Dear students,

Welcome to Lynn University! As a student here, you have the opportunity to become involved in many organizations. Involvement in co-curricular activities will give you the chance to learn new skills, meet new people and have fun. Research and experience clearly indicate that active involvement in your collegiate experience truly is the key to success and satisfaction.

The Center for Student Involvement (CSI) is students’ resource and support center for meaningful involvement in co-curricular experiences. This handbook contains information about managing campus organizations. Inside, you will find university policies, information on starting a new organization, and how to keep organizations successful and planning great events. If you do not find what you are looking for, or have questions, please stop by the Center for Student Involvement located on the second floor of the Lynn Student Center, or check out our website at https://my.lynn.edu/ICS/Campus_Life/Campus_Groups/Student_Involvement

Here’s to a successful year!

Sincerely,

Center for Student Involvement (CSI) Staff:
Dr. Theresa Osorio, Associate Dean for Student Involvement
Jaclyn Kuwik-Buttacavoli, Assistant Director for Student Involvement
Jessica Fitzpatrick, Coordinator for Student Involvement
Adler Marchand, Coordinator for Student Involvement
Jennah Ackerman, Coordinator for Campus Recreation
Important Links & Forms:

Important Links

https://my.lynn.edu/ICS/Campus_Life/Campus_Groups/Student_Involvement

This is your “go to” website for all information regarding student involvement. Here you will find all the links below and even more resources.

https://lynn.presence.io/

This link is for the main presence page. Here you will find all the information you need about student organizations. This is also where the leadership team or executive board can manage the organization and its members.

Online Forms

Service Hour Log

This link brings you to the online form where you can log service hours as an individual member or as an organization.
New Student Organization Process

At the CSI we want to insure that organizations will be successful in order to create meaningful experiences for students. If you have a new organization that you would like to propose, first fill out the online form: https://lynn.presence.io/Organization/create. You will then be contacted within two weeks to discuss the proposal and learn next steps.

Tips for building up your organization

During the first semester of establishment the organization should do the following in order to gain members:

- Host at least 1 interest meeting
- Host at least 1 general meeting
- Host 1 event
- Plan to check in with the Coordinator for Student Involvement towards the middle of the semester to assess success of the organization

Expectations of Organizations

Organizations should abide by the following:

- Operate in compliance with university policies and procedures; all federal, state and local laws; and the regulations of the parent organization where applicable
- Accept responsibility for all financial obligations incurred and decisions made as an organization
- Assure facilities are used for the purpose for which they were scheduled
- Provide an opportunity for personal development through leadership positions, participation and coordination of educational programs and social functions
- Promote Lynn University through active participation in campus events and developing a positive relationship with campus organizations and departments

These expectations will be reviewed each semester. Student Organizations failing to comply with the above stipulations may face sanctions at the discretion of the CSI. Sanctions may include, but are not limited to; loss of recognition, prohibiting of posting materials, loss of right to request funding, and loss of permission to reserve and/or use university facilities. The CSI will work on a case-by-case basis to ensure sanctions are just, fair, and educational in nature.

Official recognition will be denied to any organization that selects its membership on the basis of, but not limited to: race, ethnicity, gender, gender identity, sexual orientation, age, social class, religious or ethical value systems, national origin, abilities, and/or political beliefs. Only officially registered students at Lynn University are eligible for active membership in student organizations. Only full time, registered, undergraduate students in good academic and disciplinary standing are eligible to serve as the executive officers of student organizations. Other members of the Lynn University community may be admitted as associate members if the organization’s constitution and by-laws permit (e.g., graduate students, faculty, staff, etc.) Associate members may not hold office, vote or solicit funds on behalf of the organization.

Questions contact: Jessica Fitzpatrick JFitzpatrick@Lynn.edu Coordinator for Student Involvement
Point System

In order to make participation in organizations as accommodating as possibly CSI has come up with a point system for student organizations. Each point category has a minimum of points to be obtained in order to be a recognized organization within the Center for Student Involvement.

All recognized organization have the following privileges:

- Ability to create a Presence page to communicate with members, store documents and advertise events
- Ability to use CSI printing resources
- Listing of the organization’s name in university publications
- Use of university facilities for organization activities
- Opportunity to use university resources (i.e. sound systems, vans, etc.)
- Access to advertising areas and resources (bulletin boards, etc.)

This point system will be used to determine the classification of organizations (Teal, Green, and Orange). Points will be collected over the academic year and the status of the organization will change only at the end of the Spring semester. Point values will be updated on the second Wednesday of each month. Totals will be sent out in the Student Organization Newsletter. A breakdown of points will be in each organizations’ binder. Organizations with the most points are allowed office space in the new student center.

Classification determines:

- The maximum amount the organization may request from KOR
- If the organization is assigned work space in the new student center opening Feb 2019
- If the organization is eligible for Knight of Honour awards at the end of the year

<table>
<thead>
<tr>
<th>Classification</th>
<th>Min. points for Organization Management</th>
<th>Min. Points for Presence Usage</th>
<th>Min. points for Fulfilling Training Requirements</th>
<th>Min. points for Contributing to the Lynn Community</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>100</td>
<td>30</td>
<td>30</td>
<td>-</td>
<td>May request up to $250 in funding from the Knights of the Roundtable Programming Budget</td>
</tr>
<tr>
<td>Green</td>
<td>200</td>
<td>130</td>
<td>60</td>
<td>20</td>
<td>- May request up to $600 in funding from the Knights of the Roundtable Programming Budget - Ability to be considered as Most Improved Organization at Knight of Honour</td>
</tr>
<tr>
<td>Orange</td>
<td>200</td>
<td>230</td>
<td>190</td>
<td>20</td>
<td>- May request up to $1,000 in funding from the Knights of the Roundtable Programming Budget - Ability to be considered as Most Improved Organization or Student Organization of the Year at Knight of Honour</td>
</tr>
</tbody>
</table>
## Organization Management

<table>
<thead>
<tr>
<th>Points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Submitting a membership roster on presence</td>
</tr>
<tr>
<td>100</td>
<td>Submitting a leadership roster</td>
</tr>
</tbody>
</table>

Total Points ______ / 200

## Presence Usage

<table>
<thead>
<tr>
<th>Points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Having an updated cover photo</td>
</tr>
<tr>
<td>20</td>
<td>Having an updated description on Presence</td>
</tr>
<tr>
<td>100</td>
<td>Creating at least 3 events per semester on presence, with at least 5 check inss</td>
</tr>
<tr>
<td>100</td>
<td>Creating at least 5 meetings per semester on presence, with at least 5 check ins</td>
</tr>
</tbody>
</table>

Total Points ______ / 230

## Fulfilling Training Requirements

<table>
<thead>
<tr>
<th>Points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Attendance at Welcome Back Workshop. August 30, 6-7 PM Library Events Room OR September 05, 6-7 PM Library Events Room</td>
</tr>
<tr>
<td>100</td>
<td>Attendance at Making the Most of your membership Retreat September 15 10 AM-2PM</td>
</tr>
<tr>
<td>100</td>
<td>Student Organization Hype Up January 27 10 AM- 3 PM</td>
</tr>
</tbody>
</table>

Total Points ______ / 420
Contributing to the Lynn Community

<table>
<thead>
<tr>
<th>Points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Hosting a team to compete in the Canoe Races during Founder’s Day Nov. 01</td>
</tr>
<tr>
<td>20</td>
<td>Decorating a golf cart and participating in the Golf Cart parade during Founder’s Day on Nov. 01</td>
</tr>
<tr>
<td>20</td>
<td>Hosting a craft table at the Winter Village Dec. 06</td>
</tr>
<tr>
<td>50</td>
<td>Volunteering for Tunnel of Oppression</td>
</tr>
<tr>
<td>50</td>
<td>Volunteering for Knight-a-Thon</td>
</tr>
<tr>
<td>50 points if 30% of your organization volunteers</td>
<td>Volunteering for Tunnel of Oppression Hours available between March 19-21 Email <a href="mailto:AMarchand@lynn.edu">AMarchand@lynn.edu</a> for more information</td>
</tr>
<tr>
<td>50 points if 30% of your organization volunteers</td>
<td>Volunteering for Knight-a-Thon</td>
</tr>
<tr>
<td>50 points for 5 documented hours (Max 300 points)</td>
<td>Complete community service hours Collected via Presence: <a href="https://lynn.presence.io/form/community-service-hour-log">https://lynn.presence.io/form/community-service-hour-log</a></td>
</tr>
</tbody>
</table>

Total Points ______ / 470

Hosting Events

**Points in this category can only be obtained once a semester**

<table>
<thead>
<tr>
<th>Points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Collaborate with another student organization to host an event on campus</td>
</tr>
<tr>
<td>50</td>
<td>Collaborate an event with a department (academic or non-academic)</td>
</tr>
</tbody>
</table>

Total Points ______ /100

Leadership Development within Membership

<table>
<thead>
<tr>
<th>Points</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 points for each member who attends</td>
<td>Attendance at KOR general meetings</td>
</tr>
<tr>
<td>5 points for each member who attends</td>
<td>Attendance at KOR Council of Presidents meetings</td>
</tr>
<tr>
<td>15 Points to each member who attends</td>
<td>Attendance at a leadership Lunch Email <a href="mailto:CSI@lynn.edu">CSI@lynn.edu</a> for more information of when Leadership Lunches will be</td>
</tr>
</tbody>
</table>

Points ________________
Funding for Student Organizations

Organizations will be eligible to apply for a budget at the end of the Spring Term for the following academic year. The process will be facilitated by Knights of the Roundtable and the CSI. All CSI and KOR guidelines must be followed for budget approval. These guidelines are listed below, taken from the KOR Budget Guidelines found on the KOR page of My Lynn.

Knights of the Roundtable will promote and fund events of Lynn University recognized clubs and/or organizations, which are open to the entire Lynn University community, upon request.

- Each event being co-sponsored by Knights of the Roundtable will be required to include the Knights of the Roundtable name or logo on all event marketing materials
- Knights of the Roundtable will co-sponsor fundraisers that benefit multiple entities and/or the Lynn University community at large, upon request.
- Fundraisers for internal needs of an organization will not be funded. Fundraisers will also not be funded if they only benefiting members directly involved with the requesting organization
- Knights of the Roundtable will co-sponsor recruitment events, upon request.
- Recruitment events must be open to the entire Lynn University student body and promote new membership in clubs and organizations
- Off campus recruitment events may be funded, upon proper approval
- All fund requests must be submitted to the Financial Knight in the Knights of the Roundtable office at least 21 days prior to the purchase, expenditure and/or event date
- Fund requests in excess of $2,500 will
  - First, need to fulfill all requirements of Knights of the Roundtable
  - Second, be approved by the Vice President of Student Life, and the Director of Student Involvement
- If an event is sponsored by Knights of the Roundtable and any revenue is generated, the responsible club or organization must return at least 50% of the revenue to:
  - an outside organization approved by Knights of the Roundtable
  - Knights of the Roundtable
- Knights of the Roundtable will not approve requests to fund:
  - Apparel or any other organization paraphernalia
  - Conference and travel expenses

If an organization does not submit an application for a budget, they will not be eligible for a budget until the following academic year. Organizations who do not have a budget will still be able to apply for funding through the additional Knights of the Roundtable (KOR) budget if its programs have a greater impact on the university community (approval will be at the discretion of KOR).
Event Registration & Reserving Facilities

Reserving space is important for student organizations, and is a privilege that should not be taken for granted. Organization leaders can request space by logging into their Admin Dashboard through Presence and creating an event.

Organizations must request space a minimum of two weeks prior to the time needed.

Step by Step Guide:

**Step 1:** Log into your “Admin Portal” on Presence ([www.Lynn.Presence.io](http://www.Lynn.Presence.io))

Use your Lynn Email and password. Only student leaders who have been added as an admin have permission to create events/request space. See Jessica if you need access.

**Step 2:** Click “Create Event”

**Step 3:** Fill out all applicable areas to your event. All set up needs must be requested in the “Notes” section (i.e. tables, chairs, AV tech, etc.). You might not fill out the budget, or waiver if that does not pertain to your event. If the event is reoccurring please note the start and end date for the event (i.e Starts: September 05 and repeats every Wednesday until December 05)

Questions contact:
Jessica Fitzpatrick
JFitzpatrick@Lynn.edu
Coordinator for Student Involvement
**Step 4:** Make sure that you fill out the event description like you are advertising your event to the whole student body. This description will appear on the Lynn app and on the website so make sure it is detailed. View events for the Student Activities Board if you want to see examples!

Step 5: An email will be sent either approving the event or asking more details. Once you receive the approval email, you can start advertising your event.

**Reminders about Reserving space for meetings or events:**

- Organizations must request space a minimum of two weeks prior to the time needed.
- Do not advertise events before you receive confirmation of room reservation from CSI. A room you requested might not be available so make sure not to advertise until space is confirmed via email.
- All set up needs must be requested in the “Notes” section (i.e. tables, chairs, AV tech, etc.).
- Organizations are responsible for cleaning up space, and putting any tables/chairs back to position after being moved.
- If the event is reoccurring please note the start and end date for the event (i.e Starts: September 05 and repeats every Wednesday until December 05)

**Available Spaces:**

**General Meeting Spaces:**
All spaces have a computer and desks.

- IB209
- IB211
- IB213
- AS101
- AS201
- AS207
- AS209
- AS210
- AS213
- AS214

**Small Meeting spaces (12 people or less)**

- IB214
- Knights Court (outside CSI office)

**Large event spaces (40 people or more)**

- IB112 (IB109,111,113) – Only available weekends
- Henke Wing
- Library Events room
- Student Center Auditorium (has stage)

**Tabling Areas**

- ASSAF Courtyard
- Outside IBC
- Outside the Student Center
- Student Center Lobby

Questions contact:   Updated September 24, 2018
Jessica Fitzpatrick
JFitzpatrick@Lynn.edu
Coordinator for Student Involvement
Special Event Areas (these areas need special permission and require more time for approval)
- Perper Residence Hall Courtyard
- de hoernle Kitchen
- Old Lynn Third floor dance room

Service Hours

Track and record your volunteer hours!

As you are making an impact in our community, we want to know about it! Whether you are volunteering individually, or with an organization, help us keep track of all the great service work you are doing by completing this form, Service Hours Log. If you attend a service event through Lynn, the hours will be automatically added to your profile on www.Lynn.Presence.io.

If you have any questions, or are interested in volunteering, email Jaclyn at jkuwik@lynn.edu. To log hours, visit this link: https://lynn.presence.io/form/community-service-hour-log

Posting Policy

Only approved posters will be allowed to be displayed on campus. Student workers from CSI will print out posters and put them up. Posting is not allowed for personal use. Posters will be taken down by student workers from CSI.

Poster Approval Policy:

Any materials placed on University properties that advertise any meeting, event, social function, announcement, group recognition, etc., shall be considered posters. All posters must be approved by e-mailing a copy of the poster to CSI.lynn.edu 3 weeks before the event. Acceptable formats are PDF’s, JPEGs, or PNGs only. The poster must meet all requirements listed below for approval. The person who emailed the poster will be notified if changes need to be made or if it is approved. Once approved the poster will be hung up in the appropriate locations (see posting policies) one week day after approval.

Poster Requirements:

1. The Organization is registered with the Center for Student Involvement
2. The event/meeting space has been approved through Presence
3. The date, time, and location is easily visible
4. The organization’s name is clearly visible
5. Contact information is stated
Policy of Organizational Leadership

Conduct

Students may hold office (such as president, vice president, secretary, treasurer, etc.) in student organizations only if they are in good disciplinary standing at the university, defined as: Not being actively on Disciplinary Probation, Suspension, or Expulsion.

Academic Requirements

Students may hold membership in an organization only if they are in good academic standing at the university, as defined as: members must meet and maintain a minimum semester and cumulative grade point average (GPA) of 2.5. Organizations may set organizational GPA requirements for members only if they are equal to or above the aforementioned requirements, and outlined in the charter.

Students may only hold leadership positions if they are currently enrolled, full-time students. Students may hold leadership positions in an organization only if they meet and maintain a minimum semester and cumulative GPA requirement of 2.7.

Organizations may set organizational GPA requirements for leaders only if they are equal to or above the aforementioned requirements, and outlined in the charter.

Concurrent Positions

The Division of Student Affairs has adopted the following policy with regard to a student holding multiple leadership positions in specific organizations or programs concurrently:

- Students may not hold an officer position in more than two organizations at any given time.
- Students may not concurrently hold more than one of the following positions:
  - Student Activities Board President
  - Editor-in-Chief of the iPulse
  - Other time sensitive positions at the discretion of the Center for Student Involvement

Travel Policy

Any student organization hosting an event off campus must comply with the following 3 policies:

1. **Waivers must be created and signed for each student**
   - In order to create a waiver the president and event planning member must meet with the Coordinator of Student Involvement, Jessica Fitzpatrick.
   - Legal Counsel creates a waiver for all students to sign. If a student is under 18 years old, a specific waiver will be created for them where their parents must sign.

2. **Students must attend the event with a staff member**
• This could be the advisor or another approved staff/faculty member

With special permission a chaperone can be waived

3. Travel must be completed by one of the following:
• Charter Bus: CSI can coordinate the logistics for a charter bus for your next event! Costs associated are the responsibility of the student organization.

• University Vans: The University Fleet of Vans is accessible to student organizations traveling within an hour distance. Drivers must be Van Certified to use the vehicles. Students and Staff/Faculty members must be over the age of 21 to be eligible to be van certified. You can reserve a van through CSI.

Students may be able to drive to off campus locations on their own if the proper measures are taken. Please speak with Jessica Fitzpatrick if you would like to utilize this option.

**Please note that KOR funding cannot be used for travel or conference expenses**
Bullying Policy

Bullying in any form is a major distraction from learning. Lynn University will endeavor to maintain a living, learning and working environment free of bullying. Bullying is generally defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental or written interactions. Bullying can take many forms and occur in virtually any setting.

Verbal bullying: insults, name-calling, spreading malicious rumors, anonymous phone calls, persuading another person to unfairly criticize or insult someone;

Physical bullying: throwing things, removing and hiding belongings, spitting, poking, threatening to assault, pulling by clothing, menacing stares, obscene or threatening gestures, surrounding a person so he or she cannot escape, intentionally placing another person in fear of being touched or struck;

Relational Bullying: forming coalitions against someone, excluding, persuading others to exclude social/gender-based bullying: bullying based on gender, race, religion, disability or social class, includes sexual or racial harassment, derogatory language, putdowns and name-calling based on the victim’s background or orientation;

Electronic Bullying: offensive messages, threats, name-calling through e-mail, Internet or mobile phones.

Drug Policy

Lynn University does not support any activity related to the possession, use, provision of, or sale of any substance considered to be illegal. This policy includes, but is not limited to, marijuana, salvia or the non-prescribed use of prescription drugs. Drug paraphernalia is also prohibited and includes any and all types of equipment, products and materials of any kind which are used, intended for use or designated for using or selling drugs.

On-campus and/or off-campus involvement in possession, use or sharing of drugs may result in suspension from the University for a minimum of one semester and until the student completes his/her educational sanctions. This suspension will occur regardless of legal action.

The selling of illegal drugs, including marijuana and prescription drugs, on or off campus, may result in immediate expulsion and may result in the notification of the proper law enforcement authorities.

Given the considerations and other dangers regarding the use and abuse of drugs, regulations will be enforced and are applicable regardless of the status of the legal proceedings.

Specifically:

1. Illegal substances may not be possessed, used, distributed, bought, sold or manufactured on the Lynn University campus.

2. Controlled substances may not be possessed, used, distributed, bought, sold or manufactured on the Lynn University campus except as expressly permitted by law.

3. Illegal or inappropriate use of substances to cause intoxication or hallucinations is prohibited.

Questions contact: Jessica Fitzpatrick
JFitzpatrick@Lynn.edu
Coordinator for Student Involvement

Updated September 24, 2018
Alcohol Policy

Lynn University does not consider the use of alcoholic beverages as necessary to the process of higher education. Students of legal drinking age may consume alcoholic beverages in a responsible manner in the privacy of their own residence hall room. Use of alcoholic beverages cannot and will not be considered an excuse for violation of University rules and regulations, or local, state, or federal statutes and laws.

Since alcohol is a drug that can have serious consequences when consumed in a high risk manner, all members of our community must act together in promoting health and safety.

This partnership is designed to:

1. Assist students in minimizing the harmful effects of alcohol;
2. Encourage students to live a healthier lifestyle and make healthier consumption choices;
3. Educate students about the risks and responsibilities inherent in the consumption of the drug alcohol;
4. Assist students to develop awareness about the consequences of high risk behavior;
5. Respond to any treatment needs.

In the State of Florida, the legal age for consumption of alcohol is 21. Students and guests under legal age, who consume, possess, buy, serve or sell alcoholic beverages or individuals who sell to or serve minors are in violation of both state law and University policy. Possession or consumption of alcohol by students and guests over the age of 21 is allowed in the privacy of their own room. Students present during policy violations will be documented and be subject to a conduct review meeting.

It is expected that students will act responsibly and maturely whether or not they have been consuming alcoholic beverages. Inappropriate behavior resulting from alcohol consumption and/or abuse is a serious violation of University regulations. The use or abuse of alcohol is not an acceptable excuse for any violation of university policies.

Access to and use of alcohol on campus is limited and regulated by state, federal and local laws and by the rules and regulations of Lynn University. University regulations have been established in accordance with Florida State laws as well as insurance and safety regulations.

Specifically:

1. Alcoholic beverages may not be served on university property or within university facilities without proper permission. The appropriate administrator (University President, Vice President for Student Life or designee) may grant permission to those persons, groups or organizations in their area of responsibility. All permissions granted must be consistent with this policy.
2. Persons under the legal drinking age may not distribute, sell, possess, consume, be under the influence of, or be in the presence of alcohol on campus.
3. Persons of legal drinking age may not consume or be in the presence of alcohol in the company of persons under the legal drinking age. In an instance of an underage person being present where alcohol is being consumed or available, the person of legal drinking age will also be held accountable. In the event one roommate is of legal drinking age and another is not, each must observe the law as it pertains to him/her.
4. Persons of legal drinking age may not distribute, provide, or sell alcohol to persons under the legal drinking age.

5. The University reserves the right to limit the amount of alcohol brought onto campus for personal consumption: kegs; beer balls and alcoholic beverages in multiple serving containers are not allowed on campus. These items will be confiscated and disposed of.

6. Alcoholic beverages may not be consumed or carried in open containers in University facilities, corridors, lounges, stairwells, lobbies, parking lots, and public areas of campus, with the exception University residence hall rooms.

7. The selling, supplying, possession, and consumption of alcohol is generally prohibited at student-sponsored events and University events at which underage students are present, except with the written approval of the Vice President of Student Life or designee.

8. Use or possession of false or altered identification, or other misrepresentation of one’s age in order to possess, consume or purchase alcohol is prohibited.

9. The possession and/or use of alcohol paraphernalia (funnels, bongs, beer pong tables, etc.) is prohibited.

10. Public intoxication, excessive noise, verbal or physical abuse to others or vandalism is prohibited.

11. Driving on University property while under the influence of alcohol is prohibited.
Organization Branding Guidelines

LYNN UNIVERSITY

For more info on the branding guidelines, visit: brand.lynn.edu
Official Font: Helvetica Neue Light
Official School Colors: Lynn Blue, Lynn Gray and White.

Secondary Colors: Lynn University’s secondary and accent colors are derived from the beautiful surroundings of Lynn’s campus. Colors, like language, communicate. These three colors have been chosen for the messages that they convey about us. Blue represents sincerity, confidence and integrity. Green represents life, nature and growth. Orange represents, creativity, innovation and ideas.

Lynn Logo: The Lynn logotype should be used for most applications. The seal is reserved for formal applications.

Questions contact:
Jessica Fitzpatrick
JFitzpatrick@Lynn.edu
Coordinator for Student Involvement