

# **Advisor Tutorial: A Guide to Advising Clubs & Organizations**



Gettysburg College  
Office of Student Activities & Greek Life  
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## **Welcome!**

Greetings and welcome to another exciting year at Gettysburg College. It is the aim of the Office of Student Activities & Greek Life (OSAGL) to support and enhance student clubs and organizations as well as assist the advisors. To this end, the Office of Student Activities & Greek Life has developed the Advisor Tutorial: A Guide to Advising Clubs & Organizations to serve as a primary resource in your process of advising clubs and organizations at Gettysburg College.

This Advisor Tutorial provides information regarding important Gettysburg College policies and procedures. There is also practical and valuable information regarding an advisor's role and advising student clubs and organizations. Please familiarize yourself with this information as it can only benefit your success in working with clubs and organizations.

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# The Office of Student Activities & Greek Life (OSAGL)

OSAGL is home to the Campus Activities Board (CAB), fraternity and sorority life (including the Interfraternity Council and College Panhellenic Association), the Spectrum Yearbook, the CUB Information Desk, and Clubs & Organizations. Please do not hesitate to visit us in the College Union Building (CUB), room 240. We will be happy to assist you with any questions as you lead your student club or organization to success at Gettysburg College.

- Hours: 8:30am to 5:00pm (Monday – Friday)
- Phone: 717.337.6304
- Fax: 717.337.8573
- Website: <http://www.gettysburg.edu/osagl>

## *Professional Staff*

Joe Gurreri	Director
Jon Allen	Assistant Director
Caitlin Lindsay	Assistant Director
Jessica Rothenheber	Assistant Director
Suzette Redding	Administrative Aide

## *Mission Statement*

The Office of Student Activities & Greek Life provides opportunities to engage in diverse co-curricular programs rooted in institutional values to enrich the students' social experience and create an inclusive campus community.

This mission is achieved through supporting and advising a wide range of student led organizations, in the practical implementation of leadership skills that are reflective of personal and shared values. The Office of Student Activities & Greek Life utilizes collaborative relationships with internal and external partners to create a high-quality co-curricular experience that increases students' social, intellectual, and civic engagement.

## Gettysburg College Mission Statement

Gettysburg College, a national, residential, undergraduate college committed to a liberal arts education, prepares students to be active leaders and participants in a changing world. This mission statement is grounded in the core values of the institution:

The worth and dignity of all people and the limitless value of their intellectual potential;

The power of a liberal arts education to help students develop critical thinking skills, broad vision, effective communications, a sense of the inter-relatedness of all knowledge, sensitivity to the human condition, and a global perspective, all necessary to enable students to realize their full potential for responsible citizenship;

The enrichment of the traditional liberal arts and sciences curriculum with the most promising intellectual developments of the age;

The free and open marketplace of ideas and the exploration of the ethical and spiritual dimensions of those ideas, both indispensable to helping students learn to determine which have lasting value;

The value of a lifelong commitment to service, and the role of the College in both providing an example of public service for students and fostering a commitment to service among our young people; and

A belief that a residential college is the most effective means of promoting the personal interaction between student and professor, and student and student which develops the community that is the heart of a liberal arts education.

\*\*Jointly prepared by the Middle States Self-study Steering Committee and the Faculty Council, Fall Semester 2002. This statement was adopted by the Gettysburg College Board of Trustees on January 25, 2003.\*\*

## **An Advisor Defined**

An advisor is expected to advise the club or organization's members and officers of relevant College policies and procedures as well as any state and federal laws that may affect the group. Providing ideas and insights, multiple perspectives, and information for students to make informed decisions are all parts of an advisor's role as well. The Office of Student Activities & Greek Life and the College Life staff are available to work with and assist advisors in clarifying and carrying out their responsibilities with clubs and organizations throughout the year.

## **Who is an Advisor?**

Someone who...

- Establishes rapport with the club or organization's members and leaders
- Communicates regularly with the club or organization's members and leaders
- Assists with developing and achieving goals
- Makes sure the club or organization is informed and understands Gettysburg College's policies and procedures governing student activities
- Reports any violations of policies to the Office of Student Activities & Greek Life
- Assists with identifying and developing new leaders
- Facilitates learning to assist students in their academic, personal, and professional development
- Provides a sense of community
- Mediates inter-group conflict when necessary
- Encourages students to take responsibility for their actions
- Does NOT make all the decisions for a club or organization but does provide balance so students can make informed decisions
- Shares insights and ideas as well as feedback when needed
- Assists with financial affairs and events of the club or organization when appropriate

## Advisor Requirements

- All registered clubs and organizations at Gettysburg College must have an advisor. This person must be considered full-time faculty (not on sabbatical), staff, or administration at the College.
- All advisors must complete the online Advisor Verification Form within the **first month of the Fall and Spring semesters** in order for a club or organization to become and remain registered at Gettysburg College.
- All advisors must complete Campus Security Authority (CSA) training yearly.
- The advisor must attend and remain throughout ALL events requiring the Department of Public Safety.

## Advisor Expectations

- Get to know the group members and officers
- Help the group to develop, understand, and achieve goals and objectives in line with the aims and objectives of Gettysburg College
- Assist in identifying and developing new leaders in the club or organization

Advising is a process in which an advisor is available to guide and assist the officers or members in the mission and goals of the group. The level of guidance or assistance a group needs can depend on the time of year or the developmental level of the officers leading the club or organization. Some clubs or organizations may be more or less autonomous, and meeting the group's needs will be important in being an effective advisor. In evaluating your time commitments, negotiate with the group the amount of time they need from you before agreeing to be their advisor.

Attendance at every meeting may not be necessary, but it is the best way to get to know the members and stay informed of the activities of the group. If you are not able to attend a meeting, effort should be made to determine what occurred. Remember, you are not there to run the meetings, but you can offer objective points of view or alternative solutions to problems. Advising is much more about showing support and encouragement to the club or organization than it is about supervising.

## The Advisor's Roles

There are many approaches to advising, and being an effective advisor means developing an approach that is most comfortable for you and the students with whom you will be working. It is important to keep in mind the purpose of the club or organization, the activities they are involved in, and Gettysburg College's mission. Throughout your time as an advisor, you will take on different roles depending on the situation. Some of those roles could include:

### *Mentor*

The students you are working with may or may not be in the same field as you but may look to you for professional guidance. The student may be seeking an education or career in your field of work. To help the students, you will need a knowledge of the profession, genuine interest in the development of new professionals, the ability to relate to students and connect them with a network of professionals, and to convey the importance of not taking on too much too soon in a new career.

At times, students will seek you out for their personal development. In such a situation, a mentor should have a basic understanding of student needs and perspectives, the ability to challenge the students while providing support, and possess the ability to listen to students. As the relationship grows between advisor and student, you may encounter conversations revolving around relationship issues, conflicts with other students, or conversations about their own ideas or thoughts on different subjects.

### *Team Builder*

Team building enhances the relationships of the students between one another and the advisor. Positive relationships help the club or organization succeed and work through difficult times, such as conflicts. In team building, you can work with the student leaders to evaluate their strengths and weaknesses, work styles, goals, and any circumstances that may affect their work. A meeting to discuss this with the student leaders will help to create an environment of open communication and understanding. As the advisor, you may want to consider planning a retreat or workshop, where student leaders can assist in the planning. The Office of Student Activities & Greek Life and College Life staff can assist you with planning a retreat or designing a workshop for your club or organization.

### *Community Builder*

One of the greatest influences on a student's success is feeling as though they belong, or having a sense of community, on a college campus. It is important that students are satisfied both in and out of the classroom. Development of community can take place in the classroom, in the residence hall, or in a student club or organization. While faculty and residence hall staff establish community in the classroom and residence hall, student leaders are responsible for building community in their club or organization. Providing an inviting atmosphere where all members are involved in some fashion and



feel as though they matter to the group will help in developing a strong sense of community.

### *Teacher*

As an advisor, the role of teacher may involve providing information on how to run a meeting or planning an event. You may even be invited to speak about topics related to the club or organization's purpose. At times you will be looked upon as a role model for behavior and an answer to their questions or concerns. As you form a relationship with the club or organization's members and leaders, you will find that one of the hardest things to do is nothing at all. Realizing that sometimes students succeed and sometimes they fail is important. Failure can be one of the most important ways of learning and, as an advisor, it is important that you are understanding and able to provide an environment where the students can reflect on their experiences.

### *Motivator*

As an advisor, one of your roles may involve motivating students to take on responsibilities and achieve their goals. At times students can become very discouraged and want to quit. As the motivator, you will need to keep them excited through expressing your enthusiasm and their potential for success. Many times individuals have different motivators that drive them to participate or complete tasks. Some ways to motivate your students include: t-shirts, Member of the \_\_\_\_, recognition of their efforts, plaques or trophies, dinners, or notes for a person's achievement. Discussing what motivates the individuals you are working with will help you to help them develop and sustain their motivation.

Members are likely to develop their commitment to the organization when:

- They are clear about the mission, values, and goals and can see them in action.
- They feel appreciated.
- They have influence over developing their roles within the organization.

## Advisor's Self-Evaluation Checklist

Answer the following statements as they relate to your role as an advisor of a club or organization. Feel free to add other statements about your role in the spaces provided.

<i>Yes</i>	<i>No</i>	<i>Statement</i>
___	___	I actively provide motivation and encouragement to members.
___	___	I know the goals of the organization.
___	___	I know the group's members and officers.
___	___	I attend regularly scheduled officer meetings.
___	___	I attend regularly scheduled meetings.
___	___	I meet regularly with the officers.
___	___	I attend the club or organization's events.
___	___	I assist with identifying and training new leaders.
___	___	I help provide continuity for the group.
___	___	I have read the group's constitution and/or bylaws.
___	___	I monitor the organization's financial records.
___	___	I recommend and encourage without imposing my ideas and preferences.
___	___	I confront negative behavior of members.
___	___	I understand group development.
___	___	I know where to find assistance when I encounter problems that I cannot solve.
___	___	_____
___	___	_____
___	___	_____

Dunkel, N. & Schuh, J. (1998). *Advising student groups and organizations*. San Francisco: Jossey-Bass.

## Students' Expectations Exercise for Advisors

Establishing parameters and roles is one of the most important steps in effectively advising a group. Listed below are some possible expectations student leaders may have of their advisor. Completing this activity with the leaders of your club or organization may assist you in understanding what the students may need and want from you as their advisor.

Rate each statement on a scale of 1 (essential for the advisor to do) to 5 (not an advisor's role).

- Attend all general meetings
- Attend all officer/executive board meetings
- Hold meetings with officers regularly
- Explain College policies and procedures when relevant to discussion
- Explain College policies and procedures to the officers and expect them to carry those policies out throughout their leadership
- Help the president prepare for meetings
- Advisor should speak up during discussion with relevant information
- Advisor should speak up during discussions when they think the group is likely to make a poor decision
- Be quiet during all meeting discussions
- Exert influence over the executive officers
- Take an active role in developing the club or organization's goals
- Attend all group activities
- Require treasurer to clear all expenditures with the advisor
- Request to see the books at the end of each term
- Check secretary's minutes before they are in final form
- Check all official correspondence before sent out
- Ensure that the Office of Student Activities & Greek Life is consulted regarding contract negotiations
- Store all group records during summer and officer transition periods
- Keep official files
- Inform the group of constitution/bylaw infractions
- Keep the group aware of established goals and objectives when developing programs or activities
- Mediate interpersonal conflicts
- Plan leadership workshops
- Allow the group to work out its problems, including making mistakes
- Allow the group to thrive or decline – don't interfere unless requested
- Be familiar with College facilities and services
- Recommend programs and speakers for the group
- Cancel programs if advisor believes they have been inadequately planned
- Make decisions for the group

Adapted from Johnson & Wales University Advisor Survey

## Advisor/Student Evaluation and Feedback Tool

Please take 15-20 minutes to share your thoughts on the questions and statements listed below. Your feedback is valuable to my professional development. Please use a scale of 5-1 to rate your answers, 5 being the best score.

1) I am satisfied with the amount of time our advisor spends with our group. 5 4 3 2 1

Comments:

2) I am satisfied with the quality of time our advisor spends with our group 5 4 3 2 1

Comments:

3) I am satisfied with the amount of information our advisor shares with our group. 5 4 3 2 1

Comments:

4) I am satisfied with the quality of information our advisor shares with our group. 5 4 3 2 1

Comments:

5) Our advisor is familiar with the goals of our group. 5 4 3 2 1

Comments:

6) Our advisor advises our group in a way consistent with our goals. 5 4 3 2 1

Comments:

7) Our advisor adjusts his/her advising style to meet our needs. 5 4 3 2 1

Comments:

8) Our advisor is a good listener. 5 4 3 2 1

Comments:

9) Our advisor understands the dynamics of our group. 5 4 3 2 1

Comments:

10) Our advisor role models balance and healthy living. 5 4 3 2 1

Comments:

11) Our advisor challenges me to think. 5 4 3 2 1

Comments:

12) Our advisor allows me room to make and execute decisions. 5 4 3 2 1

Comments:

Additional Comments (use the back of this sheet if necessary):

## Goals, Programming, & Problem Solving

These are some sample questions you can use when discussing goals, program planning, or problem solving with your organization's leaders and members. Questions that ask students to give specific answers help them to explore the situation or problem and can lead to better understanding than "why" questions.

- What is the purpose of this club or organization?
- What is the goal of this meeting?
- What is the purpose of this event or program?
- What do you wish to achieve?
- How is your goal measurable and attainable?
- Who is involved?
- What has been done so far?
- What is happening now?
- What results have you seen?
- What are the major barriers or obstacles you are encountering?
- How will you overcome those barriers or obstacles?
- What are the options?
- What if . . . ?
- What are the costs and benefits?
- What are you thinking about doing?
- What is your next step?
- When are you going to do it?
- Will it meet the club or organization's goal(s)?
- Who needs to be contacted? (When?)
- How will you obtain support for this decision?

### Setting SMART Goals

S: Specific (Who, what, where, when, which, why)

M: Measurable (How much, how many, how will I know when it is accomplished?)

A: Attainable (Build your attitudes, abilities, and skills in order to reach the goal)

R: Realistic (Must be willing and able to work toward the goal)

T: Timely (Set a time frame)

## Definition of Terms

### *Registered*

Any club or organization that has completed all procedures required by the Office of Student Activities & Greek Life to become a club or organization at Gettysburg College. These procedures are outlined on page 12 under Requirements for Clubs and Organizations. Being registered with OSAGL gives clubs and organizations various rights, which are outlined in the Rights of Registered Clubs and Organizations section of this manual on page 12.

### *Recognized*

Any club or organization that has applied for and been granted recognition by Student Senate. A club or organization **MUST** be registered with the Office of Student Activities & Greek Life in order to obtain recognition from Student Senate. Clubs and organizations at Gettysburg College are not required to become recognized, but it is considered a privilege and comes with additional rights which are listed in the Rights of Student Senate Recognized Clubs and Organizations section of this manual on page 12.

### *Active*

Any club or organization that has met and is maintaining the requirements to be registered with the Office of Student Activities & Greek Life, as listed on page 12 under Requirements for Clubs and Organizations. This type of club or organization has a presence on campus through regular meetings or events with its members and/or campus community. For a club or organization to remain active, records **MUST** be updated each semester with the Office of Student Activities & Greek Life.

### *Probationary Period*

Any club or organization that is not meeting the requirements of a registered club or organization, as listed on page 12 under Requirements for Clubs and Organizations. **Any club or organization that does not meet the advisor requirements will automatically become inactive without a probationary period.** The probationary period is extended to clubs and organizations until the end of the semester in which the probationary period began or until unmet requirements are rectified. All rights extended to registered clubs and organizations will be suspended during this period.

### *Inactive*

Any club or organization that has not rectified any unmet requirements during the probationary period. In addition, any club or organization that does not meet the advisor requirements will automatically become inactive without a probationary period. Should a club or organization become inactive, those rights extended to registered clubs and organizations will be lost until the club or organization becomes active again. *\*To gain active status once inactive, the club or organization must go through the procedures of becoming registered again.*

*Advisor*

An advisor is a full-time faculty (not on sabbatical), staff, or administrator of Gettysburg College who assists a registered club or organization in achieving their goals and objectives. **All clubs and organizations are required to have an advisor to become registered and remain active with the Office of Student Activities & Greek Life.**

# Requirements, Rights, and Responsibilities of Registered Organizations

## Requirements

- Clubs and Organizations must be formed on a basis consistent with the aims and objectives of the liberal arts education as pursued by Gettysburg College.
- Membership in a club or organization must be open to all Gettysburg College students. Membership in the organization will not be denied to anyone on the basis of race, color, religion, ethnic or national origin, gender, sexual orientation, etc. Membership requirements which restrict membership on the basis of sex must be in complete compliance with Gettysburg College, state, and federal regulations.
- Membership consists of a minimum of eight students, two of which must be elected officers.
- One advisor (Gettysburg College full-time faculty, staff, or administrator) is required in order for clubs and organizations to be registered and remain active with the Office of Student Activities & Greek Life.
- All officers of clubs and organizations must be currently enrolled students at Gettysburg College.
- Records must be updated **EVERY SEMESTER** to maintain active status. The following must be submitted each semester: Constitution revisions (if there are any), the online Clubs & Organizations Registration Form, and updated membership within the PeopleSoft program. The advisor form must be sent at the beginning of every academic year.

## Rights

- Ability to use the name Gettysburg College
- Ability to host or sponsor meetings and/or events at Gettysburg College
- Ability to schedule a room or venue for meeting and/or events
- Ability to pursue Student Senate recognition
- Inclusion in the Gettysburg College Campus Directory
- Consultation and advice from the Office of Student Activities & Greek Life.
- Ability to participate in the Activities Fair each semester
- Ability to participate in Springfest during spring semester
- Ability to advertise or post notices
- Regular communication from the Office of Student Activities & Greek Life

## Responsibilities

- To utilize the advisor as a resource, drawing on their wisdom, experience and knowledge
- To ask the advisor for clarification concerning Gettysburg College policies, regulations, and procedures
- To keep advisor informed of all organization activities, events, programs, meetings and any other related issues
- To work to maintain an effective advisor/organization officer relationship



- To respect fellow organization leaders, organization members and the advisor
- To approach problems and concerns proactively
- To assume responsibility for actions and programs

## **Becoming a Student Senate Recognized Club or Organization**

It is recommended that the group interested in Student Senate recognition work with the Student Senate Clubs Liaison. In order to apply for Student Senate provisional status, the interested group must be registered with the Office of Student Activities & Greek Life.

After completing the above-mentioned requirements, the organization will make a brief presentation to the Student Senate. The Student Senate will vote on whether or not to approve the application for provisional status.

The presentation should include:

- A statement of intent, which should detail the club or organization's general purpose and/or mission statement.
- Past events
- Future goals
- Membership information
- Meeting information
- Why the club or organization would like to be Student Senate recognized

Approval for provisional status grants the organization a three academic month provisional period. Provisional status grants the organization all Student Senate recognition incentives with the exception of a budget. Student organizations on provisional status must send a representative to all Student Senate meetings. This is an opportunity for the organization to demonstrate its value to the Gettysburg College campus.

The Student Senate will hear the student organization's application for full recognition upon completion of the three academic month probationary period.

Benefits of being Student Senate recognized:

- Use of Student Senate Office
- Ability to communicate with the Clubs Liaison about concerns
- Advice and guidance on Constitutional Review and Proceedings
- Ability to request funding for specific causes, including a regular budget for each semester

## **Policies & Procedures**

### **Campus Publicity**

- *Signs in CUB and Plank*  
Any group or person wishing to hang posters in the College Union Building or Plank Hall can do so on any community board. There are no limitations to posting except on walls and/or furniture. No posters may contain any references to alcohol unless it is host provider. You are responsible for removing the posters after the event.
- *Sheet Signs on Plank*  
There are a few restrictions on hanging sheet signs on the side of Plank Hall. You may only hang a sheet sign if there is enough room that no other signs are being covered or hidden. No sign may have any references to alcohol unless it is host provider. No inappropriate signs may be displayed. If you are unsure about the appropriateness of your sign, bring it to CUB 240 for approval. You are responsible for removing the sign after the event.
- *Bright Signs*  
If you would like your event to be advertised on the monitors in the CUB, Bookstore, Dining Center, and Jaeger Fitness Center, submit your advertisement in the appropriate MS Publisher template to [advertiseoncampus@gettysburg.edu](mailto:advertiseoncampus@gettysburg.edu). The managers of each area will review the content before publishing.
- *Weekend Update*  
To have your event included in the weekly campus-wide Weekend Update email, send the information to [campus\\_publicity@gettysburg.edu](mailto:campus_publicity@gettysburg.edu) by noon on Wednesday prior to the event. Due to space limitations, we cannot guarantee that all submissions will be included.
- *Toilet Paper Times*  
To have your event included in the Campus Activities Board's bi-weekly Toilet Paper Times poster, send the information to [campus\\_publicity@gettysburg.edu](mailto:campus_publicity@gettysburg.edu) at least two weeks prior to the event. Due to space limitations, we cannot guarantee that all submissions will be included.

### **Central Duplicating, Graphic, & Mailing Services (Ricoh Management Services)**

- Located in the front of the West Building
- Print shop services include: photocopying, graphic design, mailing, printing, brochures, programs, inserts, exams, manuals, business cards, labels, classroom handouts, etc.

- Finishing/bindery services include: collating, stapling, folding, tape binding, spiral binding, laminating, and booklet stitching
- Allow 1 to 3 days for project completion.
- Contact the Post Office: x6450
- Contact Duplicating Services: x6455

## **Scheduling an Event**

- If new to the 25Live scheduling system, contact the Scheduling Coordinator, Cathy Zarrella, via email at [czarrell@gettysburg.edu](mailto:czarrell@gettysburg.edu) or by phone at x6302. The Scheduling Coordinator can provide your password, basic instructions, and also answer questions about technical support, room features, and setups.
- Make sure your club or organization has at least two members trained to use this system. Training sessions are announced each semester on the campus digest.
- All Gettysburg College events must be sponsored by an active student organization or a College Department.
- Requests should be made at least 5 days in advance; please allow 2 weeks' notice if staff support is needed (catering, technology, security).
- Reserve your space BEFORE performance contracts to see what you may be scheduling against.
- Please keep the Scheduling Coordinator informed of any changes or cancellations.
- For events with alcohol present, please review the *Social Event Policy & Hosting Social Events with Alcohol* section of this manual.

## **Department of Public Safety**

- Special event planning requires logistical support and a hazard assessment so that guest safety, institutional goals, and objectives are being satisfactorily met. Organizations need to contact Department of Public Safety during the planning phase of their event.
- Department of Public Safety provides the following services for special events: Parking and event location coordination, crowd control, closing streets, executive and dignitary protection, perimeter security, medical providers and equipment, fire extinguishers, fire alarm watch, and tent safety.
- Events with alcohol located on campus require Department of Public Safety officer(s). Two weeks' notice prior to the event is required. Please refer to the Social Event Policy for further details.
- The Scheduling Coordinator will notify Department of Public Safety when you reserve a space on campus and will ensure it is opened on time.
- In case of an emergency or unplanned need, call the Department of Public Safety Office at x6911.
- An escort service is available for guests leaving any event late at night (x6912).
- Should you need a Borough permit to close streets or arrange for parking, requests should be made at least one month prior to the date of the event.

- Borough police will respond to community complaints of noise.
- Please be respectful of noise levels in the community.

### **Catering & Dining Services**

- The Catering Department of Dining Services can assist with catering needs. They can provide catering from bag lunches as well as serve banquets, or parties to picnics.
- The catering menu is on-line as part of the Dining Services website.
- Please contact the Catering Department at x6387 at least two weeks prior to your event.
- You will submit the final order through GoGETTeMarket.

### **Technical Support**

- You must talk with the College Life Technical Coordinator, John Archer (jarcher@gettysburg.edu), BEFORE signing contracts for performers, speakers, etc.
- To properly support your event, at least two weeks advance notice is needed, especially for larger events.
- For programs in CUB or the Attic, technical needs will be met by the College Life Technical Coordinator. For programs in other locations, you may be directed to another person for help. Ask either the Scheduling Coordinator or the Technical Coordinator for contact information.
- No pyrotechnics may be included in any show. Fog/haze machines are okay, but only with prior approval.

### **Contracts & Copyrights**

- Contracts with outside performers, artists, and companies must be reviewed, approved, and signed by a College administrator or faculty member.
- Film rights must be secured from an appropriate vendor. For more information, contact the Office of Student Activities & Greek Life or Musselman Library.

### **Transportation Department**

- Transportation service provides vehicle rentals and drivers for members of the College community for student activities, cultural events, campus visits, or College business.
- Members of the Gettysburg community wishing to operate a vehicle must:
  - Be 18 years of age or older
  - Have a valid driver's license
  - Submit an annual motor vehicle report (state requirement)
- There are additional requirements to rent a passenger van (vehicles with more than 8 passengers). See the transportation website for further information.
- When requesting transportation, you will need to provide the following information:
  - Account number to be charged
  - Transportation Department approval form

- Date and time for beginning and end of trip
- Type of service requested (rental, driver, bus, etc.)
- Name of approved driver
- You can request a rental via GoGetMarket. For access to the eMarket, contact your organization advisor or OSAGL. There are several times during the year, especially on weekends, where all requests cannot be supported.
- Any requests for service should be made as far in advance as possible. Requests MUST be made at least 72 hours before the trip.
- Vans need a 1 week advance request. Service cannot be guaranteed without advance notice.
- Cancellations less than 72 hours prior may be subject to a service charge.
- Any off-campus trips should be registered on the DPS website.

### **Sales & Solicitation**

- To initiate the campus solicitation process, submit a 25Live request.
- Secure written permission from the Office of Student Activities & Greek Life. If using student charge, the College Bookstore must also grant permission.
- Solicitation and sales by outside vendors must be approved by the College Bookstore.
- No funds may be used for the purchase of alcoholic beverages.
- Fundraising for charitable organizations must go directly to the charitable organization named.
- All fundraising and sales must comply with the standards of Gettysburg College.

### **Social Event Policy & Hosting Social Events with Alcohol**

The entire policy regarding these topics is too extensive to include in this manual. Please visit the Office of College Life to obtain the entire policy and/or refer to the Student Handbook. For more information about hosting a social event with alcohol, contact the Office of Student Activities & Greek Life or the Director of Student Rights & Responsibilities.

#### *Social Event Policy Goals*

Social gatherings at Gettysburg College are an important part of our community life. We affirm the following goals as appropriate for such social gatherings:

- Respect for the rights of all individuals and respect for the property of others
- The health and safety of community members
- When alcohol is included at social events: to empower and encourage students to assume an active role in the planning and management of social events that model responsible alcohol use
- An enjoyable atmosphere conducive to positive social interaction

### *Social Events with Alcohol*

- Host provider should not be the main programming tool of the event; rather, it is a privilege that may be added to certain events.
- At a host provider event, the host provides the alcohol for those of legal drinking age. Guests are not permitted to bring alcohol.
- All requests for host provider events must be registered and reviewed by college administration at least two weeks prior to the event date.
- Social events with alcohol may only take place between 5pm Friday and 2am Sunday, and each event may last no more than 4 hours.
- Alcohol consumption will be regulated by certified college employees in accordance with national and state laws and College policy.
- **NO** admission may be charged for any event with alcohol.
- Advertising for events with alcohol may state “Host Provider.” Advertising may **NOT** explicitly state that alcohol will be provided free of charge at the event, nor should host provider be the main advertisement for the event.

### **Anti-Hazing Policy**

The entire policy regarding these topics is too extensive to include in this manual. Please visit the Office of Student Activities & Greek Life to obtain the entire policy and/or talk with the Director of Student Rights & Responsibilities about your concerns regarding hazing and harassment.

Gettysburg College opposes all forms of hazing and harassment. From a legal perspective, hazing is a crime. From an individual student’s perspective, hazing and harassment damage the self-esteem of the targets of the hazing and harassment. From an organizational perspective, hazing and other forms of harassment degrade the values of the organization. From a campus community perspective, hazing and other forms of harassment creates an environment of disrespect that contradicts the values of our community. For all of these reasons, the College takes a strong position against any and all forms of hazing and harassment. Please note that the College’s anti-hazing policy and harassment policy applies to all student organizations.

### *Gettysburg College Definition of Hazing*

Any action taken, created, or situated, (on or off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is directed at new or prospective members of a recognized student organization. An individual, an individual against an organization, or an organization against an individual may perpetrate such actions. In case of violations, individuals and an organization as a whole may be subject to disciplinary action. Please note that the consent of those hazed will not be accepted as a defense for hazing activities. The severity of the penalty for a hazing offense will be determined in proportion to the hazing activity. In addition to Gettysburg College’s Anti-Hazing policy, students must also comply with the Commonwealth of Pennsylvania Anti-Hazing law.

*Gettysburg College Definition of Harassment*

Harassment includes any written, verbal, or physical acts (including electronically transmitted acts) that are reasonably perceived as creating an intimidating or hostile work, learning, or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior. Harassment is based on protected classes which are listed on the cover page of the Student Handbook. Some of the classes recognized by Gettysburg College may not be protected under law. Harassment can be a single, serious incident or a series of related, repeated incidents. Harassment is measured by the impact of the behavior rather than the intent of the harasser.



## Campus Directory

Office	Phone Extension	Campus Box	Location
Academic Advising	6579	414	CUB 280
Admissions Office	6100	416	Eisenhower House
Alumni Relations	6522		Norris-Wachob Alumni House
Athletics	6400	400	Wright
Bookstore	6363		CUB 1 <sup>st</sup> Floor
Campus Recreation	6322		Wright
Catering Services	6387		Dining Center
Center for Career Development	6616	425	Career Center (W Stevens St)
Center for Global Education	6866	421	CUB 290
Center for Public Service (CPS)	6490	2456	Plank Gym
College Life	6921	399	CUB 220
Communications & Marketing	6800		Penn Hall 2 <sup>nd</sup> Floor
Counseling Services	6960	424	Health Center
CUB Information Desk	6300	2999	CUB 1 <sup>st</sup> Floor
Department of Public Safety (DPS)	6911/6912	2442	Public Safety (W Stevens St)
Dining Services	6326	440	Dining Center
Diversity & Inclusion	6375	2994	Penn Hall 2 <sup>nd</sup> Floor
Eisenhower Institute	6685		EI (N Washington St)
Experiential Education/GRAB	6319	399	Plank Gym
Facilities Services	6700	431	Central Energy Plant (CEP)
Financial Aid	6611	438	W Stevens St
Financial Services	6220	437	Penn Hall 1 <sup>st</sup> Floor
Garthwait Leadership Center (GLC)	8444	2990	Plank Gym 103
Health Services	6970	436	Health Center
Human Resources	6202	2443	Penn Hall 1 <sup>st</sup> Floor
Information Technology	7000		West Building
Intercultural Advancement	6311	2448	Intercultural Resource Center
International Student Services	6377	2448	Intercultural Resource Center
LGBTQA Advocacy & Education	7577	399	Apple Hall 1 <sup>st</sup> Floor
Library	7024		Musselman Library
Majestic Theater	8234		Majestic Theater
Parent Relations	6420		Norris-Wachob Alumni House
Registrar	6240	419	CUB 270
Religious & Spiritual Life	6280	427	Christ Chapel
Residential & First Year Programs	6901	430	CUB 250
Ricoh (Print Shop & Post Office)	6450/6455		CUB 1 <sup>st</sup> Floor/West Building
Scheduling Coordinator	6302		CUB 1 <sup>st</sup> Floor
Student Activities & Greek Life	6304	2999	CUB 240
Transportation	6923	2457	Central Energy Plant (CEP)
Women's Center	6991	2445	Apple Hall 1 <sup>st</sup> Floor