



THE COLLEGE OF NEW JERSEY
OFFICE OF STUDENT
INVOLVEMENT

Recognized Student Organization Training Manual

Office of Student Involvement
Brower Student Center 209
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Office of Student Involvement

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Instagram: <https://www.instagram.com/roartcnj/>

Website: <https://involvement.tcnj.edu/>

About our Office:

Our Mission:

The Office of Student Involvement houses all student organizations, fraternities & sororities, and large-scale campus programs. We work to develop and support students, organizations, and their leaders to provide developmental, socially engaging, and career enhancing experiences.

We're always happy to meet with you to discuss your ideas and events. Stop by our office on the second floor of the Brower Student Center and let us know how we can help.

Advisor Resources

The Role of the Advisor:

Advisor roles may differ depending on the student organization. Some advisors play very active roles by attending meetings, working with student organization officers, and/or assisting in programming. Some advisors prefer to maintain a more distant relationship with the organization, assisting the organization only when requested. Advisors should be accessible to their student organization, and should provide the group's officers with an appropriate method of communication.

In the beginning of the advising relationship, student organization officers and the advisor should agree on clear expectations about the role that the advisor will take in the operations and guidance of the organization.

It is the role of the advisor to:

- Serve as a resource to the organization
- Interpret and clarify College policy and procedure
- Suggest program ideas that are relevant to the mission of the organization
- Advise officers in decision making
- Allow the group to succeed
- Allow the group to fail
- Encourage discourse and opportunities for learning ● Empower students to lead

It is not the role of the advisor to: ●

Control the group

- Run the organization's meetings
- Take veto power over decision making
- Take ownership over the organization's operations
- Become the organization's leader

Advisor Requirements:

All on campus Faculty/Staff advisors must be a part-time or full-time employees of The College of New Jersey.

Advisor Expectations:

Advisors are expected to:

- Meet with the Executive Board of the organization at least once per semester
- Read organization meeting minutes if applicable
- Commit to at least one academic year term
- Assist with the re-registration process
- Complete new advisor training
- Contribute to the list of names for potential future advisors
- Serve as Responsible Employees (directive from the Title IX Coordinator)

Advisor Role Checklist:

The Office of Student Involvement has created an Advisor Expectations and Role Checklist (Appendix A) to aid in the development of the advisor relationship.

In Appendix A, you will find potential advisor expectations and roles, which should be negotiated between student organization officers and the advisor. Individuals should complete this on their own and then collaborate to establish a shared “level of agreement” which will serve as the blueprint for establishing mutual expectations, roles, and responsibilities.

Responsible Employee:

TCNJ is committed to ensuring that our students have a positive experience at our institution. This experience is contingent upon students feeling safe on our campus. In your current position as advisor to a student group, you have a unique role in interacting with students and therefore have been identified as a Responsible Employee. The purpose of your role is to ensure that students who may disclose sexual or dating violence feel valued, cared about by our campus community, and are aware of their rights and resources both through TCNJ and criminally.

As a Responsible Employee you have specific obligations and requirements that are based upon guidance provided by the Department of Education, Office for Civil Rights for all higher educational institutions.

Your obligations and requirements are as follows:

- You **must** report all incidents of sexual assault, dating/domestic violence, stalking, or sexual harassment that have been reported to you by anyone affiliated with the TCNJ community (student, faculty, or staff member) to the Title IX Office within 24-hours upon receiving the information. You can report the information either directly to staff OR through a public report: ○ Contacting the Title IX Office directly

- Title IX Coordinator, Jordan Draper, via:
 - Email: draperj@tcnj.edu;
 - Phone: 609-771-3266 ; or
- Title IX Investigator, Chelsea Jacoby, via:
 - Email: jacobytcnj.edu
 - Phone: 609-771-3112 ○ Submitting an online report
- https://tcnj-advocate.symplicity.com/titleix_report/index.php/pid484204?
- You must attend a mandatory training session every three years on how to respond to students who have disclosed and how to report these incidents. Information regarding these online and/or in-person training sessions will be provided to you during semesterly advisor training or by request.

For more information on Responsible Employees please refer to the [Title IX Policy](#) and/or the [Title IX Website](#). If you have any questions or concerns please contact the Title IX Investigator, Chelsea Jacoby at jacobytcnj.edu or 609-771-3112.

Student Organization Information

Advisor Training:

Advisor training will be held each semester. The training is to provide updates and new information to all advisors. This training is not mandatory but encouraged to stay up to date with policies and procedures.

Approval Process:

Students interested in starting a student organization must contact StartAGroup@tcnj.edu. The Student Government process and requirements to start a new group can be found on the [Student Government's Website](#).

Conduct:

All individuals in Student Organizations are required to adhere to the Student Conduct Code. Please see: [Student Code of Conduct](#) and refer all questions to The Office of Student Conduct & Dispute Resolution Services (conduct@tcnj.edu).

Copyright Law Guidelines:

Federal copyright law restricts the use of videocassettes and DVDs for private showings and prohibits their public performance without prior written consent of the holder of the copyright.

A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, DVD, streaming, etc.) must secure a license from a booking agency. For a list of booking agencies, [please contact the Office of Student Involvement](#). Films that are rented or purchased from a retail or online outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency. Proof of copyright compliance must be filed with the Office of Student Involvement prior to any films being shown.

The Office of Student Involvement has created a Flowchart and FAQ (Appendix B) to aid in the understanding of copyright laws and licensing requirements.

Email:

All student organizations are granted use of a TCNJ email address through TCNJ Google Apps. Regularly checking this email account is essential as it is the official method of communication from the College. All pertinent information to student organization success, including re-registration, will be sent via email only. General email management (including establishing email addresses for new organizations) will be overseen by the Office of Student Involvement. To reset a lost/forgotten password, your advisor should email helpdesk@tcnj.edu on your behalf.

Student Organizations are added to the recognized-student-organizations-group@tcnj.edu Google group. Emails can only be sent to this Google group from your organization's email. Postings to this Google group must adhere to policies set forth in the Office of Student Involvement Posting Policy. Appropriate referrals for potential violations of policy will be referred to the [Office of Student Conduct](#).

Event Check In:

The Roar* app has a built in event check in function. You can use this to track who attended your event, to sell/issue tickets to your events, or to gain points for contests. To obtain a QR code for your event, you must first create an event in Roar* and generate a QR code through that event.

Food Sales/Distribution:

When Recognized Student Organizations are distributing food at their events or asking for donations for food at a vendor table, we advise that groups:

1. Utilize gloves, serving utensils, and keep food at proper temperatures for sanitary and health reasons.
2. Identify all ingredients and contents of food - highlighting any known allergens.
3. Adhere to the [Food Guidelines](#).
4. Submit a [Fundraising Approval Form](#) no less than 10 business days prior to their event, if hosting a fundraiser.

All food eating contests are prohibited.

Funding/Student Finance Board:

The Student Finance Board (SFB) is responsible for allocating funds to student organizations. The SFB distributes the Student Activity Fee (SAF), a fund that undergraduate students pay into as part of their tuition and fees. These funds are set aside specifically for the SFB to allocate toward student organization activities.

All Recognized Student Organizations that are in good standing with the Office of Student involvement, are eligible to receive funding from the SFB. On the [Student Finance Board website](#), you will find a copy of the Special Appropriations Form that student organizations must fill out and present when requesting funds.

Student organizations are required to bank with SFB in order to be eligible for SAF funding. If your student organization maintains a supplemental off-campus bank account, you must provide documentation that the account utilizes the organization's own TAX ID number. The College's Tax ID is not permitted for use.

Fundraising Policy:

The Fundraising Policy works to help student organizations engage in financially transparent fundraising policies. Before starting any fundraising activity, please use the [Fundraising Request Form](#). Merchandise using the name of the College in any form must be consistent with the college's mission and values. The use of the official TCNJ logo must be consistent with branding standards. Fundraising materials associated with alcohol, drug, or illegal paraphernalia will be prohibited. After receiving approval, your activity may begin. After all fundraising activity is completed, you must deposit your fundraised monies into your SFB Fundraising account within

1 business day. A receipt of your SFB deposit must be provided to the Office of Student Involvement immediately following your deposit.

See Appendix D for a Flowchart explaining the Fundraising Policy.

Gambling/Raffles

Raffles, 50/50's and other games of chance requiring a monetary investment are not permitted under NJ State Gambling Laws. Games of skill (ex: basketball tournament, free throw contest, etc.) are permitted. Please refer to the [New Jersey Gambling Laws for more information.](#)

Google Group for Advisors:

Each advisor will be assigned to the Recognized Student Organization Advisor Google Group. Important information regarding your role as an advisor or information regarding general student organization operations will be emailed to advisors. This group will also provide advisors with a mechanism to communicate directly with each other and the Office of Student Involvement.

G-Suite:

G-Suite (formerly called Google Apps) is a suite of applications hosted by Google; that comes along with your TCNJ Google account. It includes Google Mail, Google Calendar, Google Docs/Sheets/Slides, Google Groups, Google Drive (both individual and team), and Google Sites where organizations can create a free website.

Basically, it is like having our own Google community.

Information and FAQ regarding the use of G-Suite with your TCNJ account can be found on the IT Helpdesk website:

<https://tcnj.teamdynamix.com/TDClient/KB/?CategoryID=3506>

Guide to Freedom of Expression:

The [Guide to Freedom of Expression](#) was created to assist students at The College of New Jersey while navigating policies and issues around freedom of expression, staging events, and engaging in meaningful dialogue while preserving the rights of others. It is important to note that this guide does not supercede or replace any existing policies on this campus and students should take care to review any referenced policies in their entirety. Please also refer to the [Use of Campus Property Policy](#).

Keys:

Student Organizations with Office Space can request a key through the Brower Student Center staff located at the BSC Information Desk. Similarly, organizations with cages/lockers can use the “Master Lock Vault eLocks” app (App Store or Google Play) to access their student organization locker. Student organization executive boards are the only members of a group eligible to be on the key list.

Lockers/Cages/Offices:

Lockers on the Brower Student Center 2nd floor, Basement Square Cages, and Basement Vertical Cages are available for an annual reservation (August - May) for all recognized student organizations that do not have office space. The Brower Student Center manages the reservation process and they are not liable for any damages caused to items stored.

The Locker request process for the academic year will take place during the preceding Spring semester. Locker requests will be approved by the Director of the Brower Student Center and/or designee. Student Organizations that are recognized by Student Government or Inter Greek Council, registered with Student Involvement and do not currently have a student organization office located on the 2nd floor of the Brower Student Center (*at the discretion of the BSC Professional Staff*) are eligible to apply for locker space. **The specific type of locker requested is not guaranteed.**

Guidelines for use of BSC lockers/cages can be found on the [Brower Student Center website](#).

Mail:

All student organizations have mailboxes with a physical address of:

(Name of Student Organization)
2000 Pennington Road
BSC 209
Ewing, NJ 08628

Please ensure that the recognized name of the group is listed on the mailings your group is receiving. Mailings with Individual Students, local chapter designations, or the like, without the name of the student organization, will be returned to sender.

All mailboxes must be checked on at least a monthly basis. Any unclaimed mail at the end of the semester will be discarded.

Posting:

All postings by Student Organizations must adhere to the [Posting Policy](#). To have your posting approved, please submit [here](#).

Printing:

The Student Finance Board coordinates all student organization printing privileges. Organizations can submit annual budget requests for printing to the SFB through their base budget process. If you need your print code, please contact the SFB in BSC 214.

Programming Space:

All Student Organizations looking to book an on campus space for their event/meeting must do so using the College's reservation program, BookIt. The BookIt program can be found at <https://bookit.tcnj.edu/VirtualEms/>

Instructional videos on how to use the BookIt system can be found online here:

<https://bsc.tcnj.edu/reservations/book-it-help/>

Student Organizations must be mindful of the timing required regarding submitting a request for an event space, and service providers. See Appendix C for a chart explaining the Event Request Guidelines.

Registration:

All Student Organizations must register on a semesterly basis with the Office of Student Involvement. Failure to register by the advertised deadline will result in the deactivation of that organization. Each student organization receives an email from the Office of Student Involvement at the end of each semester to register for the upcoming semester. The deadline is not flexible.

****If your student organization does not register by the set deadline, your group will lose recognized student organization privileges and be referred to Student Government for derecognition at the first meeting of the following semester.****

Roar*:

Roar* is the college-wide app for Student Involvement. Through Roar*, students can join student organizations, manage multiple calendars (TCNJ Academic Calendar, Individual Class Calendar, Athletics Events Calendar, Campus Events Calendar, etc).

Student Organizations can use Roar* to manage their organizations membership roster, post and publicize events, send out internal organizational announcements, and external campus-

wide announcements. Organizations can also utilize financial features such as tickets sales to events** and allowing the purchase of products or donations for fundraising efforts.

Every student, faculty, and staff member have access to Roar* through their TCNJ account.

***Events occurring in a Center for the Arts facility that require ticketing will still need to be coordinated through the BSC Box Office.*

Student Involvement Fair:

The Student Involvement Fair is open to all Recognized Student Organizations to participate in. The Fair will take place in the beginning of the Fall and Spring semesters. Each organization that registers will be assigned a table and given a tablecloth. Organizations will be assigned a table grouped within their organization type (i.e. advocacy, cultural, social, academic, etc). Groups will not have access to an electrical outlet for any displays, laptops, speakers, etc. The Student Involvement Fair will take place in the Brower Student Center.

The Student Involvement fair is not open for Campus Departments, Academic Departments, or Outside Vendors.

Student Organization Awards:

At the end of the Spring semester, recognized student organizations will have the opportunity to apply for Student Organization Awards. The purpose of the awards is to honor and recognize the efforts put in by our dedicated student organizations.

Award winners will be announced at the end of the year Student Organization Awards ceremony.

Student Organization Privileges and Responsibilities

Each student organization is required to follow the guidelines found in the [Student Organization Privileges and Responsibilities](#) set in place by The Office of Student Conduct & Dispute Resolution Services.

If the Office of Student Conduct receives notification of any violations of student organizations, the organization president will receive an email notification and will be asked to meet with the Assistant Director for Student Conduct. Failure to adhere to the items found in the Student Organization Privileges and Responsibilities document can result in loss of student organization recognition.

Student Organization Summit:

The Student Organization Summit serves as a space where leaders from student organizations around campus can come together to receive important administrative information relevant to student organizations, as well as to foster fruitful discussion between different student groups about the programs and initiatives they are pursuing. This program aims to foster greater collaboration between student groups. It will be hosted by the Office of Student Involvement at the beginning of the Fall semester.

Third Party Vendors:

When planning an event that involves any third party vendor (including rentals, performers, bands, DJ, speakers, etc.), you must communicate that in your event planning meeting and should meet with your organization's advisor and/or the Office of Student Involvement.

A contract is required from the third party vendor or a contract can be created using the example template on the Student Involvement and Student Finance Board Websites. This also includes any service that is free of charge.

- Your advisor or a staff member in Student Involvement can provide best practice guidance in your review, edit, and signing of the contract on your organizations behalf.
- An Advisor should never sign a contract.
 - A sample Student Organization Contract and the Student Organization Contract Addendum for Third Party Vendors can be found on the Student Finance Board's website:
<https://www.studentfinanceboard.com/administrative-forms.html>

TIPS Training:

Techniques for intervention ProcedureS is a 3 hour certification program to teach alcohol and alcohol intervention skills and knowledge. To schedule a session or to learn more, please contact adep@tcnj.edu

Please note: All social events where alcohol is present require a TIPS certified monitors.

Use of TCNJ Logo:

When using the college logo, brand, identity, color, and letters, student organizations must follow the [TCNJ Graphic Identity Standards Guide](#). Failure to comply may result in loss of recognized student organization privileges.

Apparel & Merchandise (Swag):

Apparel created for informal purposes need not follow TCNJ graphic standards. If the design includes the college's name in any form, however, the context in which it is used must be consistent with the college's mission and values. If an official mark or logo is used, all TCNJ graphic standards must be followed.

Student organizations are permitted and encouraged to create materials for use by their group and group members. If a group wants to use "TCNJ" or "The College of New Jersey", a group may use any font, layout, or other visualization they want on the Apparel or Merchandise (Swag) as long as it is consistent with the college's mission and values. If a group wishes to use any official marks found in the Graphic Identity Standards Guide, the groups must adhere to all guidelines within the Graphic Identity Standards Guide, and all materials must be approved by the Office of Student Involvement.

TCNJ branded items can be designed and purchased through the TCNJ Barnes and Noble Bookstore.

Appendix A:**Advisor Expectations and Role Checklist**

The Office of Involvement has created an Advisor Expectations and Role Checklist to aid in the development of the advisor relationship.

Below are potential advisor expectations and roles, which should be negotiated between student organization officers and the advisor. Individuals should complete this on their own and then collaborate to establish a shared "level of agreement" which will serve as the blueprint for establishing mutual expectations, roles, and responsibilities. "The advisor should ..."

Expectations	Agree	No Opinion	Disagree	Notes
Attend one executive board meeting per semester				
Meet with the executive board regularly				
Meet with organization president regularly				
Receive copies of meeting minutes, emails, etc.				

Attend general body meetings/events				
Be accessible on a weekly basis to organizational leadership				
Establish appropriate method of communication with organization				
Assist in the creation of goals for the organization				
Assist with the SG re-recognition process				
Complete advisor training once per year				
Advise within the framework of the student organization conduct code				
Be knowledgeable of college policies/procedures				

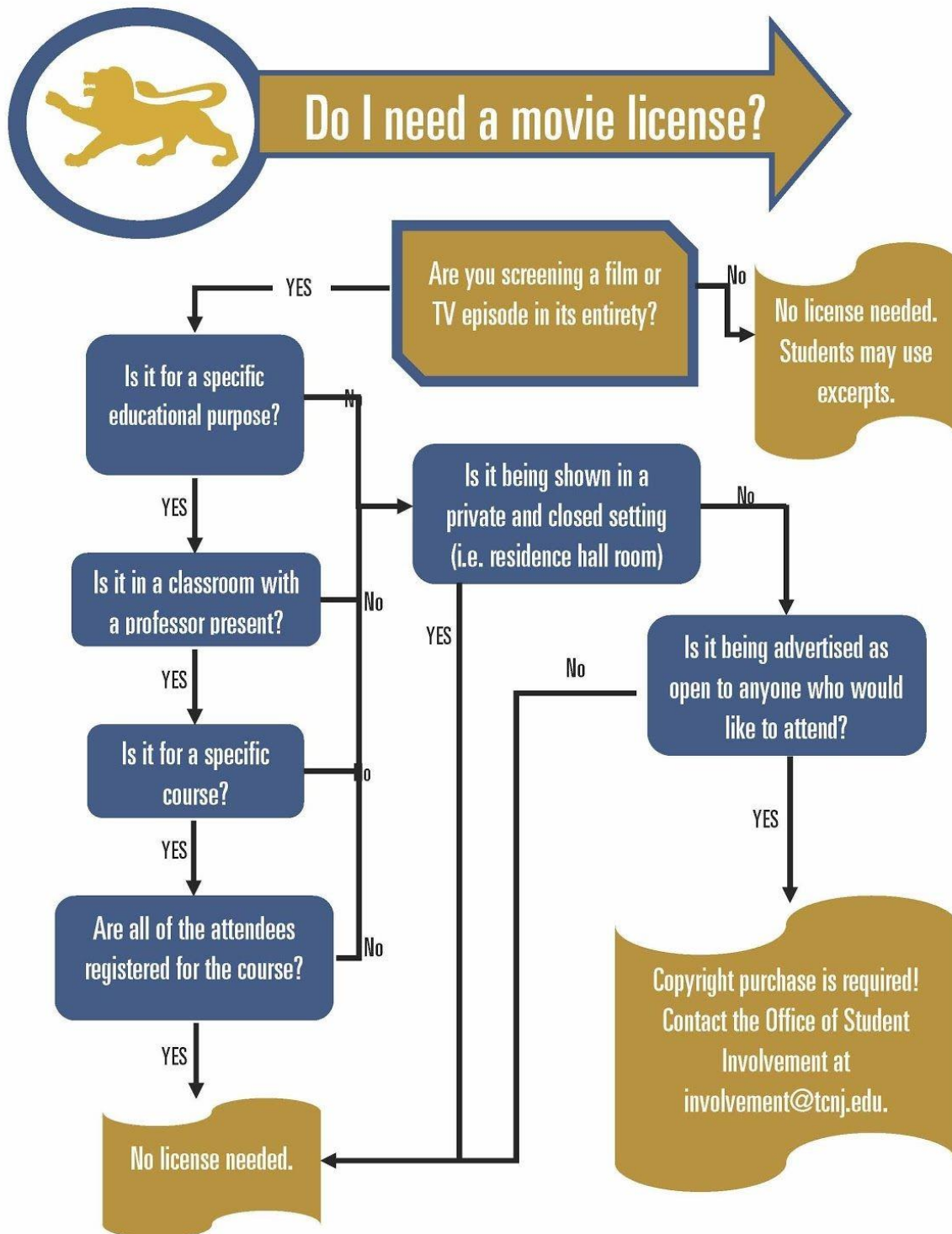
“In performing the role of advisor, the advisor should ...”

Potential Roles of the Advisor	Agree	No Opinion	Disagree	Notes
Be a referral resource to campus services				
Be a sounding board for ideas and programs				
Support change within the organization				
Support annual review of constitution/bylaws				
Speak during discussions/meetings when appropriate				
Provide support for longevity of organization				
Provide assistance with organization leadership transition				
Monitor election of organization officers				
Be an educator/trainer of leadership and organizational skills				
Mediate or refer interpersonal conflicts of the group				
Assist organization with sound financial practices				
Recruit new members to organization				
Evaluate organization leaders				
Evaluate programs				

Modified from the resources of Eastern Oregon University, University of Florida, and Drexel University

This is a simple guideline to assist you in determining the level of responsibility and involvement you have with any student organization you choose to advise.

Appendix B:



Appendix B:



MOVIE RIGHTS AND COPYRIGHT LAWS

Educational Teaching Exemption:

Copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An integral part of a class session and is of material assistance to the teaching content.
- Supervised by a professor in a classroom.
- Attended **ONLY** by students enrolled in a **REGISTERED** class of an accredited nonprofit educational institution.
- Presented using a lawfully made movie that has been legally produced and obtained through rental or purchase.

FREQUENTLY ASKED QUESTIONS

Can I use short clips of films for events?

Under certain conditions, the use of short clips of a film may be permissible under the fair use provisions of the copyright law. Some of the considerations in applying fair use include the length of the excerpt; the purpose of the use (i.e. education vs. commercial or for profit); the nature of the copyrighted work and the potential impact the use may have upon the potential market for or present value of the work. In general, the short clips of film used for the purposes of educational discussion should be brief and should not constitute more than a small portion of the film from which they are extracted.

What is considered public space on our campus?

Anything outside of your personal dorm room or apartment is considered public space (i.e: Classrooms, auditoriums, meeting/conference rooms, libraries, museums, recreational facilities, common areas of apartments/dormitories/and other residential communities, outdoor space, cafeterias, etc.)

If I'm not charging admission to watch the movie, do I still need to purchase the licensing rights?

Yes. A license is required for all public performances regardless of whether admission is charged.

If I buy a movie at a store, rent it from the library, or already own the film, does that count as “purchasing the rights”?

No. Stores and libraries sell and rent movies for “home use only” and cannot provide legal permission for use outside of the home. You can only obtain licensing directly from a licensor, not from a third party.

What if I want to show an old movie from the ‘30s or ‘40s? Do I still need a license?

Yes. Copyright pertains to all movies regardless of the year it was produced, unless it falls in the “public domain” and is free for viewing. To see a list of movies in this category, visit: <http://www.openflix.com>.

What if I’m only showing the film for educational purposes? Do I still need a license?

You will need to purchase the license unless your movie is being shown as part of a class and is relevant to the teaching content, the movie is supervised by the course instructor, and the movie is attended **ONLY** by students enrolled in a **REGISTERED** Class at TCNJ. Showing a movie outside of a classroom and holding an education discussion following the film is not part of the educational exemption.

Do documentaries and independent films fall under the same rules?

These types of movies are usually explored on a case by case basis. Sometimes permission can be obtained from the film maker to show the film without purchasing the rights.

How do I obtain a license to show films publicly?

A license to show films publicly may be obtained from a variety of sources. The copyright owner of a film is generally listed in the credits of the film.

- The film's website may contain basic information needed for this purpose.
- Most film production companies authorize this through specific affiliated distribution companies.
- Special arrangements for licensing are sometimes made by film companies for film showings by religious organizations, within certain conditions.
- Companies that provide licenses:
 - Swank Motion Pictures, Inc.
 - www.swank.com
 - 1-800-876-5577
 - Criterion Pictures U.S.A.
 - www.criterionpicusa.com
 - 1-800-890-9494
- The Office of Student Involvement, (609) 771-2466 or involvement@tcnj.edu, can assist TCNJ students, faculty, and staff in locating the companies with distribution rights.

How much does it cost to obtain license to publicly view a film?

The cost for a license from distribution companies for public exhibiting varies depending on:

- The age and release history of the film.
- The film's popularity at the time or in the rental market.
- The requested format.

Typically, a recent release of a commercial film which is no longer showing in area theatres can cost anywhere from \$500 to over \$1,000 per day for the license. Older films generally cost substantially less, but their status as 'cult' favorites may keep the license price high.

Are there alternatives to obtaining a license?

A letter of permission from the copyright owner may be substituted for proof of a license.

Appendix C:

Student Organization Event Request Guidelines

Tier 0 – 48 Hours Minimum	Tier 1 – 10 Business Days Minimum	Tier 2 – 20 Business Days Minimum	Tier 3 – 30 Business Days Minimum
<ul style="list-style-type: none"> General Classroom Request in any Academic Building 	<ul style="list-style-type: none"> Events that do not require any additional college resources such as Brower Student Center Meeting Rooms (101, 104, 221, 222, 223, 224, and 225) and Decker Social Space. 	<ul style="list-style-type: none"> Events that require permission from college personnel and additional college resources and/or services. Spaces including but not limited to Education 212, Business Building Lounge, BSC 100, Library Auditorium, complex outdoor events. 	<ul style="list-style-type: none"> Any Event in Arts Facilities or Athletics spaces such as Kendall Main Stage Theater, Mayo Concert Hall, Black Box Theatre, Packer Hall, Athletic Recreation Center.

- Final determination of appropriate Tier for an event will be made by Brower Student Center Professional Staff
- Events that change tier after initial booking may have to be rescheduled to meet necessary deadlines
- All deadlines/procedures of other offices (i.e. Sodexo Catering, Arts Facilities) still apply
- All requests are subject to room availability. Submitting a request on time does not guarantee that a space will be available.

Appendix D:

Fundraising Policy Guidelines and Flowchart

When planning a Fundraiser please follow the steps below:

1. Reserve space through BookIt, or contact Carly Samuels at samuelsc@tcnj.edu for BookIt support
2. Complete the [Fundraising Approval Form](#). This form must be submitted no less than 10 **business days** prior to the date of your anticipated fundraiser. Failure to do so will result in loss of your space reservation for your event.

Donation Flow Chart

