

**Office of Student Leadership & Engagement
Mississippi Valley State University 7262
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HANDBOOK FOR RSO

REGISTERED STUDENT ORGANIZATIONS



A PUBLICATION OF
THE OFFICE OF STUDENT LEADERSHIP & ENGAGEMENT
A UNIT IN THE DIVISION OF STUDENT AFFAIRS

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MISSISSIPPI VALLEY STATE UNIVERSITY
IS ACCREDITED BY THE
**COMMISSION ON COLLEGES OF THE
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**
TO AWARD BACCALAUREATE AND MASTERS DEGREES

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The Office of Student Leadership and Engagement is continuously reviewing policies and procedures governing student organizations at Mississippi Valley State University. Modifications to this document will be communicated to the pertinent parties as they occur.

Mississippi Valley State University, in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), does not discriminate on the basis of race, color, national origin, sex or physical handicap in any of its policies or procedures. This provision includes, but is not limited to admission, employment, financial aid and educational services.

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INTRODUCTION

This handbook is intended to provide valuable information to currently existing organizations and assist students who wish to start a new organization. It also serves as a reference guide for planning, as well as to ensure the production of successful events for student organizations. It contains information regarding University policies and available services for student organizations' use to make their organization effective and more productive.

Policies and regulations set forth in this handbook are not restrictive or prohibitive in any way, but are set forth to assist student organizations to operate within the guidelines consistent with the educational mission of Mississippi Valley State University.

Co-curricular activities supplement the academic process. Experiences in the classroom are put into practical application in out-of-classroom activities through participation in student organizations. Students are provided opportunities to grow as individuals. Involvement in campus activities contributes to the development of the whole person's complete character, personality, and leadership abilities. These qualities are of great value in preparing Mississippi Valley State University students for a satisfying life as productive citizens.

Policies and procedures in this book are subject to change and may be done so only with the approval of the Vice President for Student Affairs, Enrollment Management and Diversity.

DISCLAMIER: This handbook does not provide answers to all questions, nor does it address specific cases, but it will serve as a useful reference guide.

Any questions or concerns may be directed to the Office of Student Leadership and Engagement, located in the main office, room 105, of the Jacob Aron Student Center, (662) 254-3526; Fax (662) 254-3753 and e-mail at studentactivity@mvsu.edu.

OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Statement of Purpose

The purpose of the Office of Student Leadership and Engagement is to enhance the academic program of studies and facilitate the overall educational experience of students through the development of and participation in social, cultural, and recreational activities. The Office of Student Leadership and Engagement serves as the major programming agency for student life, and as a resource outlet for student organizations. Student organizations play a key role in programming activities for students. Student Leadership and Engagement offers one of the best opportunities for students to assist with the planning and presentation of activities that will contribute to their intellectual, social, and cultural development through leisure activities. Students' involvement in extracurricular activities complements the academic experience and challenges them to develop and apply organizational and leadership skills that are useful after college. The Office of Student Leadership and Engagement is considered an extension of the classroom and an important part of the students' education.

The Office of Student Leadership and Engagement serves approximately fifty Registered Student Organizations (RSO), as well as student leaders through advisement, and coordinating and planning activities. These activities include, but are not limited to, Homecoming Comedy Show/Block Party, Concerts, Movie Night, Mardi Gras Ball/Dance Party, Super Bowl Party, Clubs and Organizations Fair, "Late Nite", Game Night, Karaoke, Open Mic/Coffee House, as well as plays and motivational speakers, these are just some of the sponsored activities. An array of tournaments, (i.e., Pool, Spades, and Dominoes), and are held on a bi-weekly basis in the Jacob Aron Student Union Game Room. We also assist with University sponsored events such as New Student Orientation, Homecoming Week, Student Government Association elections, Mr./Miss MVSU Showcase, and Founder's Week.

The Student Union Board (SUB) was established within the Office of Student Leadership and Engagement to provide assistance in planning, sponsoring and implementing activities. The purpose of the group is to assist in developing and implementing social, cultural, entertaining, as well as educational campus activities.

The Office of Student Leadership and Engagement staff consists of a director, assistant director, secretary, and support staff.

STUDENT ORGANIZATIONS

Definition of a Student Organization

A student organization is a group of students, student officers, and staff and/or faculty advisor(s) who, through a sustained program of activities and projects, accomplish the objectives of the organizations that exist at Mississippi Valley State University. Student organizations provide a valuable service to the University by providing leadership development, public service, social, cultural, and recreational interaction. Student organizations are an ideal way for students to get involved on campus.

Categories of Student Organizations

Mississippi Valley State University recognizes approximately 50 (fifty) active Registered Student Organizations (RSO) each year that are divided into six categories. The Office of Student Leadership and Engagement maintains current information on each Registered Student Organization, such as its' purpose, goals, officers, advisor(s), and an active membership roster. A listing of all current Registered Student Organizations is updated and published each semester. The following listing categorizes all Registered Student Organizations, and may be of assistance in finding a suitable organization to fit students' needs:

1. Departmental/Academic/ Honor Societies

Honorary and scholastic societies that recognize outstanding academic achievement and departmental clubs that are affiliated with University academic departments fit this category.

2. Residence Hall Councils

Residence hall councils represent those students who choose to reside on campus in the residence halls.

3. Classes

These groups of student leaders are elected by their peers to represent the undergraduate classes in the student governance process.

Freshman Class, Sophomore Class, Junior Class and Senior Class

4. Special Interest Organizations

The University offers special interest groups that comprise the majority of student organizations to include, but not limited to, educational, social issues, and recreational organizations. Their primary mission is to enhance campus life and to provide support to students through a wide variety of programs and events. Some membership restrictions may apply.

5. Social Fraternities/Social Sororities

The following fraternities and sororities are active (**to date**) members of the Mississippi Valley State University (MVSU) Chapter of the National Pan-Hellenic Council, Inc. (NPHC). This organization serves as the governing body over the nine Greek Letter organizations.

Alpha Kappa Alpha Sorority, Inc. Epsilon Pi Chapter
Alpha Phi Alpha Fraternity, Inc. Zeta Phi Chapter
Delta Sigma Theta Sorority, Inc., Eta Alpha Chapter
Iota Phi Theta Fraternity, Inc. Eta Kappa Chapter
Kappa Alpha Psi Fraternity, Inc, Zeta Zeta Chapter
Omega Phi Psi Fraternity, Inc. Beta Theta Chapter
Phi Beta Sigma Fraternity, Inc., Delta Phi Chapter
Zeta Phi Beta Sorority, Inc., Psi Gamma Chapter

6. Religious Organizations

Religious organizations are important and their primary mission is to be open to all students and further the mission of different religious faiths and denominations. They serve as a spiritual outlet for students of particular religious denominations or persuasion.

7. Service Organizations

Service organizations provide an opportunity for students to volunteer their service to the University and surrounding communities.

Conditions of General Membership

In selecting its membership, organizations must abide by the Mississippi Valley State University's **Affirmative Action Policy**. Membership in organizations must be open to the entire student body. Certain groups, such as social fraternities and sororities, are specifically exempted from Title IX of the Education Amendment of 1972.

AFFIRMATIVE ACTION POLICY

Mississippi Valley State University in compliance with Title VI of the Civil Rights Act of 1964 and the Title IX of the Education Amendments of 1972 (Higher Education Act) does not discriminate on the basis of race, color, national origin, sex, physical handicap in any of its policies or procedures. This provision includes, but is not limited to, admission, employment, financial aid, and educational services.

Requirements for Officers of Student Organizations

The minimum University requirements for officers (elected, selected, or appointed) of any student organizations are:

1. Continued enrollment in at least twelve (12) hours of course work at the University;
2. **Must have and maintain a cumulative grade point average (GPA) of 2.00 based on a 4.00 scale.** When and if any officer in a RSO changes for whatever reason, it is the responsibility of the **Primary Advisor of Record** to update their registration form in the Office of Student Leadership & Engagement; and
3. The absence of disciplinary probation or suspension during the previous and current academic year.

Additional Requirements for Members and/or Officers

Student organizations may have additional requirements for officers, e.g., Mr. and Miss Mississippi Valley State University and Student Government Association, Inc. officers (see SGA Constitution), and the MVSU National Pan-Hellenic Council, Inc. may make additional requirements, as they deem necessary, after consultation with the Director of Student Leadership and Engagement.

Recognition of Student Organizations

When and if any student organization wishes to be recognized by the University and conduct a sustained program of activities, registration of the group is required. The Office of Student Leadership and Engagement is available to assist any student organization with the registration process. The purpose of the registration process is to guarantee that organizations enjoy the privileges of association with the University.

Privileges of Recognition:

- The organization will be able to use University facilities to hold meetings and sponsor activities/events on campus.
- The organization will have access to an e-mail account associated with Mississippi Valley State University.
- The organization is eligible to participate in University approved events.
- The use of Mississippi Valley State University's name to identify institutional affiliation.
- The opportunity to publicize approved campus activities on campus bulletin boards and advertising spaces. The organization will have access to training in leadership, project planning, and group development.
- The opportunity to recruit new members at the Office of Student Leadership and Engagements' Annual Clubs and Organizations Fair.
- The use of an organization mailbox in the Office of Student Leadership and Engagement.

The privileges listed above are not extended without careful consideration. Once an organization carries the name of Mississippi Valley State University, its programs and activities that are planned and presented by the officers and members of the organization should reflect the policies of the institution.

How to Start an Organization

In order to start a new student organization on the Mississippi Valley State campus, the organization shall have no less than four (4) members who are currently enrolled fulltime students. The organization must have at least **one full-time University employed faculty or staff member to serve as the Primary Advisor of Record**. Also, the organization must meet at least once each semester during a single academic year. If an organization falls below four (4) members, the organization will be considered on probationary status until the membership rises to at least four (4) members. **It is the responsibility of the Primary Advisor of Record to notify the Office of Student Leadership and Engagement when there is a change in officers of the organization.**

Two organizational meetings may be held prior to the official recognition of a student organization. Business should be limited to constitution drafting and forming the structure of the organization, during these meetings. A group of four (4) or more full-time students wishing to form an organization and seek official status from the University may do so provided the following:

1. The group does not duplicate an existing organization.
2. The purpose is to ensure continuity and stability of the organization.
3. The group does not organize under the sponsorship of an existing organization.
4. An original constitution is submitted outlining the purpose of the group.
5. The application for a new student organization is completed and filed in the Office of Student Leadership and Engagement together with the following supporting documents:
 - a. Name of organization;
 - b. Purpose, goals and objectives of organization;
 - c. Proposed activities (e.g., social, recreational, cultural and educational);
 - d. List of officers and members;
 - e. Name of full time faculty/staff advisor(s) employed by MVSU;
 - f. Membership requirements;
 - g. Signature of authorization and affirmation of compliance with University policies; and
 - h. Constitution of club or organization.

Renewal and Update of Registration

In order to keep the organization's registration current, it must be renewed each spring semester and updated by using the RSO Update Form at the beginning of the fall semester. The registration deadline is fourteen (14) days prior to the end of the spring semester. Any organization that does not renew its membership in the spring or at the beginning of the fall semester is considered inactive and will not be afforded the privileges of a Registered Student Organization.

Group Responsibility and Liability

Student organizations are responsible for all their activities and events. When sufficient preventive measures have not been employed (i.e. confiscation, non-admittance, removal, or other controls) and action to refer individuals to appropriate authorities and/or judicial boards is not taken, the group may be held liable. This liability shall be tempered only by the extent/effectiveness of dealing with such violations during and immediately following the activity. Members and non-members (including visitors or guests of individuals) of a student organization at the event or activity are included in the group's responsibility. Appropriate measures must be employed to prevent or handle problems and violators. Student organizations planning and conducting their activities and affairs bear the responsibility for doing so in compliance with University regulations, local, state and federal laws. Failure to accept the responsibilities of group membership/sponsorship may subject the organization to permanent or temporary suspension, cancellation of University registration, and/or loss of privileges (e.g. use of facilities, etc.), and other disciplinary actions. Each group agrees to:

1. Renew its registration each spring semester and update at the beginning of the fall semester;
2. Uphold the University's policies, student organization policies, and state and federal laws;
3. Use its official status for its own purposes and not support the activities of an individual or organization that is not recognized by the University;
4. Responsible for the actions of its members and/or intake members;
5. Refrain from damage to the property of the University or other persons; and
6. Responsible for all activities sponsored by the organization.

Clubs and Organizations Fair

The Office of Student Leadership and Engagement sponsors the Annual Clubs and Organizations Fair. It is held during both the fall and spring semesters. Its purpose is to provide clubs, groups and organizations the opportunity to recruit new members and showcase their respective organizations. Table space is provided for each organization to display its club's materials, apparel, schedule of activities, etc.

ADVISOR(S): ROLES AND RESPONSIBILITIES

It is an honor to be asked by a student organization to serve as the faculty/staff advisor. Such a request implies respect and trust on the part of students. The faculty/staff member should recognize that this responsibility carries with it additional time demands. However, advising a student organization brings with it satisfying rewards since an advisor has the opportunity to contribute to student learning outside the formal classroom setting.

Each Registered Student Organization is required to have at least one full-time University employed faculty or staff member serve as the Primary Advisor of Record. However, it is recommended that each organization have two advisors who are full-time employees of the University. Persons who are not full-time employees of Mississippi Valley State University will not be recognized or accepted as advisors. At least one advisor must be present during all meetings and activities sponsored by the organization, before that activity/event begins.

Roles and responsibilities of the advisor include, but are not limited to the following:

1. Working with the student organization in planning, executing, and evaluating activities of the organization;
2. Monitor its'business transactions, financial records, group accounts, and group records;
3. Responsible for maintaining the records of the organization and submitting updated information to the Office of Student Leadership and Engagement;
4. Provide continuity in the student organization as it experiences member and officer turnovers;
5. Interpret University policies, student organization policies, and local, state and federal laws;
6. Monitor the academic performance (GPA) of the officers and members;
7. Encouraging students to exhibit exemplary leadership and social and moral character;
8. Having or obtaining knowledge of University policies and procedures that affect the organization;
9. Insuring an orderly transition of officers at the end of his/her term; and
10. Responsible for the overall conduct and development of the student organization.

NOTE: Should, and if the Primary Advisor resigns, written notification must be submitted to the Director of Student Leadership and Engagement, and a replacement must be found prior to any proposed activities of the organization being approved. The student organization or the advisor may make the termination to the relationship; and under no circumstances can an advisor be an undergraduate or graduate student. It is the responsibility of the Primary Advisor to notify the Office of Student Leadership and Engagement concerning officer and advisor changes within the organization. The organization will be placed on temporary probation until another advisor is replaced and approved.

***STUDENT ORGANIZATION FUNDS**

University Agency Accounts

All Registered Student Organizations are urged to establish a University Agency account in the Business and Finance office with an initial deposit of twenty dollars (\$20.00). All funds raised by the organization on the MVSU campus must be deposited into the Agency account. The Agency account must have a minimum balance of twenty dollars (\$20.00) during the fall and spring academic semesters and in the summer sessions, if the organization wishes to conduct a fundraiser. An Agency account for a Registered Student Organization may be established by paying twenty (\$20.00) at the University Cashier's Window and obtaining a receipt. The receipt is then taken to Business and Finance personnel and assigned an Agency account number. The account number is then brought to the Office of Student Leadership and Engagement and recorded for business purposes. The Office of Business and Finance provides the Office of Student Leadership and Engagement with a list of all "active" and "inactive" Registered Student Organizations each semester.

Expending of Funds

Registered Student Organizations may expend their student funds for organization related activities. All expenditures are subject to review by the Director of Student Leadership and Engagement, Vice President for Student Affairs, Enrollment Management and Diversity and the Vice President for Business and Finance, who retain the right to question the propriety of the expenditures.

***The Director of Student Leadership & Engagement in conjunction with the Office of Business and Finance will conduct a fall and spring workshop on the use campus forms.**

**Mississippi Valley State University
FUNDRAISING POLICY**

**PROCEDURES REGARDING FUNDRAISING FOR
REGISTERED STUDENT ORGANIZATIONS**

In order for a student organization to conduct a fundraiser on the campus of Mississippi Valley State University, they must adhere to the following procedures:

1. Register as a student organization with the Office of Student Leadership and Engagement, to establish an Agency account at the Business and Finance cashier's window with an initial deposit of twenty dollars (\$20.00) to activate the account. Account numbers are assigned by the Business and Finance office.
2. Submit a completed original **Facility Reservation Form seven (7) days** prior to the requested fundraiser with all of the necessary signatures for approval; **and/or** then submit a completed original **Request to Conduct Fundraiser Form** five (5) days prior to the requested fundraiser with the necessary signatures for approval.
3. The sponsoring organization is responsible for getting all tickets (e.g., raffle, Greek Show, ball, advance, etc.) to the Business and Finance cashier's window at **least five (5) days** prior to the event for which funds will be collected. The Business and Finance office cashier's window must stamp all tickets prior to sale and usage. The Director of Student Leadership & Engagement will sign the **Request to Conduct Fundraiser Form** after all tickets are stamped by the Business and Finance office cashiers' window. If the organization wishes to sell tickets in locations on campus other than the Business and Finance office cashier's window, the **Primary Advisor of Record** may sign for as many tickets as needed, placing sole responsibility of all ticket proceeds with the **Primary Advisor of Record**. All ticket sale proceeds will be deposited by the **Primary Advisor of Record** the next business day after the approved fundraiser and credited to the organization's account.
4. All flyers regarding ticket sales must state that tickets can be purchased at the Business and Finance office cashier's window, and must be approved and stamped by the Director of Student Leadership & Engagement prior to the approved fundraiser.
5. All fundraisers such as penny drives, spirit pins, balloons sales, bids collected at auctions, etc., must be approved by the Director of Student Leadership and Engagement and Vice President for Business and Finance. **The Primary Advisor of Record** is responsible for seeing that all funds generated from fundraisers are deposited at the Business and Finance office cashier's window the next business day after the approved fundraiser is concluded, and a copy of the receipt of deposit submitted to the Director of Student Leadership and Engagement.
6. Registered Student Organizations are not permitted to sell **food** such as candy, cookies, doughnuts, hot dogs, hamburgers, barbecues, etc. on the MVSU campus. **Only** the University's contracted Food Service Company has the sole right to sell **food** on the MVSU campus.

7. When and if an organization should decide to cancel or reschedule an “APPROVED” fundraiser, they must complete the **Notice of Change/Cancellation/Addition(s) Form** with all of the necessary signatures and submit it to the Director of Student Leadership and Engagement no less than one (1) day prior to the “APPROVED” fundraiser for which monies will to be collected.
8. **MVSU Police, the “APPROVED” Primary Advisor of Record for the organization, and assigned staff from the Office of Business and Finance must be present at all “APPROVED” fundraisers where there is an admission charge before the activity or event begins. Only the Director/Chief of Police will be responsible for assigning campus police to work at “APPROVED” fundraisers. A fee of \$55.00 will be deducted from the organization’s campus account by the Office of Business and Finance to pay University Police officers for services rendered at “APPROVED” fundraisers where an admission fee is charged. In addition, a fee of \$25.00 is deducted from the organization’s account to pay Business and Finance staff. These fees will be deducted from the organizations’ account, regardless of the amount of funds raised.**
9. When and if an organization does not comply with the aforementioned **Procedures Regarding Fundraising for Registered Student Organizations**, its fundraising privileges **can and may be revoked**. The organization could also face possible suspension as a Registered Student Organization for a specified period, pending a recommendation from the Director of Student Leadership and Engagement to the Vice President for Student Affairs, Enrollment Management & Diversity. An organization may request reinstatement after being suspended by submitting a written request to the Director of Student Leadership and Engagement.
10. **Mississippi Valley State University does not recognize or condone any off-campus fundraising activities or events sponsored by Registered Student Organizations.**
11. The Office of Student Leadership & Engagement is not responsible for the cancellation of activities or events due to circumstances beyond the control of Mississippi Valley State University, such as inclement weather, University sponsored events, or due to violation of University policies. Any and all University sponsored events may supersede any scheduled event sponsored by a Registered Student Organization.
12. The Vice President for Student Affairs, Enrollment Management & Diversity and the Vice President for Business and Finance reserve the right to change or modify any and/or all of the aforementioned procedures with proper notice as deemed necessary to coincide with the rules, regulations and policies set forth by Mississippi Valley State University. Any questions regarding these procedures may be directed to the Director of Student Leadership and Engagement.

Glenda Ransom

Director of Student Leadership and Engagement

June 2012

Date

MISSISSIPPI VALLEY STATE UNIVERSITY'S SOLICITATION POLICY

Any solicitation of businesses, organizations, or individuals for donations, ads, or sponsorships by individuals or organizations representing any unit of Mississippi Valley State University must be cleared through the University's Office of Advancement. This clearance must be gained prior to the solicitation being conducted. Failure to comply with this order may result in severe penalties, up to suspension being imposed on the individual or organization committing the violation.

13 MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
MEMBERSHIP INTAKE PROCESS (MIP)

Purpose

The purpose of these guidelines is to provide some official University regulations on the Membership Intake Process (MIP) for sororities, fraternities, social fellowships and all other Registered Student Organizations on the campus of Mississippi Valley State University. Registered Student Organization advisors, officers, as well as prospective members, should be aware of these guidelines. These organizations are an important part of student life and can have a meaningful impact on the development of its members. The aim is to ensure the safety and well being of students applying for membership.

The following sororities and fraternities are members of the Mississippi Valley State University Chapter of the National Pan Hellenic Council, Inc.:

Epsilon Pi Chapter of Alpha Kappa Alpha Sorority, Inc.
Zeta Phi Chapter of Alpha Phi Alpha Fraternity, Inc.
Eta Alpha Chapter of Delta Sigma Theta Sorority, Inc.
Zeta Zeta Chapter of Kappa Alpha Psi Fraternity, Inc.
Eta Kappa Chapter of Iota Phi Theta Fraternity, Inc.
Beta Theta Chapter of Omega Psi Phi Fraternity, Inc.
Delta Phi Chapter of Phi Beta Sigma Fraternity, Inc.
Kappa Chi Chapter of Sigma Gamma Rho Sorority, Inc. (Inactive, to date)
Psi Gamma Chapter of Zeta Phi Beta Sorority, Inc.

The following sororities and fraternities are recognized as social, service or honorary organizations at Mississippi Valley State University:

Alpha Epsilon Phi Chapter of Alpha Phi Omega National Service Fraternity, Inc.
Zeta Psi Chapter of Gamma Sigma Sigma National Service Sorority, Inc. (Inactive, to date)
Delta Pi Chapter of Kappa Kappa Psi National Honorary Band Fraternity, Inc.
Gamma Eta Chapter of Tau Beta Sigma National Honorary Band Sorority, Inc.

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
MEMBERSHIP INTAKE PROCESS (MIP)

1. The Director of Student Leadership and Engagement recommends the dates for the Membership Intake Process (MIP) to the Vice President for Student Affairs, Enrollment Management and Diversity for approval.
2. In order for a student organization to be approved for any Membership Intake Process (MIP) activity, the Office of Student Leadership and Engagement must receive the following information prior to the MIP beginning. All information must be received at one time in a packet during a scheduled meeting with the Director of Student Leadership and Engagement:
 - ✓ A copy of the organization's Liability insurance certificate;
 - ✓ A letter of compliance from the organization's national office stating that the organization's chapter is in compliance with its national organization's financial and programmatic guidelines;
 - ✓ A list of **ALL** currently enrolled **Active** and **Inactive** members, along with their student I.D. #; e-mail address, contact number, and mailing address;
 - ✓ A copy of the "**Anti-Hazing Compliance**" form signed by **ALL Active** and **Inactive** members from each organization;
 - ✓ A calendar of events, from beginning to end, that includes a timetable of ALL MIP activities, with dates, times and locations, educational sessions, induction dates, initiation dates, etc. for approval by the Director of Student Leadership and Engagement. If an organization should deviate from the submitted calendar of events, notification **MUST** be submitted to the Office of Student Leadership and Engagement three (3) business days prior to the proposed changes with a written explanation for the changes;
 - ✓ A written statement from the national office stating the required cumulative Grade Point Average (GPA) for the undergraduate chapter; and
 - ✓ Regional or state reporting offices complete contact information.
3. Each organization must schedule its Informational Seminar and Interest Meeting prior to the MIP. There shall be one Informational Seminar and one Interest Meeting scheduled per semester for each organization.
4. **All** organizations must adhere to the University's "**Code of Conduct**" and all other University applicable guidelines and policies, as stated in the *MVSU Student Handbook*.
5. The MIP is conducted during the fall and spring semesters. **Approved student organizations may participate in fall or spring MIP. There will be NO EXTENSIONS** granted if your organization begins its MIP late. There shall be only one (1) set of Membership Intake dates during the MIP. A candidate may be considered for one MIP at a time. Applicants will not be approved to participate in two Membership Intake Processes (National Service and/or Honorary fraternity or sorority and NPHC sorority or fraternity) simultaneously, nor in the same semester.
6. Prospective candidates for NPHC sororities and fraternities must be enrolled as a full-time student, (12 semester hours) and must have completed 30 (thirty) semester hours at Mississippi Valley State University. The cumulative Grade Point Average (GPA) shall be the same as the **National Required GPA** for all sororities and fraternities, respectively. (*EXAMPLE: The National Required GPA for the Delta Epsilon Chapter of Alpha Beta Gamma Sorority, Inc. is 2.75; the required GPA for the chapter is a 2.75*). All NPHC sororities and fraternities members **MUST** have and maintain a 2.5 GPA after MIP in order to remain active on the campus of Mississippi Valley State University.

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
MEMBERSHIP INTAKE PROCESS (continued)

7. Prospective candidates for service and/or honorary sororities and fraternities must be enrolled as a full-time student, (12 semester hours) and must have completed 15 (fifteen) semester hours at Mississippi Valley State University. The minimum cumulative Grade Point Average (GPA) shall be a 2.0 GPA or higher based on a 4.0 scale, pending National requirements, to be eligible to participate in MIP. All service and/or honorary sororities and fraternities members **MUST** have and maintain a 2.0 GPA after MIP in order to remain in an active status on the campus of Mississippi Valley State University.
8. Prospective candidates who are transfer students must have been enrolled at Mississippi Valley State University for at least one semester and successfully completed a minimum of twelve (12) MVSU semester hours with a cumulative Grade Point Average (GPA) as required by the National office for that respective sorority or fraternity, before they are eligible to participate in the MIP. Transfer students are required to have completed thirty (30) semester hours, which may include the minimum of 12 hours obtained at Mississippi Valley State University before they are eligible for the MIP.
9. A student cannot be on disciplinary probation when applying to participate in MIP.
10. All members, aspiring members and advisors must attend a **MANDATORY MIP Informational and Hazing Seminar**, prior to MIP beginning. The following procedure has been approved as an addition, and prerequisite for any MIP activity by interested students enrolled at Mississippi Valley State University:
 - A **twenty-five (\$25.00) MIP Interest Fee** is required to be paid by **ALL** aspiring students attending the a **MANDATORY MIP Informational and Hazing Seminar** (with the exception of existing sorority and fraternity members). **Ten dollars (\$10.00)** will be used by the Office of Student Leadership and Engagement to pay for and collect **ALL** Transcripts from the Office of Student Records. All Transcripts will be requested by and collected by the Office of Student Leadership and Engagement and disseminated to each organization according to the names on the organizations' submitted lists. **Ten dollars (\$10.00)** will be used as a Scholarship donation shared by the MVSU Chapter of the National Pan Hellenic Council (NPHC), Inc., along with service and honorary sororities and fraternities. **Five dollars (\$5.00)** will be used as an operations fee by the Office of Student Leadership and Engagement to help defray some cost of the **MANDATORY MIP Informational and Hazing Seminar**, sponsored by the Office of Student Leadership and Engagement and the NPHC.
 - Each Chapter Advisor will assist the Director of Student Leadership and Engagement with collecting the **"Entry Ticket"**, provided by the Business Office cashier, upon payment of the \$25.00 MIP Interest Fee before the meeting begins. Each Chapter Advisor will supply a list with aspiring members' names to the Director of Student Leadership and Engagement. The tickets will be disseminated to each Chapter Advisor.
 - Each Chapter President must prepare a brief 5 minute greeting and history of their respective organization and introduce their advisors.
11. Submit the names of prospective candidates on the **MIP Candidates Clearance Form** to the Director of Student Leadership and Engagement for clearance of the person's eligibility (GPA, disciplinary record, hours accumulated, earned and enrolled) according to standards of the University. This list should be submitted no less than seven (7) days prior to that organization's starting date of the MIP. No students may be initiated into an organization until the organization has received written notification from the Director of Student Leadership and Engagement to participate in the MIP. **Only the Director of Student Leadership and Engagement can submit the MVSU Membership Intake Clearance Form to the Office of Student Records (Registrar's Office) for clearance.**

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
MEMBERSHIP INTAKE PROCESS (continued)

12. The time and place of all meetings and activities must be cleared in the same way as for student organization meetings, by completing a **Facility Reservation Form**. A schedule including dates, locations and times of membership intake activities must be submitted to the Director of Student Leadership and Engagement no less than one week prior to the Membership Intake Process.
13. Members of all organizations (social, honorary and/or service) are strongly reminded that Intake activities should not interfere with academic work or any University responsibility. The following will not be tolerated:
 - Mississippi Valley State University has a “**Zero Tolerance Policy**” for hazing, including physical punishment and mental abuse before, during and after the Membership Intake Process;
 - Campus membership activities prior to the MIP;
 - Intake activities that are held off-campus;
 - Intake activities held in the residence halls;
 - Meetings without the presence of an approved advisor; and
 - Staying up all night with activities lasting after midnight.
14. Each organization is required to have an advisor who meets the following qualifications:
 - a. Full-time employee of Mississippi Valley State University;
 - b. Member in **good financial standing** and affiliated with a graduate chapter of his/her respective organization; and
 - c. Certified to serve as an advisor by the organization he or she represents. Proof is required.
15. It is required that a certified advisor to the respective sorority or fraternity attend all meetings, programs, and events/activities sponsored by the organization. Any organization that holds meetings and/or activities without the presence of a certified advisor are in violation of this policy and will be sanctioned.
16. Non-members and/or inactive members of a campus chapter may not participate in any activities of the campus chapter without written permission from the Director of Student Leadership and Engagement.
17. All MIP activities must take place on the campus of Mississippi Valley State University unless approved in writing by the Vice President for Student Affairs, Enrollment Management and Diversity upon recommendation by the Director of Student Leadership and Engagement.
18. All documents submitted to the Director of Student Leadership and Engagement are kept confidential. They are shared with the Vice President for Student Affairs, Enrollment Management and Diversity, and other University officials, as needed by official request.
19. Any evidence of intake activities occurring outside of the approved Membership Intake Process dates will result in the prompt suspension of the organizations’ MIP, and/or suspension of individuals or organizations determined to be in violation after conducting an investigation. When allegations of **Hazing** have been brought against an organization or any of its members, an investigation will be conducted by the Offices of Student Leadership and Engagement and/or Judicial Affairs. The entire fraternity or sorority will be temporarily suspended until the alleged allegations have been investigated. The sorority or fraternity will be notified by the Office of Judicial Affairs of its findings.

MISSISSIPPI VALLEY STATE UNIVERSITY
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Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
MEMBERSHIP INTAKE PROCESS (continued)

20. The Vice President for Student Affairs, Enrollment Management and Diversity will have the final approval on all prospective candidates for each sorority and fraternity after reviewing their **required hours enrolled, hours accumulated, transfer hours, hours earned, cumulative GPA, and disciplinary records, on the MIP Candidates' Clearance Form**, and will forward them to the Director of Student Leadership and Engagement.
21. The Vice President for Student Affairs, Enrollment Management and Diversity reserves the right to change and/or modify any and/or all of the aforementioned guidelines with proper notice to the pertinent parties as deemed necessary to coincide with the rules, regulations and policies set forth by Mississippi Valley State University. Any questions and/or concerns regarding these changes and/or additions to these guidelines may be directed to the Director of Student Leadership and Engagement.
22. All members and officers of NPHC student organizations must have a minimum 2.5 cumulative GPA in order to participate in the MIP and remain active.
23. All members and officers of social, service and honorary student organizations must have a minimum 2.0 cumulative GPA in order to participate in the MIP and remain active.
24. At the completion of the MIP, each organization **MUST** submit the **MIP Persons Initiated Into Organization Form** to the Office of Student Leadership and Engagement within three (3) days after initiation.
25. **All of the aforementioned guidelines and procedures apply to National Pan Hellenic Council, social, honorary, and service sororities and fraternities on the campus of Mississippi Valley State University.**

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
NOTICE OF MEMBERSHIP INTAKE PROCESS FORM

The members of the _____ Sorority/Fraternity, Inc., Chapter of _____
_____ announce the intake of new members for the Fall/Spring
(please circle one) semester of _____.*

Interest meeting date _____
Informational date _____
Beginning of Intake date _____
Educational Sessions dates _____
MVSU Campus Location _____
Initiation date _____
MVSU Campus Location _____
Presentation of new members date _____
MVSU Campus Location _____

The member in charge of MIP will be:

Name

Title in Chapter

Contact Phone #

E-mail Address

The Advisor in charge of MIP will be:

Name

Title in Chapter

Contact Phone #

E-mail Address

The above information is accurate and correct to the best of my knowledge.

President's Printed Name _____
President's Signature _____
President's Phone _____
Date

Chapter Advisor's Printed Name _____
Chapter Advisor's Signature _____
Advisor's Phone _____
Date

***A DETAILED CALENDAR OF EVENTS (WHICH MUST INCLUDE BUT NOT LIMITED TO ALL DATES, LOCATIONS AND TIMES OF MEETINGS) MUST ACCOMPANY THIS FORM.**

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
MEMBERSHIP INTAKE PROCESS (MIP) AGREEMENT

I certify that I have read in full **ALL** of the materials accompanying this document, pertinent University policies and other relevant information from my national organization regarding policies and procedures surrounding MIP.

I will educate my chapter on all the regulations of MIP and will keep the Office of Student Leadership and Engagement informed on all MIP activities in my organization's chapter.

Fall/Spring Semester (please circle one)

Date _____

Print Name of President

Signature of President

Print Name of MIP Coordinator

Signature of MIP Coordinator

Print Name of Chapter Advisor

Signature of Chapter Advisor

Director of Student Leadership and Engagement

Date

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
ANTI-HAZING COMPLIANCE

We certify that all activities sponsored or required by our fraternity/sorority members or aspirant members comply with the **Mississippi Valley State University Anti-Hazing Policy**, and the State of Mississippi Law. We have informed the aspirant members of our fraternity/sorority of the contents of the **MVSU Anti-Hazing Policy** (see attached). This policy will be read to aspirant members at the beginning of each semester's MIP. We understand that failure to uphold the **MVSU Anti-Hazing Policy** as stated in the **MVSU Student Handbook** will result in referral to the Coordinator of Judicial Affairs and/or the Director of Student Leadership and Engagement for violation of the **MVSU Anti-Hazing Policy**. We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving your approval to haze. We understand our responsibility to not allow members of our organization, whether graduate status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware of may cause personal referral to the Vice President for Student Affairs, Enrollment Management and Diversity. Our signatures below certify that we have read, understand, and agree to abide by the Mississippi Valley State University Anti-Hazing Policy.

Name of Fraternity/Sorority

Name of Chapter

Signature of Chapter President

Signature of MIP Coordinator

Date

Date

Signature of Chapter Advisor

Signature of Chapter Advisor

Date

Date

***“Hazing is against state law, and will not be a part of any initiation practice, whether for new students, social clubs or Greek-letter organizations. Punishment for this misdemeanor offense consists of a fine, not to exceed \$2,000, imprisonment for not more than six months or both.*”**

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
VERIFICATION OF ASPIRANTS

Organization/Chapter _____ / _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our fraternity/sorority.

Number of Candidates	Signature of Chapter President	Signature of Chapter Advisor
Aspirant's Printed Name	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act (FERPA) of 1974 and permit MVSU to release academic information about me to the fraternity/sorority. I understand that this waiver will be in effect until I graduate.	MVSU I.D. #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
PERMISSION TO RELEASE NON-PUBLIC INFORMATION
and
NON-HAZING COMPLIANCE FORM

The Family and Educational Rights and Privacy Act (FERPA) of 1974 (as amended in December 1974) provides that the release of educational records (or personally identifiable information therein, except for public directory information) without the written consent of the student will not be made.

In order for Mississippi Valley State University to comply with the law, please provide the information requested below and sign the request form.

Name: _____ Student I.D. # _____
(Please Print)

Campus Address: _____

Contact Number: _____ Email Address _____
(Please include Area Code)

Permanent Address: _____
Street City State ZIP

Information to be released: Individual GPA and Greek affiliation to Chapter Advisors and national organization.

I agree to release my academic information to the Offices of Student Leadership and Engagement and Student Affairs for the purpose of local and national grade point verification of a cumulative GPA on a 4.0 scale. This information will be used at initial affiliation and for future grade point verification.

Signature of Student: _____ Date: _____

Mississippi Valley State University is an institution of higher learning and academic study. The University prohibits any student, acting alone or with others, to conspire to engage in hazing or participate in hazing. Hazing is defined as any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation and for future grade point verification. Freedom from humiliation and danger of hazing is guaranteed to every student on the MVSU campus. This policy includes individuals as well as the entire chapter. Any violation of this policy should be reported immediately to the Offices of Student Leadership and Engagement and Judicial Affairs, in which the situation will be referred to the appropriate judicial body, and appropriate action will be taken.

Student's Signature

President's Signature

MIP Coordinator's Signature

Chapter Advisor's Signature

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
GREEK LIFE PRIVACY STATEMENT

To protect the interests, privacy and confidentiality of the members chapter of the NPHC, the Office of Student Leadership and Engagement **GUARANTEES** all documents submitted will be kept confidential. No one other than the Director of Student Leadership and Engagement, Vice President for Student Affairs, Enrollment Management and Diversity and Chapter Advisors will have access to this information.

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP AND ENGAGEMENT

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω
STATEMENT ON HAZING

Note: The University will take disciplinary action independent of any court action.

Hazing done in the name of an organization can result in that organization's loss of privileges, including suspension of its operation on campus. When done by a student for independent purposes, it can result in the student's suspension from the University. Violations of this regulation must be submitted to the Vice President for Student Affairs, Enrollment Management and Diversity.

Hazing in any form is prohibited in accordance with law as established by the state of Mississippi. The scope includes activities that are planned and unplanned, on or off campus, and sponsored by fraternities, sororities, social fellowships, Greek-letter organizations and other groups recognized by the University. Examples of hazing include any form of paddling; physical or psychological shocks; morally degrading or humiliating activities which interfere with an individual's scholastic pursuit. Activities for prospective and new members shall not in any way conflict with a student's class attendance or preparation."

STATE OF MISSISSIPPI HAZING LAW

Mississippi Valley State University adheres to the State of Mississippi's policy prohibiting Hazing (**Senate Bill No. 2165**).

§ 97-3-105. Hazing; initiation into organization.

- (1) A person is guilty of **hazing** in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates substantial risk of physical injury to such other person or a third person and thereby causes such injury.
- (2) Any person violating the provisions of subsection (1) of this section shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than two thousand (\$2,000.00) or imprisonment in the county jail for not more than six (6) months, or both.
- (3) A person is guilty of **hazing** in the second degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates substantial risk of physical injury to such other person or a third person.
- (4) Any person violating the provisions of subsection (3) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than one thousand dollars (\$1,000.00).
- (5) The provisions of this section shall be in addition to other criminal laws, and actions taken pursuant to this section shall not bar prosecutions for other violations of criminal law.

MISSISSIPPI VALLEY STATE UNIVERSITY

“ZERO TOLERANCE” HAZING POLICY

Mississippi Valley State University takes the stance of **ZERO TOLERANCE FOR HAZING**.

Mississippi Valley State University requires that no sorority, fraternity, and student organization shall allow any of its alumni members, associate members, potential new members, or others to participate in any form of Hazing.

Hazing is defined as any spontaneous or planned activity or situation, whether on or off campus, that is demeaning to an individual, calculated to produce ridicule and/or harassment; produce physical or mental duress; reduce a person to a state of submission by physical or psychological means which impairs or destroys an individual’s freedom of thought; or in any way threatens or endangers the safety and health of an individual.

Some forms of hazing are:

1. Paddling
2. Requiring or forcing exercises & calisthenics
3. Involuntary excursions
4. Requiring or forcing exposure to uncomfortable elements
5. Requiring or forcing activities which impair academic efforts
6. Verbal or physical harassment
7. Requiring or forcing nudity
8. Requiring or forcing consumption of any liquid or solid
9. Any activity which would degrade or otherwise compromise the dignity and free will of the individual
10. Any activity involving mental abuse
11. Any illegal activity
12. Any action which prevents the individual from performing activities necessary to maintain normal bodily functions
13. Any activity contrary to an individual’s morals
14. Any deception designed to convince the individual that he/she will not be initiated
15. Any type of personal servitude which is demeaning and/or degrading
16. Any type of mental or physical disciplinary action against an aspiring member

Hazing done in the name of the organization can result in that organization’s loss of privileges, including suspension of its operation on campus. Hazing in any form is prohibited in accordance with law as established by the State of Mississippi. The scope includes activities that are planned and unplanned, on or off campus, and sponsored by fraternities, sororities, social fellowships, Greek-letter organizations and other groups, recognized by the University. Examples of Hazing include any form of paddling; physical or psychological assault; morally degrading or humiliating activities of games; post midnight work sessions; those activities which cause excessive physical fatigue; and activities which interfere with an individual’s scholastic pursuit. Activities for prospective and new members shall not in any way conflict with a student’s class attendance or preparation.

Also, the on-campus, MVSU (full-time) employed Advisor is recognized as the official contact person and liaison with the Office of Student Leadership and Engagement and the Vice President for Student Affairs, Enrollment Management and Diversity.

SCHEDULING ACTIVITIES/EVENTS AND FACILITIES

1. All activities scheduled by Registered Student Organizations, requesting the use of University facilities, must be requested by using a **Facility Reservation Form** from the Office of Student Leadership and Engagement or the MVSU web site.
2. The **Facility Reservation Form** must be completed and the original form returned with all necessary signatures seven (7) days prior to the scheduled activity or event.
(Original copy returned to the Office of Student Leadership and Engagement)
3. Special physical arrangements such as tables, chairs, set-ups, use of stage or public address (PA) system, etc., must be indicated on the **Facility Reservation Form**. Facilities Management requests that an equipment form be completed also.
4. The **Grounds Reservation Form** is used to reserve student plots on Greek Row. The **Grounds Reservation Form** must be completed and the original form returned with all necessary signatures seven (7) days prior to the scheduled event.
5. *The **Grounds Reservation Form** may be used for events during the following times:

3:00 p.m. – 12:00 a.m.	Sunday – Thursday
3:00 p.m. – 1:00 a.m.	Friday and Saturday
<u>*During MVSU Homecoming Week:</u>	
1:00 p.m. – 1:00 a.m.	Sunday – Wednesday
1:00 p.m. - 5:00 p.m.	Thursday
8:00 a.m. – 2:00 a.m.	Friday and Saturday
6. When food or refreshments are served at any campus activity or event, arrangements must be made with the Mississippi Valley State University Food Service Director, **with the exception of student cook-outs and barbecues**. Food not purchased through the University Food Service Company is not permitted at campus events.
7. Registered Student Organizations using University facilities and equipment are responsible for any damage which may occur during the activity/event, and fees for damages will be assessed by the Department of Facilities Management based upon damages.
8. The Director of Student Leadership and Engagement and Vice President for Student Affairs, Enrollment Management and Diversity must approve invitations from Registered Student Organizations to off-campus groups or individuals to entertain or address the University community by completing the **Request to Sponsor Off-Campus Speaker/Entertainer/DJ Form**.
9. No activities or events will be scheduled or approved during the University's *Founder's Week*. This week is set aside by the President of the University for activities/events sponsored by the University. There shall be no activities scheduled during Homecoming Week without the Homecoming Chairperson's approval.

Dances

1. Only Registered Student Organizations who have established an active Agency account with the Business and Finance office may sponsor dances. The “APPROVED” Primary Advisor of Record, University Police, and a staff person from the Office of Business and Finance must be present in order for a dance to start. It shall be the responsibility of the Primary Advisor of Record to that student organization to make sure that ALL University Policies and Procedures are followed. The Student Leadership and Engagement staff will no longer be responsible for signing the Facility Reservation Form and appearing at dances. MVSU Police will be responsible for opening and closing the selected venue(s) for dances, which shall be the Charles R. Lackey Recreation Center (Old Gym) or the Jacob Aron Student Union Royal Room. The Director or Assistant Director of Intramural Sports shall be responsible for signing Facility Reservation Forms as manager of the Charles R. Lackey Recreation Center (Old Gym) for student dances. The Assistant Director or Student Union Support Staff shall be responsible for signing Facility Reservation Forms as manager of the Jacob Aron Student Union Royal Room for student dances.
2. *Dances may be held Wednesday or Thursday, and Friday and Saturday nights only. Dances will not be scheduled Sunday through Tuesday nights. A dance may be considered as a social, ball, stroll-off, and/or party, also. **A maximum of three dances may be held during a one week or seven (7) day period. Dances will not be permitted to be held on Sunday, Monday, and Tuesday nights.**
3. Dances will end at 11:45 p.m., Wednesday and Thursday nights, in order for the building to close at 12:00 a.m.; and end at 12:45 a.m. on Friday and Saturday nights, in order for the building to close at 1:00 a.m.
4. Each student organization is permitted to schedule one (1) dance each, after a home football and/or basketball game on a **“first come – first serve”** basis.
5. Off campus persons less than 18 years of age will not be permitted to attend student dances on the campus of Mississippi Valley State University.
6. Dances cannot be held in ANY academic building. Dances can ONLY be held in the Charles R. Lackey Recreation Center and the Jacob Aron Student Union Royal Room.
7. All Mississippi Valley State University sponsored events supersede any scheduled event sponsored by a Registered Student Organization.

Cancellation Policy

Cancellations of activities/events due to circumstances beyond the control of Mississippi Valley State University, such as inclement weather, University sponsored events, or due to violation of University policies, are not the responsibility of the Office of Student Leadership and Engagement. When and if an organization should decide to cancel or reschedule an **“APPROVED”** fundraiser, the **Notice of Change/Cancellation/Addition(s) Form** must be completed with all of the necessary signatures and submitted to the Office of Student Leadership and Engagement no less than one (1) day prior to the **“APPROVED”** fundraiser for which monies will be collected.

Mid-Semester and Final Examination Weeks

No activities (with the exception of approved organization meetings in approved campus locations) may be scheduled and/or the **week of Mid-Semester and Final Examinations, without the approval of the Vice President for Student Affairs, Enrollment Management and Diversity.**

UNIVERSITY FACILITIES AND EQUIPMENT

Facilities

Outdoor activities sponsored by student organizations on the Mississippi Valley State University campus shall be scheduled and approved through the Office of Student Leadership and Engagement, with the exception of class outings and intramural sports. In all cases, consideration should be given to public safety, welfare, health, and non-interference with University academic endeavors. **The Student Pavilion must be reserved through the Office of Student Leadership and Engagement.** Each group is responsible for the preservation and maintenance of the grounds. The **Primary Advisor of Record** and its officers will assume financial responsibility in the event damage occurs. A **Grounds Reservation Form** is required to reserve plots along Greek Row(s) for barbecues and/or cookouts. Available facilities/grounds and offices responsible for their management is as follows:

Facility

Charles R. Lackey Recreation Center (Old Gym)
O. P. Lowe Education Building
R. W. Harrison HPER Complex (New Gym)
H.G. Carpenter Auditorium
Willie Malone Physical Plant
H.M. Ivy Cafeteria
Intramural Fields
Jacob Aron Student Union
Lois Aron Cultural Center
Lucile Petry Leone Building
Residence Halls
W.A. Butts Social Science Building
Earnest A. Boykins Academic Skills Parlor
William W. Sutton Administrative Building
Delta Sands Guest House
Charles "Chuck" Prophet Football Field
Baseball & Softball Fields
Rice-Totten Football Stadium
James Herbert White Library
Fielding L. Wright Science Building
Walter Sillers Fine Arts Building
Student Pavilion & Greek Row(s)
Student Union Annex

Industrial Technology Building
Business Education Building
Augusta Charter White Annex I Building
Noble R. Frisby Annex II Building
Science and Technology Center
Student Health Center
L. S. Rogers Building
Mass Transit Building
MVSU Laundry
Laundromat
C.T. Reed Complex
Ashley Ambrose Devil's Den

Manager

Director of Intramural Sports/Director of Athletics
Chair of Education Department
Chair of HPER Department/Director of Athletics
Career Services Center
Director of Facilities Management
Director of Food Services
Director of Intramural Sports
Director of Student Leadership & Engagement
Director of Community Service/Service Learning
Director of Student Support Services
Director of Residential Life
Chair of Social Science Department
Director of J.H. White Library
Office of the President/Human Resources
Business and Finance
Head Coaches/Director of Athletics
Head Coaches/Director of Athletics
Director of Athletics
Director of the Library
Chair of Natural Sciences Department
Chair of Fine Arts Department
Director of Student Leadership & Engagement
Vice President for Student Affairs, Enrollment
Management & Diversity
Chair of Industrial Technology Department
Chair of Business Department
Director of Information Technology
Chief of University Police
Director of Bioinformatics Program
Director of Student Health Center
Director of MVSU Pre-School
Director of Mass Transit
Director of Laundry
Director of Laundry
Director of Residential Life
Head Football Coach

UNIVERSITY FACILITIES AND EQUIPMENT (CONTINUED)

All University buildings close at 10:00 p.m. nightly, with the exception of dances and special events.

For information regarding the scheduling of other campus facilities not listed, please contact the Office of Student Leadership and Engagement at (662) 254-3526 in the Jacob Aron Student Union.

NOTE: Mississippi Valley State University is committed to a smoke-free environment. Smoking is prohibited in all campus facilities.

Equipment

The University has sound equipment (Public Address System) for use by Registered Student Organizations and campus departments. Submitting a completed Facility Reservation Form and indicating equipment to be used, Facilities Management will reserve sound equipment for your event. Only Mississippi Valley State University employees are authorized to operate University owned equipment. A **Microphone/Equipment Request Form** must be completed with the Facilities Management office.

PUBLICITY AND LITERATURE

Posters, Flyers, Displays, Handouts, and Other Publicity Materials

Posters, flyers, displays, handouts, and other publicity materials must be approved and stamped by the Director of Student Leadership and Engagement before they are posted. Prior to posting information, each article must be approved and stamped by the Office of Student Leadership and Engagement. The University encourages the posting of information on bulletin boards, but each building may have areas designated for posting flyers.

All RSO announcements appearing on the MVSU Valley channel must be approved by the Director of Student Leadership & Engagement.

Individuals and campus/student organizations must adhere to the following regulations:

1. The building or grounds manager of the location in which they are posted must approve posters, flyers, signs, handouts and displays.
2. The name of the sponsoring organization must appear on each article of publicity.
3. Publicity encouraging illegal and other prohibited activities will not be approved.
4. The sponsoring group must remove all articles in a timely manner following the advertised event.
5. The staff of the Office Student Leadership and Engagement will remove signs in the Jacob Aron Student Union posted without an **“APPROVED”** stamp.
6. The posting of signs on walls (interior and exterior), trees or shrubs, trash cans, elevators, etc. is prohibited.
7. Publicity that advertises and/or promotes inappropriate behavior and/or conduct will not be allowed.

CALENDAR OF EVENTS

This Week @ "The Valley"

The Office of Student Leadership and Engagement maintains and publishes a calendar of events on the web, *This Week @ "The Valley"*. Activities scheduled and accompanied by an original completed **Facility Reservation Form** at least seven (7) days prior to the event will be published on the calendar.

If you are interested in submitting information for inclusion on the *This Week @ "The Valley"* calendar, please contact the Office of Student Leadership and Engagement, located in the main office of the Jacob Aron Student Union, at (662) 254-3526.

SCHEDULING ACTIVITIES/EVENTS IN JACOB ARON STUDENT UNION

1. All reservations are on a first come-first served basis.
2. A Facility Reservation Form is required for all events and a table set-up in the Student Union. The completed form must be turned in 7 days prior to the requested event.
3. All events serving food must be catered through the campuses' contracted food service company. No exceptions will be made unless written proof is provided from the Director of Food Service. The letter of approval must be attached to the Facility Reservation Form. If outside food is brought in without written approval, the event is subject to cancellation.
4. When decorating for an event, materials cannot be glued, stapled, or nailed into any surface in the building.
5. Lighted candles and incense are not permitted in the Jacob Aron Student Union.
6. Confetti and glitter is not permitted to be used in the Jacob Aron Student Union.
7. All decorations put up by organizations or departments must be removed the same day or night immediately following the event. **We do not store items.**
8. The Jacob Aron Student Union is not a storage facility. Students are not permitted to store items, nor their personal items in the Student Union during school breaks and/or during the academic year.

MISSISSIPPI VALLEY STATE UNIVERSITY
Office of Student Leadership and Engagement
REGISTERED STUDENT ORGANIZATION FORM

FALL 20____ - SPRING 20____

NEW ORGANIZATION____ RETURNING ORGANIZATION____ UPDATING REGISTERED____

The information contained on this registration form will be kept on file in the Office of Student Leadership & Engagement located in the Jacob Aron Student Center. Your description should be clear enough to explain your organization to someone who is unfamiliar with it.

RSO applications will not be accepted if all of the required information is not complete.

Please TYPE or PRINT clearly.

I. NAME OF ORGANIZATION _____

II. PURPOSE OF ORGANIZATION

A. Purpose of organization (Please be specific): _____

B. Goals and objectives of organization: _____

C. *Location, dates and times of meetings? _____

***NOTE:** A Facility Reservation Form must be completed and accompany this form for meetings.

III. MEMBERSHIP

A. General requirements for membership. Please be specific. (Note: Fraternities, sororities, SGA, etc. may have different University requirements from all other organizations.)

Are Members required to pay dues? ___ Yes ___ No; If yes, how much? _____ How often? _____

Number of current members: _____

IV. PROPOSED ACTIVITIES (a description of each)

A. Social _____

B. Cultural _____

C. Recreational _____

D. Educational _____

E. Community Service _____

V. OFFICERS

The officers of a Registered Student Organization MUST be MVSU undergraduate students. The minimum requirements for Registered Student Organizations officers are:

1. Continued enrollment in at least twelve (12) undergraduate hours of course work at the University;
2. Must have and maintain a cumulative grade point average (GPA) of 2.0 based on a 4.0 scale. When and if any officer in a RSO changes for whatever reason, it is the responsibility of the Primary Advisor of Record to update its registration form in the Office of Student Leadership & Engagement.
* (NOTE: Fraternities, sororities, SGA, etc. may have different requirements for its officers, with a minimum of 2.5 GPA)
3. The absence of disciplinary probation or suspension during the previous and current academic year.

VI. AFFIRMATION OF COMPLIANCE

A. As president, I affirm that the organization agrees to:

1. Bear the responsibility for planning and implementing its affairs in accordance with the University regulations, local, state and federal laws.
2. Comply with the University's Affirmative Action Policy.

AFFIRMATIVE ACTION POLICY

Mississippi Valley State University, in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), does not discriminate on the basis of race, color, national origin, sex, or physical disability in any of its policies or procedures. This provision includes, but is not limited to, admission, employment, financial aid and educational services.

C. As president, I affirm that the information contained in the organization's registration form is true and correct to the best of my knowledge.

President of Organization

Date

OFFICERS INFORMATION

Please TYPE or PRINT clearly.

(All officers are encouraged to have a MVSU e-mail address)

President: Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

Vice President: Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

Secretary: Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

Treasurer: Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

Other Officer Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

SGA Rep. Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

SGA Rep. Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

Queen: Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

King: Name _____ MVSU I.D. # _____
Classification _____ Cumulative GPA _____
MVSU Box Number _____ Local Address _____
E-Mail Address _____ Phone _____

Additional Members

(Please type or print clearly)

(All members are encouraged to have a MVSU e-mail address)

NAME

E-Mail Address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

VII. ADVISOR(S) ROLES AND RESPONSIBILITIES

- A. Each Registered Student Organization is required to have at least one MVSU **full-time faculty or staff** employee as their Primary Advisor, although two (2) MVSU full-time faculty or staff are recommended. At least one advisor must be present at all meetings, activities, events, etc. sponsored by the organization before that activity/event or meeting begins **and** until it ends. **Mississippi Valley State University recognizes full-time University employed faculty or staff only, as advisors for all Registered Student Organizations.**

D.Should and if an advisor resigns or is removed, a replacement advisor must be approved by the Director of Student Leadership & Engagement prior to any proposed activities of the organization. The student organization or the advisor may terminate the advisor to student organization relationship; and undergraduate or graduate students may not serve as advisors to Registered Student Organizations under any circumstances. All organizations are considered inactive if they do not have a Primary Advisor of Record. It is the responsibility of the Primary Advisor of Record to notify the Office of Student Leadership and Engagement of any and all changes of advisors and officers.

Additional roles and responsibilities of the advisor(s) include, but are not limited to:

- A. Working with the student organization in planning, executing and evaluating activities of the organization;
- B. Monitoring business transactions, financial records, organization accounts, group records and approving/authorizing all expenditures as appropriate;
- C. Counseling with individual students;
- D. Providing continuity in the organization as it experiences member and officer turnover;
- E. Interpreting University regulations, organization policies, local, state and federal laws;
- F. Monitoring the academic performance of the officers and members; and
- G. Encouraging students to exhibit exemplary leadership, social and moral character.

ADVISOR(S) STATEMENT OF COMPLIANCE AND CONSENT

- A. As Advisor, I affirm that the organization agrees to:
 - 1. Bear the responsibility for planning and implementing its affairs in accordance with University regulations, local, state, and federal laws.
 - 2. Comply with the University’s Affirmative Action Policy.
- A. As Advisor, I affirm that the information contained in the organization’s registration forms is true and correct to the best of my knowledge.
- C. I have consented to be Advisor to the organization for the 20 - 20 academic school year.
- D. Bear responsibility for the overall conduct and development of the organization.

1.	Primary Advisor’s Signature	Department Address	Date
	Campus Phone	E-Mail Address	Contact Number
	Advisor’s Printed Name		
2.	2 nd Advisor’s Signature	Department Address	Date
	Campus Phone	E-Mail Address	Contact Number
	Advisor’s Printed Name		
3.	3 rd Advisor’s Signature	Department Address	Date
	Campus Phone	E-Mail Address	Contact #
	Advisor’s Printed Name		

PLEASE SUBMIT A COPY OF YOUR ORGANIZATION'S CONSTITUTION.

Constitution & By-Laws
for
Mississippi Valley State University
Registered Student Organization

Registered Student Organizations

Article I - Name

Section 1. The name of this organization shall be known as _____

Article II - Purpose

Section 1. The purpose of this organization is _____

Article III - Membership

Section 1. Membership shall be granted to any student currently enrolled in the University and _____

Section 2. Members may vote at _____

Article IV - Officers

Section 1. Elected officers shall be President, Vice President, Secretary, Treasurer, and Miss and/or Mr. _____

Name of Organization

Section 2. The term of the office for all elected officers shall be _____

The officers shall assume the duties of their respective officers at _____

Section 3. Any officer who is absent for three consecutive meetings (without a valid and approved excuse) shall be suspended from office and the next ranking person or runner-up shall succeed automatically and immediately. If there is no runner-up or a person of lesser rank, then and only then will an election be held to fill the vacant office.

Section 4. If a person is or has been elected King/Queen or Miss/Mr. of any campus registered organization, he/she cannot run for or hold the title of King/Queen or Miss/Mr. of another organization, unless he/she relinquishes or declines the present title first. If that person does not relinquish or decline that title, then the runner-up or first alternate will assume his/her title automatically and immediately.

Additional Requirements for Members and/or Officers Student organizations may have additional requirements for membership, or may make additional requirements, as they deem necessary, in consultation with the Director of Student Leadership and Engagement. These additional requirements cannot conflict with University policies on discrimination.

PLEASE SUBMIT A COPY OF YOUR ORGANIZATION'S CONSTITUTION.

Article V - Meetings

Section 1. A minimum of _____ meetings shall be held each semester.

Section 2. The regular meeting shall be held no later than _____ days after the opening of the Fall semester. The last regular meeting shall be held no later than _____ days prior to the closing of the Spring semester.

Section 3. "Call" or "Special" meeting may be called at the discretion of the Primary Advisor's or organization president.

Article VI - Amendments and By-Laws

Section 1. Amendments and by-laws to this constitution may be made by two-thirds votes of members present at two consecutive meeting provided they are proposed in writing at least two weeks in advance.

Section 2. Notice of intent to vote a change in the constitution and by-laws shall be posted through out the campus two weeks prior to the meeting.

By-Laws

Article I. A majority vote of present members shall determine the election of officers. There shall be no voting by proxy.

Article II. Any voting members that are present shall constitute a quorum.

President of Organization's Signature

Date

Primary Advisor's Signature

Date

NOTE: This is a **SAMPLE** model of a constitution please provide your organization's own constitution.

Mississippi Valley State University
14000 Highway 82 West
Itta Bena, Mississippi 38941

Facility Reservation Form

_____ CAMPUS ORGANIZATION/DEPARTMENT _____ OFF CAMPUS GROUP

Please TYPE or PRINT

NAME OF EVENT _____

SPONSORING ORGANIZATION/DEPARTMENT/GROUP _____

PERSON REQUESTING FACILITY _____ Contact Number _____

CAMPUS / LOCAL ADDRESS _____ E-mail Address _____

Facility Requested _____ Room/Area _____

FACILITY Date(s) Requested _____

USAGE Time Requested FROM: _____ TO: _____ Actual Time of Event FROM: _____ TO: _____

IS THIS A	YES _____	Admission Price: w / ID \$ _____	(A Request to Conduct Fund Raising Form must be completed if fundraiser is for a Registered Student Organization)
FUND RAISING EVENT?	NO _____	Admission Price: wo / ID \$ _____	

ARE YOU REQUESTING FOOD/EQUIPMENT?	YES	NO	FEES
Food (Reserve with Food Service)			Building Rental \$ _____
PA System (Reserve with Facilities Management)			University Police _____
Tables (Reserve with Facilities Management)			(Number X Cost) _____
Chairs (Reserve with Facilities Management)			Technician _____
Other _____			Other _____
Other _____			
			TOTAL

The following signatures denote approval of this request. Signatures 1-7 are needed for **CAMPUS** groups. Signatures 1,4, 5,6,7,8,9, and 10 are needed for **OFF-CAMPUS** groups. Please obtain them in the numbered order of their appearance.

APPROVAL

1. _____ Person Requesting Facility	Date	6. _____ Director of University Police	Date
2. _____ Student Organization President	Date	7. _____ Vice President for Student Affairs, EM & D	Date
3. _____ Advisor to Organization	Date	8. _____ Vice President for Business & Finance	Date
4. _____ Director of Student Leadership & Engag	Date	9. _____ Director of Food Services	Date
5. _____ Manager of Requested Facility	Date	10. _____ Facilities Management	Date

COMPLETED FORM	Return the completed original form to the Jacob Aron Student Center, Room 105 no later than seven (7) days prior to the date of the event with all the necessary signatures.
COPIES TO	The Office of Student Leadership & Engagement will mail copies to all of the necessary parties.

Note: The Mississippi Code prohibits the possession of firearms and the use of drugs and alcoholic beverages on all state supported campuses.

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP & ENGAGEMENT

GROUNDS RESERVATION FORM

Name of Event _____ Date(s) of Event _____

Purpose of Event: _____

Sponsor: _____

Person Requesting Area _____ Contact # _____

Campus / Local Address _____ E-mail Address: _____

Grounds Location _____ Time Frame _____

1. _____
Person Requesting Area Date

2. _____
Advisor to Organization Date

3. _____
Director of Student Leadership & Engagement Date

4. _____
Manager of Area Date

5. _____
University Police Date

6. _____
Vice President for Student Affairs Date
Enrollment Management & Diversity

Return the completed **original** form to the Jacob Aron Student Center, Room 105, no later than seven **(7) days** prior to the date of the event with all the necessary signatures.

APPROVED copies will be mailed to all persons required to sign!

NOTE: The Mississippi Code prohibits the possession of firearms and the use of drugs and alcoholic beverages on all state supported campuses.

Please present your APPROVED copy upon request at all events.

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP & ENGAGEMENT

NOTICE OF CHANGE/CANCELLATION/ADDITION(S) FORM

Name of Event: _____
 Date of Event: _____ Event Start Time: _____ Event End Time: _____
 Location of Event: _____ Room: _____
 Name of Organization/Department/Group: _____
 Person Submitting Form: _____ Date: _____
 Campus/Local Address: _____ Contact # _____



CANCELLATION



CHANGE OF EVENT



ADDITION(S)

REQUESTED CANCELLATION/CHANGE/ADDITION(S)

	SCHEDULED AS	CHANGE TO
DATE(S)	_____	_____
FACILITY	_____	_____
ROOM(S)	_____	_____
TIME	_____	_____
EQUIPMENT	_____	_____
OTHER	_____	_____

REASON FOR REQUEST: _____

THE FOLLOWING SIGNATURES DENOTE APPROVAL OF THIS REQUESTED CHANGE

1. _____ Person Requesting Change _____ Date _____	5. _____ Director of University Police _____ Date _____
2. _____ Advisor to Organization _____ Date _____	6. _____ Vice President for Student Affairs, EM & D _____ Date _____
3. _____ Manager of Facility (Old & New if Necessary) _____ Date _____	7. _____ Vice President for Business & Finance _____ Date _____
4. _____ Director of Student Leadership & Engagement _____ Date _____	8. _____ Director of Facilities Management _____ Date _____

Return original form to Jacob Aron Student Center, Room 105, with all necessary signatures.

**MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT LEADERSHIP & ENGAGEMENT
REQUEST TO SPONSOR OFF-CAMPUS SPEAKER/ENTERTAINER/DJ**

Please **TYPE** or **PRINT** clearly.

Event Information

Name of Event _____

Event Date(s) _____ Time _____

Location of Event _____

Sponsoring Organization _____

Proposed Speaker(s) / Entertainer(s) / DJ

Name of Speaker(s) / Entertainer(s) / DJ _____

If speaker(s), state topic _____

If entertainer(s), state type of performance _____

Give a brief biographical sketch of the individual/group. Include position, title, and status.

Person Submitting Form

Name _____ Campus Address _____

E-mail Address _____ Contact # _____

Signature _____ Date _____

Organization Signatures

Note: Organization signatures must be obtained before approval.

President of Organization Date Advisor to Organization Date

FOR OFFICE USE ONLY

Request _____ **Approved** _____
_____ **Denied** _____
Director of _____ **Date** _____
Student Leadership & Engagement

Request _____ **Approved** _____
_____ **Denied** _____
Vice President for Student Affairs _____ **Date** _____
Enrollment Management & Diversity

PERSON(S) _____
ASSIGNED _____
TO EVENT: _____

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT ACTIVITIES
REQUEST TO CONDUCT FUNDRAISING FORM
(See Fundraising Policy on back page)

Please Type or Print clearly:

Name of Organization _____

Banner # _____

State the name of the Fundraiser/Event: _____

State the method that will be used to collect funds: _____

_____ Admission Price: _____

Location of the Fundraiser: _____

Date(s) _____ Time: Beginning _____ Ending _____

Person submitting form

Name _____ Campus Address _____

E-mail Address _____ Contact # _____

President of Organization _____ Date _____

Advisor to Organization _____ Date _____

Business & Finance Fees Assessed for Events

University Police

(Number _____ x Cost _____) TOTAL \$ _____

Ticket Taker/Seller (Cashier)

(Number _____ x Cost _____) TOTAL \$ _____

Request _____ Approved _____
_____ Denied _____
Director of Student Leadership & Engagement _____ Date _____

Request _____ Approved _____
_____ Denied _____
Vice President for Business & Finance _____ Date _____

MISSISSIPPI VALLEY STATE UNIVERSITY FUNDRAISING POLICY

PROCEDURES REGARDING FUNDRAISING FOR REGISTERED STUDENT ORGANIZATIONS

In order for a student organization to conduct a fundraiser on the campus of Mississippi Valley State University, they must adhere to the following procedures:

1. Register as a student organization with the Office of Student Leadership and Engagement, to establish an Agency account at the Business and Finance cashier's window with an initial deposit of twenty dollars (\$20.00) to activate the account. Account numbers are assigned by the Business and Finance office.
2. Submit a completed original **Facility Reservation Form** seven (7) days prior to the requested fundraiser with all of the necessary signatures for approval; **and/or then** submit a completed original **Request to Conduct Fundraiser Form** five (5) days prior to the requested fundraiser with the necessary signatures for approval.
3. The sponsoring organization is responsible for getting all tickets (e.g., raffle, Greek Show, ball, advance, etc.) to the Business and Finance cashier's window at **least five (5) days** prior to the event for which funds will be collected. The Business and Finance office cashier's window must stamp all tickets prior to sale and usage. The Director of Student Leadership and Engagement will sign the **Request to Conduct Fundraiser Form** after all tickets are stamped by the Business and Finance office cashiers' window. If the organization wishes to sell tickets in locations on campus other than the Business and Finance office cashier's window, the **Primary Advisor of Record** may sign for as many tickets as needed, placing sole responsibility of all ticket proceeds with the **Primary Advisor of Record**. All ticket sale proceeds will be deposited by the **Primary Advisor of Record** the next business day after the approved fundraiser and credited to the organization's account.
4. All flyers regarding ticket sales must state that tickets can be purchased at the Business and Finance office cashier's window, and must be approved and stamped by the Director of Student Leadership and Engagement prior to the approved fundraiser.
5. All fundraisers such as penny drives, spirit pins, balloons sales, bids collected at auctions, etc., must be approved by the Director of Student Leadership and Engagement and Vice President for Business and Finance. **The Primary Advisor of Record** is responsible for seeing that all funds generated from fundraisers are deposited at the Business and Finance office cashier's window the next business day after the approved fundraiser is concluded, and a copy of the receipt of deposit submitted to the Director of Student Leadership and Engagement.
6. Registered Student Organizations are not permitted to sell **food** such as candy, cookies, doughnuts, hot dogs, hamburgers, barbecues, etc. on the MVSU campus. **Only** the University's contracted Food Service Company has the sole right to sell **food** on the MVSU campus.
7. When and if an organization should decide to cancel or reschedule an "APPROVED" fundraiser, they must complete the **Notice of Change/Cancellation/Addition(s) Form** with all of the necessary signatures and submit it to the Director of Student Leadership and Engagement no less than one (1) day prior to the "APPROVED" fundraiser for which monies will be collected.
8. **MVSU Police, the "APPROVED" Primary Advisor of Record for the organization, and assigned staff from the Office of Business and Finance must be present at all "APPROVED" fundraisers where there is an admission charge before the activity or event begins. Only the Director/Chief of Police will be responsible for assigning campus police to work at "APPROVED" fundraisers. A fee of \$55.00 will be deducted from the organization's campus account by the Office of Business and Finance to pay University Police officers for services rendered at "APPROVED" fundraisers where an admission fee is charged. In addition, a fee of \$25.00 is deducted from the organization's account to pay Business and Finance staff. These fees will be deducted from the organizations' account, regardless of the amount of funds raised.**
9. When and if an organization does not comply with the aforementioned **Procedures Regarding Fundraising for Registered Student Organizations**, its fundraising privileges **can and may be revoked**. The organization could also face possible suspension as a Registered Student Organization for a specified period, pending a recommendation from the Director of Student Leadership and Engagement to the Vice President for Student Affairs, Enrollment Management & Diversity. An organization may request reinstatement after being suspended by submitting a written request to the Director of Student Union/Activities.
10. **Mississippi Valley State University does not recognize or condone any off-campus fundraising activities or events sponsored by Registered Student Organizations.**
11. The Office of Student Leadership and Engagement is not responsible for the cancellation of activities or events due to circumstances beyond the control of Mississippi Valley State University, such as inclement weather, University sponsored events, or due to violation of University policies. Any and all University sponsored events may supersede any scheduled event sponsored by a Registered Student Organization, if necessary.
12. The Vice President for Student Affairs, Enrollment Management & Diversity and the Vice President for Business and Finance reserve the right to change or modify any and/or all of the aforementioned procedures with proper notice as deemed necessary to coincide with the rules, regulations and policies set forth by Mississippi Valley State University. Any questions regarding these procedures may be directed to the Director of Student Leadership and Engagement.

Glenda Ransom

Director of Student Leadership and Engagement

June 2012

Date

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ϙ ϙ Ϟ ϟ Ϡ ϡ

MEMBERSHIP INTAKE PROCESS (MIP) CANDIDATES' CLEARANCE FORM

DATE _____

ORGANIZATION _____ SORORITY/FRATERNITY, INC.

CHAPTER _____

ADVISOR'S SIGNATURE _____

PLEASE TYPE IN ALPHABETICAL ORDER

Name of Candidate	Identification #	Classification	Hours Completed	Hours Enrolled	Transfer Hours	Cumulative GPA	Disciplinary Record	ACCEPTED	REJECTED

Director of Student Records _____ Date _____

Director of Student Leadership & Engagement _____ Date _____

Vice President for Student Affairs, Enrollment Management & Diversity _____ Date _____

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

MEMBERSHIP INTAKE PROCESS (MIP) PERSONS INITIATED INTO ORGANIZATION FORM

DATE _____

ORGANIZATION _____ SORORITY/FRATERNITY, INC.

CHAPTER _____

ADVISOR'S SIGNATURE _____ DATE _____

PLEASE TYPE IN ALPHABETICAL ORDER

Name of New Member	Identification #	Mailing Address	Contact Phone	E-Mail Address

NOTE: Form must be submitted THREE (3) days after INITIATION into organization.

Mississippi Valley State University JACOB ARON STUDENT CENTER

VALLEY'S VIDEOS Check-out Agreement

This Agreement is made and entered on _____ between MVSU Valley's Video Store and
Date

Name

MVSU I. D. Number

Residence Hall/Room # or Campus Address/Department

Contact Number

Terms of Agreement

1. Only two (2) videos may be checked out at one time.
2. A **valid MVSU I. D. card** must be presented at the time of check out.
3. All videos are checked out for a ONE (1) day period.
4. All videos **MUST** be returned before 4:00 p.m. on the due date. All videos checked out on Friday, are due back on Monday by 12 noon.
5. There is no charge to check out videos.
6. A late fee of **\$25.00** per movie per day will be applied to your account, up to five (5) MVSU work days, for all videos that are not returned by the due date.
7. After five (5) MVSU work days, a **\$100.00** fee per VHS or **\$100.00** fee per DVD will be applied to your account in the Business and Finance Office.
8. If videos are damaged upon return, a **\$100.00** fee per VHS or **\$100.00** fee per DVD will be applied to your account in the University Business and Finance Office.

Name of Movie

1. _____ VHS or DVD Returned yes or no

2. _____ VHS or DVD Returned yes or no

Date Due _____ Date Returned _____

Please **READ** and sign.

I have read the Terms of Agreement. I understand and agree to abide by the Terms of Agreement as set forth by the staff of the Mississippi Valley State University Jacob Aron Student Center.

Signature Date

Student Leadership & Engagement Staff Date

Received In By Date

