



Fraternity and Sorority Life

LEADERSHIP MANUAL

This manual was created to be used in conjunction with the following policies and manuals:

[Recognized Student Organization Privileges and Responsibilities](#)

[Sexual Harassment, Misconduct, & Discrimination Policy - INTERIM](#)

[Student Conduct Code - INTERIM](#)

[Student Organization Fundraising Policy](#)

[Student Travel](#)

Chapter members should refer to these policies, as well as policies provided by their national organizations and/or umbrella governing council for additional and similar policies.

The policy manual details certain policies unique to fraternities and sororities at The College of New Jersey (TCNJ). TCNJ reserves the right to amend or modify the provisions and policies in this handbook from time to time in its sole discretion. Such amendments and provisions shall be provided to the fraternities and sororities via e-mail and will be posted on the Office of Student Life website.

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Recognized Fraternities and Sororities at TCNJ

Inter Greek Council (“IGC”) – *Professional Fraternal Council (PFC) coming Fall 2023*

The Inter-Greek Council is the governing body of the fraternity and sorority community, with three sub-councils encompassed within. Currently, IGC is home to four professional organizations.

Organization Name	Greek Letters	Type
Alpha Kappa Psi	AKΨ	Co-ed Business Professional
Delta Sigma Pi	ΔΣΠ	Co-ed Business Professional
Sigma Alpha Iota	ΣΑΙ	Music Women’s Fraternity
Theta Tau	ΘΤ	Co-ed Engineering Professional

Interfraternity Council (“IFC”)

Organization Name	Greek Letters
Alpha Chi Rho	ΑΧΡ
Alpha Epsilon Pi	ΑΕΠ
Beta Theta Pi	ΒΘΠ
Delta Epsilon Psi	ΔΕΨ
Delta Tau Delta	ΔΤΔ
Kappa Delta Rho	ΚΔΡ
Phi Alpha Delta	ΦΑΔ
Phi Kappa Psi	ΦΚΨ
Phi Mu Alpha	ΦΜΑ
Sigma Alpha Epsilon	ΣΑΕ
Tau Kappa Epsilon	ΤΚΕ

Unified Greek Council (“UGC”)

Organization Name	Greek Letters
Alpha Kappa Alpha	ΑΚΑ
Alpha Phi Alpha	ΑΦΑ
Chi Upsilon Sigma	ΧΥΣ
Delta Sigma Theta	ΔΣΘ
Lambda Theta Alpha	ΛΘΑ
Lambda Theta Phi	ΛΘΦ
Lambda Upsilon Lambda	ΛΥΛ
Sigma Lambda Gamma	ΣΛΓ
Zeta Phi Beta	ΖΦΒ

**expanding: Phi Beta Sigma*

Panhellenic Association (“Panhell”)

Organization Name	Greek Letters
Alpha Xi Delta	ΑΞΔ
Delta Phi Epsilon	ΔΦΕ
Delta Zeta	ΔΖ
Kappa Delta	ΚΔ
Sigma Kappa	ΣΚ
Sigma Sigma Sigma	ΣΣΣ
Theta Phi Alpha	ΘΦΑ
Zeta Tau Alpha	ΖΤΑ

**Kappa Delta is inactive for the 2023-2024 academic year. For more information, see the [Greek Life Fact Sheet](#).*

Unrecognized Organizations

The Office of Student Life and the Office of Student Conduct and Off-Campus Services work together to uphold the standards created by the College community.

The following groups have lost their recognition status with the College due to violating TCNJ's Organizational Code of Conduct:

Phi Kappa Tau

Violation: Multiple Alcohol Violations

Semester of Last Violation: Fall 2016

Status: Revocation through 12/2024

Sigma Pi

Violation: Multiple Alcohol, Drug, and New Member Violations

Semester of Last Violation: Spring 2016

Status: Revocation of Recognition (suspended indefinitely)

The following groups did not follow the Expansion Policy and are not recognized by TCNJ:

Omega Psi Phi

Kappa Sigma

The College of New Jersey seeks to support and advance all of its recognized student organizations in order to provide developmental and experimental opportunities for students. These groups benefit from staff advisement, facility usage, funding opportunities, leadership training, educational programming, risk management support, insurance coverage, and engagement with over 240 other recognized student organizations. The recognized organizations that meet their standards of recognition can be found on ROAR*.

Groups that fail to meet recognition expectations or that have engaged in activities that violate organizational or College policies have lost recognition from the College. These unrecognized groups are no longer advised, supported, or regulated by the College and are considered underground organizations. Despite having lost recognition from the College, some of these underground groups may continue to operate in violation of College directives.

Fraternity and Sorority Advisement

Fraternity and Sorority Life falls within the scope of the Office of Student Life. Here are the key staff members that you are able to utilize and/or may come across throughout your leadership term.

Aimee Wardle	Assistant Director for Student Life: Fraternity and Sorority Life	wardlea@tcnj.edu	609-771-2473
Kaitlin West	Coordinator for Fraternity and Sorority Life	westk1@tcnj.edu	609-771-3282

Office of Student Life

Dave Conner	Director of Student Life	conner@tcnj.edu	609-771-2466
Jenn Simon	Assistant Director of Student Life: Student Involvement	simonj@tcnj.edu	
Maria Quattrocchi	Coordinator for Student Involvement	quattro2@tcnj.edu	
Kiley Cinnelli	Associate Director for Student Life: Brower Student Center	mccullok@tcnj.edu	609-771-2331
Melissa Andreas	Assistant Director for Brower Student Center	AndreasM@tcnj.edu	
Katie Miller	Brower Student Center Events Coordinator	Millerk9@tcnj.edu	
Cassandra Colfer	Brower Student Center Operations	colferc@tcnj.edu	
Rob Simels	Associate Director for Student Life: Recreation and Wellness	simelsr@tcnj.edu	609-771-2223
Shawn Dean	Sport Programs Coordinator	deans2@tcnj.edu	
Dave Ilaria	Fitness Coordinator	ilaria@tcnj.edu	
Ashley Cox	Wellness Programs Coordinator	coxa@tcnj.edu	

GOVERNING COUNCILS

Inter-Greek Council (IGC)

The Inter-Greek Council seeks to build upon the values of recognized chapters and to enhance students' experiences at TCNJ through fraternity and sorority values-based lifestyles. IGC serves as the governing body over all other councils and fraternity/sorority chapters at TCNJ.

IGC is home to four professional organizations (three co-ed and one women's-only) that do not fall under any of the other three councils.

Advisors: Aimee Wardle, Assistant Director for Student Life
Kaitlin West, Coordinator for Fraternity and Sorority Life

Interfraternity Council (IFC)

The Interfraternity Council exists to promote the shared interests and values of our member fraternities: leadership, service, brotherhood, and scholarship. IFC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience, advancement and growth of the fraternity community, and enhancement of the educational mission of the host institution.

Advisor: Aimee Wardle, Assistant Director for Student Life

Unified Greek Council (UGC)

The mission of the Unified Greek Council (UGC) is to promote unity among culturally-based fraternal organizations and enhance cultural awareness within the campus community. They are the governing body for culturally-based fraternal organizations. These organizations include but are not limited to members of the National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), and National Asian Pacific Islander Desi American Panhellenic Association (NAPA).

Advisor: Kaitlin West, Coordinator for Fraternity and Sorority Life

Panhellenic Association (Panhell)

The Panhellenic Association oversees the chapters of the National Panhellenic Conference recognized at TCNJ. The mission of Panhellenic is to stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. Panhellenic organizations work with national and international headquarters to support local and global philanthropies as well as create a network of support during and after women's collegiate years.

Advisor: Aimee Wardle, Assistant Director for Student Life

Office Hours

All executive council members of the four governing councils (IGC, IFC, UGC, and Panhell) are required to complete offices hours in the IGC office. All positions must complete two office hours per week for the duration of their term. At the beginning of each semester, IGC will post an office hours schedule on the door to their office.

The IGC office is located in the Brower Student Center, Room 208.

Mail/Packages

All mail for recognized student organizations can be sent to:

[insert student organization name]

The College of New Jersey

Brower Student Center Room 209

2000 Pennington Road

Ewing, NJ 08628-0718

**Please make sure that if it is being addressed to an individual, such as the President, that the group name is ALSO on the mail/package. If it is not, we don't necessarily know who to send it to.*

Definition of Terms

- **Active:** a formal initiated member of a fraternity or sorority
- **Badge (pin):** the insignia that designates your fraternity or sorority
- **Bid:** a formal invitation to join a fraternity or sorority
- **Call/Chant:** a vocal sound used by members of culturally-based fraternal organizations to acknowledge one another
- **Chapter(s):** a name for the local organization (on a college campus or geographic area) of a national fraternity or sorority.
- **Colony:** a group of TCNJ students who have been organized under the auspices of an inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
- **Council:** the governing body over a group of fraternities or sororities. At TCNJ, we have 4 councils (IGC, IFC, UGC, and Panhell).
- **Crossed:** the actual date of an initiation into a cultural fraternal organization
- **Hand sign:** used to identify members of the same organization; only members of the organization should show case the hand sign. Most have a deep meaning to that organization or ritualistic symbol.
- **Intake:** the membership recruitment and induction process of culturally-based fraternities and sororities
- **Inter/national Fraternity or Sorority:** a fraternity or sorority holding membership in the North American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO), the National Multicultural Greek Council (NMGC), National Asian Pacific Islander Desi American Panhellenic Association (NAPA), or a fraternity/sorority that has inter/national status.
- **Inter-Greek Council (IGC):** seeks to build upon the values of recognized chapters and to enhance students' experiences at TCNJ through fraternity and sorority values-based lifestyles. Home to the 4 current professional fraternities/sororities on campus.
- **Interfraternity Council (IFC):** exists to promote the shared interests and values of our member fraternities: leadership, service, brotherhood, and scholarship.
- **Legacy:** a prospective member who has a family member in the same fraternity or sorority. Please note that each organization has their own qualifications for which family member relations classify a prospective member as a legacy.
- **Line:** the members of a culturally-based fraternity's or sorority's new member class
- **Local Fraternity or Sorority:** a fraternity or sorority whose history is solely on The College of New Jersey campus and does not have inter/national status. Typically, a local fraternity or sorority has only one active chapter.
- **National Asian Pacific Islander Desi American Panhellenic Association (NAPA):** a collective group of leaders within the Asian Pacific Islander Desi American community who work together to advocate, collaborate, and educate our members and constituency for the greater good.
- **National Panhellenic Conference (NPC):** a collaborative association of 26 total sororities whose member organizations typically have multiple chapters. NPC is an organization

established to foster inter-sorority relationships, to assist collegiate chapters of the NPC member groups, and to cooperate with colleges and universities in maintaining the highest scholastic and social standards.

- **National Pan-Hellenic Council (NPHC):** a collaborative association of the nine historically African American fraternities and sororities whose member organizations typically have multiple chapters.
- **Neophyte (“Neo”):** a new member of a culturally-based fraternity or sorority
- **New Member Presentation:** a presentation/show used to present the newly initiated members of a culturally-based fraternal organization
- **North American Interfraternity Conference (NIC):** a collaborative association of fraternities whose member organizations typically have multiple chapters. The NIC advocates the needs of fraternities through enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.
- **National Association of Fraternal Latino Organizations (NALFO):** an umbrella council for Latino Greek Letter Organizations whose member organizations typically have multiple chapters. The purpose of NALFO is to promote and foster positive interfraternal relations, communication, and development of all Latino Fraternal organizations through mutual respect, leadership, honesty, professionalism and education.
- **National Multicultural Greek Council (NMGC):** an umbrella council for Multicultural Greek Letter Organizations whose member organizations typically have multiple chapters.
- **Office of Student Life (OSL):** houses all recognized student organizations, fraternities & sororities, and large scale campus programs, as well as the Roscoe mascot program.

**Fraternity and Sorority Life staff are OSL staff*

- **Panhellenic Association (Panhell):** oversees the chapters of the National Panhellenic Conference at TCNJ. The mission of Panhellenic is to stand for service through the development of character inspired by close contact and deep friendship of individual fraternity and Panhellenic life.
- **Potential New Member (“PNM”):** any TCNJ student who is not already an initiated member of a fraternity or sorority, whether they are interested in joining or not
- **Prophyte:** an older (initiated) member of a culturally-based fraternity or sorority
- **Salute:** a means by which members of an organization can praise a particular member within their organization or to honor the organization’s past and current accomplishments
- **Stepping:** a form of percussive dance in which the participant’s entire body is used as an instrument to produce complex rhythms and sounds through a mixture of footsteps and handclaps
- **Stroll:** an energetic, synchronized dance. Typically, organizational members move together in a line expressing pride for their organization. In this line, members may express their pride through use of their organization’s call, sign or historical information, ritual/custom dances, etc. All of this is done through movements that are unique to a particular organization. Emulating or cutting in/through the line is considered a sign of disrespect.
- **Unified Greek Council (UGC):** the governing body for culturally based fraternal organizations. Their mission is to promote unity among culturally-based fraternal organizations and enhance cultural awareness within the campus community.

Requirements of Fraternities and Sororities to Remain in Good Standing

***adapted from Monmouth*

All organizations are invited guests of the College and therefore, the following has been established and support an ongoing relationship.

1. Adhere to the principles and ideals contained in your RITUAL, CREED, and CONSTITUTION (or any other governing documents). A great way to reinforce this idea is to touch on something related to one of these each week at chapter, even if just for a few minutes.
2. Comply with your national policies, including, but not limited to: hazing, risk management, attendance at leadership schools and convention.
3. Register your chapter with the Office of Student Life each semester. (Complete the link sent out to the chapter's president TCNJ email address about re-registration by the deadline provided.)
4. Submit all required and appropriate documentation each semester, including, but not limited to: chapter roster, potential new member grade release form, bid acceptance form (including the hazing prevention compliance portion), new member class roster, new initiate roster, new member education plan, and new member education calendar.
5. Chapter must have a current copy of their organization's insurance policy on file with the Office of Student Life at the start of each semester. If a chapter fails to have this on file, all chapter activities, including recruitment, will cease until a copy is obtained.
6. Delegates and presidents attend all weekly council meetings, including all IGC meetings.
7. Chapter submits Assessment Packet standards each semester and achieves an acceptable score (as defined in the Assessment Packet).
8. Comply with the State of New Jersey and The College of New Jersey Hazing Prevention Policies.
9. All new members attend and complete all New Member Education sessions.
10. All new members must be initiated within six weeks of receiving their bid, or by the end of the semester, whichever occurs first (not including Fall or Spring Breaks).
11. All new member educators must meet with the Assistant Director or Coordinator of Fraternity and Sorority Life, respectively, at the beginning of each semester where recruitment/intake activities will occur.
12. All chapters are required to initiate a minimum of one new member each academic year.
13. Chapters have an active chapter advisor (not including FSL staff) who:
 - a. **Serves** as a mentor and resource for individual members and chapter
 - b. **Ensures** the chapter is focusing on their academic endeavors
 - c. **Ensures** the chapter is working toward the Assessment Packet and requirements of fraternities and sororities
14. Chapter President meets with the Assistant Director or Coordinator of Fraternity and Sorority Life, respectively, a minimum of once every two weeks while school is in session.
15. Chapter maintains a positive image as a chapter and as an entity of The College of New Jersey.
16. Chapters must comply with all policies outlined in the Student Conduct Code, Title IX Policy, Registered Student Organization Privileges and Responsibilities, Student Organization Fundraising – Interim Policy, and Student Travel Policy, and complete any college or IGC mandated trainings. Please read carefully to ensure the understanding of all the guidelines stated.

Assessment Packets

Each recognized fraternity and sorority is required to submit an Assessment Packet at the end of each semester, highlighting what the chapter has accomplished. The packet focuses on the following areas: academics, chapter operations, recruitment/intake, campus involvement, service and philanthropy, educational programming, and leadership.

The chapter will also be required to provide a presentation to a panel of judges answering a question that will be provided during each semester's assessment packet meeting. Chapters are not to present on their assessment packet, but simply answer the question provided to them ahead of time and how it aligns with their values/mission on and off campus. Presentations can be in any format (i.e., Powerpoint, Prezi, game, song, etc.).

Groups will receive a copy of the most up to date packet within the first month of the academic semester. The Office of Student Life has the authority to update the packet requirements and deadlines during the academic year as needed, and will provide an appropriate amount of notice to chapters.

Advisors

All registered student organizations are required by the College to have an on-campus faculty or staff advisor. For social fraternities and sororities within Fraternity and Sorority Life, each chapter is assigned a staff member from the Office of Student Life to serve as an advisor. However, it is also required that fraternities and sororities find and utilize a faculty or staff advisor outside of OSL staff.

It is also highly recommended that all social fraternities and sororities within Fraternity and Sorority Life have a minimum of one advisor that is an alumnus/alumna of their organization. Fraternities and sororities are required to provide updated names, e-mail addresses, and phone numbers for any individuals serving as an advisor to the chapter to OSL staff each semester.

It is the role of the advisor to:

- Serve as a resource to the organization
- Interpret and clarify College (or National Organization) 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

Fraternity and Sorority Life staff typically hold at least one advisors meeting per semester, although more than one may be held. These meetings will be held on campus but can always be accessed virtually by phone and computer. Advisors should do their best to attend these meetings in some format. If advisors are unable to attend these meetings, it is encouraged that they reach out to the Assistant Director or Coordinator of Fraternity and Sorority Life to gain any pertinent information from the meeting.

Alumni chapter advisors are expected to take an active role in the organization, the nature and style of which is left to the determination of the organization and its advisor. The role of the chapter advisor is to guide, advise, and support the chapter and its officers and monitor their progress. A chapter may choose to have one Chapter Advisor or a team of advisors.

The College's expectations of a Chapter Advisor and advisory team (if applicable) include, but are not limited to, the following:

- Working with chapter officers to integrate fraternity mission and goals as well as creating a relationship with their inter/national organization through attendance at leadership conferences and utilizing available resources;
- Supervising the chapter affairs as they relate to the organization, the campus, and the community. Maintain visibility by regularly visiting the chapter, interacting with members and attending chapter programs and meetings;
- Meeting regularly (at least monthly) with the chapter leadership and being available to meet with members upon request. Ensuring an effective and timely officer transition occurs;
- Serving as a resource for planning events and programs, resolving issues confronting the group and being involved in the education of new members;
- Educating the chapter about inter/national policies, state and local laws, and the chapter code of conduct;
- Working with the scholarship officer to implement a comprehensive scholarship plan and environment that supports academic success;
- Ensuring that individual behavior is addressed through a chapters standards board that empowers members to hold each other accountable for their actions consistent with the values of the organization and College;
- Assist the chapter as needed if any situations arise involving allegations of sexual misconduct, violations to the Code of Conduct or other TCNJ policies and procedures, etc.
- Assisting with the chapter's progress towards TCNJ's Assessment Packets;
- Attending meetings of the chapter advisors when requested by Fraternity and Sorority staff;
- Working in partnership with College staff and inter/national headquarters to foster a positive experience for the undergraduate members;
- Assisting the chapter officers in developing a membership recruitment and retention plan.

Rosters

Updated rosters are used for two very important purposes: (1) assessing the FSL fee to the appropriate members and (2) to check final grades and provide academic information to all chapters.

The most up to date version of each chapter's roster will be sent to the chapter president and organization e-mail each semester, asking for it to be updated on the document we send (not your own version that is used internally but the actual document that you receive from FSL staff), and a deadline will be provided in the e-mail of when these are due back.

The roster asks for the following information:

- First Name
- Last Name
- Preferred Name
- Semester Joined
- Status

On the roster document, you will not be able to type in a status option – please select from the dropdown provided in each cell of the column. The status options are:

- Active (everybody should be listed as this status if not one of the below options)
- Abroad (we will verify in PAWS that students are studying abroad)
- No Longer a Member of Organization
- Graduating THIS semester (please use this **ONLY** for students planning to graduate the semester the roster is being submitted for – we will verify in PAWS that they graduate)

****For your reference, the FSL fee assessment roster is typically due to the College in mid-July (for the Fall semester) and mid-November (for the Spring semester).**

FEE

Starting the semester after becoming an initiated member, a Fraternity and Sorority Life fee will be assessed to student bills for all members of the fraternity and sorority community until they graduate or terminate their membership with the organization. It was implemented in 2017 to provide additional advisement and staff support, educational and fun programming specific to fraternities and sororities, and leadership opportunities for the entire fraternal community at TCNJ. It is currently set at \$47 each semester. This fee follows the TCNJ refund eligibility schedule.

New Member Recruitment and Intake Requirements

New Member Eligibility

- First-year students cannot join a fraternity or sorority until their second semester. Knowing that membership in a fraternity or sorority is an organizational obligation, The College of New Jersey believes it is important for students to acclimate to College life before making such an important decision.
- The minimum requirement to join any organization is completion of 3 TCNJ units or 12 transfer credits (from an accredited institution) and a 2.500 Cumulative GPA. Many organizations have individual GPA requirements that are higher than the College's eligibility standard. Those wishing to join an organization must be enrolled, full-time, degree-seeking students.
- Students transferring in from another college or university with a GPA and credit hours that meet the academic requirements are eligible to immediately join a fraternity or sorority.
 - Once a transfer student has completed a full semester at TCNJ and has received a TCNJ GPA, that GPA will be the one used moving forward.

Please note high school advanced placement credits are not applicable.

First year TCNJ students admitted in January will be ineligible for recruitment until the following semester.

Recruitment/Intake Activity

- No recruitment/intake specific activity can be scheduled (on or off campus) for the first two weeks of each semester.
- Recruitment/intake events must be approved by the Assistant Director or Coordinator for Fraternity and Sorority Life, respectively.
- All recruitment/intake activities involving potential new members must end before 12:00am.
- All recruitment/intake events must be alcohol and drug free.
- All council-wide recruitment/intake activities and events will be scheduled, reservations made and confirmed, accommodations, etc., will be handled by the appropriate council.
- All recruitment/intake advertisements and flyers must be approved by the Office of Student Life in compliance with the posting policy. Be sure to only hang flyers in approved locations.
- "Dorm Storming" or any other door-to-door solicitation is prohibited by the Department of Residential Education and Housing.

*****Additional recruitment/intake policies have been established by the councils and will be distributed at council meetings prior to the start of recruitment/intake. Please ensure your compliance with these policies.***

New Member Educator Workshop

Typically, New Member Education and Intake programs are facilitated by undergraduate members of a fraternity or sorority. Each chapter must have the leader responsible for new member education meet with the Assistant Director or Coordinator for Fraternity and Sorority Life to review their new member education process and calendar, and receive approval before starting.

Bids and Membership Invitations

- All potential new members must be deemed eligible by the Assistant Director or Coordinator for Fraternity and Sorority Life, respectively, prior to being offered a bid or membership invitation.
- First-year, first-semester students are not eligible to join fraternities and sororities.
- Chapters must submit to the Office of Student Life a Potential New Member Grade Release Form by the provided deadline containing the names, signatures, and PAWS ID numbers of those who are interested in joining.
 - Chapters may only extend bids or membership invitations to students that the Office of Student Life have verified as eligible.
- Chapters must submit a detailed New Member Education Plan and Calendar to the Office of Student Life within the first two weeks before recruitment/intake activities are to begin.
- Chapters must submit to the Office of Student Life a New Member Class Roster upon the acceptance of bids or membership invitations, within 48 hour of bid acceptance.
- Chapters must submit to the Office of Student Life an Initiation Roster containing the names and PAWS ID numbers of all initiated members within 24 hours of initiation.
- All new members signing bids must attend and complete the Hazing Prevention Workshop, ALL New Member Education Sessions, and any other requirements to be considered a recognized member of the TCNJ Fraternity/Sorority community.
- Any student that accepts a bid and later changes their mind, or begins the new member process and decides to withdraw, must complete a New Member Season Drop Form within 24 hours of leaving the process and turn in to the Office of Student Life.

New Member Activity and Process

- **All new member education programs may last a maximum of six weeks.**
 - Chapters requesting an extension must submit a formal request to the Assistant Director or Coordinator for Fraternity and Sorority Life, respectively, at least two weeks prior to the end of the new member education period.
 - Spring Break and Fall Break will not be counted.
- All new member educators must turn in their detailed new member education plan, with calendar, within the first two weeks before recruitment/intake activities are to begin. The designated day will be determined and announced at the beginning of the semester. These plans **MUST** include locations, times, dates, contact information for someone present at all meetings/events, and summary of content.
- New member educators must meet with the Assistant Director or Coordinator of Fraternity and Sorority Life, respectively, within the first two weeks before recruitment/intake activities are to begin that recruitment or intake activities will occur. Additional meetings may be asked for.
- New members must be told, IN WRITING, the date of initiation within the first week of their new member process.
- New members must receive a calendar of events for their entire new member period within the first 48 hours of signing their bid.

- All new member education/intake activity is only permitted during academic semesters.
- New member programs cannot exceed more than 15 hours of chapter-related programming each week, excluding chapter meetings (weekly or biweekly).
- All new member education activity must conclude by 12:00am (midnight) Sunday through Thursday. Friday and Saturday night activities may extend until 2:00am the next morning (individual exceptions can be made by the Assistant Director of Fraternity and Sorority Life). Any exception requests must be made in writing in advance to the Assistant Director or Coordinator of Fraternity and Sorority Life.
- Any variation from the submitted and approved New Member Education Plan/Calendar must be submitted in writing to the Assistant Director or Coordinator of Fraternity and Sorority Life, respectively, ahead of time (at least 24 hours) for approval. Failure to do so may result in review and further action taken by the Office of Student Conduct.
- Any overnight activity must be approved, in writing, ahead of time by the Assistant Director or Coordinator of Fraternity and Sorority Life in advance.
- All new members must attend any IGC mandated new member education programs.
- A full list of initiated New Members must be submitted within 24 hours of initiation.
- Any coming out shows or presentations must be approved before of any advertising/marketing begins by the Assistant Director or Coordinator of Fraternity and Sorority Life, respectively.
- Violations of new member period policies may result in disciplinary action and/or chapter suspension.

GENERAL NEW MEMBER PROCESS REMINDER:

All aspects of the new member process, from accepting bids/invitations to join the organization all the way through the end of initiation, it is a **DRY PROCESS, MEANING NO ALCOHOL**. This means that no alcohol should be present at any type of new member event, including Bid Night, Big/Little Night, Initiation Night, New Member Presentation, etc.

New Member Presentations

All recognized fraternities and sororities must adhere to the following requirements when presenting their new members (hereafter “presentation(s)”) to the TCNJ community. The College recognizes the historic and cultural traditions inherent in such presentations, and supports their adherence to College policy in ways that are safe, respectful, and educational. The College also recognizes (inter)national organizations’ policies and guidelines and expect all chapters to be in accordance with their (inter)national new member presentation policy.

However, presentations are a privilege not a right and therefore, the Office of Student Life will revoke this privilege if necessary. Additionally, the Office of Student Life realizes that a great amount of time is needed to prepare for a presentation and that this

level of involvement can negatively impact scholarship. Only groups whose most recent new member GPA was 2.500 or above will be eligible to host a presentation of new members.

1. A meeting with the Assistant Director or Coordinator for Fraternity and Sorority Life must take place at least two weeks prior to the estimated date of the presentation for approval. Considering that an OSL staff member must be present at all new member presentations, it is necessary to schedule these new member presentations with adequate notice.
2. Presentations must take place no more than two weeks (14 calendar days) after the newest members have been initiated. Holiday breaks will not be included in the two week timeline. Presentations cannot be scheduled for the last week of classes or during Finals Week.
3. The organization's graduate or alumni/ae advisor must confirm the chapter's ability to host the new member presentation on the proposed date. This approval should be sent via email to the Assistant Director or Coordinator for Fraternity and Sorority Life one week prior to the event.
4. Presentations are not to be scheduled to take place on the same date as a previously planned presentation of another chapter within the same council. Check with your council advisor first.
5. Attire, masks and props must be approved by the Fraternity & Sorority Life staff one (1) week prior to the presentation date. All attire should be appropriate. In general, paddles, blindfolds, bricks, and other symbols of "pledging and hazing" are not allowed.
6. Prior approval from the council advisor must be obtained for any items that are to be used as "markers" during the presentation (i.e. firelights, fire, ropes, canes, chalk).
7. Performance must comply with all College policies. Because of its public nature, all presentations should be considered family shows and should be done tastefully. Therefore, excessive vulgarity, profanity, and "dissing" of other organizations are not to be tolerated.
8. Locations for an outdoor **new member presentation** must be reserved in BookIt. A backup location must be booked with the College in case of bad weather. Bad weather is defined as any of the following: under 20 degrees Fahrenheit, thunder, lightning, hail – please be mindful that Fraternity & Sorority Life staff will assist the chapter in making the weather decision if they feel it is not safe for the event to take place outside.
9. **New member presentations** must start within the first 30 minutes from the start time the organization stated/advertised, and must end before 10:00pm. Presentations should not be longer than 90 minutes.
10. 1-2 people from the chapter probating must be present to provide audience control and be the main contact for the College.
11. Inform Fraternity & Sorority Life staff of all changes and any necessary information at least 24 hours before the program takes place.
12. Alcohol and drugs ARE NOT permitted (by chapter members or attendees). Organizations hosting the **new member presentation** hold the responsibility to manage any troubles that occur.
13. Physical or suggestive abuse is prohibited. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm or suggest harm to an individual.)
14. Organization hosting the **new member presentation** is responsible for advertising and communicating with the respective Council Social/Publicity Chair.
15. DJS are allowed but not required.

Risk Management

The College of New Jersey expects that all students will observe and fully comply with TCNJ policies and New Jersey State laws. Similarly, groups are required to follow their Inter/national Organization's risk management policies including, but not limited to, hazing, alcohol consumption, substance abuse, and sexual misconduct.

Common Risk Management Guidelines

Below, you will find some common topic areas for risk management. This list includes, but is not limited to:

- The use of drugs and alcohol
- Hazing
- Sexual Abuse and Harassment
- Fire Codes and Safety
- Health and Safety
- Holding/Sponsoring Events
- Insurance/Signing Contracts
- Finances / Money
- Talking to the Media
- Social Media Etiquette
- Communication (Official and Unofficial)

Please see your Inter/national Organization's information regarding risk management and these topics for more information.

Hazing Prevention Policy

It is the purpose of The College of New Jersey to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community.

Hazing in any form is prohibited at The College of New Jersey. TCNJ is committed to providing a safe learning environment that supports the dignity of all College community members. Hazing is a violation of state law and is strictly prohibited by TCNJ both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges.

Students who are members of or are interested in becoming members of fraternities or sororities at TCNJ are required to read and agree to abide by the The College of New Jersey's Hazing Policy. Hazing includes organization, engaging in, facilitating, or promoting any conduct that places or may place another person in danger of bodily injury (the consent of those hazed will not be accepted as a defense).

The College of New Jersey defines [hazing](#) as:

- i. Any action taken, or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities; or causes or encourages any person to commit an act that would be a violation of law or College regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization. This provision applies to all students regardless of College or Student Government recognition of the student group or organization.
- ii. Observation of any hazing activity as described above by a student without reporting the incident to College authorities.
- iii. Aiding or assisting another to engage in any hazing activity as described above.
- iv. The expressed or implied consent of a person is not a defense to any hazing activity described above.

New Jersey State Laws

Hazing is a crime punishable by the State of New Jersey.

§ 2C:40-3. Hazing

- a) A person is guilty of hazing, if, in connection with initiation of applicants to or members of a student or fraternal organization, whose membership is primarily students or alumni of the organization or an institution of higher education, the person knowingly or recklessly:
 1. Causes, coerces, or otherwise induces another person to commit an act that violates federal or State criminal law;
 2. Causes, coerces, or otherwise induces another person to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the person to a risk of emotional or physical harm or is otherwise deleterious to the person's health;
 3. Subjects another person to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
 4. Subjects another person to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
 5. Subjects another person to abuse, mistreatment, harassment, or degradation of a sexual nature; or
 6. Subjects another person to any other activity that creates a reasonable likelihood of bodily injury to the person.

Hazing shall not include any reasonable and customary athletic, law enforcement, or military training; contests; competitions; or events.
- b) Hazing is a crime of the third degree if an actor commits an act prohibited in subsection a) of this section which results in death or serious bodily injury to another person and is a crime of the fourth degree if the actor commits an act prohibited in subsection a) of this section which results in bodily injury to another person. Otherwise, hazing is a disorderly persons offense.
- c) In addition to any other sanctions or penalties that may be imposed, a student or fraternal organization described in subsection a) of this section, or an institution of higher education, that knowingly or recklessly promotes or facilitates a person to commit an act of hazing prohibited in this section shall be subject to a fine of not less than \$1,000 or more than \$5,000 for an initial violation of subsection a) of this section, and a fine of not less than \$5,000 or more than \$15,000 for each subsequent violation.
- d)
 1. A person, student or fraternal organization, or institution of higher education, and another person acting in concert with the person, organization, or institution, shall be immune from prosecution under this section if the person, or an employee, officer, or other agent acting on behalf of the organization or institution, as the case may be:
 - a. Called 9-1-1, or otherwise contacted campus security, police, or emergency services, and reported that a person was in need of medical assistance due to an act of hazing as described in this section;

- b. The caller provided the caller's name and, if applicable, the name of the person acting in concert with the caller to the 9-1-1 operator or other recipient of the emergency contact;
 - c. The caller was the first to make the 9-1-1 report or other emergency report; and
 - d. The caller and, if applicable, the person acting in concert with the caller remained on the scene with the person in need of medical assistance until assistance arrived and cooperated with the emergency services on the scene.
2. In addition to any other applicable immunity or limitation on civil liability, a law enforcement officer or other official empowered to act as an officer for the arrest of offenders against the law of this State, or a prosecutor, who, acting in good faith, arrested or charged a person who is thereafter determined to be entitled to immunity from prosecution under this subsection shall not be subject to any civil liability for the wrongful arrest or charge.

§ C2C:40-4. Consent, sanction not available as defense

- a) Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under section 1 of P.L.1980, c.169 (C.2C:40-3).
- b) It shall not be an affirmative defense to a prosecution under section 1 of P.L.1980, c.169 (C.2C:40-3) that the conduct in which the actor engaged was sanctioned or approved by a student or fraternal organization or an institution of higher education.

Examples of Hazing

****Please note, this is list is not an exclusive list of all forms of hazing.***

- Forcing, requiring, or encouraging the drinking of alcohol or any other substance;
- Calisthenics (e.g., push-ups, jogging, runs, etc.);
- Treating's (e.g., tying someone up and throwing food or other substances on them);
- Physical assault/harassment, i.e. branding, blindfolding or hand-tying, beating, paddling in any form;
- Line-ups (e.g., yelling at or harassing people in a formation);
- Requiring a regimented public demeanor, i.e. marching, military-like demeanor, limiting use of automatic doors, restricting patterns, prescribing set walking formations such as single file or cutting corners;
- Forcing PNMs to perform individual acts or acts as a group which are crude, degrading and meant to embarrass and/or humiliate, i.e. acting like an animal, simulating sexual acts;
- Theft of any property, including assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups;
- Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the Ewing area, i.e. road trips/drop-offs (dropping someone off and leaving him/her to find his/her own way back), kidnapping, sneaks, etc.;
- Deprivation of or interference with the maintenance of a normal schedule of bodily cleanliness;
- Causing an individual to be sleep deprived and/or suffer from excessive fatigue;
- Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact; prohibition of speaking with College officials, faculty, employers/clients, club membership or leadership or roommates or prohibition from speaking with family/friends even in emergency situations;
- Conducting activities that do not allow adequate time for studying or that interferes with their scholastic responsibilities (e.g., not allowing an individual to attend class, causing one to miss group projects);
- Psychological games used to intimidate PNMs, isolating pledges and/or abandoning or falsely imprisoning pledges;
- Forcing, requiring, or encouraging nudity at anytime;
- Forcing, requiring, or encouraging the wearing of specific uniform apparel or publicly wearing apparel which is conspicuous and not normally in good taste(uniforms, head apparel, boots/shoes, etc.);
- Requiring the ingestion of any substance, i.e. spoiled food, drink, concoctions, water, hot sauce or dietary intake in any way, i.e. food restrictions, limitations, designating diet (healthy or otherwise);
- Requiring prescribed greetings or recitation as part of PNM activities/PNM program in academic areas;
- Expecting certain items to always be in one's possession that have no significance to the organization (as stated by the governing body) or that are physically burdensome or potentially dangerous, i.e. PNM book, rock, bricks, pumpkin, stuffed animal, rubber duck, etc.;
- Performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry); requirement/forcing of purchases for others;

- Forcing, requiring, or encouraging individuals to engage in public stunts or buffoonery, hair cutting, morally degrading/humiliating games or activities, which are distasteful or designed to provoke nausea or inebriation;
- Verbally harassing any individual or any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
- Producing mental or physical discomfort in any form or physical and/or psychological shocks in any form;
- Forcing, requiring, or encouraging the violation of college policies, federal, state, or local law.

**Depending upon circumstances, these activities have at one time or another been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Thus, hazing may be perpetrated by individual(s), group(s), or part(s) of a group.*

Hazing is hazing regardless of consent. Agreeing to any of the aforementioned activities or any other unauthorized activity does not make it acceptable.

Alternatives to Hazing

Alternative activities can lead the organization into the right direction. It is imperative to have activities that are positive and valued based in the organization. Here are some examples, but not an exhaustive list:

- Participate in a trainer led Ropes Course as a chapter
- Plan and participate in a community service project together
- Have a resume writing or study skills workshop presented
- Dinner and a movie
- Create a vision and goals for the organization together
- Host a Family Weekend activity
- Ask College Police to hold a discussion on any relevant topic
- Attend a program or event another organization is sponsoring
- Develop a faculty advisor appreciation gesture
- Participate in Intramural activities together
- Go to an athletic event as a chapter
- Ask a faculty member to facilitate a discussion on diversity or another topic of interest
- Attend a theatrical production
- Do a goal setting program
- Ask a professor to do a program on etiquette
- Have lunch together once a week in the dining hall

How to Identify If the Activity/Event is Hazing

How do you know if you are hazing or being hazed? Answer the following questions to find out:

1. Would you feel comfortable enough to show or perform the activity in front of key members of the administration, your coach, or your advisor?
2. Would you show pictures of the event to your loved ones? Unedited?
3. Would you print it in College recruitment publications as a selling point?

If you answered any of these questions with a “no” you are most likely involved in hazing.

Hazing encompasses any action or activity that does not contribute to the positive development of a person; that inflicts or intends to cause mental or bodily harm or anxieties, or that may demean or disgrace any person.

It is not necessary to participate directly in a hazing activity to hold some level of accountability and/or liability. Knowledge of such activity can indicate a level of responsibility. Also a person’s willingness to be hazed does not excuse the activity from being considered hazing, from charges being filed or possible sanctions from being imposed.

If you are being hazed or know someone in your fraternity or sorority chapter who is hazing or being hazed, COME FORWARD AND REPORT IT.

How to Report a Hazing Incident/Violation

All members of the College community are strongly encouraged to report suspected instances of hazing to:

- Office of Student Life
 - studentlife@tcnj.edu
 - 609-771-2466
 - BSC 209
- Director of Student Life
 - Dave Conner
 - conner@tcnj.edu
 - 609-771-3125
 - BSC 209
- Assistant Director for Student Life: Fraternity and Sorority Life
 - Aimee Wardle
 - wardlea@tcnj.edu
 - 609-771-2473
 - BSC 208-A
- Dean of Students Office
 - 609-771-2780
 - BSC 220
- Campus Police
 - 609-771-2345

You can go the following website to fill out a Hazing Report:

https://tcnj-advocate.symplicity.com/public_report/index.php/pid251239?

**The Hazing Report is option 7.*

You can also report to any TCNJ faculty or staff member.

Conduct

The Office of Student Conduct & Off Campus Services strives to uphold the standards created by the College community, providing an educational conduct process as well as promoting good relations with the greater Ewing community.

The College values the individual contribution of every member of the community and expects students to:

- Engage in responsible social conduct that reflects credit upon the College community both on and off campus, and is consistent with a safe and healthy environment;
- Respect the rights of others to pursue an exceptional education free from harassment, bullying, defamation, and discrimination;
- Conduct oneself with personal integrity and in an honest manner that makes him or her worth of the trust of others;
- Model good citizenship in any community by committing to actions that benefit the community and others, and do not impede the educational mission of the College or individual pursuits of knowledge;
- Recognize that respect for the ideas and contributions of all persons allow for diverse and creative intellectual inquiry;
- Do no harm and do not present a threat of harm to self, others, or personal or institutional property;
- Seek assistance, resources, or aid for self or others in a timely manner when health, safety, or wellness is at risk;
- Respect the right of fellow students to participate in College or outside organizations, associations, or relationships with other students without fear, threat, or act of hazing;
- Conduct oneself professionally and with civility in all pursuits of knowledge in and outside the classroom;
- Be responsible and held accountable for one's decisions and actions, and the impact on self and others; and
- Be fully acquainted and comply with the College's published policies and procedures and local, state, and federal law.

As organization leaders, it is important that you understand that not knowing a policy exists does not exempt your organization from being held accountable. Please make sure you are aware of the various policies and procedures.

[Student Conduct Code](#)

[Recognized Student Organization Privileges and Responsibilities](#)

[Reporting and Non-Retaliation Policy](#)

[Student Rights and Freedom Policy](#)

[Alcohol and Other Drug Policy](#)

Some helpful information if your organization received a meeting request from Student Conduct:

[Conduct Process Flow Charts](#)

Anytime that your organization is called in, the President will be the point of contact and is expected to attend the meeting. You are allowed to bring a second member of your organization if you would like, as well as an advisor.

****Please note that the advisor's role is to support and advise but not to participate.**

How to File a Report

You can file a report by using the [Public Report Form](#)

Who to Contact

Jordan Richman

Interim Director of Student Conduct & Off Campus Services

richmanj@tcnj.edu

609-771-2780

VACANT

Assistant Director of Student Conduct

609-771-2780

Amnesty

If a friend is under the influence and in danger, immediately call to get help!

Qualifying Under Amnesty means that you/the person involved won't be charged for possession/consumption of alcohol or other drugs under the Student Conduct Code*

***The situation will be documented in order to provide appropriate referrals and support. Students providing alcohol to minors or lethal doses of drugs will not qualify for amnesty. Other individuals with you may qualify for amnesty if they actively assist the situation as well.**

What To Do:

1. Call Campus Police (609-771-2345 or 911) or reach out to a Res Ed professional.
2. When you call, stay with your friend and remain actively involved in helping the situations: **wait until help arrives and provide information.** Campus Police will decide on-site whether to apply amnesty.

If you're off campus, call 911 and Ewing Police will respond. Should you remain actively involved in helping the situation, you and your friend may be eligible for amnesty under NJ State Law's 9-1-1 Lifeline Legislation. You may be at first issued a ticket; ask about NJ 9-1-1 Lifeline in court.

For more information, contact the Dean of Students at 609-771-2780.

Title IX & Sexual Misconduct

Title IX of the Educational Amendments is a federal civil rights law that prohibits discrimination on the basis of sex in any educational program or activity that receives federal funding. Under Title IX, discrimination on the basis of sex has been interpreted to include: sexual assault, dating violence, domestic violence, and stalking.

As a member of the TCNJ community you have the right to be protected from sex discrimination under Title IX. Within recent years the government has stated that sexual assault is the most egregious form of sexual discrimination and all schools are responsible for ensuring a hostile-free environment on-campus. TCNJ is committed to ensuring that any member of its community who has experienced sexual violence, dating violence, or stalking has a network of support and resources available to them.

You can find the Sexual Harassment, Misconduct, & Discrimination policy [here](#).

More information about Title IX at TCNJ can be found at: <https://titleix.tcnj.edu/>

Questions, concerns, or reports related to Title IX can be made to:

Title IX
titleix@tcnj.edu

Chelsea Jacoby
Director of Title IX Compliance and Sexual Misconduct | Title IX Coordinator
jacobytc@tcnj.edu

Caitlin Babcock
Assistant Director of Sexual Misconduct & Student Conduct Investigator
babcockc@tcnj.edu

Fundraising Policy

Organizations may hold a variety of in-person and virtual fundraising activities on-campus, off-campus, or virtually. All components of any fundraising plan must be explicitly outlined in the [Fundraising Request Form](#). Fundraising request forms will be required to be submitted either 3 business days (Monday through Friday) or 2 weeks prior to the fundraiser, depending upon the type of fundraising activity that is being requested.

1. Activities requiring at least 3 business days (Monday through Friday) notice:
 - a. **Restaurants:** RSOs that choose to fundraise at restaurants, where a percentage of the proceeds go back to the organization.
 - b. **Third Party Venues:** RSOs sometimes choose to send members to an on-site location to raise funds, such as Terhune Orchards.
 - c. **Online:** RSOs may use online commerce websites that designate a portion of sales to their group/cause, such as Amazon Smiles.
 - d. **Apparel/bracelet sales:** RSOs may sell any non-TCNJ branded apparel, bracelets, etc. This includes thrift-style sale of clothing, bags, jewelry, or other similar items.
 - e. **Poster/artwork sales:** RSOs may utilize a company to bring posters to campus and host a sale where a percentage of the proceeds will go back to that organization or the organization's charity of choice. RSOs may also sell their own artwork.
 - f. **Pre-Order Product Sales (not including perishable food):** RSOs can sell pre-order items, such as Yankee Candle, Gertrude Hawk, etc.
2. Activities requiring at least 2 weeks notice:
 - a. **Challenges:** Organizations holding fundraising events that require members to participate in "challenges," must have every challenge listed and detailed for approval by the Office of Student Life. Challenges deemed to be high risk or generally considered to be unsafe by OSL, will not be approved. Consumption of food or beverages of any kind or quantity as a challenge will not be approved.
 - b. **Food:** Any organization that wishes to use food to raise money through solicited donations must adhere to the [Food Guidelines](#).
 - c. **Crowdfunding:** RSOs may only use TCNJ's Crowdfunding Platform. Use of 3rd party crowdfunding platforms, such as GoFundMe, are not permitted.
 - d. **Branded Apparel:** RSOs must submit mock-ups for any branded (using TCNJ's name, logo, marks, etc.) apparel to be sold. All mock-ups must be sent to studentlife@tcnj.edu prior to submitting the fundraiser for approval.
 - i. For merchandise using the college's name in any form, 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 College Brand standards outlined in the [TCNJ Graphic Identity Standards Guide](#) must be followed.
 - e. **Business Solicitation:** RSOs seeking financial or in-kind donations from any company or vendor should include as much detail as possible in this part of the form so that OSL and the Division of College Advancement can review and approve the requested activity. This would include activities such as canning outside of a storefront. (This does not include having a fundraiser at a restaurant, such as Mama Flora's.)

Handling of Funds

1. All RSOs are responsible for maintaining their fundraising monies (cash, Venmo, Zelle, PayPal, etc.) from their fundraising activities. All donors must be provided a receipt (paper or digital) for every donation received. RSOs that advertise to donate raised funds to third parties or charitable organizations must also maintain a record of all received donations. Additionally, RSOs must save and maintain a record or receipt for the RSOs donation to that third party or charitable organization. It is strongly recommended that screenshots, scanned checks, or the like be used as this record/receipt. All records/receipts should be saved in the RSO email for a minimum of (1) year.
2. In the event that a group's use of the donated funds is challenged, it will be the RSOs responsibility to provide the saved records/receipts to clearly demonstrate its alignment with this policy.
3. RSOs are encouraged to utilize their SFB Fundraising Account for the safe handling and storage of all cash and check donations. All monies placed into an SFB Fundraising Account can be used as the organization wishes, per SFB's Fundraising Account protocols.

Accountability

1. Recognized Student Organizations or individual organization members that do not follow the policy may be referred to the following:
 - a. Procedural standards outlined in [Student Organization Privileges and Responsibilities](#)
 - b. Procedural standards and relevant sanctions outlined in the [Student Conduct Code](#).
2. In addition, the following actions may be taken in response to policy violations by Recognized Student Organizations or individual organization members:
 - a. Division of Student Affairs via the Office of Student Life reserves the right to temporarily suspend or deny a Recognized Student Organization's ability to fundraise. Multiple violations of the Fundraising Policy may result in the organization going through the Student Conduct Process.

Food Guidelines - Service and Sales Guidelines

Food Guidelines Form

RSOs can utilize the following options if they choose to have food at their events.

Regardless of method chosen below:

1. ALL Food Items must identify which (if any) FDA identified food allergen groups it contains.
2. Hot/Cold food can not be served longer than 2 hours if not properly heated/cooled. No foods can be served longer than 4 hours from production even when using proper heating or cooling devices/methods.
3. Food may be given away free or given away with a suggested donation. Food Sales are not permitted. Please read below for further instruction.

Food Service Options:

1. [Sodexo](#) can be used for BOTH prepackaged or buffet foods. You can reserve food directly through Book-It. For BOTH methods, Sodexo must provide a list of food ingredients for all food items.
 - a. Pre-Packaged food can be prepared in single sized containers by Sodexo. These pre-packaged foods can be distributed by students or used for a “grab and go”.
 - b. Buffet foods can be ordered and served at events. Students may choose to have Sodexo serve food OR they may choose to allow self service of food.
2. Offer single serving pre-packaged foods purchased at a store. There is a list of ingredients on the back of each individual package.
 - a. Pre-packed examples: Snack Sized Chips, Pretzels, Popcorn, Muffins, Oreos, cookies, candy or Canned Soda.
 - b. An RSO may not buy a large size item and then repackage it themselves into smaller sized containers.
3. Offer food prepared in a professional/commercial kitchen that has been prepared within applicable health department guidelines for the express purpose of distribution. All commercial kitchens MUST provide a list of ingredients for any food item(s). RSOs are encouraged to confirm that their food providers are food safety certified (SafServ or Similar) and that they maintain liability insurance.
 - a. Have the company provide individually prepared single-sized foods. These individually sized servings must be pre-portioned and prepared in a “doggy bag” type container by the professional/commercial kitchen. Students can then distribute these packages themselves or make them available for a “grab and go”.
 - i. Commercial Kitchen examples for Grab & Go: Panera catering, Chipotle, Mama Floras Catering, Mexican Mariachi Catering.
 - b. Have the company deliver or set up food at your event. Students may choose to have the company serve food OR they may choose to allow self service of food.
 - c. RSO must have at least one member attend Food Safety training through OSL.
4. Order and pickup food from the company. Organizations must have OSL Food Safety Trained (email studentlife@tcnj.edu for more info) students pick up food and then bring it directly to their event/program, etc. Food should be brought to the site of dissemination directly and without delay. Precautions should be taken to ensure that transportation minimizes risk of contaminant exposure and/or excessive heat/cold. Organizations may

allow self service of food, but should work to ensure compliance with food safety in OSL Food Safety Training.

- a. If using gloves and tongs, this method may be used to provide pizza by the slice, Krispy Kreme Donuts, and/or Insomnia Cookies.
 - b. Gloves and tongs are available free of charge at the Brower Student Center Info Desk.
5. Utilize Food Trucks to provide food directly to guests. There are two ways to bring food trucks to campus. More information and process is available [here](#).

Food may be given away or given away with a suggested donation. Please read below for further instruction.

Service of Food for Free or for “Suggested Donations”

Student Organizations that are serving food at an event or that are providing food with a recommended donation must utilize the following guideline checklist. These items represent best practices in food safety and are highly encouraged.

1. Wash your hands with warm water and soap for at least 20 seconds.
2. All food should be picked up and transported immediately before the service begins.
3. During transport, food should be handled and placed in a manner that does not expose it to contaminants or excessive heat/cold.
4. All foods may be served for 2 hours.
5. Any foods that are prepared to be served hot/cold can only be sold for more than 2 hours if the proper heating or cooling device/methods are used (Sterno, warmer, cooler, thermos or insulated serving vessel, and/or thermometer) – If a Sterno is used, please fill out a [TCNJ Candle Waiver](#).
6. If proper heating/cooling methods are used, foods can be served for up to 4 hours.
7. At the end of these time windows for hot/cold foods, your food is no longer safe for consumption. Please dispose of it appropriately.
8. Foods that are liquid (or that have melted to liquid) should be either taken with your or disposed of in the specialized service disposal. This can be accessed by asking the Info Desk for help.

Suggested Donations

Food can be served or given away with the request of a donation. Donations are just that, donations. Donations can be for the suggested amount or for more if the student chooses. This donation should not be confused with a food sale. Please ensure that all advertisements and signage identifies your suggested donations and not “sale” prices. Food Sales are not permitted. Therefore, advertising a “Food Sale” is not allowed because this is a service of food for suggested donation, not a sale.

For questions related to the Student Organization Food Usage Guidelines, please contact studentlife@tcnj.edu.

Book It!

All fraternities and sororities have access to reserve space on campus through the BOOK-It system. BOOK-It serves as the College's centralized scheduling system for on-campus events.

To log-in to BOOK-IT!: <https://bookit.tcnj.edu/EmsWebApp/>

*You should have received to your student organization TCNJ email information including your username for Book-It and the new password. This password will be changed on an annual basis by IT.

You can also find instructions on how to use BOOK-It! here:

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

Below is a chart that will help you when making reservations through BOOK-It! The chart shows the different tier levels with an explanation for what type of rooms would fall under each tier.

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.

Student Finance Board

The Student Finance Board (SFB) distributes the Student Activity Fee, a fund that undergraduate students pay. These funds are set aside specifically for the SFB to allocate towards events, concerts, recreation, and more. (This is different from the Fraternity and Sorority Life Fee).

For Fraternity and Sorority Life, SFB can be used as a secure way to bank on campus, to book speakers and events open to the campus community, and for leadership retreats. All recognized student organizations, including fraternities and sororities, receive an SFB liaison each academic year that assists with any SFB inquiries that may arise. Please note, all SFB funding requests must abide by the Funding Guidelines for eligibility of funding.

SFB will not utilize SAF funds for events not open to the campus community. This includes, but is not limited to, induction ceremonies, formal venues, and buses. These balances must be paid for by depositing funds into your SFB Fundraising account.

SFB Funding Guidelines:

https://www.studentfinanceboard.com/uploads/8/3/7/0/8370308/sfb_funding_guidelines_fy19.pdf

<https://www.studentfinanceboard.com/>

**Office hours and Deposit hours can be found on their website main page.*

Location: Brower Student Center Room 214

Phone: 609-771-3187

Accounting Phone: 609-771-2177

Bus (loop) Phone: 609-771-3168

General Inquiries: sfboard@tcnj.edu

Voucher Inquiries, Status Updates on Checks: sfbvouchers@tcnj.edu

Budgets and Balances: sfbaccounting@tcnj.edu

Programming Assistance, Equipment: sfbprogramming@tcnj.edu

Busing (loop) Inquiries: sfbadmin@tcnj.edu

Campus Resources

Office of Student Life

studentlife@tcnj.edu

609-771-2466

Brower Student Center Room 209

<https://studentlife.tcnj.edu>

Alcohol and Other Drug Support Services (AOD) **formerly ADEP*

Forcina 308

609-771-2571

<https://caps.tcnj.edu/about/areas/aod/>

Anti-Violence Initiatives (AVI)

Forcina 308

609-771-2571

<https://caps.tcnj.edu/about/areas/avi/>

Brower Student Center

Info Desk is on the first floor of the student center

609-771-2331

<https://studentlife.tcnj.edu>

Career Center

Roscoe West Room 102

609-771-2161

<https://career.tcnj.edu/>

Center for Student Success

Roscoe West Suite 131

609-771-3452

<https://css.tcnj.edu/>

Counseling and Prevention Services (CAPS) **formerly called Mental Health Services*

Eickhoff Hall Room 107

609-771-2247

<https://caps.tcnj.edu/>

Hours:

Monday through Friday: 8:30 am – 4:30 pm

Saturday and Sunday: Closed

Dean of Students

Brower Student Center Room 220

609-771-2780

<https://deanofstudents.tcnj.edu/>

Accessibility Resource Center (formerly Disability Support Services)

Roscoe West Room 121

609-771-3199

<https://differingabilities.tcnj.edu/>

Office of Leadership

Brower Student Center Room 201

609-771-2411

<https://leadership.tcnj.edu/>

Recreation and Wellness

Recreation Center

609-771-2223

<https://studentlife.tcnj.edu>

Residential Education and Housing

Eickhoff Hall Room 114

609-771-3455

<https://housing.tcnj.edu/>

Office of Student Conduct and Off-Campus Services

conduct@tcnj.edu

609-771-2780

Brower Student Center Room 220

<https://conduct.tcnj.edu>

Student Health Services

Eickhoff Hall Room 107

609-771-2889

<https://health.tcnj.edu/>

Title IX

Brower Student Center Room 202

<https://titleix.tcnj.edu/>

Links to Policies

[Alcohol and Other Drug Policy](#)

[Anti-Violence Initiatives](#)

[Brower Student Center \(BSC\) Handbook](#)

[FERPA](#)

[Non-Discrimination Policy](#)

[Posting Policy](#)

[Recognized Student Organization Privileges and Responsibilities](#)

[Reporting and Non-Retaliation Policy](#)

[Sexual Harassment Misconduct, & Discrimination Policy - INTERIM](#)

[Student Conduct Code](#)

[Student Organization Fundraising – Interim](#)

[Student Rights and Freedom Policy](#)

[Student Travel](#)