



**2014-15**

# **HOW TO Handbook**

**for Student Clubs & Advisors**

**Student Activities \* 519 Student Center \* [activities@tc3.edu](mailto:activities@tc3.edu) \* ext. 4442**

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## HOW TO... Handbook for Clubs and Advisors

The Student Club Handbook has been created for club advisors and student leaders to use as a resource for helping your organization achieve success. This handbook will provide you with information, policies and procedures needed for effective and efficient club operation. It covers areas from event planning and production as well as financial and budgeting information. Clubs who are informed and understand policies and procedures operate more effectively and efficiently.

### STUDENT ACTIVITIES OFFICE

The Office of Student Activities is part of the Student Life Division. The Student Center is the hub of student leadership on campus and is home to the Student Government Association office, the Leadership Lounge, the Interfaith Room, the Family Room, and general use space for all TC3 students.

Staff in Student Activities:

- Provide leadership opportunities and leadership training for all students
- Oversee the Panther Passport Program and coordinate Panther Pride events
- Provide and encourage participation in volunteer and civic engagement programs
- Provide event management support for programming from on and off campus organizations
- Serve as advisors for the Student Involvement Council (SIC) & the Student Government Association (SGA)

The Office is open from 9:00AM-8:00PM, Monday through Friday during the academic year. Summer hours are posted.

***The staff in the office of Student Activities is here to help you - Please contact us if you need any assistance!***

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Director

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# HOW TO... Student Club Basics

## DID YOU KNOW...Returning student clubs must register at the beginning of every semester!

Benefits and privileges afforded to **registered student clubs** include:

- The use of TC3 facilities and services
- Recruitment table at the Fall and Spring GET CONNECTED Fairs
- The right to use the College name/logo in conjunction with the name of your club
- Inclusion of club events on the Panther Passport Calendar
- Ability to reserve TC3 meeting and event space on campus and have access to support services
- Office space (and use of office supplies) in the Leadership Lounge in the Student Center
- Ability to apply for funding for programs and travel through the Student Government Association
- A listing on the College web site & inclusion in TC3 Facebook & Twitter postings
- Ability to raise funds for your club or for a charitable cause

### Club Requirements:

- Have an active membership consisting of currently enrolled Tompkins Cortland students who have paid an activity fee to TC3 with elected officers including a President and a Treasurer
- Prohibit any form of hazing or other physical or mental abuse or harassment and discrimination of membership on the basis of race, religion, color, creed, national origin, sex, age, marital status, disability, sexual orientation, veteran status, socioeconomic status, political affiliation or any other basis
- Have an advisor who is a TC3 or FSA paid employee

### RESPONSIBILITIES OF OFFICIALLY REGISTERED STUDENT CLUBS

In order to retain the privileges of a registered club at Tompkins Cortland Community College, the officers, members and advisors are responsible for adherence to all:

- Rules and regulations governing student behavior at Tompkins Cortland Community College
- Rules and regulations governing student organizations established by the Faculty Student Association, Student Government Association, Tompkins Cortland Community College and the State University of New York
- Rules and regulations governing fiscal expenditures established by the Student Government Association, Faculty Student Association and Tompkins Cortland Community College
- Mission, goals and objectives of their constitutions and founding documents as well as the mission, goals and objectives of the Faculty Student Association and Tompkins Cortland Community College
- The officers, members, and advisors of registered clubs also have the responsibility for observing all federal, state, and local laws and statutes.

## CLUB PURPOSE AND GOALS

To maintain official recognition by the Office of Student Activities, the purpose and goals of a student club must exhibit a clear relationship with the educational mission of Tompkins Cortland Community College by demonstrating a commitment to one or more of the following:

- A. Recognition and/or promotion of academic achievement or enrichment of an academic discipline
- B. Recognition and/or development of professionalism in a particular field
- C. Promotion, education, and or awareness of current events, social justice issues, or philanthropic causes
- D. Participation in the development of appreciation for performing or visual arts or life-long skill
- E. Development of community in the context of an educational institution
- F. Promotion of civic engagement or service
- G. Spiritual growth and development
- H. Promotion, development, or celebration of cultural diversity; development of cultural competency

## POLICIES ON RECRUITMENT, INITIATION PRACTICES AND HAZING

In order for a club to be officially recognized at Tompkins Cortland Community College, membership and participation must be available to all eligible students of the College. In addition, in order to be recognized, all clubs must agree not to discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, citizenship, military or veteran status.

New York State law and college policy prohibits hazing, which includes but is not confined to, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. The same law provides that the governing document of every campus organization is deemed to prohibit the organization from engaging in hazing.

It is a violation of the Student Code of Conduct for any individual or club to engage in the practice of hazing as defined above. Any such violation may result in disciplinary procedures against the involved students and club and subject the student and club to penalties that could include expulsion, suspension, restitution, probation, censure or warning. It may subject the club to the penalty of revoking its ability to operate on campus facilities.

***Organizations whose activities are in violation of any of the above rules and regulations will be subject to immediate review of their recognition status. The Office of Student Activities and the Student Government Association in consultation with the Dean of Student Life reserves the right to withdraw official College recognition, suspend financial activity or take disciplinary measures based on the findings of specific violations.***

# MEETUP Vs CLUB?

## MEETUP VERSUS CLUB?

In certain circumstances, a Meetup is a great way to test the waters for interest in a new club. Meetups that generate a regular group of interested students, decide they want to meet regularly or plan campus programs, have a great head start on establishing a full-fledged club. Staff in Student Activities will serve as de-facto advisors to all Meetup groups.

If you want to do any of these things, then you are considered:

## MEETUP

- Bring a group of students together with a common interest. (i.e., knitting, hula hooping, wii bowling, football watching, dodgeball, Scrabble, etc.)
- Find other students that might be interested in the same hobby or recreational activity as you.
- Gauge interest in a certain topic or activity to see if it might work as a club on campus.
- Gather only when the interested students have the time; and not more than once/month.



### MEETUPS NEED TO:

- Complete a Meetup Form.
- Have one student willing to serve as the main contact person for the group. This person must be a matriculated (taking 6 credits or more on the Dryden campus) TC3 student in good standing with the college.
- Meetups will be held in the Student Center; subject to availability.

If you want to do any of these things, then you need to be a:

## STUDENT CLUB

- Exist as a partner organization to an academic program or campus department (i.e., Sport Management Club, Nursing Club, etc.)
- Travel as a group to a conference or for an educational experience.
- Exist as a chapter of a regional or national organization. (i.e., Habitat for Humanity, American Red Cross, etc.)
- Host or present educational or social programs to the campus community.
- Fundraise money for a cause or for the club.
- Receive funding from the Student Government Association (SGA).
- Meet weekly, or on a more regular basis in a campus classroom or other facility.

### STUDENT CLUBS NEED TO:

- Complete the registration process required at the beginning of every semester.
- Secure/ keep an advisor and submit a completed advisor contract with their registration paperwork fall semester.
- Participate in leadership trainings civic engagement programs as directed by the Office of Student Activities and SGA.
- Elect a President and Treasurer

If you want to do any of these things, then unfortunately you:

## ARE NOT ALLOWED

- Create a club that has the same activity as an Athletics team. This is due to NJCAA policy.
- Host a high liability program such as sky diving, horseback riding, etc. TC3's insurance company does place some restrictions are certain higher risk activities.
- Create a club that has an identical mission to another club that already exists.

"Every person  
is a door to a  
different  
world."

~movie, 6 Degrees of  
Separation~

# HOW TO... Start a Club

- Step 1 At the Student Activities Office, Room 519, in the Student Center, obtain, complete and return an **Meetup Form**. Students wishing to form a new club on campus must hold **TWO** initial meetings for recruitment and to gauge campus interest.
- Step 2 After an evaluation of the interest generated from the meetings, get an idea of who might be willing/able to serve as officers for the club, and secure the interest of an advisor.
- Step 3 **Draft your club's constitution**. All student clubs at TC3 must have a constitution. (There is a sample constitution provided in this packet.) Submit your draft constitution to the Director of Student Activities, either electronically or in paper form.
- Step 4 After you have drafted your club's constitution, it must be reviewed by the Director of Student Activities. The Director will work with you to critique it and be sure that it is in compliance with the accepted standards. Once approved, the Director of Activities will give you the rest of your **Club Registration Forms**.
- Step 5 Return the completed **Club Registration Forms** to the Student Activities Office. You need to turn in:
- Final version of the Club Constitution (which has been pre-approved by the Director of Student Activities.)
  - Executive Board Roster
  - Advisor Agreement
- Step 6 When you return your forms, **schedule a meeting between the group executive board and the Director of Student Activities**. At the meeting, you will discuss the club's organizational goals and be introduced to the resources available in the Student Center for all clubs.
- Step 7 **Congratulations!** You're a new student club at TC3! Now get to work!! 😊



**FORMS YOU NEED: MeetUp Request Form, Constitution Template, Club Recognition Packet**

# HOW TO... Register a Club Each Semester

- Step 1 Advisors and/or any available officers **must** participate in the GET CONNECTED Fair for the purpose of recruiting new members. At the beginning of each semester, the club advisor will be emailed the date of the fair and asked to confirm the club's participation.
- Step 2 After or during the fair, club advisors and officers will be emailed a set of **CLUB REGISTRATION FORMS**. You will be asked to return by a requested time determined by the Student Activities Office.
- Step 3 Club Officers should request a room for the club's weekly meeting by sending an email to the Student Activities Office ([activities@tc3.edu](mailto:activities@tc3.edu)) and cc'ing the club advisor. Clubs should hold their first meeting and select officers according to the process described in their constitution.
- Step 4 Club Officers, once selected, must submit the **EXECUTIVE BOARD ROSTER**. Each club is required to have a President and a Treasurer, but other officers can be selected per club needs. All officers must be taking a minimum of 6 credits on the Dryden campus, have matriculated status, and have paid the student activity fee.
- Step 5 Every club should also review the club's constitution and document any changes by submitting a new **CONSTITUTION TEMPLATE** if needed.
- Step 6 The Club President and the Advisor must review and sign the **ADVISOR AGREEMENT** form and submit it to the Office of Student Activities.
- Step 7 Club officers should sign up for a meeting with staff in the Office of Student Activities. At this meeting, clubs should be prepared to discuss planned programs and activities, ask any questions about policies and forms, and request specific training.

## END OF SEMESTER REPORTS

Each semester, the listed club officers will receive a link to an online form. Each club is required to submit this end-of-semester-report electronically.



**FORMS YOU NEED: Club Constitution, Executive Board Roster, and Advisor Agreement**





*CLUB OFFICERS: Be sure to check your TC3 email regularly – this will be the primary form of communication for important information from the Student Activities office!*

## HOW TO... Remain In Good Standing

Only clubs deemed in good standing with the Student Activities office are eligible for funding from the Student Government Association (SGA).

For a Student Club to remain in GOOD STANDING, these guidelines will be followed:

1. **FALL & SPRING SEMESTER PAPERWORK:** turn in all required registration forms as requested at the beginning of each semester.
2. **PARTICIPATION IN FALL & SPRING FAIRS:** Each club is required to staff a recruitment table at the fair hosted by the Student Activities office at the beginning of each semester.
3. **FALL & SPRING OFFICERS MEETING:** The officers of each club are required to meet with staff in Student Activities at the beginning of every semester.
4. **PARTICIPATION IN CIVIC ENGAGEMENT:** The Student Activities office will publish several options for club involvement in campus civic engagement activities. All clubs are required to participate in at least one civic engagement activity in addition to either CANstruction or Big Pink/Big Blue depending on the semester in order to remain in good standing.
5. **FACEBOOK GROUP:** Every club will be required to maintain an open Facebook group. The group name should be “TC3 (insert name of club)” and the Director and Assistant Director of Student Activities should be added as administrators of the group.
6. **LEADERSHIP TRAINING:** Club officers are expected to participate clubs council which will meet at least once a month to discuss club and student activities matters.
7. **END OF SEMESTER REPORTS:** Club officers are emailed an electronic link at the end of every semester so that they can provide a summary of club activities to the Student Activities Department. Each club is expected to complete the electronic report in the Fall and the Spring.



Be sure to remain in good standing so you are able to request SGA funding!

### CLUBS & INACTIVE STATUS

A student club is deemed inactive with two consecutive semesters of any combination of the following:

- Lack of required paperwork on file
- Lack of events, programs, or regular meetings

- Lack of participation in civic engagement activities
- Notification of 'bad standing' for two consecutive semesters

To be reactivated, new members must go through the process for registering as if it is a new club.

# HOW TO... Volunteer As A Club

## Civic Engagement Requirements

At a community college, we have an important responsibility to give back to our Tompkins and Cortland communities. We also want every student at TC3 to learn the importance of giving back and being involved. As a club you will be required to participate in both CANstruction and Big Pink/Big Blue depending on semester as well as one Civic Engagement activity per semester.

**NOTE: Clubs that actively participate in some form of civic engagement will be given priority for travel and programming funding.**

The Office of Student Activities provides several easy opportunities for clubs to perform service right here on campus.

Listed below are some of our regular campus events and initiatives:

### CAMPUS BLOOD DRIVES



### CANstruction FOOD DRIVE



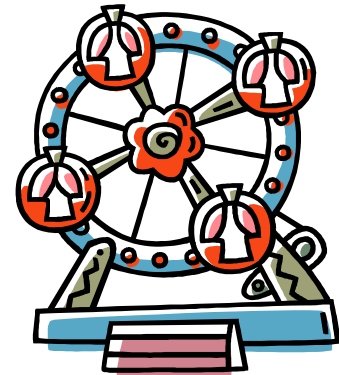
### BIG PINK-SEESAW



### BIG BLUE - DODGEBALL



### ANNUAL CARNIVAL



Information about how to get involved will be sent out in advance of each event. We will send information & volunteer requests to the club advisor and the club officer lists.



# Service Road Trips

The Student Activities Office will sponsor a service excursion to either a Tompkins or Cortland non-profit for a day of service. We'll provide lunch, supplies, and transportation. All we need are willing volunteers.

## HOW TO... Plan A Program



### PROGRAM PROPOSAL FORM

Each time your club plans a program, you will need to submit a **PROGRAM PROPOSAL FORM**. If you are seeking funding for your program from SGA or need to access Club funds, then you will need to also complete the **PROGRAM FUNDING PORTION**.

**This form is due THREE WEEKS before your event date!!!**



|                            |   |
|----------------------------|---|
| <b>Reserving the Space</b> | <p>When you submit the <b>PROGRAM PROPOSAL FORM</b>, it will act as the official request of your program space. <b>HOWEVER</b>, spaces like The Forum and the Student Center are in high demand so, to place a hold on a space for a program, you can send an email to <a href="mailto:activities@tc3.edu">activities@tc3.edu</a> and we'll save it for you if it's available while we wait for the form to be completed with your event details.</p> <p>Requests for use of any of the space in the athletic facility must also be coordinated with the Athletics Facility and Events Coordinator. We'll make these contacts for you when you turn in your form.</p> |
| <b>Ordering Food</b>       | <p>All food must be ordered from American Food &amp; Vending. When your program proposal form is approved, staff in Student Activities will submit an online Catering Request form on your behalf.</p>  |
| <b>Campus Police</b>       | <p>You may be required to request the presence of Public Safety at your event. If this is the case, the office of Student Activities will work with Public Safety to provide the necessary staffing. Events that will require the presence of Public Safety include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. If you anticipate more than 100 people in attendance</li> <li>2. You require cash protection</li> <li>3. This is classified as a late night event – end is scheduled for after 9pm</li> </ol>  |
| <b>A/V Services</b>        | <p>Please document any needs for technology or audio-visual equipment on the form. The Tech Support staff will provide this service for you as part of your room</p>  |

|                                       |  |
|---------------------------------------|--|
|                                       | reservation at no cost.  |
| <b>Performer or speaker contracts</b> | Any contract for services (speakers, entertainment) with a non-campus vendor must be reviewed and signed by the Director of Student Activities at least two weeks in advance of the program.         |
| <b>Funding Criteria</b>               | SGA will fund up to a maximum of \$2000 per program. Event Criteria: is it open to all TC3 students, is it aligned with the mission of the club, was it successful in the past or is it a new event? |



## **Bake, Merchandise Sales**

### **Sale of food items may not take place in the cafeteria or fireside café**

Bake sales may be scheduled for the front lobby of the main building. Student club members may request this space by e-mailing [activities@tc3.edu](mailto:activities@tc3.edu) and copying your advisor on the email. Please include the date you are interested in and the hours you will be operating. Your request should be made at least three days in advance of the sale. Advisors may also request this space using the same procedure. There are specific policies in place for the operation of bake sales on campus.

A cash box can be made available through Student Activities if requested at least 24 hours in advance. The box will have ample supply of coins and bills and must be returned immediately at the conclusion of the sale.

Bake Sales are for baked or packaged goods only. Recognized organizations are permitted to reserve space and offer foods that are not “potentially hazardous.” Avoid ingredients that are subject to spoilage.

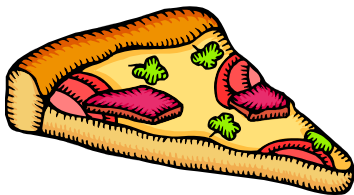
“Potentially hazardous” foods means any food that consists in whole or in part of milk/milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, cooked potato, cooked rice or other ingredients including synthetic ingredients, in a form capable of supporting :

1. rapid and progressive growth of infectious or toxigenic microorganisms or
2. the slower growth of *C. botulinum*.

Electrical appliances and extension cords are not permitted to be used during any type of sales.

The table for sales held in the front lobby can be found underneath the main lobby staircase. It is the group’s responsibility to take the table out and to return it at the conclusion of the sale. There will be one 8 ft. and one 6 ft. table available for use.

The deposit from proceeds of the sale must be made within 24 hours of the sale. The deposit should be made in the Office of Student Activities.



## **FOOD AT EVENTS & MEETINGS**

American Food & Vending has contracted with the College and has the exclusive right and/or right of first refusal with several exceptions to operate all college related and catered services on campus, including food vending services.

**IF YOU WANT FOOD AT YOUR PROGRAM – COMPLETE THE FOOD SECTION ON THE PROGRAM PROPOSAL FORM.**

**IF YOU WANT FOOD AT A MEETING – HAVE YOUR TREASURER COMPLETE THE GENERAL FUNDING REQUEST FORM.**

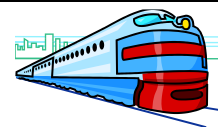
On the form please be sure to have details about your event: confirmed date, time, location, attendance, budget figures and menu ideas. Catering menus and costs will be generated through American Food and Vending. They can create special and ethnic menus/meals and will work with groups on menus designed to fit within a budget.

If American Food cannot meet your special food/beverage requirements, permission may be granted to use an off campus caterer. The off campus Caterer must provide a copy of their caterer's license/permit and communicate with the on-campus American Food and Vending manager regarding expectations and guidelines. **This must be done no later than seven days prior to the event or activity. Failure to do so will result in an event without food.** The caterer as a licensed food vendor will serve food that has been prepared in a kitchen certified or licensed by the local Health Department. Homemade prepared items are not permitted to be served to the general public.

At a club meeting where the participation is limited to the membership, food can be brought from home. Permissible items include home baked goods, pre-packaged snack goods, bottled soda, water, juices, doughnuts and items that do not contain ingredients subject to spoilage.

***For non-catered events, all food and related items must be cleaned up and disposed of immediately after the event by the group or the group will be subject to a cleaning fee.***

# HOW TO,, Travel As A Group



|                      |   |
|----------------------|---|
| <p><b>STEP 1</b></p> | <p>Pick up one <b>TRAVEL PROPOSAL &amp; FUNDING REQUEST FORM</b> which will be filled out by the leader of the group. Also pick up one <b>TRAVEL PARTICIPATION AGREEMENT</b> for each participant on the trip. Finally, you will need a <b>Chaperone Agreement Form</b> before submission.</p> <p><b>Please note, these forms must be submitted <u>at least three (3) weeks prior to your trip.</u></b></p> |
| <p><b>STEP 2</b></p> | <p>Complete the forms and turn them in to the Student Activities Office. Completed travel forms will also include attached copies of your trip itinerary as well as any documents that support your funding request (i.e. hotel room rates, proposed airfare rates, etc.)</p>   |
| <p><b>STEP 3</b></p> | <p>The SGA Budget &amp; Finance committee will attempt to review all travel and funding requests and notify you within one week of your submission date. The SGA committee only meets once per week, and your request will be reviewed at the next available meeting.</p>   |
| <p><b>STEP 4</b></p> | <p>After your request has been considered, you will receive an email from the Finance Committee. If your request has been approved you will also receive an email from the Assistant Director of Student Activities to set up an appointment. At this meeting, be prepared to provide all backup documentation, make final purchase and reservations, and confirm travel details.</p>                       |
| <p><b>STEP 5</b></p> | <p>If necessary complete and turn in your any additional documents like <b>PERSONAL VEHICLE FORMS</b> or other forms as needed.</p>   |

Note: The student activities office will only communicate with the trip leader. This is whoever completes all the paperwork. The purpose of all clubs is the help build leadership in our student body, therefore Advisors do not complete these forms, it is the duty of club officers. Please also refer to the FSA of TC3 Financial Procedures manual for additional important financial procedures and details.

## TRAVEL TIPS AND TIDBITS:

### FUNDING CRITERIA:

The Budget and Finance committee of SGA will meet weekly with staff from the Office of Student Activities to review all travel requests. The following criteria are used to determine the level of funding allocated:

1. The number of students participating on the trip
2. Cost Benefit to TC3 students and the institution
3. The description of the trip's connection to the club's mission
4. If there are easier or less expensive ways to achieve the same goal
5. Clubs standing with the intuition and previous engagement with TC3 activities.






|                         |   |
|-------------------------|---|
| <b>ADVISOR FUNDING:</b> | Student Activities/SGA will cover the cost of one (1) advisor per trip at 100%. Please document all expenses associated with the advisor's participation on the ADVISOR section of the TRAVEL FUNDING REQUEST FORM. Additional Advisors attending must secure other funding to participate. |
| <b>SGA FUNDING :</b>    | SGA will only fund the following items: <ul style="list-style-type: none"><li>• Transportation costs (vans, airfare, bus, charters, etc.)</li><li>• Hotel costs</li><li>• Registrations and/or admissions fees</li></ul>  |
| <b>CLUB REVENUE:</b>    | Club revenue is either rollover dollars, monies generated from a fundraiser, or a per person fee that you charge each person participating on the trip.<br><br>Club revenue can be used to cover any other costs associated with the travel.  |

### ACADEMIC AND JUDICIAL STANDING:

Please note that the Office of Student Activities and the Office of Campus Police will use the provided travel participation agreements to verify the academic and judicial standing of all participants. Students not meeting standards will be contacted by either department directly and may not be able to participate on the trip.



# HOW TO... Promote Your Organization

|  |  |
|--|--|
|    | <p>The <b>PANTHER PASSPORT TRAVEL GUIDE</b> is a weekly e-newsletter mailed to every student through their TC3 email address.</p> <p>To have your event or program included in <b>THE TRAVEL GUIDE</b>, send an email with a short paragraph about the event and the details to <a href="mailto:activities@tc3.edu">activities@tc3.edu</a> the Wednesday before the week you want it to be included.</p>   |
|   | <p>We also help to manage the TC3 Student Life Facebook account and post information there regularly. We can include information about your club events if you email the details to <a href="mailto:activities@tc3.edu">activities@tc3.edu</a> at least a week before the event.</p> <p>So, <b>LIKE US</b> at <a href="https://www.facebook.com/TC3.StudentLife">https://www.facebook.com/TC3.StudentLife</a></p>  |
| <p><b>VISIX DIGITAL DISPLAY</b></p>     | <p>Email either a powerpoint slide or a landscape oriented .jpg to <a href="mailto:activities@tc3.edu">activities@tc3.edu</a> and we'll put it on the two LCD displays in the Student Center and the Cafeteria.</p>  |
| <p><b>THE HUB</b></p>                  | <p>Sitting at a table in a high traffic area is a great way to generate interest in your club, recruit new members, and promote your programs. Our min-lounge in the lower brick area of the cafeteria will give you great exposure for recruiting new members!</p> <p>Please send requests for tabling to <a href="mailto:activities@tc3.edu">activities@tc3.edu</a> with the date and time and a brief description of whether you're recruiting new members or promoting a program.</p>  |
| <p><b>FLYERS/BULLETIN BOARDS</b></p>  | <p>For clubs, there are bulletin boards in each of the classrooms to advertise on-campus, co-curricular activities.</p> <ul style="list-style-type: none"> <li>• Posting should be 8 ½ x 11</li> <li>• Posting should be turned in at least 3 days before event</li> <li>• Please do not use a solid dark color for the background</li> <li>• We need 4 copies for just campus, 7 more for Residence Halls.</li> </ul> <p>There are also two bulletin boards in the Student Center where postings by recognized clubs are permitted. Check with the staff in the Student Activities Office.</p> <p>Posters, advertisements, etc., should only be placed in the designated areas of the campus. No posting is permitted on painted, wooden or glass surfaces or on bathroom walls or partitions. Cleaning staff is instructed to remove any postings which are not in approved areas.</p> <p>Blanket leafleting of the parking lots is prohibited. Chalking the campus is prohibited.</p> <p>Only on-campus clubs and departments are permitted to leaflet the tables on campus. Flyers are permitted on the dining hall tables but they will be removed at the end of each day</p> |