



THE COLLEGE OF NEW JERSEY
OFFICE OF STUDENT LIFE

Recognized Student Organization Training Manual

Office of Student Life: Student Involvement
Brower Student Center 209
609-771-2466 studentlife@tcnj.edu

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Office of Student Life: Student Involvement

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About our Office:

Our Mission:

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 organization
- Run the organization's meetings
- Take veto power over decision making
- Take ownership over the organization's operations, including filling out forms for the organization
- Become the organization's leader

Advisor Requirements:

All on campus Faculty/Staff advisors must be 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 annual Constitution/Bylaw reviews and contract reviews
- Attend semesterly advisor trainings and meetings
- Contribute to the list of names for potential future advisors
- Serve as Responsible Employees (directive from the Office of Title IX & Sexual Misconduct)

Advisor Role Checklist:

The Office of Student Life 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 Compliance & Sexual Misconduct Office within 24-hours upon receiving the information. You can report the information either directly to staff or through a public report.
- 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.

You may reach out to:

- Dr. Chelsea Jacoby, Director of Title IX Compliance & Sexual Misconduct/Title IX Coordinator
 - jacobytc@tcnj.edu
 - 609-771-3112
 - 609-362-2062
- Caitlin Babcock, Assistant Director for Sexual Misconduct & Student Conduct Investigator
 - babcockc@tcnj.edu
 - 609-771-2613
 - 609-323-5212

[To submit an online report, please click here.](#)

For more information on Responsible Employees please refer to the [Title IX Website](#).

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. All advisors are encouraged to attend in order to provide the best support possible to their organizations.

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 and Off-Campus 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 studentlife@tcnj.edu. 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 Life prior to any films being shown.

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

Email, Book-It, Shared Folders:

All student organizations are granted use of a TCNJ email address through TCNJ Google Apps. Regularly checking this email account, even during breaks, is essential as it is the official method of communication from the College. All pertinent information to

student organization success, including reregistration, will be sent via TCNJ email only. All RSO emails are delegated and information regarding delegation is collected through semesterly Re Registration forms. If you need to change or update a delegate, you must email helpdesk@tcnj.edu and cc Maria Quattrocchi, quattro2@tcnj.edu.

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 & Off-Campus Services](#).

All student organizations also have access to reserve spaces through Book It. Please be mindful that every RSO's username for Book It has "bi" at the end. If you cannot log into your Book It account, and your organization is considered Active, please email helpdesk@tcnj.edu and they can assist you with your login. If you have any questions about your reservations specifically, please email studentevents@tcnj.edu and they can assist you.

Every RSO has access to a shared folder through Google Drive. It is your membership's responsibility for granting access to other members to utilize the folder. If your organization becomes de-recognized, the folder will be deleted. Since this is a folder on a larger Shared Drive, space for uploading files and content is limited. It is your membership's responsibility to ensure that any information uploaded is relevant to the current function of your organization. Documents that are no longer relevant must be stored elsewhere. If you have any questions about your usage, you can email helpdesk@tcnj.edu.

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, masks (if appropriate and necessary), 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 Request Form](#) within the denoted time frame, based on the type of fundraiser being hosted.

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 Life, are eligible to receive funding from the SFB. Before the end of each semester, organizations will be given the opportunity to opt in for fixed funding or flagship/standard event funding for the next semester. More information about these funding types can be found on the Student Finance Board website. Organizations with questions should reach out to their designated SFB liaison. A list of liaisons can be found on the SFB Website. 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, and must be approved by the Office of Student Life. Fundraising materials associated with alcohol, drug, or illegal paraphernalia are prohibited. After receiving approval, your activity may begin. All donors must receive a paper receipt if paying with cash, or are responsible to put the name of the fundraiser in the notes/memo line for any virtual fund exchange. [The full policy can be viewed here.](#)

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/pay-to-play games (ex: basketball tournament, free throw contest, etc.)

are permitted, as long as the winner or winning team does not receive a prize of a sizeable amount. If the winning team is playing for a charity/philanthropy, then a donation can be made from the hosting team to the winning team's charity or philanthropic cause of choice.

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 supersede 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 Coordinator for Student Life and/or designee. Student Organizations that are recognized by Student Government or Inter Greek Council, registered with Student Life 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 here.](#)

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, Book It. [The Book It program can be found here](#).

Instructional videos on how to use the Book It 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.

Re-Registration:

All Student Organizations must register on a semesterly basis with the Office of Student Life. 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 Life at the end of each semester to register for the upcoming semester. The deadline is not flexible.

Failure to re-register by the deadline will result in the following:

1. If your organization was considered *active* by Student Government and Student Life standards and you fail to re-register by the deadline, you will be placed on *Pending Inactive* status. You will be referred to Student Government, and will have one month to complete your re-registration. Failure to re-register by the second deadline will result in your organization being placed on *inactive* status for the following semester. For example, if you were active in Spring 2023, but do not register for Fall 2023, your organization will be placed on *inactive* status. a. If your organization is placed on *inactive* status, you will not:

- i. Reserve space on campus
- ii. Host any type of meeting, program, or event
- iii. Fundraise for your organization or any other organization or agency
- iv. Receive funding through the Student Finance Board
- iv. Receive access SFB funding
- v. Have continued access to a BSC locker and will forfeit locker privileges for the semester for which you failed to re-register
- v. Have access to a cage or locker in the BSC

b. In order to regain *active* status, your organization must appeal to the Governmental Affairs committee of Student Government. This appeal will take place at the beginning of the semester for which your organization did not reregister. For example, if your organization did not re-register for Fall 2024, you will have to wait until the beginning of the Fall 2024 semester to appeal to the Governmental Affairs committee. **Hearings for appeals will not begin until the semester for which your organization failed to re register. There are no summer break or winter break hearings, and only Governmental Affairs has the authority to change an organization's status.** It will be up to your organization's leadership to communicate with Governmental Affairs.

2. If your organization was considered *inactive* by Student Government and Student Life standards and you did not appeal to regain active status prior to the re-registration deadline, you will be placed on *De-Recognized* status. You will be

referred to Student Government. For example, if you were inactive in Spring 2023, but did not appeal to regain active status, your organization will be placed on *de-recognized* status.

- a. If your organization is placed on *de-recognized* status, you will not:
 - i. Reserve space on campus
 - ii. Host any type of meeting, program, or event
 - iii. Fundraise for your organization or any other organization or agency
 - iv. Receive funding through the Student Finance Board
 - v. Have access to your student organization's TCNJ email
 - vi. Have the opportunity to appeal to Governmental Affairs
 - vii. Have access to your RSO shared folder
- b. Once de-recognized, your organization will be required to re-start from the beginning. You will have to reach out to startagroup@tcnj.edu to begin the process of establishing your organization on campus.

Roar App:

Roar is the college-wide app for Student Life. 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.

Every student, faculty, and staff member has access to Roar through their TCNJ account. Student Organization Roar pages and profiles may be maintained via the organization's TCNJ email.

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, departmentally-affiliated student groups that are not RSOs, 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 nominees and winners are announced via Instagram and winners are celebrated at the end of Student Org Awards week, as well as have their information updated on the Student Org Awards wall, located on the second floor of the Brower Student Center.

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 and Off-Campus Services.

If the Office of Student Conduct and Off-Campus Services 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 Life at the beginning of the Fall semester. For all RSOs to remain recognized, each organization is required to send at least one (1) member to this program. Failure to send representation will result in the organization being placed on Inactive status until they appeal to the Governmental Affairs Committee of Student Government.

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 Life.

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

- Your advisor or a staff member in Student Life 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 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 Life.

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

Appendix A:

Advisor Expectations and Role Checklist

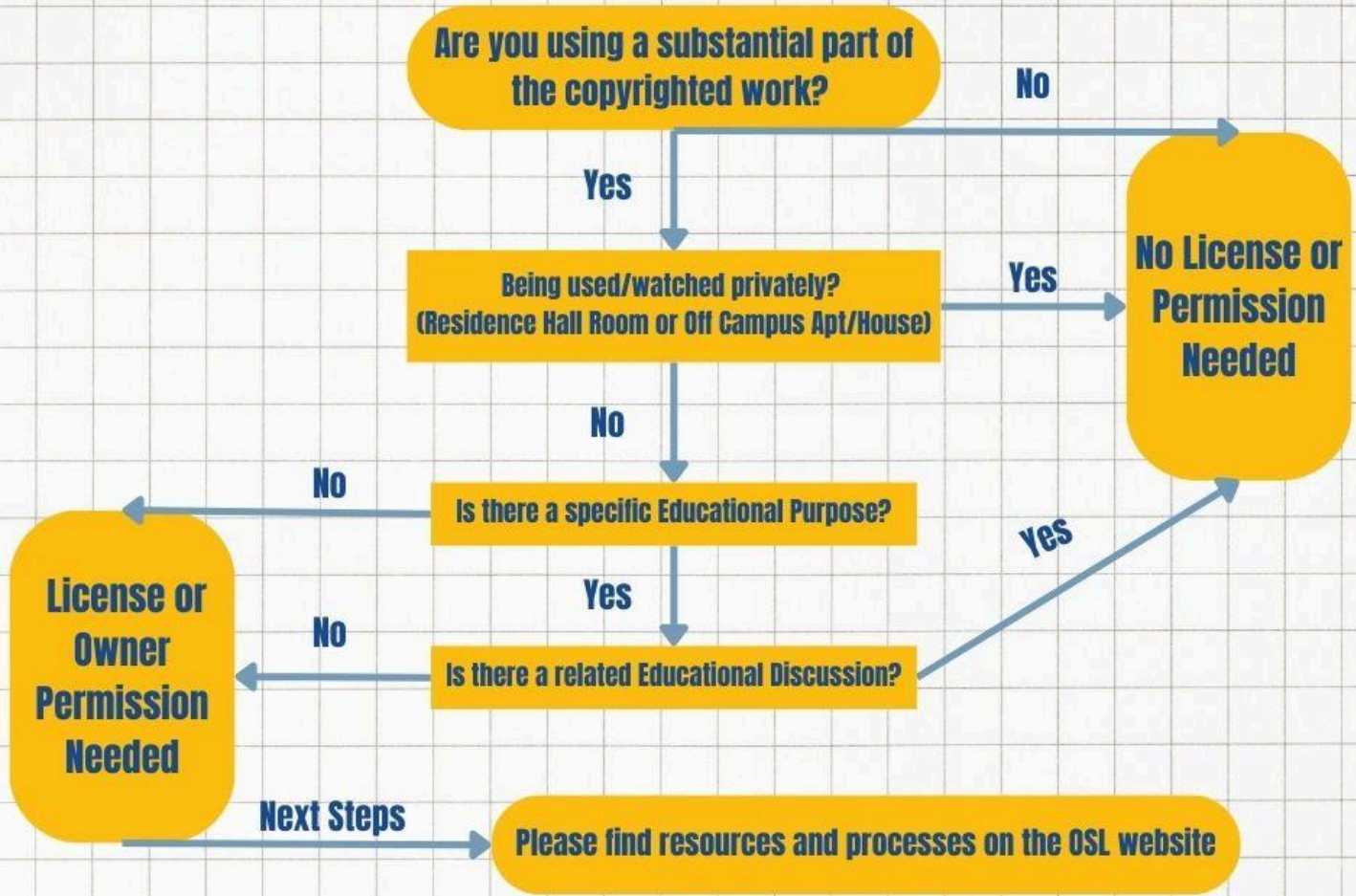
The Office of Student Life has created an Advisor Expectations and Role Checklist to aid in the development of the advisor relationship.

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 semester				
Advise within the framework of the student organization conduct code				
Be knowledgeable of college policies/procedures				

Appendix B:

Copyright for RSOs



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.