

**GALLAUDET UNIVERSITY  
CAMPUS ACTIVITIES  
STUDENT ORGANIZATION/CLUB  
MANUAL**

**As of September 6, 2019**

*Note: Campus Activities' Student organization policies and forms are subject to change throughout the academic year.*

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This Student Organization/Club Manual is a tool for all student organizations/clubs at Gallaudet University. We encourage all student organization/club members, and particularly student organization/club officers and advisors to be familiar with the content and use the manual as reference throughout the year.

Access to forms for student organization/club officers and advisors can be found on Campus Activities website under student organizations/clubs.

Here is the link: [List of Organizations & Clubs](#)

# SECTION 1: ORGANIZATION & CLUB

## DIFFERENCE BETWEEN ORGANIZATION & CLUB:

ORGANIZATION:	CLUB:
 <p>Does have a seat in Student Congress</p>	 <p>Does NOT have a seat in Student Congress</p>
 <p>Required have <u>at least</u> 10 members</p>	 <p>Required have <u>at least</u> 5 members</p>
 <p>Required register their events with SBG Lottery Dates</p>	 <p>Not required to register their events the SBG Lottery Dates</p>
 <p>Access to SBG's Fund:</p> <ul style="list-style-type: none"> <li>○ One Time Fund</li> <li>○ Sponsorship</li> <li>○ Torch Fund</li> </ul> <p>* note: SBG funding changes each academic year</p>	 <p>Access to SBG's Fund:</p> <ul style="list-style-type: none"> <li>○ Sponsorship</li> <li>○ Torch Fund</li> </ul>

## EXPECTATIONS & REQUIREMENTS FOR STUDENT ORGANIZATION/CLUB:



All student organizations/clubs are required to register the beginning of each SEMESTER during the student organization registration drive.



Maintain and share up to date rosters, including officers, and advisor information with Campus Activities.



Officers must be a full-time undergraduate student (12 credits) and graduate student (9 credits) during the entire term in their position.



Officers must have a semester and cumulative GPA of 2.0 or above.



Any student on academic probation cannot run or hold any official positions for office or be appointed as an officer.



Have secured a current/full time Gallaudet Faculty or Staff Advisor, with a regular employment status.



Must attend mandatory Campus Activities/Student Body Government Officers Training (Fall and Spring).



Must attend Campus Activities Officers/Transition Workshop.



If an officer was found responsible for any alcohol, drugs or other serious violations at determined by the University administration, their officer status may be revoked.

## REGISTER YOUR ORGANIZATION/CLUB:



Complete the online Student Organization Registration Form which can be found on [Organization/Club Registration](#)

- Registration takes place every semester (Fall & Spring). Deadlines will be shared by the Student Organization Assistant (SOA).



Fill out the form completely:

- Name your Organization/Club
- Name of officers and their contact information/email
- Name and contact information of advisor
- List members full name with their ID number

**\*\* Non - registered organization/club will be placed on HOLD until the registration is completed\*\***

## REGISTERED ORGANIZATION/CLUB UPDATE SHARING:



Required to communicate CA Coordinator and SOA the new change in:

- Roster
- By-Law and Constitution

- Advisor

### **ORGANIZATION/CLUB SUSPENSION OF REGISTRATION:**

The Campus Activities office may cancel or suspend an organization/club's registration for any or all of the following reasons:

- Violations of University policies, local, state or federal laws.
- Failure to pay organizational/club debts.
- Disciplinary action. Student organizations are subject to the University Code of Conduct. Students, student organizations, or the University may initiate disciplinary action against a student organization/club for alleged violations of University policies.
- Non-compliance with organization registration procedures and constitution requirements.
- Falsification of any registration information.
- Confusing or questionable circumstances surrounding an organization at the time of registration (ex: discrepancies with regard to ownership of funds, legitimacy of elections, discrepancies with membership roster, etc.).
- Failure to give Campus Activities office the names of the members of the organization before every semester begins in order to check up on academic probation or dismissal.
- Failure to follow accounting/financial procedures of Gallaudet University.
- No advisor.
- Suspension by the Student Body Government.
- Failure to respond to requests from the University officials or Student Body Government office.
- Failure to maintain the minimum membership requirements for two straight semesters.
- Violations of regulations of the Campus Organization Manual; failure to comply with the guidelines, policies, procedures, and any additional updates/information.

## **SECTION 2: Establishment**

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### **ESTABLISHING A NEW ORGANIZATION/CLUB**

We are excited that you are ready to start a new organization or club. Before you begin, please take a look at the list of existing student organizations. Click here: [List of Student Organizations/Clubs](#)

## Procedures of establishing an organization or club:

1. Student(s) who take the lead in setting up an organization/club must be a full-time student (12 credits for undergraduate and 9 for graduate) and have a semester and cumulative GPA of over 2.0.
2. Complete the Organization/Club Petition Form
  - a. At least 10 members for Organizational Status
  - b. At least 5 members for Club Status
  - c. The petition form can be found here [\(add the hyperlink\)](#) or at Campus Activities Office
3. Develop Bylaws/constitution for the student organization/club.
  - a. How to prepare By-Laws Sample is available from the SOA.
4. Meet with CA Student Organization Assistant (SOA) and present your Bylaws
  - a. The by-laws needed to be approved by Campus Activities.
5. Complete the Organization/Club registration online via Google Drive
  - a. Link: [Organization/Club Registration](#)
    - i. Advisor is required in order to be recognized.
6. Sign the Financial Authorization Form to have an access into your organization/club account
  - a. President and Treasurer/Business Manager will sign the form.
  - b. It will take at least two to three weeks to get an account number.
7. You will receive a notification of official registration from the Student Organization Assistant.

Please expect the process will take two to three weeks to establish an organization or club. (Changing/revising bylaws takes time).

## SECTION 3: ADVISOR

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### ADVISOR REQUIREMENTS

#### Advisor's duties and responsibilities:



Shares responsibility for the overall conduct and of the student organization.



Must assure that the student organization has already submitted copies of the following to the Campus Activities office each semester/annually:



copy of the organization's current bylaws.



copy of the campus organization's registration form.



Attend at least three organizational meeting per semester.



Encouraged to attend the annual meetings of advisors at the beginning of each semester.



Must approve and sign all request forms for organization events. The advisor must be aware of full details about the events (including alcohol events and contracts).



Provide guidance, advice, and to be proactive to prevent the student organization from violating the University's and student organization's regulations.



Should ensure an orderly transition of officers at the end of their term.



Should be familiar with University policies, procedures, and information contained within this handbook.



Assisting with goal setting, program planning, emergencies, problem solving, and evaluation of goal achievement.



**MUST** notify the Campus Activities office regarding university and other possible violations or hazing, as mandatory CSA reporter.



CA does provide training in leadership and "fellowship" skills and duties, and group operations or making group members aware of workshops regarding these topics. (Advisors are welcome to work with CA to develop additional training as needed; encourage officers to attend CA training workshops and other offerings.)



Provide continuity by relating historical information, traditions, and past problems and solutions to new members; at the same time, encouraging flexibility and creativity beyond traditions.



Offer feedback, evaluation and/or constructive criticism to officers.



Share ideas with other group members.

### **Benefits of an Advisor:**



They serve as consultants to help student organizational leaders grow and develop, as well as to assist with goal attainment of the organization;



Due to the changing nature of the student population, they provide continuity over time, contributing to the increased life span and quality of the organization;



They act as liaisons between the organization and the University-



often times providing assistance in moving things through the system in a more timely fashion;



They enlighten student about University regulations and policies- promoting awareness of and adherence to the various guidelines.



Promote the activities and needs of the organization among their colleagues and outside contacts.

### **Keep in mind about Advisor:**



Advisors are full time employees of Gallaudet University and their first responsibility is their job.



Advisors are volunteers who work with the organization because they want to and feel they can make a contribution to the organization's success.

The advisor/organization relationship is one of "give or take." Therefore, it is

the responsibility of both parties to keep each other informed of issues, policies, problems, and successes. It is important that the organization take the initiative to communicate with the advisor.

### **Organizations/Clubs should:**



Sit down with the advisor and share expectations of the advisor's role, arriving at a mutual understanding of their involvement;



Keep the advisor informed of the organization's plans, problems, and successes;



Make use of the advisor's background of experiences;



Work out tentative solutions to problems before going to the advisor;



Observe lines of responsibility; don't go "over the advisor's head" or by-pass them entirely;



Take the initiative in arranging for regular executive committee meeting with advisor;



Invite the advisor and their families to all events; don't take their attendance for granted; be understanding of possible prior commitments;



Make the advisor feel like a part of the organization;



Extend appropriate courtesies to the advisor and their guest(s) at special functions such as dance banquets, and meeting which involve important speakers;



Show an appreciation for the advisor's services—by a letter, by appropriate comments at meeting and other occasions, and personally.

# SECTION 4: Unit Fee Organizations

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Unit Fee Organizations are:

Bison TV  
The *Buff and Blue*  
Graduate Student Association  
Student Body Government  
*Tower Clock*

Unit Fee organization is described as an organization that receives fees from students in each semester. The fees are allotted based on the number of students. Student Finance office gives the Dean of Student Affairs the final amount, around 6-8 weeks after the semester begins.

The Dean's office has a fiduciary responsibility to ensure that fees are being spent in an appropriate manner and is not abused. The Dean works with Campus Activities and SBG with oversight. The Dean reserves the right to suspend spending on funding, if discrepancies are suspected. The Dean will confer with SBG before rendering a final decision.

Procedures for SPAF:

1. Special Pay Personnel Action Form (SPAF)

This form can be found on line at the Campus Activities website blackboard or the Gallaudet website.

2. Completed by President or Treasurer/Business Manager

Submit to CA with complete information, wage acknowledgement, and each unit budget plan for the semester.

3. Only positions approved by Student Congress are approved for unit fee payments.

4. Refer to the payroll schedule for dates and timelines.

# SECTION 5: EVENT PLANNING

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Campus Activities is a center for all student organizations and clubs to go through for the event planning. All student organizations and clubs are required and will work closely with CA Coordinator and Student Organization Assistant.

## **STUDENT BODY GOVERNMENT (SBG) LOTTERY DATES:**

Below is important information that your organization need to be aware prior your first meeting with Campus Activities regarding event planning is to know the SBG LOTTERY DATES.

SBG Lottery Dates are predetermined dates that have been approved by SBG. Please refer to the SBG by-laws for more information.

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### Organization:



Your list of events dates **must** be finalized and is determined through the SBG Lottery Dates, with the approval of the SBG Director of Community Relations.

Approval includes:

- booth (bake sales only)
- new or last-minute events that is not on SBG Lottery List. You will need to work with SBG Director of Community Relations to get approval.
- Exceptions: Greek March, Pledge Month, and Private Event (as these events are not fundraising events).

### Club:



Are not required to register through SBG Lottery Dates. However, clubs are strongly encouraged to check with SBG Director of Community Relations to select dates to avoid multiple overlapping of events.

Contact [SBG.CommunityRelations@gallaudet.edu](mailto:SBG.CommunityRelations@gallaudet.edu) if you have any questions or concerns.

**\*\*\* Campus Activities will not proceed with student organization or club events if their date is not listed as an approved event within the SBG Lottery Date system. \*\*\***

### GENERAL EVENT PLANNING CHECKLIST:



Is your event an SBG Lottery date?



Email: [sbg.communityrelations@gallaudet.edu](mailto:sbg.communityrelations@gallaudet.edu) for confirmation



Reserve the location:

- Receiving Dock, 6<sup>th</sup> Street Garage & outdoor locations via the Campus Activities Event Form

- Peikoff Alumni House - email: [alumni.relations@gallaudet.edu](mailto:alumni.relations@gallaudet.edu)
- Others - <http://25live.gallaudet.edu>
  - E.g. SAC MPR, SAC 1011, or Field House

Note: Additional Steps for the Events at the Receiving Dock or 6<sup>th</sup> Street Garage  
 Student organizations that wish to host events at the 6<sup>th</sup> street garage will need to plan at least TWO months in advance. The rationale is that we need to work with GUKCC to ensure that the garage will be available and not in conflict with GUKCC events.

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Obtain the Campus Activities Form:

- Email Student Organization Assistant (SOA)- [SOA@gallaudet.edu](mailto:SOA@gallaudet.edu)
- SOA will set up the CA Event Form through the Echo Sign (Online) and send to you to fill out and sign then and to others to sign
- Once all the necessary signatures signed, SOA will make an appointment with you.
  - You must bring the floor plan and a list of activities to your first meeting with SOA



If you plan to sell alcohol, please review the policies below on events serving and selling alcohol.



If you plan to sell food, please check with SBG's food patent policies through Director of Community Relations at [sbg.communityrelations@gallaudet.edu](mailto:sbg.communityrelations@gallaudet.edu)



Tickets:

- A required phrase must be printed for each ticket sale is:
- **“Ticket holders who have violated the university's alcohol and drug policy will have their tickets revoked. Ticket is not refundable.”**
- Required to get CA Coordinator & SOA's approval before selling tickets.



Event Insurance:

- Pay one-time event insurance fee or contact SBG Director of Finances to check if SBG is covering your organization event. Please see the CA Coordinator for more information if your organization is needed to purchase a one-day insurance.



### Contracts:

- CA Coordinator must review all the contracts for outside vendors, including renting equipment.
  - Every client/customer name on the contract must either say SBG@Gallaudet University or your Greek organization name@Gallaudet University.
- Rentals or service providers such as massagers must have contract and Certificate of Insurance (COI)
  - Request [Sample COI](#) through Campus Activities Office
  - Under Certification Holder: Information must include:
    - SBG, GSA, or Greek Name @Gallaudet University  
Gallaudet University  
800 Florida Ave NE  
Washington, DC 20002



Request for portable johns through CA Coordinator & SOA (Reserve two weeks advance)



- 200 - 500 people: Three (3) portable toilets
- 501 - 750 people: Four (4) portable toilets

751 - 1000 people: Five (5) portable toilets

- 1001 - plus people: Six (6) portable toilets



Pay for removal of dumpsters after event (Only for Receiving Dock)



Request # of tables, chairs, platforms, fences, and trash bins through SOA



Tarps must be fire-resistant.



\$500 deposit is required via a department invoice once you reserved Receiving Dock or 6<sup>th</sup> Street Garage.

The number of campus activities monitors necessary will be as follows with or without alcohol:

Rate: \$12.44 per hour

1 - 100 people = 2 CA monitor      101 - 200 people = 3 CA monitors

201 - 300 people = 4 CA monitors      301 - 500 people = 5 CA monitors

501 - plus people = 6 CA monitors

\*\*\* Subject to change and increase number of CA monitors depends on the needs of event and number of organization's volunteers \*\*\*

Additional Information: Bash at 6<sup>th</sup> Street Garage

- Work with DPS Parking & ID for communicate with campus community of your event
- Create flyers to put on car windshields for 5 days in row before the event
- Daily Digest

## GENERAL EXPECTATIONS AT THE EVENT:

The sponsoring group or individual is responsible for the conduct of everyone and all activities in attendance at the event, during and immediately following the event.

**NO STRIP OR NUDIST SHOWS PERMITTED.** Some participants are minors and some specific groups will find this offensive.

**“NO SHIRT, NO SHOES, NO SERVICE”** policy is applied to all student organization events.

Facemasks, backpacks, big bags, tote bags, etc. are not permitted.

The sponsoring group is responsible for any damages incurred resulting from the event. If a problem occurs as a result of a student social event, all sponsoring groups will be held liable and are responsible for the resolution of the problem.

All inflatables are to be supervised by a professional staff (from that company you have a contract with) at all times, they must never be left unattended. When it is not supervised, you will be asked to have it dismantled. Inflatables are permitted when there is no alcoholic beverages' being served during the event.

Admission System:

- Checks tangible IDs - Gallaudet University or Driver License/Passport of age 18 or up.
- Deny entrance to participants who are intoxicated before entering.
- Do not allow **ANY** beverages to be brought into the event. Even water bottles.
- Do not allow **ANY** alcoholic beverages to leave the site of the event.
- Must have a member stay at the admission gate until the event ends.
- Provide snap wristbands for legal or non-legal age to drink.



Ticket system - under Ticket Sales and Deposit



Depends on the needs of the event, Department of Public Safety (DPS) will be required to be at the event as additional security coverage is necessary. The host of the event is to pay for DPS services. The fee schedule of the overtime rate is \$50.00 per hour. The number of officers based on capacity are as follows:

- 1 - 200 students: one officer
- 201 - 500 students: two officers
- 501 + students: a minimum of three officers

### **MOVIES: FILM AND VIDEO PIRACY:**

The Federal Copyright Act 9 Title 17 of the United States Code governs how copyrighted materials such as movies may be used. Neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. A public performance license must be obtained.

This legal requirement applies regardless of whether an admission fee is charged, whether the University or organization is commercial or nonprofit or whether a federal or state agency is involved.

Willful infringement done for purposes of commercial or financial gain is a federal crime and is punishable as a felony, carrying a maximum sentence of up to five years in jail and/or a \$250,000 fine. Even advertizing infringes are subject to substantial civil damages ranging from \$500 to \$20,000 for EACH illegal showing.

Campus Activities has a license for film rentals. Please contact the CA Coordinator for more information.

# SECTION 6: ALCOHOL

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## ALCOHOL BEVERAGE GUIDELINES:



Alcohol event must be insured via third party contract.



Approval must be obtained at least **8** weeks in advance from the CA Coordinator the event involves serving alcohol for on campus event.



GU students are not permitted be a “bartender” or serve alcoholic beverages at any time. Alcoholic beverages are sold through a licensed and insured third party vendor.



Alcoholic beverages may not be sold or delivered to any person who is intoxicated or appears to be intoxicated.



Food, soft drinks and/or other non-alcoholic beverages need to be available in the same location and be featured as prominently as alcoholic beverages. If food or soft drinks/non-alcoholic beverage ends before the event, the sales/serving alcoholic beverages must be stop.

Student organization events with open bar is not permitted.

Tickets and fliers cannot include prices of alcohol.



Student organization/club must provide wristbands to those whom are 21 years of age or older.



No drinking games of any kind are allowed at any student organization/club sponsored event where alcohol is available.



Alcohol should never be the focus of any student organization/club sponsored event.

The office of Campus Activities provides guidance to all student organizations with their events, on and off campus, with and without alcohol.

### Two different processes of having an alcohol event:

#### Bon Appetite (BA) at Gallaudet University -

- a. \$300 dollars flat rate -organization will not receive profits.
- b. Organization will be required to pay the difference if the cash bar doesn't meet cash quota
- c. Class F - Alcohol: Wine and Beer only with under 14 percent alcohol content

\*\* Contact [Catering@gallaudet.edu](mailto:Catering@gallaudet.edu) \*\*

#### Alcohol Beverage Control (ABC) License -

- a. Instruction to get ABC License:
  - i. The license holder must stay at the alcohol area at ALL times during the event. You also must be 21 years old or older or have a clear criminal background check.
  - ii. You will need to complete the Alcohol Beverage Control Application. We will accept only Class F licenses. It can be found online: <http://abra.dc.gov/publication/temporary-license-application>
  - iii. **IMPORTANT:** Do not sign anything until everything else is completed. Follow the steps carefully. Fill out the form and be sure to put down which alcohol company you will be using. ABC license will give you a list of vendors that you can purchase the alcohol.
  - iv. To get your application notarized, make an appointment with the Benefits Specialist at the Human Resource Service in College Hall room 113A. You will need to bring a photo ID with you.
  - v. You must complete a Criminal History background at the Washington Metropolitan Police Headquarter (300 Indiana NW, Washington, DC 2001, suite #3058). This is mandatory or you cannot receive the ABRA license. Be prepared to pay \$7 (cash only) for your background check.
  - vi. You will need to create a floor plan of your event to review with the ABRA department. You must include where all the safety exits

are and where alcohol will be served. Please submit the floor plan through Campus Activities Office for final approval.

- vii. Once you have completed the previous steps, you need to go to ABRA department in DC. Be sure to bring all your above documents such as ABC Application form, Criminal History background clearance form, official letter from Campus Activities, a copy of Certificate of Occupancy, and a copy of detailed floor plan. Be prepared to make a payment of \$130 (cash only).
- viii. Once you obtain the ABRA license, please make a copy and drop it off at Campus Activities office. On the day of your event, the license is required to post up where alcohol will be served.

- b. After obtaining the ABRA License, please work with Campus Activities in obtaining a bartender that is licensed to sell alcohol in DC.

### **Additional Information for EVENTS WITH ALCOHOL**

- Host organization/club, committee, members, officers and volunteers are **MONITORS**
  - The organization/club's host, committee members, officers, and volunteers are required to be sober throughout the event. (This applies to off-campus events as well)
  - Host are required to attend a "party safe" meeting with the Office of Health and Wellness programs.



Signs will be made available through Campus Activities that must be prominently displayed at any registered non-alcohol and alcohol event. These signs must be at the admissions entrance and state the following:

- Alternative beverages will be available.
- It is illegal for persons under 21 years old to consume alcohol.
- It is illegal for anyone to purchase or give alcoholic beverages to someone who is not of legal drinking age.
- It is illegal for anyone to give alcoholic beverages to anyone who is obviously intoxicated.



A sign indicating that the serving of alcoholic drinks must end 30 minutes before the event closing time. Ticket sales for alcohol drinks must be stopped at one hour before the event closing time.



All student organization events, both on and off campus, food must be provided at all alcohol or non-alcohol. Examples are cheese, crackers, cold cuts, hamburgers, chips, etc.) If the supply of food runs out during the

event, alcoholic sales must be stopped until more food can be obtained.



There will be a limit of one (1) alcoholic beverage sold/distributed at the bar area to any one person at any one time. **NO PITCHERS ARE PERMITTED.**



There must be a charge of at least \$1.00 per glass/cup of any alcoholic beverage, regardless of an admission charge. Off campus contracts with student organizations, with an approved lottery date, with open bars will not be approved. Cups must be 12 ounces or less.



When you establish the price per glass or cup, your organization must keep or increase the price **PRICES CANNOT BE DECREASED AT ANY TIME.**



No alcoholic events are allowed during the week (except Friday & Saturday).

#### **FOR OFF CAMPUS EVENTS:**

You are required to meet with the CA Coordinator and Student Organization Assistant (SOA) to discuss details of your event. Student organizations are not permitted to host events at hotels. If an organization wishes to use a different type of commercial space for lodging, (i.e., camping, retreats, etc.), please communicate with Campus Activities to receive prior approval.

#### **TICKET SALES AND DEPOSITS:**

Tickets must clearly state that they are nonrefundable and that persons are required to be 18 or older to enter any event on campus.

Before an organization allots tickets to their members to sell. It is important to have a contract for each seller. The contract should state number of tickets to be sold and an X number of dollars to be earned. They will be responsible to give the cash to the organization treasurer. It is very important to keep this on file to track revenues over time. You must obtain Campus Activities' approval for the ticket design. "Happy Hour" cannot be printed on the ticket, or fliers, and advertise on the web.

Tickets must have the university alcohol policy printed on the back and state that no refunds will be given for revoked tickets. Tickets must be designed and printed in a ticket format--

other types of tickets such as tattoo, badges, etc. will not be permitted. Tickets should also have numbers printed to help with headcount and ticket sales.

If you have more than \$100 or more in cash, you are required to go to the cashier's office, or if during off hours, deposit your money into a locked safe box. The box is available at the SBG office. Remember your organization/club's account number so that you can make deposits into your own account.

During event, in each hour, the business manager or designated member needs to collect money from admissions, beer sales, food sales and or from any sales. Once you are in possession of all the cash at that time, go to the Department of Public Safety office and put money in the locked safe box. This is often done during major events such as Homecoming. When deposits are made, it is important that you have a witness at ALL times during the count of money and deposits. Document all and initialized all counts of money.

### **SANCTIONS:**

All issues and controversies arising from enforcement of this policy may initially or ultimately be resolved through the University's Office of Student Conduct.

### **RAFFLES:**

In order to have raffle tickets as a part of your fundraising event, your organization/club must obtain a license in D.C. to sell raffle tickets. The process to obtain a license is very long and tedious. It requires approximately 6 months to be processed. If your organization/club wishes to obtain a Raffle ticket license, please make an appointment with the Coordinator at Campus Activities at least six months IN ADVANCE. This applies to Monte Carlo or any type of "gambling" with fake money events.

### **FINANCIAL TRANSACTIONS:**

At the beginning of fall semester, the organization/club president, vice president and treasurer will sign a Financial Authorization Form. The form would authorize the officers to make financial transactions for their organizations/clubs. If they do not sign the form, they cannot sign the check requests, petty cash requests and other financial transactions.

Approvals will be based upon the organization/club's availability of funds. If an organization/club does not have sufficient money in the account to make such a request, any requests cannot be granted that exceeds the amount stated in the account.

# SECTION 7: FOOD & BEVERAGES

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## SELLING FOOD/BAKE SALES:



Any student organization/club wishing to sell/serve prepared patent food that requires cooking are required by DC Law to have a Food Handling Certificate.

- Campus Activities Office provides Food Safety Preparation Workshop per semester. Check out with Campus Activities for dates.
- Check with SBG regarding Food Patent policy. The Director of Community Relations is the point of contact.

Food Preparation Certificate is valid for four years and is required to be present while food is being prepared at all times.

- To reserve a grill for your event or bake sale, the deadline to reserve a grill through Campus Activities is by two weeks in advance. Last - minute requests will not be accepted.

\*\*\*\* The food certificate can be revoked in less than four years if the individuals or the organization violates the policies of the Campus Activities office. The student organization kitchen has received approval from the Board of Health Inspection and can be used for food preparation of any kind. \*\*\*\*

## BEVERAGE SALES:

- Only Coke products will be sold, due to an exclusive contact with Coke Products that supports the University's students and its priorities. If a student organization sells non-Coke products, the products will either be confiscated or be distributed at no charge. Information about on coke brands can be found on this: [List of Coke Products](#)

# SECTION 8: CLASS TRADITIONS

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## CLASS TRADITIONS

The individual class traditions have for many years been a source of pride and celebration

for Gallaudet students. The University has always, and will continue to recognize the importance of class spirit. The University cannot, and will not condone any event(s), which endangers the well-being of students, damages property and encourages ill behavior. Further, the University cannot support and will take action against individual students and organizations that ignore administrative decision and University policy. Therefore, the Class organizations will not conduct any further traditional activities until appropriate action is taken to insure that future incidents of this sort do not occur. No event involving hazing of any sort, Example: physical, emotional or mental abuse will be approved. Further, events must be scheduled during reasonable hours and involve positive participatory activities which are open to the campus community and publicizes as such.

### **CLASS TRADITIONS POLICIES AND PROCEDURES:**

The entire event outlines prior to the meeting with the Coordinator at the Campus Activities office must be written at least 45 days in advance. Keep the entire communication network clear to the organization, president of the Class, and the Campus Activities office. It is important that there will be no misinterpretation to occur in the communication network.

### **HOSTING CLASS TRADITIONS**

- The mandatory events should be held during daylight or early evening hours.
- The presidents of all Classes are responsible to notify their class members about the guidelines and policies and procedures.
- If you are unsure about the traditional class event or questions regarding traditional events, please don't hesitate to discuss this matter with the Coordinator at Campus Activities.

### **FRESHMAN CLASS TRADITIONS**

#### **CLASS SHIRT COLOR(S) AND POLICY**

- Set up a committee on class color. Be sure your committee has rationale to pick class color. Set up a committee on which class shirt to order. NO class shall exactly duplicate color(s) that exist for a class organization within the last four years. SBG will grant approval for class colors. SBG will maintain the list of class colors. Check with the SBG Director of Community Events on class colors.

## **RAT FUNERAL/SLAB DAY**

Due to the closing of the preparatory class at Northwest Campus, the traditional Rat Funeral and the freshman Slab Day will be combined together. At the time of print, the final guidelines have not been finalized. Please see the Coordinator at Campus Activities or Student Organization Assistant (SOA) for any further clarification and/or guidelines. The Rat Funeral was the most significant event for preparatory students.

The tradition started before 1900, when the preparatory students were **called** the “Introductory Students,” and used real ducks for their “Duck Funeral.” The idea of using a Duck came from the word, Introductory as the idea of “rat” came from the new official name of Preparatory Students. The event will be limited to 2 hours, during daytime hours.

It is optional for committees to decide on the names for the male and female rats, and how to design the ceremony.

Students causing disruption will be barred from the Rat Funeral and all related events, as well as subjected to disciplinary action. All the communication and follow-ups with various individuals must be done in writing. The event shall take place during daylight or early evening hours. The use of real rats is prohibited. The site location must also be approved by the Facilities Department.

### **PROCEDURES FOR THE RAT FUNERAL:**

- The information committee will delegate tasks to freshman students with suggestions as follows:
- There will be several committees: The traditional committee was to handle Flowers, Grave, Tailor, Coffin, Decoration, Logistics and Name (names for the rats). These are subject to change, depending on the members of the class.
- In the afternoon, the Rat Funeral designated person will present the sermon and eulogy.
- The rats will be buried in a previously selected and approved site.

Participants can do whatever they wish during the ceremony so long as they conduct themselves in a mature manner befitting college student. There will be no “watch” over the rats. The ceremony cannot continue further past the two hours limit.

**NOTE:** Live rats must not be used as it's in violation of the law and animal rights. You must use stuffed animal rats.

## **PROCEDURES FOR SLAB DAY:**

- Make an appointment with the Coordinator at Campus Activities and Student Organization Assistant to discuss preparation of the Slab Day. You will need to do an event registration form and attach the March route sheet.
- Student Organization Assistant will make an appointment with the Grounds Department at the Facilities department to get approval for the location for the slab.
- After the appointment with Grounds Department, Student Organization Assistant will notify the Department of Public Safety about the date of Slab Day.
  - Line up and walk to where the Rats are buried.
  - Place the Slab on the ground.
  - The designated person will deliver a sermon.
  - Start to light the candles and throw flowers on the slab.

## **SOPHOMORE CLASS TRADITION**

### **PROCEDURES FOR THE BANNER:**

- The Office of Alumni Relations' office has banners dating back to 1914, which shows this tradition has continued for a long time. Class banners are a source of class pride. Class colors, motto, and the names of the rats are usually printed on the banner. The class banners are hung on the upper level of Peikoff Alumni House ("Ole Jim") and show the class' unique mark on Gallaudet.
- In order to maintain consistency, the guidelines for class banners to be hung in the Upper Level of Peikoff Alumni House ("Ole Jim") are created. The banners usually come in three basic shapes: pennant, square, and rectangle. The banners also need to be able to be viewed from a far distance.
- Recommended sizes for the banners are below. If you would like to have a different shaped banner, a different size or material, please contact the office of alumni relations.
- Size (approximate)
  - Pennant: 14 inches by 37 inches
  - Square: 16 inches by 16 inches
  - Rectangle: 14 inches by 25 inches
- Shape
  - Pennant
  - Square
  - Rectangle



- Material
  - Cotton
  - Satin
  - Felt (preferred)
- Fringe and tassels are fine.
- Facilities will hang the banners.

Company to order the pennants:

- Standard Pennant Inc
  - [http://www.standardpennant.com/services\\_pennants.htm](http://www.standardpennant.com/services_pennants.htm)
  - Email: [info@standardpennant.com](mailto:info@standardpennant.com)

Each class needs to make two banners; one for the class to keep of whatever size they choose, and the second one is for the Alumni Relations. Please follow these guidelines. The banner should have the following items on it:

- 1. Gallaudet University
- 2. A logo of one of the buildings (not required but encouraged)
- 3. Class logo and motto (if applicable)
- 4. Class colors

The banner is to be handed to Alumni Relations by **April 1**. This will enable the Office of Alumni Relations to prepare the “banner hanging” ceremony during the week prior to the graduation in May. This requires collaboration between the office and the graduating class.

## **JUNIORS CLASS TRADITION**

### **PROCEDURES FOR THE TREE DAY:**

- Complete the Event Form
- Make an appointment with CA Coordinator or the Student Organization Assistant before the scheduled planting of the tree.
- Make an appointment with the Grounds Department to get permission to plant a tree.
- Line up and walk to the site where your slab was placed. Plant the tree. The designated person will give a sermon.

## **SENIORS CLASS TRADITION**

## **PROCEDURES FOR SENIOR TRIP:**

- Make an appointment with the Coordinator at CA to discuss your plans for the senior trip four months before the scheduled trip.
- It is mandatory to have a workshop for the senior class before having a senior trip to discuss the importance and awareness of the general trip and visit site. Campus Activities will arrange the workshop.
- This trip cannot interfere with academic work. That means your senior class Departure/arrival times should not conflict with academic calendar.
- It is also mandatory that you sign your name on the Trip Roster Form your class departs on the trip with specific information.
- It is strongly encouraged that ALL members attending the Senior Trip purchase traveler's insurance and to check out security /health alerts of the possible desired location.
- The chairperson is required to communicate the parent(s) or guardian of seniors who attending the spring break by sending an email and cc the Director and Coordinator at Campus Activities with the information list below
  - Location of Spring Break
  - Hotel Information & Phone Number
  - Flight Round Trip Information
- Regarding the deadline to notify the members of the destination, please see the CA Coordinator for further information.

The University cannot, and will not condone any event(s), which endangers the well-being of students, damages property and encourages ill behavior. Further, the University cannot support and will take action against individual students and organizations that ignore administrative decision and University policy. Therefore, the Class organizations will not conduct any further traditional activities until appropriate action is taken to insure that future incidents of this sort do not occur. No event involving hazing of any sort, Example: physical, emotional or mental abuse will be approved. Further, events must be scheduled during reasonable hours and involve positive participatory activities which are open to the campus community and publicizes as such.

## **VIOLATIONS:**

Any violations in the traditional class event guidelines will result in disciplinary actions against your organization. The organization will be suspended from any activities for one year. Further actions may be filed with the Office of Student Conduct against the student organization.

If unable to keep the traditional events in control, the Student Body Government will act and make their decision regarding to the traditional class event.

Anyone who disrupts the ceremony will face disciplinary action and it should not reflect on his or her organization. In case of a large group of people belonging to the same organization, this situation will be considered separately from above. It reflects as an organization, not an individual.

**See Trip Waiver and Release Information (sponsoring major trips) below for more information.**

**GALLAUDET UNIVERSITY  
ACCIDENT WAIVER AND RELEASE FORM  
FOR STUDENT ORGANIZATION TRIPS**  
(Submit to Campus Activities)

Organization: \_\_\_\_\_  
Event: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand that Gallaudet University's personal liability insurance does not extend to coverage of student trips, and that it has no appropriation for other funds which may be used to pay claims against Gallaudet University by an individual who may be injured in an accident while participating in a student organization sponsored travel program. I, therefore, voluntarily assume all risks of loss, damages, illness, or injury that I may consider of the right to participate in such program, I covenant to refrain from instituting, pressing, or in any way aiding any suit for compensation against Gallaudet University and its officers, agents, and employees, for, on account of, or hereafter grow out of any injury or loss which may occur during my participation in the above mentioned activity.

**NAME OF PARTICIPANTS**  
(Print full name clear)

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\*\*If full: print in the back of the paper\*\*