention website](#). If you or another member of your organization has concerns we encourage you to [file a report](#) and provide as many details as possible.

Non-Discrimination, Bias, Harassment and Hate

Elon University will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual orientation. This includes any actions not limited to sexual assault, verbal harassment or deemed demeaning to all. Any organization leader or member who witnesses, is subjected to, or informed about incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff, or students has multiple ways to confidentially report identity-based bias incidents or hate crimes here –www.elon.edu/biasresponse. Please visit www.elon.edu/u/inclusive-excellence for more information on the Division of Inclusive Excellence at Elon and bias reporting and response processes.

Fire, Weapons, and Life Safety

All organizational activities and events shall adhere to state, local and University fire and health codes and standards. The possession and/or use of firearms or explosive devices of any kind within the confines of University owned property is forbidden. Please refer to the Elon's [Firearms and/or Weapons Policy](#) for more information or [Campus Safety and Police](#). All activities planned in conjunction with the organization shall take into account the health and safety of all participants.

Affiliation

Elon University has established expectations, policies, and processes for recognized student organizations. When an organization or group has had its university recognition denied, suspended or withdrawn, students and student organizations are prohibited from affiliating with this group. Examples of affiliation include, but are not limited to: joining, accepting an offer of membership, or hosting social activities with the group.

Host Responsibility

Student organizations are accountable for the behavior and safety of their guests, whether events occur on- or off-campus. Host organizations may be held responsible for underage or excessive drinking, disruptive behavior, property damage, or violations of residence life policies and fire codes. For full details, see [the Student Handbook](#).