

EDINBORO UNIVERSITY OF PENNSYLVANIA

STUDENT ORGANIZATION ACTIVITIES-Policy No. A020

Supersedes Policy No. A020, Dated 12/8/89

Recommended for Approval By Dr. Glenda M. Lawhorn, Vice President for Student Affairs

Approved By Foster F. Diebold, President on February 18, 1993

Review Date: As Required

INTENT

Organizational activities sponsored by Edinboro University recognized student organizations have many educational and enrichment values. The intent of this policy is to provide for the approval of activities and to ensure proper University representation.

POLICY

- A. Activities held either on or off campus which are funded through student activity fee allocations or through University approved collections by the organization, must seek the approval of the Director of Student Development/University Programming and Activities.
- B. As provided in the Edinboro University Policy entitled "Student Organization Advisors", the officially recognized University advisor must be in attendance at all activities. Where the advisor or the Assistant Director of Student Development/University Programming and Activities feels that additional staff members need to be in attendance, the Assistant Director will arrange for members of the Student Affairs Division staff to be in attendance. The Assistant Director of Student Development/University Programming and Activities will make the request for additional staff through the Office of the Vice President for Student Affairs.
- C. Advisors or staff in attendance at the activity serve as representatives of the University and assist in fostering an educational experience, providing instruction and information, and protecting the interests of the University as well as supervising the proper use of University property. The advisor and staff member should not approve or condone any activity which is illegal or in violation of University policy, or which subject individuals to unreasonable risks of injury or harm. Further, the advisor and staff should not assume liability for the acts of the organization or its members, nor should the advisor and staff become obligated to protect organizational members and/or others from injury and harm.

- D. If an organization proceeds with an activity in the absence of an advisor, that organization will be denied permission to use university facilities for one full semester.

PROCEDURE

- A. Requests for approval of an activity must be in writing and must be submitted at least one week prior to the activity to the Assistant Director of Student Development/University Programming and Activities.
- B. Each request must include the following information:
 - 1. Time and date of the proposed activity.
 - 2. Location of the proposed activity.
 - 3. Means of transportation and, in the case of University owned vehicles, the name of the University employees who will be driving.
 - 4. Purpose or justification of the proposed activity.
 - 5. The expenses of the activity.
 - 6. The name, phone number, and signature of the approved University advisor who has agreed to be in attendance.
 - 7. The estimated number of participants.