

**Ball State University**  
**Student Organization Handbook**

**Office of Student Life | 2024-2025**

## Table of Contents

<b>THE OFFICE OF STUDENT LIFE .....</b>	<b>5</b>
STUDENT LIFE STAFF	
CAMPUS INFORMATION AND RESOURCES	
<b>THE STUDENT ORGANIZATION RECOGNITION PROCESS.....</b>	<b>7</b>
THE RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS	
BENEFITS OF RECOGNITION	
REQUIREMENTS FOR STUDENT ORGANIZATIONS TO BE RECOGNIZED	
NEW STUDENT ORGANIZATION RECOGNITION	
MAINTAINING STUDENT ORGANIZATION RECOGNITION	
<b>PROGRAMS AND SERVICES FOR STUDENT ORGANIZATIONS.....</b>	<b>13</b>
COMMUNICATION RESOURCES	
COMMUNICATION CENTER REQUESTS AND POLICY	
BENNY LINK SWIPERS FOR EVENT TRACKING AND POLICY	
OFFICE AND MEETING SPACE	
<b>BENNY LINK MANUAL.....</b>	<b>18</b>
ACCESSING BENNY LINK AND YOUR PAGE(S)	
YOUR ORGANIZATION'S BENNY LINK PAGE(S)	
YOUR ORGANIZATION'S BENNY LINK MANAGEMENT PAGE	
MANAGING YOUR ORGANIZATION'S ROSTER	
CHANGING THE PRIMARY CONTACT ON YOUR ORGANIZATION'S PAGE	
INVITING NEW MEMBERS TO YOUR PAGE(S)	
MANAGING YOUR ORGANIZATION'S EVENTS	
MANAGING EVENT DETAILS	
TRACKING ATTENDANCE WITH DATA INPUT	
MANAGING YOUR ORGANIZATION'S FORMS	
CREATING A NEW FORM	
MANAGING YOUR ORGANIZATION'S NEWS AND ARTICLES	
<b>PLANNING AND HOSTING EVENTS .....</b>	<b>27</b>
RISK MANAGEMENT	
CONTRACTS	
STUDENT LEGAL SERVICES	
ROOM & OUTDOOR SPACE RESERVATIONS	
TYPES OF EVENTS	
<i>Expressive Activities</i>	
<i>5K Run/Walks</i>	
<i>Fundraisers</i>	
<i>Amplification for Outdoor Events</i>	
<i>Special Events</i>	

<ul style="list-style-type: none"> <li>▪ <i>Fireworks and Pyrotechnics Displays</i></li> <li>▪ <i>Inflatable and Amusement Devices</i></li> <li>▪ <i>Professional Artists/Speakers:</i></li> <li>▪ <i>Events with Animals</i></li> </ul>	
<i>Sales and Solicitation</i>	
<i>Tabling</i>	
<i>Events with Unaccompanied Minors</i>	
<i>Prohibited Events &amp; Activities</i>	
SERVING FOOD ON CAMPUS	
EVENT MARKETING AND PROMOTIONS	
ACCESSIBILITY CHECKLIST FOR EVENTS	
<b>EMENS AUDITORIUM AND PRUIS HALL .....</b>	<b>39</b>
PRUIS HALL FEE STRUCTURE (POLICY IS SUBJECT TO CHANGE.)	
PRUIS HALL EVENT GUIDELINES	
EMENS AUDITORIUM FEE STRUCTURE (POLICY IS SUBJECT TO CHANGE.)	
<b>MANAGING MONEY .....</b>	<b>44</b>
STUDENT ORGANIZATION FUND ALLOCATION POLICY AND PROCESS	
STUDENT ORGANIZATION FUNDING PERIODS	
FUNDRAISING	
<i>Offering Charitable Gift Donation Receipts to Donors</i>	
<i>Selling Merchandise</i>	
<i>Prohibited Fundraising Activities</i>	
UNIVERSITY FINANCIAL FUND ACCOUNTS	
UNIVERSITY TAX ID NUMBER	
STUDENT ORGANIZATION WITH DEFICIT UNIVERSITY ACCOUNT POLICY	
<b>TRAVELING AS A GROUP .....</b>	<b>53</b>
UNIVERSITY BUS SERVICE	
STUDENT ORGANIZATION TRAVEL EXPENSES FROM AN ORGANIZATION'S BSU FINANCIAL ACCOUNT	
INTERNATIONAL TRAVEL	
<i>Ball State Sponsored Credit-Bearing International Programs</i>	
<i>Ball State Facilitated Non-Credit-Bearing International Travel</i>	
<i>Student Groups Traveling On Non-BSU Facilitated International travel</i>	
<b>MANAGING MEMBERS AND OFFICERS .....</b>	<b>55</b>
STUDENT ORGANIZATIONS CODE OF CONDUCT	
REPORTING UNLAWFUL DISCRIMINATION	
HAZING	
GOOD NEIGHBOR POLICY	
TITLE IX RESPONSIBILITIES	
Student Organizations Inviting Political Candidates FAQ	

## Student Organizations at Ball State

With over 400 student organizations, Ball State provides a wide range of opportunities for students to get involved. Student organizations have a significant impact in providing effective learning environments for students, preparing them to live and work in a global community.

In addition to building lasting connections with peers, student organizations provide many benefits including serving as a medium for academic discourse, personal growth, leadership development, intercultural understanding and community engagement. Moreover, research suggests that involved students tend to perform better academically and are more likely to graduate when compared with their non-involved peers.

Ball State offers several types of student organizations including: Academic/Departmental, Honorary, Fraternities and Sororities, Multicultural, Performing Arts, Religious, Service, Special Interest, Sports Clubs, etc.

## The Office of Student Life

The Office of Student Life partners with students to develop a vibrant and student-centered campus experience through recognized student organizations and their events, programs and services to Ball State University students, faculty, and staff members.

Our staff strives to develop connections with students, student organizations, and their advisors to support their growth and involvement on campus. We coordinate the annual organization-registration process, Weeks of Welcome's Activity Fair, and a series of organization trainings and workshops for students and advisors.

Connect with us!

Instagram: [@bsu\\_studentlife](https://www.instagram.com/bsu_studentlife)

[studentlife@bsu.edu](mailto:studentlife@bsu.edu) | 765-285-2621 | [www.bsu.edu/studentlife](http://www.bsu.edu/studentlife)

## Student Life Staff

Abby Haworth	Assistant Vice President and Director	anhaworth@bsu.edu
Stacey Myers	Administrative Coordinator	smyers@bsu.edu
Claire Downes	Office Coordinator	claire.downes@bsu.edu
Mikaela Purpura	Secretary	
Vacant	Assistant Director for Student Involvement	
Jennifer Gosse	Graduate Assistant for Student Involvement	jagosse@bsu.edu
Zachariah Brumfield	Associate Director for Fraternity and Sorority Life	zsbrumfield@bsu.edu
Tianna Pride	Assistant Director for Fraternity and Sorority Life	
Tavyn Smith	Graduate Assistant for Fraternity and Sorority Life	Tmsmith2@bsu.edu
Jaylan Gordon-White	Graduate Assistant for Fraternity and Sorority Life	jmgordonwhit@bsu.edu
Annabell Pittman	Graduate Assistant for Fraternity and Sorority Life	Annabell.pittman@bsu.edu
Olivia Vecchiolli	Assistant Director for Leadership and First Year Experiences	obvecchiolli@bsu.edu
Kara Westfall	Associate Director	klwestfall@bsu.edu
Myah Boyes	Graduate Assistant	Mmrichardso2@bsu.edu
William George	Graduate Assistant	William.george@bsu.edu
Vacant	Associate Director	
Anna Miller	Assistant Director	Amiller3@bsu.edu
Fredrick Hanson	Graduate Assistant	
Bailey Travis	Graduate Assistant	
Kayla Wolma	Graduate Assistant	

## Campus Information and Resources

Office/ Department	Campus Address	Phone Number	Website
Academic Advising	339 North Quad	765-285-1161	<a href="http://bsu.edu/advising">bsu.edu/advising</a>
Athletics	260 HPAB	765-285-1474	<a href="http://ballstatesports.com">ballstatesports.com</a>
Bookstore	Arts and Journalism	765-285-8080	<a href="http://bsu.bncollege.com">bsu.bncollege.com</a>
Bursar Office	32 Lucina Hall	765-285-1643	<a href="http://bsu.edu/bursar">bsu.edu/bursar</a>
Cardinal Copy Center	160 Robert Bell	765-285-4771	<a href="http://printing.bsu.edu/">printing.bsu.edu/</a>
Career Center	220 Lucina Hall	765-285-1522	<a href="http://bsu.edu/careers">bsu.edu/careers</a>
Charlie's Charter	L-1 Student Center	765-285-7433	<a href="http://bsu.edu/parking">bsu.edu/parking</a>
Counseling Center	320 Lucina Hall	765-285-1736	<a href="http://bsu.edu/counselingcenter">bsu.edu/counselingcenter</a>
Deans of Students	238 Admin. Building	765-285-1545	<a href="mailto:dos@bsu.edu">dos@bsu.edu</a>
Dining Services	201 North Dining	765-285-1967	<a href="http://bsu.edu/dining">bsu.edu/dining</a>
Disability Services	116 Student Center	765-285-2206	<a href="http://bsu.edu/disabilityservices">bsu.edu/disabilityservices</a>
Emens	Emens	765-285-1539	<a href="http://bsu.edu/web/emens">bsu.edu/web/emens</a>
Financial Aid	245 Lucina Hall	765-285-5600	<a href="http://bsu.edu/finaid">bsu.edu/finaid</a>
Fraternity & Sorority Life	131 Student Center	765-285-4733	<a href="http://bsu.edu/fsl">bsu.edu/fsl</a>
Health Center	1500 Neely Ave.	765-285-8431	<a href="http://bsu.edu/healthcenter">bsu.edu/healthcenter</a>
Health Promotion and Advocacy	1500 Neely Ave.	765-285-3775	<a href="http://bsu.edu/HPA">bsu.edu/HPA</a>
Housing/Residence Life	201 North Dining	765-285-8000	<a href="http://bsu.edu/housing">bsu.edu/housing</a>
Learning Center	350 North Quad	765-285-1006	<a href="http://bsu.edu/learningcenter">bsu.edu/learningcenter</a>
Multicultural Center	1120 N. McKinley Ave.	765-285-1344	<a href="http://bsu.edu/multiculturalcenter">bsu.edu/multiculturalcenter</a>
Parking Services	L-1 Student Center	765-285-1208	<a href="http://bsu.edu/parking">bsu.edu/parking</a>
Printing Services	108 Services and Store Building	765-285-8420	<a href="http://printing.bsu.edu/">printing.bsu.edu/</a>
Recreation Services	201A SRWC	765-285-1753	<a href="http://bsu.edu/recreation">bsu.edu/recreation</a>
Registrar	B43 Lucina Hall	765-285-1722	<a href="http://bsu.edu/registrar">bsu.edu/registrar</a>
Rinker Center	102 Student Center	765-285-5422	<a href="http://bsu.edu/rinkercenter">bsu.edu/rinkercenter</a>
Risk Management			
Study Abroad	102 Student Center	765-285-5422	<a href="http://bsu.edu/studyabroad">bsu.edu/studyabroad</a>
Student Affairs	238 Admin. Building	765-285-3734	<a href="http://bsu.edu/studentaffairs">bsu.edu/studentaffairs</a>
Student Center Reservations	224 Student Center	765-285-1850	<a href="http://bsu.edu/studentcenter">bsu.edu/studentcenter</a>
Student Legal Services	L17 Student Center	765-285-1888	<a href="http://bsu.edu/studentlegalservices">bsu.edu/studentlegalservices</a>
Student Life	133 Student Center	765-285-2621	<a href="http://bsu.edu/studentlife">bsu.edu/studentlife</a>
Student Conduct	L4 Student Center	765-285-5036	<a href="http://bsu.edu/studentrights">bsu.edu/studentrights</a>
Student Voluntary Services	136 Student Center	765-285-1094	<a href="http://bsu.edu/svs">bsu.edu/svs</a>
Title IX Coordinator	238 Admin. Building	765-285-1545	<a href="http://bsu.edu/studentaffairs">bsu.edu/studentaffairs</a>
Technology Help Desk	101 Bracken Library	765-285-1517	<a href="http://bsu.edu/helpdesk">bsu.edu/helpdesk</a>
University Catering	Noyer Complex	765-285-3500	<a href="http://bsu.edu/catering">bsu.edu/catering</a>
University Police	200 N. McKinley Ave.	765-285-1111	<a href="http://bsu.edu/publicsafety">bsu.edu/publicsafety</a>

## The Student Organization Recognition Process

The recognition process allows the University to be aware of the organizations that are functioning on campus as well as the student leader(s) who are responsible for each organization and information on current members. Completing the student organization recognition process also enables organizations to access many resources and services.

## The Relationship Between the University and Student Organizations

Ball State University supports the existence of student organizations on campus in recognition of their overall benefit to students and the university. Student organizations encourage students to express and act upon their ideas and ideals, enrich the vibrancy of student life, cultivate communities of belonging, and foster learning and development of valuable competencies through the act of self-governance.

Student organizations are considered to be independent entities, separate from the University, and as such student organizations may not represent themselves as being official bodies of the University, nor contract with third parties on behalf of the institution.

The University does not control or endorse the actions of independent student organizations, nor assume liability on their behalf. Independent student organizations are initiated by students, led entirely by students, and exist as self-governing independent entities, responsible for their own conduct and activities.

There are a small number of student-led organizations that are provided with professional staff advisors. These organizations are held to a higher level of accountability by the University.

The University makes certain resources available to all student organizations that participate in an annual recognition process, through the Office of Student Life. These resources are outlined on the following page.

## Benefits of Recognition

RECOGNIZED STUDENT ORGANIZATIONS RECEIVE	BENEFITS
Trainings, workshops, resource materials	
Participate in activity fairs and other university-sponsored events	
Meeting and event space ( <i>Room rental fee waived in designated facilities</i> )	
Site access in Benny Link organization portal and use of Communications Center for publicity	
A BSU Office 365 webmail account in the name of their student organization	
Campus agency fund account (must use campus agency fund if campus funding is used)	
Eligible to apply for funding from campus sources (must comply with University purchasing procedures if campus funding is used)	
Eligible to utilize campus bus services	
Eligible to apply for a locker in the Student Center	
Can use “at Ball State” at the end of the organization’s name only ( <i>Ball State or BSU may <b>NOT</b> be used at the beginning of an organization’s name</i> )	
Mailbox in Office of Student Life	

## Requirements for Student Organizations to Be Recognized

### Mission and Purpose

- The organization should include how the mission and purpose of the organization contributes to the overall co-curricular opportunities available to students.
- Student organizations may not be created for the purpose of providing access to campus resources to for-profit ventures, as a way of selling goods or services for commercial enterprises, or as a means of earning compensation from for-profit companies.

### Organization Name

- Student organizations are not entities of the University and are not to include the terms ‘BSU’ or ‘Ball State’ prior to their organization name. However, it is acceptable to use “at Ball State” after the organization name. For example: Coffee Club at Ball State. (Organizations are not allowed to use “Ball State



University” either before or after their organization name.)

### Advisor

- Recognized student organizations must have a Ball State University faculty or professional staff member serve as an advisor. Faculty/Professional Staff advisors must be full time, current employees of the University in either the Faculty or Professional Staff employment classifications (individuals employed as Service or Staff employees and graduate assistants may not serve as advisors to a student organization).

### Membership

- Membership is limited to currently enrolled Ball State University students (*high school students, including Indiana Academy for Science, Mathematics and Humanities and Burris students, may not be members*).
- The organization must have a minimum of 8 active student members on its roster
  - (*organizations recognized prior to Fall 2017 are exempt from this requirement*).
- Student organizations are open to any currently enrolled Ball State University student without regard to race, religion, color, sex (including pregnancy), sexual orientation, gender identity or gender expression, disability, genetic information, ethnicity, national origin or ancestry, age, protected veteran status, or other legally protected category, unless the student organizations’ membership restriction is shown to be specifically allowed by law.

### Conduct

- Student organizations and their individual members are expected to comply with the [Code of Student Rights and Responsibilities](#) (which governs both on- and off-campus conduct by individuals and student organizations), University policy, the local laws of Muncie, and the laws of the state of Indiana. For more information on the Student Organization Conduct Procedures, see Section 5.5 of the Student Code.
- Hazing is prohibited under the [Code of Student Rights and Responsibilities](#). In compliance with Indiana law, Effective July 1, 2024, the University will publish reports of student organizations that are found responsible for violating the Hazing policy. For more information on this policy, see Section 5.5.5 of the Student Code.
- Sexual misconduct, including harassment and discrimination, is prohibited under the Code of Student Rights and Responsibilities, and Sexual Misconduct policies.
- Possession or carrying weapons of any kind while on University property, regardless of whether an individual is licensed to carry the weapon or not, is prohibited. In addition, possession of weapons is prohibited from student organization activities on or off-campus.

### Constitution

- All criteria for recognition, as outlined above, must be addressed in the organization’s constitution.

## New Student Organization Recognition

The process to create a student organization at Ball State University typically takes 8-12 weeks to complete. Students interested in starting a new organization should adhere to the following steps to create a recognized student organization.

1. **Scan the Environment** – It takes a lot of time and effort to create a new organization, recruit members, get it off the ground, and sustain it over a number of years. You owe it to the officers and members of existing organizations on campus that have already made this investment, to avoid creating a new organization which duplicates the purpose of a group already in existence. You need to do your due diligence and make a concerted effort to learn more about Ball State's existing affiliated organizations before proposing a new one. Search through the organizations in Benny Link ([www.bsu.edu/bennylink](http://www.bsu.edu/bennylink)), contact officers and request an informational meeting, and/or attending meetings of groups that appear like the one you have in mind.
2. If your proposed organization meets any of the following criteria, please schedule an appointment with the office indicated below. If none of these apply, skip to step 3:
  - a. **Club Sport Team and Fitness Based Organizations that Need Significant Access to Specific Recreational Facilities** – Additional requirements and approvals are established through Recreation Services for recognition of club sports engaging in intercollegiate competition, and organizations that may require significant access to specific campus recreational facilities. Please schedule an appointment to meet with the Director of Recreation Services, 765-285-1753.
  - b. **Fraternity and Sorority Life** – Additional requirements and approvals are established for recognition of social Greek fraternities & sororities through Fraternity & Sorority Life. Only national/international organizations may be part of the Fraternity & Sorority Life community; local chapters are not permitted to join Fraternity & Sorority Life. Please schedule an appointment to meet with the Associate Director of Student Life/ FSL, 765-285-4733.
  - c. **High Risk Activities** – If your group will be engaging in activities that could potentially cause physical harm, risk to one's health, or property damage, additional requirements and approvals may be necessary. Please schedule an appointment to meet with the AVP and Director of Student Life at [anhaworth@bsu.edu](mailto:anhaworth@bsu.edu). Note that additional follow-up, requirements, and/or approval may be required from Risk Management, Public Safety, and/or the related college or unit depending on the nature of the activity. A decision by the Office of Risk Management or Public Safety that an organization has or will pose a high risk of physical harm to the safety of its members or the

public due to potential endangerment of health or property damage will not be eligible for recognition as a University student group. This decision is final and not subject to appeal.

3. **Determine Your Readiness to Become Recognized** – Ask yourself these questions:

- a. Are you willing to abide by the membership criteria and all other criteria for recognition outlined above?
- b. Have you garnered interest from at least 8 currently enrolled BSU students to manage all the responsibilities of a recognized student organization?
- c. Will your officers be committed to see the organization through the first two years of existence and growth on campus to ensure its ability to sustain after their departure?
- d. Have you identified a current BSU faculty or professional staff member to serve as the advisor?
- e. For club sports, fitness, and social Greek groups, do you have an understanding of any additional requirements or approvals that may be necessary as mentioned in Step 2?

If you answered yes to most of these questions, proceed to Step 4.

4. **Training** – Attend a required New Student Organization workshop. Workshop dates for 2024-2025 are listed below. You must attend one of these sessions and complete the rest of the process to be recognized. Sign up for a training workshop on the Benny Link home page.

All New Organization Workshops are from **3pm-4pm** on the dates listed below:

- October 1<sup>st</sup>
- November 5<sup>th</sup>
- December 3<sup>rd</sup>
- January 8<sup>th</sup>
- February 4<sup>th</sup>
- March 11<sup>th</sup>
- April 9<sup>th</sup>

Once you attend a workshop, you will receive an email with a link to complete the Intent to Organize form and upload the constitution, as well as a link to sign up to present to the Student Activities Committee (SAC). During this training, you will learn more about:

- a. The process, next steps and timeline for establishing a student organization
- b. Policies and procedures
- c. Requirements to maintain recognition for student organizations
- d. Expectations, construction and submission guidelines for constitutions

5. **Complete the Intent to Organize Form, Submit Constitution** – As mentioned above, after attending a workshop, an email will be sent to you containing a link to submit the Intent to Organize form on Benny Link, along with your roster of founding members and officers, as well as your constitution.
6. As soon as the Intent to Organize documents have been submitted for consideration, your organization may hold meetings, reserve meeting rooms, invite membership and build interest.
7. **Advisor Agreement Form Submission** – Once your constitution and Intent to Organize form have been submitted, the Office of Student Life will email the faculty/professional staff advisor indicated on your Intent To Organize form, requesting them to complete the Advisor Agreement Form on Benny Link.
8. **Submission Review** – The Office of Student Life will review your submission on Benny Link. If it appears complete, your request for recognition will be advanced to the SAC and you will be notified by email of your virtual meeting time with the SAC. If additional information or edits are required you will be notified by email.
9. **Present Your Request to the Student Activities Committee** – This committee, which is part of the University governance system, reviews recognition requests at least six times during the academic year. After attending a workshop, you will receive an email to sign up for your preferred Student Activities Committee meeting date and time. You must sign up at least five business days in advance of the meeting you plan to attend. Slots are available on a first come, first-served basis and a maximum of five presenters per meeting will be accepted. You will be required to make a brief presentation (5 minutes) about your proposed organization, and to answer any questions the committee may have. After the virtual meeting, you will receive an email from the Office of Student Life regarding whether the constitution is approved, and if changes to the constitution are recommended. Approval of student organizations are made in a viewpoint neutral manner. The basis of whether a constitution is approved is subject to University policy, the local laws of Muncie, and the laws of the state of Indiana.

The SAC for 2024-2025 will take place virtually between 11am-12pm:

September 23<sup>th</sup>  
October 28<sup>rd</sup>  
November 25<sup>th</sup>  
December 9<sup>th</sup>

January 27<sup>th</sup>  
February 24<sup>th</sup>  
March 24<sup>th</sup>  
April 28<sup>th</sup>

**Populate Benny Link** – Once your constitution has been approved, you will be required to meet with the Assistant Director of Student Life Office to populate your organization's pages on Benny Link. You will need to invite your advisor, members and officers to join the group on Benny Link, and to assign the officer roles. You will also need to complete the organization profile so prospective members can learn about your organization.

## Maintaining Student Organization Recognition

To remain in good standing, every year, student organizations are required to (1) complete and submit the annual registration form on Benny Link, (2) have the organization advisor complete the annual advisor agreement form, (3) attend a student organization training, AND (4) to update the following information to the organization's Benny Link site:

- Constitution – upload updated version every 3 years or as changes are made. The constitution must include required elements as identified in the sample constitution which has been approved by the Student Activities Committee. A sample constitution can also be found on the Student Life Benny Link page under 'Documents'.
- Roster of organization members and advisor(s) – upload to Benny Link by September 30<sup>th</sup>.
- To learn more about how to upload your constitution, the roster, or make changes to the organization's Benny Link page, email [studentlife@bsu.edu](mailto:studentlife@bsu.edu).

## Programs and Services for Student Organizations

### Communication Resources

**Benny Link** – [Benny Link](#) is Ball State's online student involvement portal that helps students find information about the 300+ recognized student organizations on campus. Each student organization has their own page on Benny Link, where they can post the campus events they are hosting, manage their membership rosters, create forms, engage with prospective members, share social media links, and so much more! Benny Link also serves as the primary student engagement calendar for the University. In addition to student organizations, many campus departments and offices also share their involvement opportunities for students on Benny Link.

**Bulk Mail** – Student organizations can send large quantities of mail at the bulk rate through Central Mailing, as long as the organization has a University fund.

## Copies and Printing

- Student organizations may utilize the [Cardinal Copy Center](#) located in RB160. Payment for copies can be made with cash, debit card, or charged to the organization's University fund.
- Poster printing equipment is available in the Bracken Library

**Email** – Student organizations may obtain a Ball State email account by completing the [Student Organization Username Request Form](#).

**Mailbox on Campus** – To request a student organization mailbox free of charge (located in the Office of Student Life, 133 Student Center), please email [studentlife@bsu.edu](mailto:studentlife@bsu.edu) and a mailbox will be assigned to your group. Assigned mailboxes must be emptied once a week as space is limited.

## Use of University Name, Logos, and Branding

- **Use of the University Name** – Recognized student organizations may only refer to the University by using the words “at Ball State” at the end of the organization's name. The University's name must never appear at the beginning of the organization's name. For example, the Coffee Club at Ball State is acceptable, whereas the Ball State Coffee Club is not acceptable. The University's name is not to be utilized within any graphic logo or identity mark by a student organization.
- **Use of the University Logo and Brand Marks** – Recognized student organizations are independent entities, separate from the University and therefore may not represent themselves or their activities as agents of the University. Therefore, student organizations may not utilize the University's name, logo or brand marks – or portions of the logos or brand marks – on organizational products, print or electronic media or social media handles. (However, using institutional hashtags, i.e., #BallState, #WeFly, etc., are encouraged within student organizations' posts as it may extend message reach.) If a recognized student organization is associated with or sponsored by a University department or office, the student organization may seek permission from the Office of Student Life, Division of Marketing & Communications, and that department's chairperson/office supervisor to permit use of its University Unit Mark alongside the student organization's name or logo on some items. Visit the [Marketing and Communications website](#) for additional guidelines on the use of the University's logo and identity marks. The Charlie Cardinal logo is only to be used as provided in the template for use by sport clubs as outlined in the Ball State University Sport Club Guide Book. Recognized student organizations cannot use a distorted cardinal or Beneficence as part of their logo.

## Communication Center Requests and Policy

All recognized student organizations listed on Benny Link can use the Communications (Comm) Center to publish news, event alerts, and other information in the Daily Digests that is pertinent to the Ball State campus per the Student Organization Comm Center Request Policy (see below). It is vital that you submit your request at least **4-5 business days** before the day you want the email to be sent out. If you have any other questions, please contact [studentlife@bsu.edu](mailto:studentlife@bsu.edu).

*Please note: The Comm Center for student organizations will operate only during the academic year. No requests submitted during the summer months will be accepted.*

### Student Organization Communication Center Request Policy

- All Comm Center requests must be sent from the student organization's Ball State email address (not a student email address). Student organizations may request a student organization email address by completing [the Username Request Form](#).
- Comm Center messages from student organizations may be sent up to 3 weeks prior to the program/service the student organization wishes to promote.
- Student organizations are permitted to send up to 2 Comm Center messages a week.
- For Comm Center messages that are event/program-specific the following is also expected:
  - The event/program is posted on the student organization's Benny Link page.
  - The following event/program details are included in the body of the message:
    - Date
    - Time
    - Location
    - How to sign-up (if applicable)
    - Cost/Fee (if applicable)
    - Include the following accessibility statement at the conclusion of your message with an applicable email address: *"If you need accommodation to fully participate in this event, please contact [CONTACT NAME] at [email@bsu.edu]."* This can be a student leader's BSU email address or the student organization BSU email address.
- Student organizations who request more than 5 changes/revisions, in a 30-day period, to previously submitted and accepted Comm Center Requests may have their access to the Comm Center suspended for a period of time.

## Instructions for Submitting a Student Organization Comm Center Request

- **Submit a concise Comm Center request.** Anywhere from a few sentences to a paragraph or two is fine for the body of your email. Keep in mind that your audience loses focus after the first few sentences. Being succinct in your email message is very useful.
- **Submit your Comm Center request in advance.** It is recommended that you submit your request to the Comm Center 4-5 business days prior to the event date. For example, if your event takes place on Friday October 26th, you will want the email to be published on Thursday, October 18th, so you should submit your Comm Center request any time before Wednesday, October 17th at 5pm. The Comm Center request will be reviewed Wednesday afternoon (October 17th) and the email will be set up to go out on Thursday, October 18th.
- **No attachments, no graphics.** In the Comm Center access for Student Life, we cannot attach any flyers or documents or add graphics within a request.
- **Adding a hyperlink within a Comm Center request.** If you have a hyperlink in your request, be sure to identify the URL so that we can hyperlink it on the back end. Because of the numerous requests submitted, a hyperlink within a Word document is often overlooked. Listing the URL is very helpful.
- **Consider your audience when submitting your Comm Center request.** The Comm Center access for Student Life is limited to current students, although beyond class status, we cannot identify specific groups of students. So, if you are only trying to reach Biology majors with your Comm Center request, it is suggested that you contact the Biology Department to see if they will email your request to only Biology majors and minors. The Comm Center should not serve as your organization's primary medium when communicating with current and prospective members.

## Benny Link Swipers for Event Tracking and Policy

All recognized student organizations listed on Benny Link are eligible to request a Benny Link Swiper for organization events and programs. The purpose of this policy is to ensure accurate tracking of student attendance at student organization events and programs and ensure accessibility of technology (i.e. Benny Link Swipers) to all student organizations.

All student organization leaders may request a Benny Link Swiper, for use at a recognized student organization event/program, from the Office of Student Life in Student Center 133. Benny Link Swipers will be distributed on a first come, first serve basis and student organizations may not reserve Benny Link Swipers in advance.

Benny Link Swipers may be used at events in the L. A. Pittenger Student Center and elsewhere on campus.



Benny Link Swipers must be returned to the Office of Student Life within 48 hours of it being checked out. Students who fail to return the Benny Link Swiper within 48 hours will be notified, along with the organization president and advisor, and the Office of Student Life, and asked to return it as soon as possible.

Benny Link Swipers that are not returned within two weeks of their due date will be deemed lost and the student organization's Ball State financial account will be charged \$80.00 for a replacement Benny Link Swiper. If the organization does not hold a Ball State financial account, the members are still responsible for paying the \$80.00 fee. If payment is not made, the organization may lose its recognition status.

Student organizations whose members fail to return the Benny Link Swiper within 24 hours on 3 separate occasions will lose their access to sign-out swipers for the remainder of the academic year.

Student organizations who hosted more than 16 events, posted them in Benny Link, and added event attendance to Benny Link are eligible to request a Benny Link Swiper from the Office of Student Life for an entire academic year. Student organizations who are eligible should contact the Office of Student Life and adhere to the following:

- Have student organization president or vice president sign-out the Benny Link Swiper; if the person who signs-out the Benny Link Swiper leaves Ball State, another student from the organization will need to sign-out the Swiper.
- Secure the Benny Link Swiper between uses for the full academic year
- Submit event attendance under the Benny Link event for all major events
- Return Benny Link Swiper to Student Life before end of finals week in the spring semester. Benny Link Swipers not returned to the Office of Student Life will result in the student organization's Ball State financial account being charged \$80.00 for a replacement Benny Link Swiper. If the organization does not hold a Ball State financial account, the members are still responsible for the fee.

## Office and Meeting Space

Student Organization Lockers are available in the Student Center for student organization. Please email [studentlife@bsu.edu](mailto:studentlife@bsu.edu) to acquire an application.

**Recurring Meeting Space** – Student organizations may reserve meeting space free of charge; all facility reservation requests for recurring membership meetings must be made through the Student Center Reservations Office at [reserve@bsu.edu](mailto:reserve@bsu.edu) or the [Campus Reservations Form](#) unless your organization is aligned with a department or office on campus that has their own assigned space to offer.

# Benny Link Manual

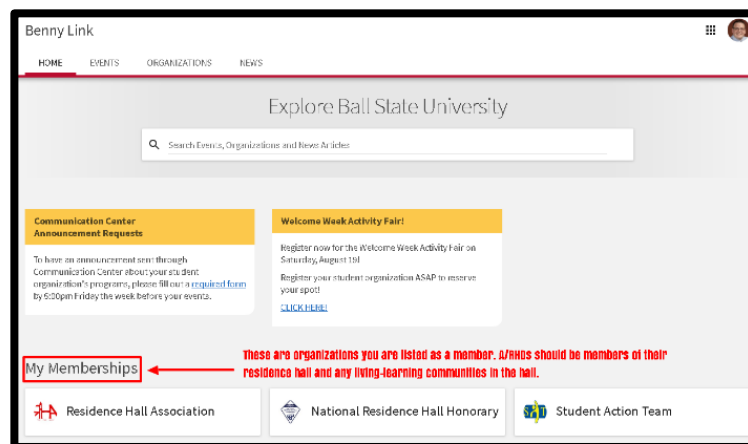
Benny Link is Ball State's student involvement system that helps students become involved on campus in over 300 student organizations and explore various campus events. Benny Link serves as the primary calendar for the Office of Student Life and has every registered student organization, residence hall, and living learning community on campus as well as a variety of university departments, programs, and resources.

Student Life is committed to fully implementing and utilizing Benny Link to maximize student engagement, promote events and programs, and track events and student engagement rates at student organization sponsored programs.

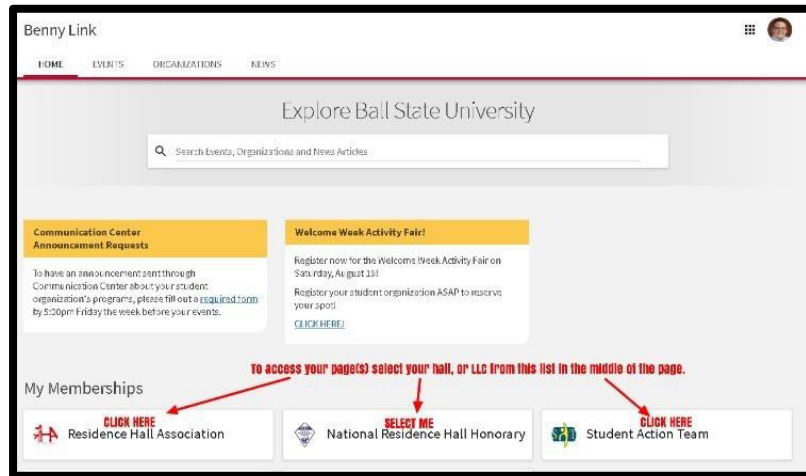
Student organizations are expected to update and maintain your page(s) content along with your member rosters.

## Accessing Benny Link and Your Page(s)

- To access Benny Link:
- Go to Benny Link at: <https://www.bsu.edu/bennylink>
- Log in with your BSU Username & Password (via the top right).
- Your home page will appear.



- To access your page(s) select your organization or residence hall from the list in the middle of the page or enter the name in the search bar:

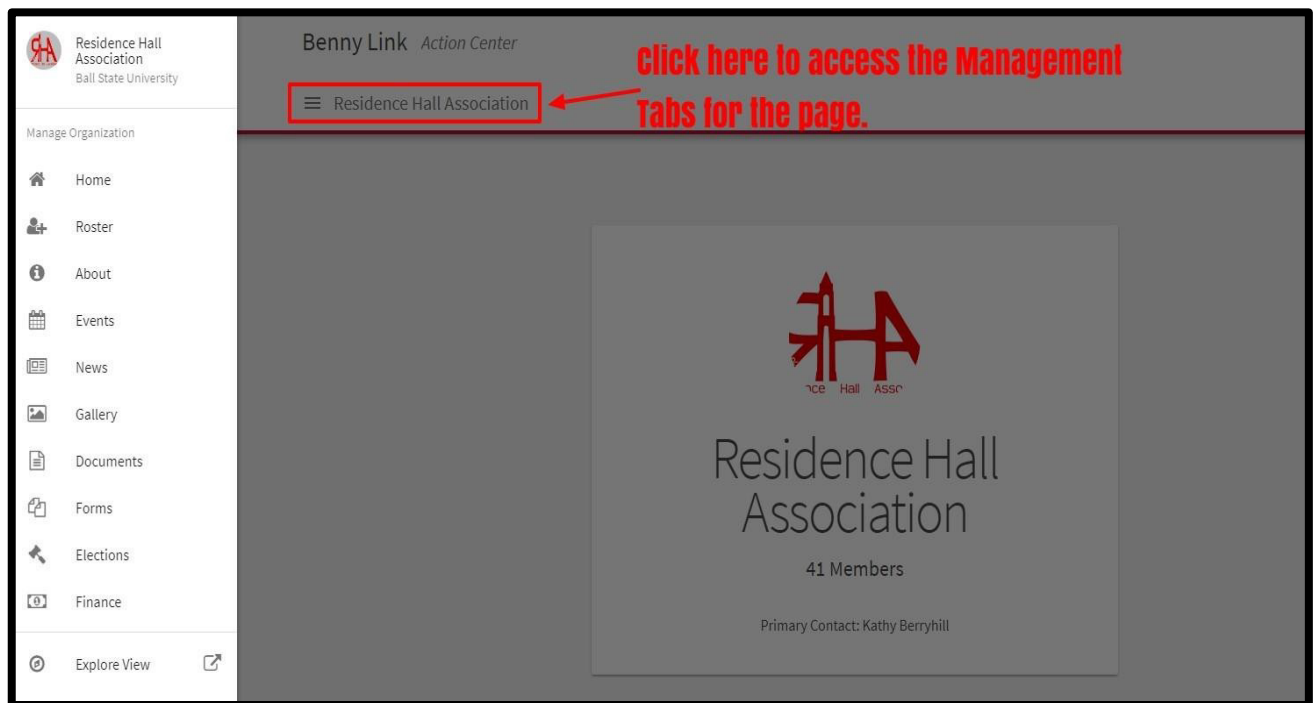


## Your Organization's Benny Link Page(s)

- This is your organization's home public page. Your page may or may not be as developed yet (pictures, etc.) but it certainly can be if you would like to.



## Your Organization's Benny Link Management Page



- The Sidebar hosts many tabs and tools for your page. It's recommended to explore these and customize them to your hall/organization.
  - **Home** - This is the home, main information section of your page. All info shows up in brief on here.
  - **Roster** - This is where you can manage your roster and position levels within your members. You can invite or approve members through this avenue.
  - **About** - This is where you can give a blurb about your organization (mission, goals, office hours, regular events basics or meeting times). You can also add or update social media, email, and web site information that will be visible on the organization's home page.
  - **Events**- This is where you can input, edit and view attendance for events that are held by your hall/organization.
  - **News**- You can create news posts here as you like. Think of it for shout outs for communities, keeping the community up to date on happenings that are not events, etc. Or use it to promote on-going initiatives or programs/events.
  - **Gallery**- This is a photo album portion of the page. Feel free to add items on here as you like.
  - **Documents**- This is where you can upload commonly used forms, documents, PDFs, etc. that your members might need access to regularly.

- **Forms**- Think of this as Google Forms/Survey options. You can create a form through this where it can be accessible by your members.
- **Elections** – this is a tab that is currently under development and not available for use.
- **Finance** – this is a tab that is currently under development and not available for use.
- **Explore View** – this will open a new window/tab and take you to the organization’s home page.

## Managing Your Organization’s Roster

- Select “Roster” on the Sidebar of the management page. This will take you to the Roster portion of your organization’s page. On this page, you will be able to invite people to the organization, view who is already a member and their position level, view who has been invited but are still pending membership and who is a prospective member that would like to join your page.

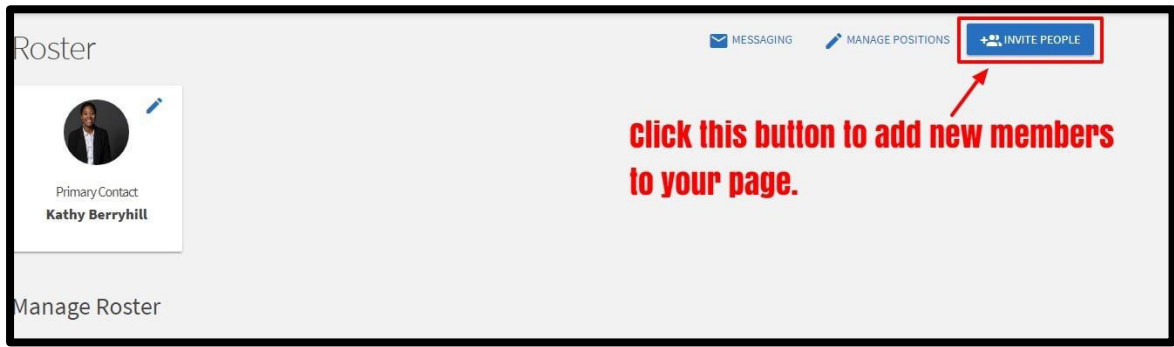
The screenshot shows the "Residence Hall Association" Roster management interface. At the top, there are links for "MESSAGING", "MANAGE POSITIONS", and "INVITE PEOPLE". The main section is titled "Roster" and features a "Primary Contact" card for Kathy Berryhill, with a red box and arrow pointing to a pencil icon and the text: "By clicking on this pencil, you may select a new primary contact. The primary contact should always be the full time hall director of the hall." Below this is the "Manage Roster" section with tabs for "CURRENT", "PENDING", and "PROSPECTIVE", with a red box and arrow pointing to them and the text: "Click on the various tabs (current, pending, prospective) to view and edit those sections. It is always recommended that you approve prospective members as those students want to join and learn more about the organization/hall/LLC." The main table lists members with columns for "First Name", "Last Name", and "Positions". Red boxes and arrows highlight the pencil icons in the "Positions" column for Kimberly Beard and Nicole Carlen, with the text: "If you want to give or remove a position (which has different access levels tied to it) for a person, you can click this pencil and revise the person's position(s)".

First Name	Last Name	Positions
Kimberly	Beard	
Kathy	Berryhill	President
Mary	Burton	
Nicole	Carlen	Staff Member
Amanda	Clawson	

- To edit a person’s position, click “Edit Positions.” You will see a full list of available positions for your page. At this time, please do not create new positions for your page.

## Inviting New Members to Your Page(s)

- From the Roster Page, select the “Invite People” button.



- In the blank box, add emails of members who you would like to invite to the page. You can input up to 500 emails in the textbox. A new email goes on a new line or can be separated by a comma. You want to include the full email address with the @bsu.edu portion.
- Select the “Add E-Mail Addresses” button.
- The name will transfer into a new box directly below the first one and it will say “invitations will be sent to:”
- From here you can set to have the whole group to a certain (all the same) position level. This can just be a member or another type of position. Use the dropdown menu to set this.
- Click the “Send Invitations” button.  
Those individuals which you just invited will show up under the Pending tab on your roster until they

Invite People

You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.

E-mail addresses

Type a person's email address in this box and click "Email Addresses. Multiple emails may be added at the same time, but only if they have the same position.

+ E-MAIL ADDRESSES

As soon as you click this button, this information will appear.

Invitations will be sent to:

Invite as Member

jihague@bsu.edu

SEND INVITATIONS CANCEL

Make sure to select the appropriate position type, from the drop-down menu, for the person(s) you are inviting to the page.

## Managing Your Organization's Events

- Select "Events" on the Sidebar of the management page. This will take you to the Events portion of your organization's page. On this page, you will be able to manage and create new events while also viewing approved, cancelled, current and past events.
- To create an event, click "Create Event"
  - To complete the Event Submission Form, ensure the following fields have accurate information:
  - **Event Title** – be sure it is an accurate, honest, and respectful title.
  - **Theme** – select the best theme that applies to the event.
  - **Description** – keep it informative and concise.
  - **Start/End Date/Time** – include accurate start and end date/times.
  - **Location** – including a location will allow students to easily see a map, if they aren't familiar with the location.
  - **Add Another Date** – if this is an event that will occur multiple times (i.e. hall council meetings or study group sessions) you can use this function to easily apply the event information to multiple dates rather than submitting multiple event forms.
  - **Show To** – in most cases you should select "organization members." Only if an event is considered a "campus-wide residence life program" should it be shown to "students and staff at Benny Link."
  - **Event Categories** – select the best category(ies) that applies to the event.

Here are descriptions for each event category:

- **Welcome Week** - *This category is for events happening during the 2016 Welcome Week!*
- **Alcohol and Other Drug (AOD) Prevention/Education** - *This category is designed for programs that pertain to alcohol and other drugs. Any type of program related to education, prevention, and responding to a crisis can be entered in this category.*
- **Apartments Program** - *This category is designated for any event sponsored or coordinated by University Apartments (Scheidler & Anthony).* ○ **Campus Wide Residence Life Program** - *This category is for any campus-wide programs which are coordinated by a designated Residence Life Leadership Group (RHA, NRHH, NSLS, & SAT).*
- **Cultural** - *This category reflects programs that provide insight into a particular culture. Performances, movies, or dinners related to a specific culture would be appropriate in this category.*  
**Diversity** - *This category is for programs that have a goal of educating attendees about differences in people, ideas and opinions. Examples of programs include speakers, conferences, heritage awareness events, and experiential or case study programs.*
- **Educational** - *This category is for programs that have a goal of educating the*



attendee on a specific topic or if the presenter is an expert in a certain area. Examples of this type of program could include a leadership speaker, an etiquette program, or a 'how-to' program. Please note – if the program pertains to a cultural topic, diversity, safety, sexual assault prevention or AOD prevention, please list in that specific category.

- **Hall Council Program** - This category is for programming or meetings which are led by a residence hall affiliated council (hall councils & community councils).
  - **Living-Learning Community Program** - This category is for any programs presented for a designated Living-Learning Community.
  - **Professional Development** - This category is for programming for students that will help them to develop their career related skills.
  - **Safety** - This category is designed for programs that discuss general safety. An example of this type of program would be fire safety or hazing prevention. Please note – if the program pertains to sexual assault prevention or AOD prevention, please list in that specific category.
  - **Service** - This category is for programs that are service or philanthropic in nature. Please specify if the program is service (hands-on, typically partnering with an agency) or philanthropic (raising money or providing goods to an individual or organization) in the title.
  - **Sexual Assault Prevention/Education** - This category is designed for programs that pertain to sexual assault prevention and education.
  - **Social** - This category is a generally for 'fun' events that do not have an educational component. Movies, concerts, dances or other types of entertainment would be appropriate for this category. In the program description area please add details of the scope of the program if applicable (hall-wide, floor, etc.).
  - **Sustainability** - This category is designed for programs pertaining to the environment or ways to reduce usage of resources. An example of this type of program could be a recycling program or BEAT program. The university tracks these types of programs periodically.
- **Who can RSVP** – in most cases you should select “anyone.”
  - **Perks** – select all that applies to the event.
  - **Additional Information** – these fields can be entered after the event occurs, if needed, NOT BEFORE.
  - **Picture/Flyer Upload** – you can update a picture for the event that will viewable to students and staff.
  - **Submit** – BE SURE TO CLICK SUBMIT!

## Managing Event Details

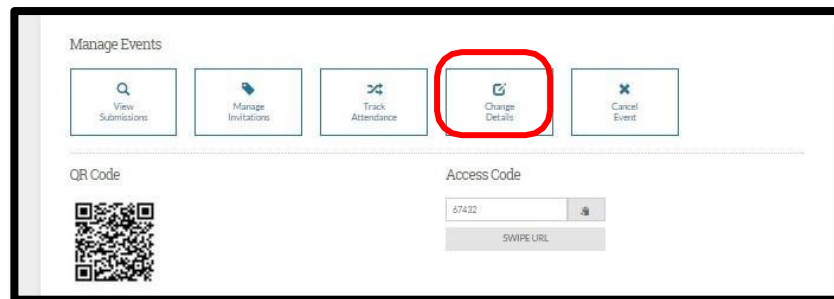
- To manage an event or the details of an event that has been submitted and approved, click the “Manage Events” button on the main Events page.
- Scroll down to the “Manage Events” section
- You can select from the following options:
  - **View Submissions** – this will show when the event was submitted, approved, etc.



- **Manage Invitation** – if you'd like to invite students to attend a specific event, this is where you can send a message to them through Benny Link that will go to their Ball State email address.
- **Track Attendance** – this is where you can see how many people attended your event. It is also where you can add attendance after the fact (i.e. # of Ball State students who did not swipe, etc). You can also export an attendance list from this page as well.
- **Change Details** – if something changes with the event (i.e. date/time) this is where you can adjust those details rather than canceling the event.
- **Cancel Event** – if it is not going to happen – please cancel it rather than letting it sit in the system with 0 attendance.

## Tracking Attendance with Data Input

- Find the event in Benny Link. On the right-hand side under “Manage”, select “Track Attendance.”



- Select “Add Attendance.”
- Select “Text Entry.”
- Identifier Type can either be Email Address or Card ID Number (Student ID#). Select the one you want to use.
- Type in the information in the Attendees box. Everyone should be in their own line.
- Make sure Status says “Attended.”
- Select “Add”

## Managing Your Organization’s Forms

- Select “Forms” on the Sidebar of the management page. This will take you to the Forms portion of your organization’s page. On this page, you will be able to manage and create new forms while also viewing form submissions and publishing forms.

- **Name** – this is the name of the form. By clicking on each form you can edit and update information like form name, form properties, and page properties.
- **Start Date** – this indicates when the form will go live and be accessible on your page or through a hyperlink. The form must also be “ACTIVE” in order for it to be visible. This date can be changed under form properties.
- **End Date** – this indicates when the form will no longer be live or accessible on your page or through a hyperlink. This date can be changed under form properties.
- **Copy** – you can create a copy of the form. This is useful if you use a form continuously but don’t want to see last year’s submissions with all of the submitted forms from the current year.
- **Submissions** – this is where all form submissions can be viewed. You also have the option to approve and deny forms. And you can export all submissions into an excel spreadsheet.
- Select any form under the “Manage Forms” and then select “Form Properties.” Page Properties is only necessary if you create a multiple page form, and you need to name each form OR you have a complex form with conditional questions – otherwise it is not necessary to use it.

## Creating a New Form

- Click “Create Form” button
- Enter in the basic Form Property information (form title, start date, end date, etc).
- Start creating your form using any of the Form Elements.
- **Check Box List** – multiple answers to a question (choose several)
- **Radio Button List** – single answer to a question (choose one from few)
- **Text Field** – user generated open-ended question (fill in the blank)
- **Drop Down List** – single answer to a questions (choose one from many)
- **Instructions** – a descriptive text box with no answer
- **Single Check Box** – select to affirm (agree to the above)
- **Ranking** – prioritize multiple answers
- **File Upload** – upload a file.

## Managing Your Organization’s News and Articles

- Select “News” on the Sidebar of the management page. This will take you to the News portion of your organization’s page. On this page, you will be able to manage and create new articles.
- News articles may be used to promote excellence within the organization (a

member or the organization overall), provide updates about organization business or happenings, promote an event in advance, and/or promote a long-standing initiative or continuous program series.

- When creating a new article, you will need the following information:
  - News/Article Title
  - Article Summary (up to 250 characters)
  - Body of the Article (no limit)
  - A picture or image

## Planning and Hosting Events

### Risk Management

It is important for you to understand that as a member of a student organization, you can be held liable, individually, for your group's sponsorship of activities that harm others. Become aware of the risks involved for student organizations by reviewing the information below and visiting the [Office of Risk Management website](#). The University's Office of Risk Management offers a helpful risk identification matrix and other resources and guidance for student organizations on their website. Please utilize these tools, but if you are in need of additional guidance, please contact the Office of Student Life.

### Insurance

When contracting with a vendor, speaker, entertainer or performer, student organizations may be required (by the University for on-campus events, or by external entities for off-campus events), to obtain a one-time event insurance rider for a specified amount of liability coverage. If your organization is attempting to host an event on campus that requires insurance, it is the responsibility of your student organization to obtain this coverage or to ensure that the vendor you have contracted with will provide this coverage to the University. If your organization is a local chapter of a national organization, your national headquarters may be able to provide guidance on how to obtain the necessary insurance rider. Here are three recommended insurance agents for short-term event insurance.

#### **United Insurance**

1019 W Jackson Street  
Muncie, Indiana  
Contact Name: Eddie Slaven  
765-284-4443

#### **INGUARD**

231 W Canal St  
Wabash, Indiana  
Contact Name: Mike Reinhold  
[mike.reinhold@inguard.com](mailto:mike.reinhold@inguard.com)

### Patton Insurance

4535 Wheeling Muncie, Indiana    Contact Name: Jessica Snow

## Contracts

Student organizations are independent entities separate from the University. As such, recognized student organizations may not contractually obligate the University, and any agreement made between a student organization and an external entity should not create the impression or appearance of a relationship between the student organization and Ball State University.

Student organizations entering into agreements with vendors, agents, performers or other service providers take on the sole financial obligation of those agreements, as stated in the contract they execute. Even when managing contracts through University processes because an entity of the University has contributed funds, student organizations are still solely responsible for upholding all terms of the contracts they enter into, with no expectation of University involvement.

When planning to contract for services with vendors or agents, please be aware that even asking an agent or promoter to hold a date for a campus engagement without signing any papers can contractually obligate your student organization.

Student groups utilizing co-sponsorship funding by the Student Organization Fund Allocation Committee for a campus event must use Ball State purchasing processes which are administered with assistance by the Office of Student Life.

For your group's protection, it is highly recommended that student organization representatives meet with Student Legal Services before signing contracts with vendors, speakers, bands, artists or other service providers.

## Student Legal Services

The Student Legal Services Office offers free legal counsel to student organizations; they will help prepare liability waivers for your organization when producing special events on campus, as well as review contracts with vendors before your organizations signs a contract, etc. The office is located in the lower level of the Student Center, 765-285-1888.

### Liability Waivers

- **University Waivers** – As you begin to plan events your organization wants to host, depending on the nature of the event, various offices, units or departments of the University may require your student organization president to sign a waiver on behalf of your organization, protecting the University from liability as a result of the event your organization is hosting. In addition, your organization may be asked to also collect a University liability waiver from each of the participants at

your event. Once signed, those signed waiver forms must be returned to the office or unit that required them, for their archival files. These are documents of the University.

- **Student Organization Waivers** – In addition, any time your organization engages guests in activities with any potential for harm (personal injury, loss of property, etc.) it is a wise idea to ALSO take steps to proactively protect your student organization from liability by asking each participant to sign a second liability waiver for your organization, and then maintaining the signed waivers in your organization's file archive for seven years. Student Legal Services can help you create liability waivers for your events.

In order for [Student Legal Services](#) to aid in drafting necessary waivers student organizations must have an organizational member/representative with knowledge of the event's: date, time, place, activities that will take place at the event, and the LEGAL identity of all the various entities and individuals that need to be protected by the waiver, [schedule an appointment](#) with their office.

## Room & Outdoor Space Reservations

**Student Organization Use of Campus Facilities** – Student organizations may submit a request to reserve space in many University facilities free of rental charges. Note: Additional charges may be incurred for events that require setup, extra staffing, weekend use of facilities, security, audio visual services and if admission is charged or tickets or merchandise are sold.

### Making a Reservation

The Student Center Reservations Office manages all reservation requests for student organizations. You can begin the reservation process by submitting a request online. Online forms for reservations at the areas below can be found at [www.bsu.edu/studentorganizations](http://www.bsu.edu/studentorganizations) on the FORMS tab:

- Campus Reservations ([Student Center, Academic Buildings, Emens and Pruis](#))
- [Sports Facilities \(SRWC, Athletic Facilities, Outdoor Fields/Spaces\)](#)
- [5K Run/Walk Events](#)
- [Expressive Activities Space Request \(Marches, Rallies, Vigils, Assemblies\)](#)

You can also stop by the Student Center Reservations Office at Student Center 224, Monday-Friday 8 a.m. to 4 p.m., or call 765-285-1850. It is a good idea to reserve space as soon as possible since some facilities are requested frequently and book quickly. To reserve space, the following information is required:

- Date of the event
- Time of the event
- Day of week of the event

- Set-up desired
- Number of people expected to attend
- Room preferred
- Admission charge (if any)
- Nature of the event (speaker, educational workshop, etc.)
- Decoration plans must be reviewed at the time of reservation. *(Note: Because of Indiana State Fire Regulations, candles and any open flames are not to be used as decorations in campus buildings).*

## **Guidelines by Location**

### **Academic Buildings, Classrooms and Concourses (Atrium, AJ Concourse, Whittinger Business Concourse, Teacher's College Concourse)**

#### **Emens Auditorium: [Emens Auditorium Website](#)**

- Seats 3,309 total
  - 2,266 seats on the main floor
  - 1,043 in the balcony.
- Student Center Reservations ([reserve@bsu.edu](mailto:reserve@bsu.edu)) will coordinate your reservation with Emens staff.

#### **Pruis Hall: [Pruis Hall Website](#)**

- Seats 600 total
- Student Center Reservations ([reserve@bsu.edu](mailto:reserve@bsu.edu)) will coordinate your reservation request with Pruis Hall facility staff, who will confirm your reservation and technical needs with you.

### **Recreation Center, Athletic Facilities and Outdoor Spaces (Ball Gym, Student Recreation Center, Field Sports Building, Worthen Arena, the Quad, LaFollette Field, University Green, tennis courts)**

- Submit your [request for recreation facilities online](#).

## **Residence Hall Lobbies and Lounges**

- Residence hall lobbies and lounges are reserved for residence hall students' use only. Student organizations may not reserve or meet in any residence hall lobby or lounge, or common areas, nor may a resident of a residence hall reserve or meet in a hall lobby or lounge for the specific purpose that supports a student organization not affiliated with Housing and Residence Life.
- All lobby, lounge, and outdoor programs or meetings must be sponsored by Housing and Residence Life staff (Resident Assistants and Academic Peer Mentors) or hall councils, or the HRL Student Organizations that are supervised and operated by Housing and Residence Life employees or hall council members.

- All lobby and lounge reservations must be requested and approved by the Residential Learning Coordinator.
- Outdoor spaces surrounding a residence hall, such as North Hall courtyard, DeHority Beach, or the Stu West volleyball courts (if co-sponsored by a HRL group) by emailing [housing@bsu.edu](mailto:housing@bsu.edu).

**Scramble Light** – Sidewalks adjacent to public streets are public property and usable by anyone, so access to the Scramble Light area at the intersection of McKinley and Riverside Avenues may not be restricted to any person or group. For this reason, reservations are not required to make use of the Scramble Light. However, student organizations may request permission to use the permanent concrete tables at the Scramble Light by completing the reservation request process. Completing this form allows the reservationist to manage requests from other groups. Student organizations may not reserve the permanent concrete tables at the Scramble light more than three days in one week.

## Student Center

- The Student Center offers a variety of meeting and event rooms with capacities of 10-500. Please see the [Student Center Policy Manual](#) for more information regarding room reservations, building guidelines, catering requirements, etc.
- Failure to comply with guidelines outlined in the [Student Center Policy Manual](#) and/or by Student Center staff may result in action by the staff to deny privileges and/or assess appropriate charges.

## Types of Events

Student organizations contribute a great deal to the vibrancy of student life on campus, in large part through the wide variety of events they host on campus throughout the year. There may be specific policies or processes that must be attended to depending on the kind of event your organization is hosting, such as Tabling, 5k Run/Walk, Expressive Activities, Special Events, High Risk Events, and Prohibited Events. Before planning any event, be sure to review the University's Code of Student Rights and Responsibilities. This document sets forth expectations for conduct by students and student organizations to ensure they do not endanger the health, safety and welfare of individuals or disrupt the University's academic programs. The Code of Student Rights and Responsibilities does not replace, but supplements applicable federal, state and local laws and regulations.

## Expressive Activities (assemblies, rallies, demonstrations, marches, and other means of expressing thoughts and ideas)

- In fulfilling its educational mission, Ball State University recognizes the importance of free speech, which includes the right to engage in “expressive



activities” such as assembling, demonstrating, marching, distributing materials, and other similar means of expressing thoughts and ideas, as long as such these activities do not disrupt the operation of the university. You may learn more about the University’s commitment to Freedom of Expression by visiting the website at [Freedom of Expression | Ball State University \(bsu.edu\)](https://www.bsu.edu/freedom-of-expression).

- If your organization is planning an expressive activity on University property that is reasonably expected to involve more than 50 people, you are encouraged to reserve a space using [the online Expressive Activity Space Request Form](#) at least three (3) business days in advance of the activity to ensure the availability of the space at the date and time you would like to use it. The scheduling and content-neutral review process will help your event organizers in planning a safe and effective event.
- Prior to completing the space request form, event planners should review the [Non-Commercial Expressive Activity and Assembly on University Property](#) policy. The policy sets forth the rules and procedures governing the time, place and manner for engaging in expressive activities on University property, to ensure they do not endanger the health, safety and welfare of individuals or disrupt the University’s academic programs. This policy applies to all students, employees, visitors and other individuals while on the Ball State University campus. The policy does not replace, but supplement applicable federal, state and local laws and regulations.

**5K Run/Walks** – 5k Events must be requested through [the online 5k Run/Walk request form](#). Please note that requests for competitive, timed events and events with 200 or more anticipated participants, must be received 60 days in advance, due to the necessity for road closures to accommodate the crowd size. Road closure requests must also be made through the City of Muncie a minimum of 60 days in advance. Requests for all other 5k events must be received at least 30 days in advance in order to facilitate appropriate staffing by University personnel. Your organization will be charged for staff costs of University police as necessary on site to ensure participant safety. The route you select, and the size of your event may have a significant impact on these staffing costs. You will be invited to attend a 5k Review Committee planning meeting upon submission of the request form. Your event is not to be considered scheduled and approved until you meet with the 5k Event Review Committee and receive final authorization to proceed with planning. Events should not be publicized until final authorization is received.

**Fundraisers** – Any fundraising on campus must comply with the University’s policies on [Non-Commercial Expressive Activity and Assembly on University Property and Commercial Activity on University Property](#). If the fund raising will require the use of a table, booth or similar apparatus, the organization is required to schedule the activity with the Student Center Reservations Office at [reserve@bsu.edu](mailto:reserve@bsu.edu). Any student organization wishing to host a fundraiser on campus should follow the event guidelines as stated in this document. Student organizations are not permitted to send solicitation



letters to faculty and staff for fund raising purposes. Ball State prohibits the use of lotteries and raffles. For more information, please refer to the Ball State [Commercial Activity on University Property Policy website](#).

**Amplification for Outdoor Events** – Amplification and loudspeaker devices can be used only in conformity with the University's [Non-Commercial Expressive Activity and Assembly on University Property](#) and [Commercial Activity on University Property](#) policies.

### Special Events

- A Special Event can be any event that occurs outside the day-to-day operations of the University. These can be events open to the entire campus, or for select audiences, and they generally include features that create elevated risk. Some examples are events that include: contracted performers or speakers, costly equipment, physical challenge, animals, water, fire, extended duration of time, cash on site, large crowds, off-campus guests, etc.
- These types of events must be scheduled a minimum of 30 days in advance.
- Prior to the event, the sponsoring organization must meet with the appropriate advisor, as well as the facilities planning and staff management (i.e. Emens Auditorium, Ball Gym, Student Center, etc.) to finalize event details and discuss any additional event guidelines for that facility.
- Major events and activities, which are significantly time-consuming and places an undue burden on the University's resources, affect the day-to-day operations of the University, or conflicts with final exam week may be denied in a content-neutral manner.
- Special Events are usually short-term, and they can expose your student organization to risk either directly or indirectly. Below are guidelines designed to help you prepare for special events which may pose a heightened liability or increased risk for the University and begin planning for the possible exposures involved.
- **Fireworks and Pyrotechnics Displays** – There are significant insurance requirements and procedures that must be followed when producing events of this nature. [Please see the policy for further information.](#)
- **Inflatable and Amusement Devices** – There are significant insurance requirements and procedures that must be followed when producing events of this nature. [Please see the policy for further information.](#)
- **Professional Artists/Speakers:** Recognized student organizations may invite speakers/professional performers to campus subject to the following provisions: the speaker shall not urge the audience to take actions that are prohibited by the Ball State Code of Student Rights and Responsibilities or that are illegal under federal or Indiana law. Advocating or urging the overthrow or destruction of the government of the United States or of the State of Indiana by force or violence, or by the assassination of any officer of any such government, is specifically prohibited. You are encouraged to read the [Selection and Presentation of Lecturers or Speakers by Student Organizations policy, Section 113 of the Faculty](#)

[and Professional Personnel Handbook](#) before scheduling a speaker or presenter. If you have questions about this policy, please contact the AVP and Director of Student Life or a designee.

- **Events with Animals** – Events involving animals include petting/therapy events, stress-relief events, live demonstrations, animal related fundraisers, and animal shows. Animals participating in these types of events must be in good health. [Please see the policy for further information.](#)

## Sales and Solicitation

- Commercial Activity is not permitted on campus or in any University Facility except as permitted in the University's policy on [Commercial Activity on University Property](#).
- During the seven (7) calendar days preceding the fall, spring and first summer semesters, commercial activity, including the use of tables, booths or other apparatus, is permitted between 7 a.m. - 11 p.m. in a designated area on campus. The space is available on a first-come, first-served basis by registering with the Student Center Reservations Office, [reserve@bsu.edu](mailto:reserve@bsu.edu).

**Tabling** – Tabling is a great way to increase your visibility with the general student population. When engaging in tabling activities, it is important to understand the University's policies on [Non-Commercial Expressive Activity and Assembly on University Property](#) and [Commercial Activity on University Property](#). You should also consult the [Residence Hall Policy on Solicitation](#). Popular locations for tabling include the Student Center Tally, the Atrium dining room area, the concourses in Arts and Journalism Building, Whiting Business Building, and Teacher's College and the scramble light. These spaces may be reserved through the Student Center Reservation Request process.

**Events with Unaccompanied Minors** – If your organization is planning an activity that involves interaction with unaccompanied minors, you are required to comply with the [University's Unaccompanied Minors Policy](#). The only exception to this requirement is if the activity is volunteering for community service at an external agency where your work will be directed by that agency. The "activity leader," the person in charge of an Activity, must ensure completion of the following three steps by everyone working the Activity prior to the start date. The activity leader is also required to review the [Ball State University Important Guidelines for Authorized Activities Involving Unaccompanied Minors](#) which compliments Section III of the policy.

An "unaccompanied minor" refers to someone age 17 or younger, who is left in the care of Ball State, not accompanied by a parent, guardian, or chaperone from an outside organization. e.g. troop leader, parent on field trip, teacher. This does not apply to enrolled Ball State students. For additional assistance and information about the policy regarding unaccompanied minors, please visit the [website](#) or contact the Office of Risk Management at [orm@bsu.edu](mailto:orm@bsu.edu) or call 765-285-1104.

## Prohibited Events & Activities

As a public university, Ball State University is obligated to comply with federal, state and local statutes. We are also committed to upholding our mission and values while promoting a safe and welcoming environment for students. Below are several events that are student organizations may not sponsor, coordinate or participate because they are inconsistent with the University's compliance obligations, policies, or mission.

Student organizations or individual students found to have engaged in these activities may be held responsible for violations of the [Student Code of Rights and Responsibilities](#) and, when appropriate, be subject to disciplinary action. Student organizations are also expected to follow federal, state and local laws at all times. Below is a brief summary of policies and guidelines from the [Ball State Code of Student Rights and Responsibilities](#) and the Office of Risk Management Guidelines. Student organizations can visit the website for more information.

- **Alcohol and Alcohol Sponsorship**

- The possession or consumption of alcoholic beverages at any student organization event on campus is strictly prohibited.
- The possession, consumption or serving of alcohol to and by minors at off-campus events is strictly prohibited.
- Student organization events taking place on campus may not be sponsored by establishments that sell/serve primarily alcohol (i.e. beer distributors, liquor stores or bars/restaurants). Sponsorship includes financial support and/or free services provided. No alcohol serving establishment should be featured on tickets, t-shirts, advertisements, or anything associated with the event or the sponsoring student organization.
- All advertisements for large scale student organization events open to the entire campus will indicate that no alcoholic beverages or containers will be allowed at the event.
- Please refer to the University's Alcohol Policy for additional information.

- **Date Auctions** – Student organizations may not coordinate, sponsor, or participate in philanthropic events or activities that involve the “sale” of people or services (e.g. date auctions). Events or activities of this nature can have social and physical implications which include, but are not limited to: sexism, racism, association to slavery, date rape, violence, or other unwanted physical harm.

**Food Eating Contests** – Food eating contests pose a choking risk to participants; recognized student organizations may not host these events.

- **Gambling, Raffles, Lotteries** – Gambling, including games of chance such as raffles, lotteries, guessing games, is prohibited.

- **Hazing** – Hazing by students, student organizations, groups or teams of Ball State University is prohibited. Please see the Office of Student Conduct's [Policies and Procedures website](#) for more information.
- **Human Simulation Games on Open Grounds** – Due to risk of significant disruption to the operations of the University, simulation games, particularly those involving toy weapons of any kind, may only occur in reserved, enclosed rooms or enclosed outdoor spaces that prevent non-participants from crossing paths with the activity.
- **Solicitation** – Selling tickets or conducting any other door-to-door commercial solicitation in the residence halls is prohibited. Student organizations are also not permitted to send solicitation letters to faculty and staff for fund raising purposes.
- **Weapons** – Weapons are not allowed on campus. Please refer to the University's Weapons Policy.

## Serving Food on Campus

**Food Service Policy** – Refreshments may not be provided directly by student organizations; all arrangements for serving food and beverages of any kind must be made through University Catering. Catering requests can be made by calling 765-285-3500. If you would like to submit a request to waive University Catering's exclusivity for a specific event, please complete the University Catering Waiver Form (found on [www.bsu.edu/studentorganizations](http://www.bsu.edu/studentorganizations), FORMS tab) and submit it to University Catering.

**Food Sales/Bake Sales** – Organizations are strictly prohibited from entering into arrangements with outside vendors for sale of their products on campus.

- Food sales are not permitted on campus unless a temporary food service permit is obtained.
- A student organization may only obtain a temporary food service permit for food sale events twice each semester.
- No food sales or other fundraisers are permitted in the Student Center, Atrium, Arts & Journalism Building, etc.

## Temporary Food Service Permits

- If your organization desires to obtain a temporary food service permit to allow for food obtained and prepared off campus to be served on campus, please indicate so on your Student Center Reservation Request Form. You will receive additional information about this process as a follow-up to that request.

- A copy of the Temporary Food Service Permit can be found on [www.bsu.edu/studentorganizations](http://www.bsu.edu/studentorganizations), FORMS tab.
- For any questions or concerns, please visit the University Catering's [Policies, Procedures, and Fees](#) website.

## Food Service in the Student Center, Pruis, Emens, and the Alumni Center

- University Catering is the exclusive catering service of the Student Center, Pruis, Emens, and the Alumni Center. Organizations that sponsor events or hold meetings which involve food in the Student Center are required to use University Catering, 765-285-3500.
- Please see the [Student Center Policy Manual](#) for more information.

## Event Marketing and Promotions

Listed below are some ideas of how and where to publicize your event. All printed materials (advertisements, flyers, banners, posters, etc.) must contain the name of the student organization and contact information (e-mail or phone number). Some of the information below is excerpted from University policies, procedures and services.

**Advertisements (paid)** – Your organization can purchase advertising.

- **Student Center** – The Student Center offers opportunities for student organizations to promote themselves via table tents, digital display boards/electronic screens, and bulletin boards.
- **Daily News**

**Banners** – Banners must be given to Reservations in the Student Center Administrative Office. Banners are limited in size to 48 inches by 8 feet and must include at least six (6) grommet locations. Material must be canvas, heavy plastic or heavy material. DO NOT use paper or water-soluble materials. Use acrylic, oil paints, or ink. For more information, see the [Student Center Policy Manual](#). Banner Locations include:

- **Student Center:** This space may be reserved through the Student Center Reservations Office for up to seven (7) consecutive days, but no longer if there are other requests for the space. Reservations on a first-come, first-served basis.
- **Atrium, 2<sup>nd</sup> floor balcony:** Banners must hang below the top handrail and are not to cover the HVAC vents.

**Benny Link Events** – Student organizations are required to register their event notices on their organization page in Benny Link. Those events also appear on the event image carousel on the Benny Link [www.bsu.edu/bennylink](http://www.bsu.edu/bennylink) home page. For more information, email [studentlife@bsu.edu](mailto:studentlife@bsu.edu).

**Communications Center Messaging** – The Office of Student Life can help you publish a message about your upcoming event on the University's Communications Center. Submit your posting request and event information on-line on the Benny Link home page at [www.bsu.edu/bennylink](http://www.bsu.edu/bennylink).

**Logo Designing Tips for Student Organizations from the graphic designers at University Marketing & Communications** – Student organizations that need assistance creating a design should contact a licensed vendor or email University Director of Trademarks and Licensing Alex Schull in Marketing and Communications. Organizations can email him at [caschull@bsu.edu](mailto:caschull@bsu.edu).

**Distribution of Leaflets, Handbills, Flyers** – Distribution activity is permitted on campus as long as it complies with the University's [Non-Commercial Expressive Activity and Assembly on University Property](#) and [Commercial Activity on University Property](#). Recognized student organizations may reserve tables based on availability for distribution both in- and out-of-doors (see Tabling for more information).

### Solicitation Policy

- Solicitation on campus must comply with the University's [Commercial Activity on University Property](#) policy.
- University affiliated persons and student organizations are permitted to post materials on bulletin boards labeled for University purposes. Materials may not be posted or otherwise attached to any other University property.

### Posters and Posting Policies

- **General Policy:** Students, faculty, employees, or agents of the University are permitted to post materials on bulletin boards and outdoor kiosks unless designated for University purposes. To avoid damage and to assist with the overall aesthetic of the Campus, materials may not be posted or otherwise attached to any other University property. Materials advertising events that have passed, that cover more than ten percent of an entire bulletin board or outdoor kiosk, or that violate this provision or any University policy may be subject to immediate removal. In addition, all postings on outdoor kiosks are removed at the end of each academic year. Non-Affiliated Persons may not post materials on Campus. Materials may not be posted or otherwise attached to any other University property. For additional specific information about the University's posting and distribution policy, see Sections 3.7 and 3.8 of the [Non-Commercial Expressive Activity and Assembly on University Property](#).
- **Student Center:** Small posters to be displayed within the Student Center must be brought to the Student Center Reservations Office, SC 224, to be registered and stamped. Student Center personnel will then post them on the bulletin boards.



## ▪ Housing and Residence Life Posting Policy

- Access to residence hall facilities is restricted to residents and their escorted guests and individuals conducting official University business.
- Ball State University student organizations, non-profit organizations, and commercial enterprises who wish to publicize events, services or products in the form of a poster or flyer should send their materials to the Secretary to the Assistant Director for Marketing, Communication, and Technology in North Dining 201 for official approval. Approved flyers and posters will be distributed to the residence halls and posted by hall staff. It is recommended that an organization send:
  - 34 flyers - two flyers or posters per hall.
  - 165 flyers – one flyer for every floor on campus.
- If the advertisement is in the form of a coupon or souvenir, it is recommended that the organization provide 50 for each hall for a maximum of 1750. Organizations are responsible for bundling coupons or souvenirs in packages of 50 for easy distribution.
- Only one posting per event is allowed. All ads or flyers received from commercial enterprises will be placed in a designated space reserved for such organizations. All ads or flyers received by campus affiliated organizations will also have a designated space in which publicity may be posted. All flyers and ads taken from commercial enterprises and campus affiliated organizations will be posted in their designated space within the common areas of the halls only. HRL will not post any information for non-residence hall affiliated events or activities on residence hall floors.
- Please see the [Housing and Residence Life website under General Info “Advertising in halls”](#) for more information.

## Accessibility Checklist for Events

It is important that all of our programs, activities, and events provide access to individuals with disabilities. Though the level of accessibility of Ball State's campus is very high, it is important to consider a few matters in planning events that will be accessible to everyone. The Disability Services (DS) office has devised this [checklist](#) to help you determine if your program is accessible.

## Emens Auditorium and Prais Hall

Student organizations may reserve Emens Auditorium or Prais Hall based on space availability. Student leaders responsible for an event being hosted in Emens Auditorium or Prais Hall should connect with staff in the respective facility to understand all possible costs associated with hosting an event in the facility. Student organizations who host events in these spaces, like all spaces on campus, will be responsible for paying all costs associated with the event in the space.

Organizations may be asked to provide documentation, with support from the Office of Student Life, that demonstrates the organization has the necessary funds to cover the costs associated with the use of Emens Auditorium or Prais Hall.

### Prais Hall Fee Structure (Policy is subject to change.)

#### RENT (AUDITORIUM):

WITH ADMISSION ..... \$150.00/ day

WITHOUT ADMISSION..... NO CHARGE

**STUDENT LABOR:** Admission based events.....\$11.00 per hour per worker  
Non-Admission based events..... \$11.00 per hour per  
worker (Beyond 2 worker standard support)

**TECHNICAL LABOR** (needs beyond standard event support)    \$38.00 per hour

**RENT (LOBBY ONLY)** ..... \$50.00/function

**RENT (EMENS GREEN ROOM):** ..... \$50.00/function

1. An event where a collection or donation is taken is considered as an event with admission.
2. Rehearsals: One free rehearsal not to exceed 3 hours is granted for each event. This rehearsal may be scheduled on a day other than the day of the event. A set up time of up to 3 hours may be used prior to the actual event. Any additional time will be charged at a fee of \$25/hour plus labor.
3. Piano Tuning: Requests to have the piano tuned can be accommodated for a Fee of \$95.00. Billable to the client.



4. Merchandise: All merchandise sales are subject to 7% state sales tax and a facility commission of 15%.
5. A non-refundable deposit of \$50 is required with the space requisition for admission based events (Journal voucher or check) and must be received before the requisition will be approved.
6. Free events cancelled within two weeks of the event date will be subject to a \$50 cancellation fee. Extenuating circumstances such as inability of speaker/artist to appear will be given consideration.
7. A \$50.00 Late Reservation Fee will apply to any organization reserving the facility less than 14 days prior to the event.

## Pruis Hall Event Guidelines

To ensure the best possible outcome for your event, we encourage you to review the following information and contact the Prais Hall Office (765-285-5524) regarding any questions.

**Office Hours:** 8am-5pm, Monday-Friday during Fall/Spring. Limited morning hours through the summer.

**Event Preparation:** After determining the event needs with your organization, complete the **Prais Hall Event Set-Up Sheet** and return to the Prais Office no later than two weeks prior to your event. Questions should be directed to the office staff prior to your event date.

## Policies & Procedures:

- **Cancellation:** Please notify the Prais Hall office immediately if the need to **cancel** your event arises after submitting a Space Requisition Form. Failure to cancel a reservation may result in the forfeiture of future venue use.
- **Staffing:** A Prais Hall student employee will be working backstage for your event. All questions or issues during an event should be addressed to this team member.
- **Time Limit:** Availability of Prais is limited in scope to the approved requisition. Please identify set-up and tear down time in your request.
- **“No Show”:** Failure to arrive on schedule may ultimately compromise your activity. If no participants have come within 15 minutes, Prais Hall staff will attempt to contact the event sponsor. After 30 minutes without any word, staff will

close Prais Hall. Instances of “No Show” will compromise your organization's future use of this venue and result in a \$50.00 late charge.

- **House Seating: Should** be open to guests no later than 20 minutes prior to the event time.
- **Food/Beverage:** All consumption and/or service is subject to applicable University Dining and health policies. Consult with the office staff about your event needs.
- **Merchandise Sales:** Are subject to a 15% facility commission fee as well as a 7% Indiana State sales tax. Both commission and tax are to be paid to the Prais staff.
- **Fees:** Fees apply to events in some conditions: admission is charged, donations collected, extensive staff or technical professionals required, special equipment requests.
- **Liability:** Sponsor is liable for damage to this facility and/or equipment due to negligence or vandalism of participants or guests during their event.
- **Parking:** Regulations are enforced around Prais Hall, so please limit your loading time at the Prais Dock to 20 minutes. If parking at the Dock is required, please request a “Dock Pass” from the Prais Office.
- **Event materials:** All personal and event items must be removed within 48 hours. Management is not responsible for materials left behind after an event.
- **Electrical Service:** The use of 220V service for sound reinforcement or other needs requires advance notification to arrange for necessary personnel. Additional service fees will apply.

### Emens Auditorium Fee Structure (Policy is subject to change.)

	*University	*University Related	Non-University
	<u>Department</u>	<u>Organization</u>	<u>Not for Profit</u>
With Admission	\$650.00	\$650.00	\$950.00
Without Adm.	\$450.00	\$450.00	\$750.00

**Co-Promotion Events and Commercial Rate:** \$1,500.00 minimum, versus 10% of gross ticket sales. Tickets subject to a minimum of \$1.00 facility fee.

\*Includes only performances by students in an academic department program, recognized student organizations and/or events paid by university budgeted funds.

1. An event where a **collection is taken** will be considered as an event **with admission**.
2. **Conferences:** The first session each day will be charged according to the above schedule. Each additional session will be one half the initial charge.
3. **Repeat performances** during the same day will be one half the first charge. Subsequent days will be the same as the first charge.
4. **Orchestra Shell Charge** - \$100.00. This charge includes use of the shell and any riser configuration for one rehearsal and performance. This is a daily rate.
5. **Video projection:** \$250 per day.
6. **Intelligent Lighting:** \$500 per day.
7. **Rehearsals:** \$100.00 per hour.
8. **Set-up Charge:** The charge will be \$15.00 per hour for time required to set-up stage requirements for a production.
9. **Stage Labor:** Current labor charges plus 22% for payroll administration. This includes set-up time, rehearsals, performances and clean-up time. Additional fees will be added for key tech positions, stage crew, riggers.
10. **Box Office Charges:** \$150 minimum vs. 3% of gross ticket sales, credit card recovery - 3% of total charges, printing fee of \$.10 per ticket/
11. **Traffic and police supervision** included in rental charges. Additional security required by/for artist for house and/or stage will be charged.
12. **BBF Hospitality Suite:** \$150.00 per session, plus staff expense.
13. **Lobby Sales:** 20% of net sales – 25% if sales staff is provided. 7% state sales tax will be paid. Tax due retained by the University if sales staff provided. Book sales subject to a flat rate of \$50.00.

# Managing Money

## Student Organization Fund Allocation Policy and Process

Ball State Student Activity Fees are utilized to provide financial support for co-curricular engagement opportunities for all students. Portions of the Student Organization Fund (SOF) are made available to **recognized** student organizations in accordance with the SOF policy. Funds may be used for activities, programs, resources, services, and events that enhance the cultural, recreational, social, and/or intellectual life of the university. The SOF will be awarded in a viewpoint-neutral manner through the SOF allocation process.

Any recognized student organization that wants to plan activities, programs, resources, services, and events using the SOF may submit a request for funding.

The Student Organization Funding website can be found at [www.bsu.edu/studentorganizations](http://www.bsu.edu/studentorganizations), then click Student Organization Funding from the left column.

## Student Organization Funding Periods

Student organizations are eligible to submit funding requests to the Student Organization Fund Allocation Committee at various points through the year. The [Student Organization Funding website](http://www.bsu.edu/studentorganizations) contains the policy, budget template, and appropriate fund request forms. The funding periods for this academic year include:

### Fall 2024

- September 9<sup>th</sup> – Budget Request Form and Supporting Documents Deadline
- October 7<sup>th</sup> – Notification of Student Organization Fund Allocation Committee Decision
- October 14<sup>th</sup> – Funding Decision Appeal Deadline

### Spring 2025

- January 27<sup>th</sup> - Budget Request Form and Supporting Documents Deadline
- February 10<sup>th</sup> - Notification of Student Organization Fund Allocation Committee Decision
- February 19<sup>th</sup> - Funding Decision Appeal Deadline

### Academic Year 2025-2026

- April 7<sup>th</sup>- Budget Request Form and Supporting Documents Deadline
- April 28<sup>th</sup> - Notification of Student Organization Fund Allocation Committee Decision

- May 5<sup>th</sup> - Funding Decision Appeal Deadline

Student Organization Fund Allocation Committee decisions for monthly and unanticipated fund requests be shared within 2-3 weeks of the stated deadlines. The appeal deadline will be shared in each decision letter.

## Fundraising

### Offering Charitable Gift Donation Receipts to Donors

- Student organizations are considered to be independent and separate from the University, operating of their own volition as not for profit entities. Student organizations are not able to utilize the University's tax ID number to offer charitable gift contribution receipts. Student organizations holding university accounts are not currently allowed to use fundraising websites, such as GoFundMe.
- Your student organization must have official 501c3 non-profit organization status as granted from the IRS, in order to offer your own tax deductions to donors for charitable contributions. For further guidance on how to establish an exempt organization see IRS Pub. 557. This is a complex process and unless your organization is a local chapter of a national organization, it is highly unlikely that your group has obtained 501c3 status. All questions regarding tax exemptions can be directed to [bsutax@bsu.edu](mailto:bsutax@bsu.edu).

**Selling Merchandise** – Here are a few things to keep in mind when considering selling merchandise as a way to raise money for your organization.

- **Paying Sales Tax:** Student organizations with agency funds conducting sales to members or non-members become a retail merchant and must collect sales tax on these sales. The State of Indiana sales tax of 7% must be collected by the student organization when conducting sales activities. The proceeds from these sales must be deposited into the student organization's agency fund held with the University.
- **Sales Tax Exemption:** Student organizations holding agency accounts may use Ball State's tax-exempt form to be exempt from paying sales tax only on items purchased for re-sale by submitting an invoice to be paid directly to a vendor. For example, if a student organization is buying t-shirts in bulk from a vendor for the purpose of selling, the organization would follow the rule of charging 7% sales tax when selling the shirts but would be able to avoid paying sales tax when purchasing the shirts.
- **Selling on The Web:** Student organizations with a Ball State organization fund can set up a University website to sell products (albeit with a credit card fee). Before setting up a storefront, the first step is to complete the eMarket Setup Questionnaire. Email Administrative System Support Specialist Remzija Selimovic, [rselimovic@bsu.edu](mailto:rselimovic@bsu.edu) or Student Life Administrative Coordinator Stacey Myers, [smyers@bsu.edu](mailto:smyers@bsu.edu) to learn more about setting up a storefront.

- **University Trademarks:** Ball State University trademarks are any marks, letters, nicknames, or words associated with Ball State University. These trademarks are used to identify the university, its athletic programs, documents, publications, and products. These guidelines help student groups express association with the University, without creating situations where it appears the student groups represent or speak on behalf of the University.
  - Ball State University trademarks may not be utilized by independent recognized student organizations without permission from Trademarks and Licensing. Ball State University unit marks may not be utilized by independent recognized student organizations without written permission from the head of the department whose unit mark is being utilized.
  - Any images easily and commonly identified with the university such as those that involve the Beneficence statue, Charlie Cardinal, images of scenery on campus such as the Shafer Tower (bell tower), the Frog Baby statue, or the Fine Arts building should not be used without official permission and approval.
  - Student organizations that have items produced bearing the Ball State University marks are required to buy them from approved licensed vendors.
  - All uses of the Ball State University logo and trademarks require approval of the artwork and/or samples.
  - For more information or assistance, refer to the [Trademarks Policy](#) or email University Director of Trademarks and Licensing Alex Schull in Marketing and Communications at [caschull@bsu.edu](mailto:caschull@bsu.edu).

**Ordering Branded Items from a Vendor** – Regarding apparel or merchandise with the organization logo or brand, the University recommends that you use a University-approved licensed vendor such as one of the following:

4Imprint	Kacie Dwyer / Jodi Budde		<a href="mailto:kdwyer@4imprint.com">kdwyer@4imprint.com</a> / <a href="mailto:jbudde@4imprint.com">jbudde@4imprint.com</a>	877-466-7746 x 8176
ANC Promotions	Jeff Rider	WBE	<a href="mailto:Jeff.Rider@ancpromotions.com">Jeff.Rider@ancpromotions.com</a>	937-623-4311
Associated Advertising Specialties	Spencer Matheny		<a href="mailto:spencer@adspecsmuncie.com">spencer@adspecsmuncie.com</a>	765-760-3597
BSN Sports	Aaron Daniels		<a href="mailto:aaron.daniels@bsnsports.com">aaron.daniels@bsnsports.com</a>	260-729-2427
Complete Products	Glenn Williams	MBE	<a href="mailto:glennwilliams@fuse.net">glennwilliams@fuse.net</a>	800-249-2116
College Thread (FL) dba Greek House	Karthik Shanadi	DBE	<a href="mailto:Licensing@collegethread.com">Licensing@collegethread.com</a>	323-892-0602
Fine Promotions	Robb Fine	WBE	<a href="mailto:robbfine@finepromotions.com">robbfine@finepromotions.com</a>	317-298-3100
Halo Branded Solutions / Gadget Girl LLC	Leigh Robertson	WBE	<a href="mailto:leigh@thegadgetgirlllc.com">leigh@thegadgetgirlllc.com</a>	260-348-3310
OmniSource Marketing Group	Lydia Lockhart	WBE	<a href="mailto:llockhart@omnisourcemarketing.com">llockhart@omnisourcemarketing.com</a>	317-503-5737
Outfitters Shirt & Apparel Printing	Cary Malchow		<a href="mailto:outfitter289@aol.com">outfitter289@aol.com</a>	765-289-6456
Robbins Apparel	Karen Robbins		<a href="mailto:kelly@robbinsapparel.com">kelly@robbinsapparel.com</a>	317-674-8878
The Logo Warehouse	Leah Scott	WBE/MBE	<a href="mailto:lscott@thelogowarehouse.com">lscott@thelogowarehouse.com</a>	502-708-0634


For a complete list of approved licensed vendors please search: <https://clc.com/license-search/>

# Licensee Search

---

Step 1: Pick a Product Category



 CHOOSE YOUR PRODUCT

Step 2: Pick a School



 SELECT BALL STATE UNIVERSITY

Step 3: Search

When organizations are required to use a university-approved vendor (per the Office of Marketing and Communication):

- If you are placing an organization logo or branding on apparel or other items, and if 'Ball State' is a part of your organization's name, then it must be at the end of the organization name, such as 'Coffee Club at Ball State'. Organizations are not allowed to use 'Ball State University' before or after their organization name.
- If an organization's email address or social media address is placed on apparel or branded items and contains 'Ball State' or 'BSU', then you are required to use a university-approved licensed vendor.
- Because the Beneficence logo, Charlie Cardinal logo, Ball State, and Chirp, Chirp are Registered Trademarks, organizations are not allowed to use these logos – or altered versions of these logos.
- Department organizations are allowed to use the unit branding if it is approved by the department in writing form a Dean or equivalent designation.
- Since payment from the organization's fund account (FOAPAL) is processed through Ball State Purchasing and Accounts Payable, these areas may request to see a copy of the logo or wording used on the apparel or merchandise.
- If you are unsure whether or not your organization logo is compliant with Ball State regulations, email University Director of Trademarks and Licensing Alex Schull in Marketing and Communications at [caschull@bsu.edu](mailto:caschull@bsu.edu).

When organizations do not need to use a university-approved licensed vendor:

- If you are not mentioning 'Ball State', 'BSU', "Chirp, Chirp", or landmarks representing Ball State University in the branding or organization email address or social media address, then you are not required to use a university-approved vendor. Organizations are not allowed to use 'Ball State



- University' before or after their organization name.
- If your logo does not include marks representing Ball State University (Beneficence or Charlie Cardinal, or altered versions, etc.) then you are not required to use a university-approved licensed vendor.
- Since payment from the organization's fund account (FOAPAL) is processed through Ball State Purchasing and Accounts Payable, these areas may request to see a copy of the logo or wording used on the apparel or merchandise.

## Prohibited Fundraising Activities

- **Date Auctions:** Student organizations may not coordinate, sponsor, or participate in philanthropic events or activities that involve the "sale" of people or services (e.g. date auctions). Events or activities of this nature can have social and physical implications which include, but are not limited to: sexism, racism, association to slavery, date rape, violence, or other unwanted physical harm.
- **Food Eating Contests:** Food eating contests pose a choking risk to participants; recognized student organizations may not host these events.
- **Fundraising Websites:** Student organizations are not allowed to use fundraising donation websites, such as GoFundMe if the funds will be deposited in a University Financial Fund Account.
- **Gambling, Raffles, Lotteries:** Gambling, including games of chance such as raffles, lotteries, guessing games, is prohibited.
- **Gift Cards/Gift Certificates/Incentives/Prize:** The use and purchase of gift cards and gift certificates for any reason is not allowed. Gifts and prizes are treated as compensation, subject to all applicable taxes from withholding. The value of a prize is reported by the originator of the prize on the Prize Reporting Form.

## University Financial Fund Accounts

Student organizations that have been recognized by the Student Activities Committee have the option of opening an account/financial fund at the University free of charge. If you choose to open a Ball State financial fund, please note that all finances must be handled through the University-assigned fund. All income and expenditures must be transacted solely through the student organization's agency fund, and the organization is required to comply with the policies for holding a Ball State fund. If you are interested in opening a financial fund, visit <https://www.bsu.edu/studentorganizations> and click on the FORMS tab to find the Student Organization Financial Account Form. The process of opening a fund can take up to a week before a fund number is assigned to an organization. When opening a financial fund, it is understood that if disbursements exceed the source of funds in the financial fund, the organization must make up for any deficit in the financial fund. Once a University fund has been created, the organization is required to adhere to the University's Cash Handling Procedures.



## Benefits of Holding a University Fund

- University fund services are free of charge.
- An annual audit of your financial records is a free service from the Ball State Office of the Controller. A review of accounting records by auditors protects the organization and ensures the accuracy of the fund. Annual audits are strongly encouraged.
- Accounting advice is available by appointment for organization treasurers having difficulty with records. Contact the Controller's Office at 765-285-8444 to make an appointment with an Accountant Financial Analyst or email [studentlife@bsu.edu](mailto:studentlife@bsu.edu) to make an appointment with a Student Life staff member.

**FOAPAL Guidelines for University Fund Accounts** – For student organizations that have fund numbers (FOAPAL) beginning with 830xxx, the following applies:

- For deposits, use FOAPAL 830xxx-151070-591090-1014
- For reimbursements, use FOAPAL 830xxx-151070-733500-2010

For student organizations that have account numbers (FOAPAL) beginning with 142xxx, check with a support staff member in Student Life regarding deposits and reimbursements.

**Cash Handling Procedures** – All income received by the organization should be deposited promptly for credit to the organization's fund account to avoid the possibility of misappropriation.

- The full amount received should be deposited; no expenses are to be paid out of cash receipts.
- To maximize cash flow and safeguard assets, deposits should be processed within three (3) days of receiving the funds.
- Prior to the deposit, funds should be held in a secure manner (i.e. in a locked safe or cabinet).

## Depositing Funds

- Complete a Cash Receipts Voucher and submit it along with the cash or checks to be deposited to the Student Financial Services window in Lucina Hall Rom B34 OR deliver the deposit directly to the Office of Student Life where a support staff member will process CASHNet deposit on your behalf. For a Cash Receipts Voucher, log into Benny Link, then go to Organizations, Student Life, Documents.
- Checks to be deposited should be written to Ball State University. Endorse the back of the check with "Ball State University – for deposit only". If a check is written specifically to the organization or an individual, endorse with the organization name or individual's name and include "for deposit only". If a payment is made by an individual directly to the organization's Treasurer, a receipt for the transaction should be provided. Receipts should include the date,

customer name, and amount.

- If a deposit is in excess of \$1,000 in cash, arrangements must be made with Student Life to have a locked bag made available and a campus police escort to transfer the funds across campus. If the amount of funds to be deposited is more than \$1000.00 in cash, bring the Cash Receipts Voucher and cash to the Student Life Office. The money will be placed in a locked bag and a police escort will be contacted for the deposit to be made at the Bursar's Office.
- If an organization holds onto cash or checks for more than three days before making a deposit, a reminder to deposit funds in a timely manner will be issued. If a check isn't deposited within a timely manner, then there is a risk that the check will become stale dated or cancelled.
- If an organization consistently forgets to make deposits in a timely manner and has received multiple reminders of the procedures, the group's status as a recognized organization at Ball State may be revoked.

**Disbursing Funds** – All payments and reimbursements are processed electronically using a SciQuest Non-PO Payment Request Form (as a Direct Pay). *For Sports Clubs Only – follow procedures outlined by Recreation Services regarding sport club accounts. See Recreation Services for more information.*

- If your organization is associated with a specific department, the Administrative Coordinator has the ability to process the reimbursement through the SciQuest system using your organization fund number.

If your organization is not a sport club and is not associated with a department and you have a receipt, you may email [smyers@bsu.edu](mailto:smyers@bsu.edu) with the itemized receipt in PDF format. The receipt must include the items purchased, the name of the vendor, the amount paid, and the date of purchase. The email will also need to indicate the student organization name, and the name, address, telephone, email, and BSU ID of the person being reimbursed. Stacey Myers in Student Life will email the organization advisor for approval in reimbursing the individual. The Accounts Payable Office cannot reimburse a payment based on a receipt that is over 30 days old. If the receipt is from an internet purchase, it will also need to include the last 4 digits of the card used and the name of the individual being reimbursed.

- If your organization is not a sport club and is not associated with a department and you have an invoice to be paid, you may email [smyers@bsu.edu](mailto:smyers@bsu.edu) with the invoice in PDF format. The email will also need to indicate the student organization name, and the name of the company, the name of a contact person at the company, as well as the company address, telephone, and email of the vendor being paid. A W-9 tax form from the vendor is also required. Stacey Myers in Student Life will email the organization advisor for approval before paying an invoice.

**Gift Cards and Gift Certificates** – The use of and purchase of gift cards and gift certificates is not allowed.

## University Tax ID Number

Student organizations are considered to be independent and separate from the University, operating of their own volition as not for profit entities. Student organizations are not able to utilize the University's tax ID number; the one exception is that student organizations may use the University's tax ID number to be exempt from paying sales tax on items they purchase directly from a vendor using the University's SciQuest system.

**Allowable Use of University Tax ID Number** – Student groups are independent and autonomous from the University and therefore do not have access to the University's tax-exempt status **EXCEPT** when purchasing goods, even when they are intended for resale in raising funds.

- **Purchases & Sales Tax:** To be exempt from paying Indiana sales tax on purchases, a student organization must be:
  - Recognized by the University
  - Connected with the University
  - Under the supervision of the University
  - Held as an agency fund with records maintained by the University

A student organization that is registered with and under the control of the University will not be required to register with the Indiana Department of Revenue as a nonprofit organization and will be considered a part of the University for these purposes. As such, recognized student organizations may be eligible to make tax exempt purchases. If a student organization engages with a vendor requesting a tax exemption certificate please contact the University's Tax Director for assistance ([bsutax@bsu.edu](mailto:bsutax@bsu.edu)) as these purchases will be reviewed on a case-by-case basis to ensure compliance.

## Prohibited Uses of University Tax ID Number

- **For Donors to claim Charitable Gift Tax Exemption**

Student organizations may not use the University's tax ID number for charitable donations. If your organization is a local chapter of a national organization, your national headquarters may be able to provide your chapter with their tax ID number to be used for this purpose.

- **To Receive Funds for Working at External Vendors**

A common practice for student organizations to raise funds is to volunteer to work at a booth or event to earn funds which are then donated to your organization by the vendor your group worked for. There is a duty to report individual income tax earned to each participant associated with the event, and that duty rests with the vendor. Utilizing the University's tax ID number shifts the

reporting duty to the University, therefore, your organization may not utilize the University's tax ID number to the external vendor for this purpose. If your organization is a local chapter of a national organization, your national headquarters may be able to provide your chapter with a tax ID number for this purpose.

## Student Organization with Deficit University Account Policy

All recognized student organizations are eligible to obtain a university financial account for organizational purposes. Student organizations may also request funds from the Student Organization Fund Allocation Committee and if awarded the student organizations will have a SOF Account created as well. It is expected student organizations maintain a positive account balance in all university accounts.

When an organization account goes into deficit the organization will have the remainder of the fiscal year to bring the account current. In mid-June, prior to the end of the fiscal year, all student organization accounts in deficit will be brought current with an interest-free loan from the Office of Student Life at which point the student organizations must repay the Office of Student Life for the total amount of the loan.

In order to repay the Office of Student Life student organizations must do any and/or all of the following, prior to the end of the next student organization registration period:

- Utilize student organization member dues or other funds, including fundraising dollars, to cover the deficit amount and deposit those funds into the non-current account, prior to the end of the fiscal year (June).

If the deficit was caused by unforeseen or unanticipated expenses the organizations may request funds from the Student Organization Fund Allocation Committee (SOFAC). For this option to be considered, the SOFAC must receive a positive recommendation from the Student Organization Financial Accountability Committee that includes a summary of an account audit/investigation. All funding request must adhere to Student Organization Fund Policy.

- If the deficit is in a SOF account, the student organization may request funds be transferred from their organization's financial account (if applicable) to the SOF account.
- With support from the Office of Student Life, develop a student organization deficit repayment plan.
  - o Organizations who fail to repay the amount owed to the Office of Student Life within 12 months or the date approved by the Student Organization Financial Accountability Committee will lose their student organization status and no longer be recognized as a student organization.

Student organizations who fail to bring their account current or do not receive approval from the Student Organization Financial Accountability Committee prior to the end of the student organization registration period will lose their student organization status and including being recognized as a student organization.

Student organization status appeals must be submitted in writing to the AVP and Director of Student Life within 7 business days of receiving notice of loss of recognition from the Office of Student Life. Appeals must state the grounds for the appeal and will be decided within 3 weeks of the appeal being submitted. The decision of the AVP and Director of Student Life shall be in writing and is final.

The Student Organization Financial Accountability Committee is responsible for:

- Offering a recommendation to the Office of Student Life when a student organization disputes an account deficit.
- Offering a recommendation on whether an account deficit was caused by unforeseen or unanticipated expenses when an organization wants to request funds from the SOFAC.
- Reviewing, making recommendations and approving all Student Organization Repayment Plans including but not limited to the amount being reimbursed and the timeline/deadline for full reimbursement.

Membership of the Student Organization Financial Accountability Committee will include:

- Administrative Coordinator of Student Life
- Chair of the Student Activities Committee or designee
- Director of the Student Center or designee

## Traveling As A Group

The Office of Student Life recognizes that student organizations occasionally travel for organization functions. It is important for you to understand that as a member of a student organization, you can be held liable, individually, for your group's sponsorship of activities that harm others. Become aware of the risks involved for student organizations by reviewing the Risk Management website. (Sport clubs must complete travel paperwork through the Office of Recreation Services, SRWC 201A.)

**Faculty/Professional Staff Travel** – Ball State faculty and professional staff members traveling with student organizations are required to have an electronic Pre-Approval Form generated by the department in which they are employed.

**Field Trips** – No field trips involving absence from class on the part of the participants may be scheduled during the final exam period.

## University Bus Service

- It is highly recommended to work with Student Legal Services to prepare a liability waiver for all participants to sign. Keep the signed forms for your Organization's records.
- Review the information for requesting a university bus at [www.bsu.edu/studentorganizations](http://www.bsu.edu/studentorganizations), on the TRAVEL FORMS tab.
- If a bus is available, a support staff member will request the buses from the Office of Transportation. Buses are reserved on a first come, first serve basis.
- An electronic Student Travel Notice will need to be completed at least 3 days prior to travel. The Student Travel Notice identifies all bus riders and their emergency contact. Log onto Service Now and search Student Travel Notice.
- A passenger list will also need to be provided to the Transportation Office.

## Student Organization Travel Expenses from an Organization's BSU Financial Account

If approved by the organization's advisor prior to the time of travel, a student organization can use funds from their Ball State financial account to pay for trip expenses such as conference registration fees, lodging, etc. Student organizations are required to abide by the University Travel Policy if funds from the student organization account are to be used for expenses. Detailed information outlining the process – and forms required *before the time of travel* – can be found by visiting <https://www.bsu.edu/studentorganizations> and clicking on the TRAVEL FORMS tab, then Student Organization Travel Expenses from Organizations BSU Financial Account.

## Providing Your Own Transportation

- An electronic Student Travel Notice will need to be completed at least 3 days prior to travel. The Student Travel Notice identifies the student on the trip, including their emergency contact. Log onto Service Now and search Student Travel Notice.
- Travel Waiver for each participant – although the organization is not using University transportation, it is still strongly recommended that you meet with Student Legal Services to request a liability waiver be generated for your organization and ask each participant to complete the waiver in case of an accident. Student Legal Services is located in Student Center L-17.

## International Travel



### **Ball State Sponsored Credit-Bearing International Programs** Example:

Ball State University sponsored Study Abroad programs.

All BSU international travel policies apply, and the Study Abroad Office is responsible for risk management oversight.

### **Ball State Facilitated Non-Credit-Bearing International Travel**

Example: CAP field week travel, Student performances, Student Athletics, etc. The Study Abroad Office will facilitate and assist with risk management oversight, however primary oversight lies with the coordinating unit. The Study Abroad Office will require all participants to comply with BSU international travel policies and will ensure that all participants are enrolled in university mandated international medical/mental health insurance. In addition, the Study Abroad Office will require faculty leader to provide our office with a Program Emergency Contact form that lists 24/7 contact information for Faculty Leader/Program Assistant and all accommodation information (for both faculty and students) for all dates for the program. The Study Abroad Office will provide a list of required Risk Management Documentation and request that the Faculty Leader confirm all documentation is being collected by the sponsoring academic unit.

Documentation will include:

- Student emergency contact information
- Copies of all participants' passports
- Student Medical Questionnaires
- Student Conduct and Liability release forms
- U.S. Dept. of State S.T.E.P. registration information provided

### **Student Groups Traveling on Non-BSU Facilitated International travel.**

Example: Student Organizations, Greek Life, etc.

Primary oversight lies with the coordinating unit. Students are advised and acknowledge that they are not participating in BSU sponsored travel. No mandatory Risk Management oversight is provided; however, the Study Abroad Office may assist with student and organizational requests for Risk Management recommended mitigation actions and response protocol.

## **Managing Members and Officers**

### **Ball State Student Organizations Code of Conduct**

Recognized student organizations and their members collectively or individually (when acting as part of the organization), may be held responsible for violations of the *Code of Student Rights and Responsibilities* and, when appropriate, be subject to disciplinary action. When a student organization is accused of committing a violation of University policy, (including but not limited to any violation of published University policies and procedures) or local, state or federal laws, a complaint may be filed with Office of

Student Life. Upon receipt of such a complaint, the Office of Student Conduct shall conduct an investigation and determine if a hearing will be held regarding the complaint. Please refer to the [Student Code of Rights and Responsibilities](#) for further details.

## Reporting Unlawful Discrimination

Ball State University is committed to the principles of nondiscrimination and equal opportunity in education and employment. Further, the University is committed to the pursuit of excellence by prohibiting discrimination and being inclusive of individuals without regard to race, religion, color, sex (including pregnancy), sexual orientation, gender identity or gender expression, disability, genetic information, ethnicity, national origin or ancestry, age, or protected veteran status or other legally protected category.

This commitment enables the University to provide qualified individuals access to all academic and employment programs on the basis of demonstrated ability without regard to personal factors that are irrelevant to the program or job requirements involved.

If you believe discrimination has occurred, you may report the incident at [bsu.edu/saysomething](https://bsu.edu/saysomething).

### Hazing – Section 4.1.2 of Student Code of Rights and Responsibilities

Hazing by students, student organizations, groups or teams of Ball State University is prohibited. Student groups may be required to certify in writing that they are in compliance with this policy. Individual members of organizations, groups or teams who violate this policy are subject to disciplinary action as provided in Section 5.5 of the [Code of Student Rights and Responsibilities](#).

### Good Neighbor Policy – Section 5.1.4 of Student Code of Rights and Responsibilities

Student health and safety is one of Ball State's highest priorities. Overconsumption of alcohol and substance abuse is a national problem and the Ball State community is not immune to that. We also know that students are usually in the best position to call for emergency services for another student, they should be encouraged to do so, and barriers to seeking help for other persons in need of emergency medical assistance should be removed whenever possible. Ball State recognizes that students may be concerned about being found responsible for a policy



violation if they seek help in a situation where violations of policy have or are occurring. Ball State's [Good Neighbor Policy](#) addresses how alleged conduct violations are addressed when students, recognized student organizations, and student groups provide and/or receive emergency assistance.

## Title IX Responsibilities

Consistent with Title IX, Ball State University prohibits sex discrimination—including sexual harassment—in its programs and activities. For more information or assistance with filing a complaint, review the [Title IX policy](#) and/or contact the Title IX Coordinator at [titleix@bsu.edu](mailto:titleix@bsu.edu) or 765-285-1545.

## Student Organizations Inviting Political Candidates or Political Officials to Campus to Speak FAQs

**Q: Can student organizations bring a political candidate or a current political official to campus as a speaker?**

A: Yes, recognized Ball State University student organizations have the privilege of inviting speakers, including political candidates or current political officials, to speak on campus. The student organization sponsoring the speaker has the responsibility of reserving a space on campus through the Student Center Reservations Office and helping ensure the event is conducted in an orderly fashion and that the speaker is accorded an opportunity to speak and be heard.

**Q: Will there be a charge for use of university space for a political speaker?**

A: Student organizations may host political candidates and/or political officials at private organization events with no charge for use of the space. However, if the event is public (open to the Ball State community and/or members of the general public), it will be subject to a charge for use of the space. Public events hosted by a student organization involving a speaker that is a political candidate or political official are limited to the L.A. Pittenger Student Center.

**Q: What is considered a “private” event of a student organization?**

A: A private event is only open to the current members of the student organization. It is not open to the rest of the Ball State community and/or members of the general public.

**Q: What if the event is “private” but is later opened to the public?**

A: If the event is at any point is opened to the Ball State community and/or members of the general public, the event must be held in the L.A. Pittenger Student Center pursuant to a reservation through the Student Center Reservations Office and will be subject to a rental fee. Such a situation may result in the student organization needing to reschedule the formerly-private event in order to go through the

reservation process.

**Q: Is an event considered “private” if the student organization livestreams it?**

A: Livestreaming an event for anyone other than current members of the student organization will make it a public event subject to reservation requirements and a rental fee.

**Q: If a rental fee is required, who pays it?**

A: The speaker or the student organization can pay the rental fee for the event. The rental fee must be paid before the event date.

**Q: What is the process for bringing a political candidate or current political official to campus as a speaker?**

A: Review Section 113 of the Faculty and Professional Personnel Handbook- [Selection and Presentation of Lecturers or Speakers by Student Organizations](#) and the [Non-Commercial Expressive Activity and Assembly on University Property](#) policy to understand the organization’s responsibility when hosting a speaker. Determine if the event will be private or public. Reserve a space by contacting the Student Center Reservations Office.

**Q: Why do I have to meet with a committee if I am hosting a public event sponsored by a student organization?**

A: The committee includes representatives from several areas that can help you plan, coordinate, and host a successful event. Committee members will assist you in ensuring you have considered all aspects of event planning. Members of the committee include but are not limited to the reservations staff who can respond to questions about the reservation including any associated rental fees. The Office of Student Life also has a representative to help clarify university policies related to recognized student organizations and event planning.

**Q: What should the student organization communicate to the political candidate/official before the speaking event?**

A: It’s important to communicate with the individual to ensure they understand that a public speaking event at Ball State requires a reservation and rental fee. You should also ensure there is an understanding of who will be paying the rental fee. In addition, the speaker should be informed of the University’s commitment to freedom of expression, as stated in the [Freedom of Expression Statement](#), as well as the [Selection and Presentation of Lecturers or Speakers by Student Organizations](#) (Section 113 of the Faculty and Professional Personnel Handbook) and the [Non-](#)

[Commercial Expressive Activity and Assembly on University Property](#) policy.

**Q: Why is there a rental fee for use of the space if the event is public?**

A: The University is a tax-exempt state educational institution. In order to maintain this status, the university may not participate or intervene in any political campaign or permit its resources to be used in a manner that suggests institutional support for any political party or candidate. Because of this reality, Ball State regulates political activity on campus, and it does so in part by charging rental fees for the use of space for public events involving a political speaker as it would for other outside speakers seeking to host an event on campus.

**Q: What safety measures should the student organization consider when inviting a political figure to campus for a speaking event?**

A: Political candidates and current political officials may require additional security when visiting campus. It is important to inquire about their security needs and connect them to the University Police Department if necessary.

