STUDENT ENGAGEMENT, ADVOCACY & LEADERSHIP

2021-2022

Annual Report

EVERY SHOCKER STARTS SOMEWHERE

STUDENT ENGAGEMENT, ADVOCACY & LEADERSHIP

• EST. 2022 •

WICHITA STATE UNIVERSITY

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LETTER FROM THE DIRECTOR

To Our Shocker Family,

We are pleased to share with you this annual report for the academic year 2021-2022. This year a new office was born with a new purpose and vision. New leadership was installed, new staff were onboarded, and a new sense of direction was created. This year we had so many successes and learning opportunities as we built a department that was and continues to be focused on *facilitating an engaged campus culture where students are empowered to maximize their potential by creating opportunities for personal growth and world-readiness.*

Over this past year, we have experienced many highlights and opportunities for growth. We adapted to the ever-changing world during a pandemic and the challenges that brought to serving students. We worked to ensure that our students and student leaders were connected and engaged to campus. At the end, we said goodbye to some of our longest serving leaders and welcomed new leaders we can't wait to watch grow.

This year we had the opportunity to re-brand our department and with so much buy in and support from our students and student leaders, The Office of Student Engagement, Advocacy & Leadership or SEAL was born. Believe this: we are just getting started. Our new vision guides our everyday work: to inspire the next generation of world ready leaders to advance the communities they serve. This means that our work requires us to be invested in the success of our students; both socially and academically. It requires us to understand that when we say "Every Shocker Starts Somewhere" we mean it. We are taking it back to basic and engaging each and every sector of the Wichita State University campus and beyond.

To say this academic year was a challenging one would be an understatement. As we reflect on this past year, we are grateful for the lessons we have learned, the opportunity to serve students and the vital role we play in creating a vibrant and innovative campus culture. While the past few months have looked vastly different, we have stayed committed to understanding student's needs and how we can best support them. We are excited for what the next year will bring and look forward to engaging with students in new ways.

With an eye to the future, past and present, we thank you for reading this report and for being engaged with us. Together, we can create an engaged campus culture for our students.

In Shocker Spirit,

Gabriel Fonseca
Director, Student Engagement, Advocacy & Leadership

STUDENT ENGAGEMENT, ADVOCACY & LEADERSHIP OVERVIEW

The Office of Student Engagement, Advocacy & Leadership exists to facilitate an engaged campus culture where students are empowered to maximize their potential by creating opportunities for personal growth and world-readiness.

<u>Vision</u>

To inspire the next generation of world ready leaders to advance the communities they serve.

<u>Values</u>

- **Intentional Growth:** Creating meaningful engagement experiences that overcome boundaries and expand their curiosity, personal and professional development
- **Belonging:** Establishing an environment where all students feel engaged in the campus community and courageous enough to be who they are.
- **Civic Mindedness:** Providing opportunities and spaces to challenge and engage students to be motivated by or show concern for humanity.
- **Connectedness:** Generating energy that allows students to be vulnerable and to feel seen, heard, and valued without judgment.

<u>Functional Areas</u>

I.   Civic Engagement
II.   Fraternity and Sorority Life
III. Leadership Development
IV.   National Student Exchange
V.   Recognized Student Organizations
VI.   Student Government Association

Meet our Staff

The SEAL staff act as resources to Wichita State University. The staff is dedicated to creating a safe and educational environment for students to learn and grow. The student employees of SEAL provide significant support to the daily activities of the department. This academic year presented an exciting time for the SEAL staff. With a new department born and new leadership installed, this academic year resulted in many transitions and a newfound energy.

Randi Beggs was promoted to Assistant Director in August 2021. Gabriel Fonseca was named Interim Director in September 2021 and moved into the role permanently in January 2022. Abbi Whisler was hired as the interim Coordinator of Student Organization in July 2021 and moved into the role permanently in February 2022. Rani Somers and Kaley Archer moved to roles in different departments within the University in January 2022. Erica Stacey was hired as the Student Experience Coordinator in March 2022. Malaree Hood and Brandon Dorion joined the department in Mid-May 2022 followed by Brandon McClain and Caitlin Nolen in Early June 2022.

a. Professional Staff

Gabriel Fonseca – Director
- Oversaw
    - Student Government Association
    - Marketing & Outreach (Spring)
- Supervised
    - Civic Engagement
- Coordinated
    - HESA Weekend
- Advised
    - SGA Executive Branch
    - SGA Legislative Branch
    - SGA Judicial Branch
    - Graduate Student Council
    - Elections Commission
    - Student Fees Committee
    - Multicultural Greek Council (Spring)
- Served on:
    - CARE Team
    - Divisional Diversity, Equity, & Inclusion Committee
    - Divisional LGBTQ+ Task Force
    - University Staff Senate as President

Randi Beggs – Assistant Director
- Oversaw
    - Fraternity and Sorority Life
    - Leadership Development
- Supervised
    - Recognized Student Organizations
- Coordinated
    - Departmental Strategic Planning, Assessment, and Retention Efforts
    - Office & Budget Management
    - SEAL Leaders Development Curriculum
    - Student of the Year Competition
- Advised
    - Panhellenic Council
    - Interfraternity Council (Spring)
    - All Fraternity and Sorority Life Chapter Presidents
    - SGA Budget and Finance Committee (Fall)
- Served on:
    - Strategic Enrollment Management Committee
    - Student Affairs Assessment Committee
    - Divisional Diversity, Equity, & Inclusion Committee
    - Divisional LGBTQ+ Task Force
    - Major Maps Steering Committee (Spring)
    - Prevention Services Advisory Board
    - Presidential Inauguration Committee (Fall)
    - ShockerStrengths Steering Committee

Brandon McClain – Assistant Director

New Staff Member – May 31, 2022

Beginning FY23, Brandon will serve as advisor to the National Pan-Hellenic Council and the eight chapter Presidents within this council. Brandon will also advise the Legislative Branch of the Student Government Association, primarily working with the Student Senate and its various committees. Brandon will provide supervision to the Coordinator of Civic Engagement and the Coordinator of Student Advocacy. Finally, Brandon will represent the department on the division's Diversity, Equity, & Inclusion Committee.

Loren Belew – Coordinator of Civic Engagement
- Oversaw
  - Shocker Support Locker & Civic Engagement
- Coordinated
  - Wu's Big Event & Wu's Mini Events
  - Weekly Service Programs
  - Shockers Vote! Efforts
  - Shocker Neighborhood Coalition
- Advised
  - Community Service Board
  - SGA Government Relations Committee
- Managed
  - VolunteerICT Platform

Abbi Whisler – Coordinator of Student Organizations
- Oversaw
  - Recognized Student Organizations
  - National Student Exchange
- Coordinated
  - Involvement & Community Fair
  - Shocker Leadership Awards
- Advised
  - Student Organization Council
  - SGA Academics & Ways and Means Committees
- Managed
  - ShockerSync Platform
  - Shocker360 Platform

Erica Stacey – Student Experience Coordinator

New Staff Member – March 7, 2022

- Coordinated
  - Spring Finals Event
- Advised
  - Panhellenic Council (Spring)

Beginning FY23, Erica will continue to serve as the primary advisor to the Panhellenic Council and the five Chapter Presidents within the council. She will coordinate SEAL's Signature programs including Family Weekend, Songfest, Homecoming, and the Women's Wellness Retreat. Erica will represent the department on the University Collaborations Committee.

Malaree Hood – Fraternity and Sorority Life Coordinator

New Staff Member – May 16, 2022

Beginning FY23, Malaree will advise the Interfraternity Council and the Multicultural Greek Council and will provide support to the thirteen chapter Presidents within these councils. Malaree will coordinate all internal and external programs for the FSL community including Greek Awards, New Member Greek Academy, Greek Retreat, and Scholarship Celebration. Malaree will provide supervision to two Fraternity and Sorority Life Student Assistants and will represent the department on the University's Prevention Services Advisory Board.

Brandon Dorion – Leadership Development Coordinator

New Staff Member – May 16, 2022

Beginning FY23, Brandon will provide oversight to the department's signature leadership programs including Emerging, Engaging, and Evolving Leaders; The Immersive Leadership Institute; and LEAD Conference. Brandon will also coordinate the Student of the Year Competition, Shocker Leadership Awards, and the Men's Wellness Retreat. Brandon will advise the Freshmen Leadership Council and provide supervision to the Graduate Assistant for Leadership Development and Leadership Development Student Assistant.

Caitlin Nolen – Student Advocacy Coordinator

New Staff Member – May 31, 2022

Beginning FY23, Caitlin will oversee the daily operations of the Shocker Support Locker and supervise the Support Locker Student Assistants. Caitlin will advise the Student Government Association's seven agency organizations and will coordinate and support the programming executed by the Student Government Association like SGA Week and Diversity Week. Caitlin will coordinate Off-Campus Student Support efforts and will serve on the University's Food Insecurity Advisory Board.

Johny Buchanan-Spachek – SGA Office Manager

- Duties
  - Oversee day to day operations of the SGA office space
  - Coordinate payroll, procurement, supply ordering, reimbursements, and invoicing for SGA
  - Manage SGA and Student Advocate websites
  - Manage ePAF for SEAL and SGA
  - Provide Administrative Support to Senior SGA Officers and Director
  - Coordinate application processes for SGA scholarships

Rani Somers – Fraternity and Sorority Life Coordinator

Left Department – January 7, 2022

- Oversaw (Fall)
  - Front Desk Student Assistants
- Coordinated (Fall)
  - Fraternity and Sorority Life Fall Programming
- Advised (Fall)
  - Interfraternity Council + 7 Chapter Presidents
  - Multicultural Greek Council + 13 Chapter Presidents
  - SGA Diversity, Empowerment, and Inclusion Committee
- Served on (Fall)
  - Student Affairs Staff Development Committee

Kaley Archer – Marketing and Outreach Coordinator

Left Department – January 7, 2022

During the Fall 2021 semester, Kaley:
- Oversaw
  - Marketing and Outreach
  - National Student Exchange
- Coordinated
  - Departmental rebrand from Student Involvement to Student Engagement, Advocacy & Leadership
- Managed
  - Departmental social media, website, print and digital marketing

b. Graduate Assistants

Jesslyn Carey, Shocker Support Locker

- Oversaw day to day operations of the Locker.
- Tracked incoming and outgoing Locker inventory.
- Collaborated with community partners to receive and track donations.
- Trained and supervised student staff.
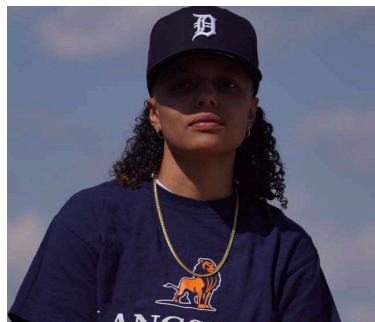
Kai Sien Lee, Strategic Planning, Assessment and Retention

- Assisted with the tracking and reporting of departmental efforts that contributed to divisional assessment initiatives and action plans.
- Developed, disseminated, and analyzed evaluations based on the departmental assessment schedule.
- Produced semesterly engagement dashboards which communicated the impact of the department's efforts on the student experience.

c. Student Staff

Ella Levine – Student Manager

With the departure of the department's administrative specialist in July 2021, Ella stepped into the role of Student Manager throughout FY22 and supervised front desk student assistants, managed equipment requests, coordinated office supply ordering and, overall, maintained most of the office's administrative procedures. Ella will be joining the SEAL Staff as the full time Administrative Specialist August 2022.

Rajaa Vora – Marketing Assistant (Spring)
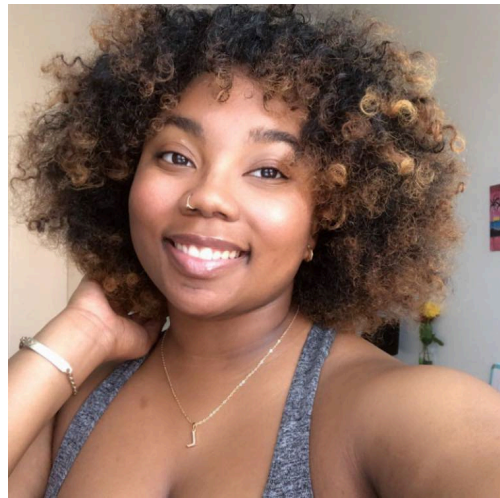

Gigi Guzman - Front Desk Assistant

Adela Grajeda – Student Organizations Assistant

Abby Ford – Front Desk Assistant

Lindsey Schutte – Leadership Assistant

Latitia Murdock - Front Desk Assistant

Highlights, Challenges and Changes

The 2021-2022 academic year brought a big change for our office. What started as Student Involvement experienced a drastic change to the department's operations, brand, and overall purpose and vision. In September, Gabriel Fonseca was named Interim Director of Student Involvement with the expectation that a new name/brand would be built to match the department's new outlook. In January 2022, Student Engagement, Advocacy & Leadership was unveiled and the work to build the new department from the ground up began. Some of the major highlights for SEAL included re-structuring the department, launching a new brand, hiring 5 new staff members, enhancing our programs, developing new initiatives, and setting a new purpose, vision, and values. We were able to maintain the department's function, execute spectacular programs, and support our SEAL Leaders with only five full time staff members, less than 50% of the department's team.

Our year did not come without its challenges. We said goodbye to two staff members in the middle of the year who took opportunities in other departments within the University. Addressing the workload of the remaining staff was a challenge, but the team buckled down and did all we could to ensure that the student experience was not impacted by our small numbers. Building a brand new department in the middle of the year was also a fun challenge, but it was just as exciting. The student engagement within this development of the office was heartwarming and the ability to build from the ground up was a privilege that not many people get to experience. Unfortunately, even those joyous moments were balanced by staff burnout and overwhelm. It felt like we were constantly adjusting, making changes almost every week to ensure that we were creating the most effective and welcoming environment for our students., With the drive and commitment of our team, we are so proud to say that we were able to make it to the end.

Through it all, this annual report allows us an opportunity to reflect on the year and remind ourselves that even though at times it felt impossible, we still met all the expectations we set for ourselves and that others had for us. We worked together to create a foundational student experience that is adaptive to the needs of every Shocker at Wichita State University.

FUNCTIONAL AREA UPDATES

Civic Engagement

I. **Overview of the Area:** The Civic Engagement area houses the Community Service Board and includes student volunteer efforts in their weekly membership meetings and reoccurring service events as well as WSU's largest day of service, Wu's Big Event, hosted once a semester. The area coordinates the University's Shocker Vote! Coalition, serves the Shocker Neighborhood Coalition, and facilitates annual Alternative Breaks trips. The area also manages VolunteerICT in collaboration with the United Way of the Plains. VolunteerICT is the university's volunteer management platform that connects Wichita State's staff, students, and faculty to volunteer opportunities throughout the Wichita area.

II. **Highlights:**
   A. This academic year saw an influx of interest in students becoming engaged and involved in their communities as COVID-19 restrictions were eased. The Community Service Board (CSB) hosted 51 service events throughout the year and 30 weekly membership meetings. By the end of the academic year, 15 individuals joined CSB.
   B. After a 2-year hiatus, CSB hosted Wu's Big Event XVI in October 2021. Volunteers served at the United Way, GIV Warehouse, Wichita Festivals, Union Rescue Mission, HumanKind Ministries and Rainbows United.
   C. The Shockers Vote! Coalition continued in its mission to activate our campus to engage and vote in local elections. The coalition hosted 10 voter registration drives in Fall 2021. These drives encouraged students to check their voter registration and provided them with the information that they needed to become registered to vote using the university's platform, TurboVote. As a result of this more than 200 students engaged with the Shockers Vote committee and were able to receive information about their voter registration status and/or get registered to vote.

III. **New Initiatives**
   A. The Community Service Board piloted a new service initiative with Our Daily Bread Food Pantry during the Fall 2021 semester. Students volunteered on 6 separate dates and completed a total of 26 volunteer hours at the pantry.
   B. Because COVID-19 prevented CSB from hosting their annual Wu's Big Event in Spring 2022, CSB piloted a new service concept on Saturday mornings aptly named "Wu's Mini Events." During Mini Events students volunteered an average of 3 hours at local nonprofits around town. Following their morning of service, volunteers had lunch together and participated in reflection activities about their experience in the community.
   C. During the Spring 2022 semester, the Community Service Board elected to add a new cause chair to support the Shocker Neighborhood Coalition. This new position will work to support our neighbors living in the communities around campus through volunteer service projects.

IV. Data Specific to Area:

Fraternity and Sorority Life

I. **Overview of the Area:** Fraternity and Sorority Life serves to provide support to Wichita State's 26 social, values based, Greek letter organizations and coordinates annual programming to advance the community's values of Leadership, Scholarship, Service, and Connectedness (brother/sisterhood). Fraternity and Sorority Life organizations are organized into three governing councils who provide programming, support, and direction to the chapters within them. These councils are the Interfraternity Council (7 Chapters), the Multicultural Greek Council (14 Chapters), and the Panhellenic Council (5 Chapters).

II. **Highlights**
   A. Annual programming returned to in-person delivery resulting in more impactful and individual connections between members at events like President and Advisors Training, New Member Greek Academy, Songfest, and Greek Awards.
   B. The Panhellenic Council hosted a successful hybrid Formal Recruitment Process through a surge in COVID cases in the county and welcomed 91 women to the Panhellenic Community in Fall 2021.
   C. The Interfraternity Council made large strides in improving their organizational effectiveness by developing an annual budget, overhauling their bylaws, plotting a sustainable plan to begin hosting consistent annual events, and hosting a recruitment workshop for the Council Executive Board and Chapter Presidents to market the opportunity and enhance the practices of IFC recruitment on our campus more effectively.
   D. In Spring 2022, work began to establish a standalone National Pan-Hellenic Council, separating the 8 historically black sororities and fraternities from the 6 culturally based sororities and fraternities. Each council has worked to establish new priorities and direction for their member organizations and, starting Fall 2022, the Fraternity and Sorority Life community will be organized into four governing councils.

III. New Initiatives/Programs
   A. Following the departmental changes, SEAL retained ownership of the annual event Songfest and the Fraternity and Sorority Life community was excited to bring the event back to life! Nine teams competed in a lip sync battle of Alphabet Soup and wowed the crowd of 650 FSL community members and their fans. Delta Upsilon finished in third place followed by Sigma Alpha Epsilon in second. The 2021 Songfest Champion was…. Delta Delta Delta!
   B. A dip in the Fall 2021 All Greek GPA motivated the Council Presidents to come together in the creation of a series of Study Nights for the Fraternity and Sorority Life Community. Members from all 26 chapters attended and found academic connections across chapters to help one another succeed.
   C. The Panhellenic Council established a new position on its executive board: the Director of Diversity, Equity, Inclusion, and Belonging to respond to a necessary perspective shift in the educational components of the community. Our first DEIB Community event was A Cautious Look at Cancel Culture and gave participants tools to engage in courageous dialogue and civil discourse with their peers.

IV. Data Specific to Area

The Fraternity and Sorority community is dedicated to serving the communities which we live and around the world. This year, our chapters raised $61,300 which was donated to their national and local philanthropic organizations. Our members also served 11,260 hours of community service which is equivalent to 469 24-hour days or 281.5 40-hour work weeks, A level of service that equates to the value of $333,237.00 (independentsector.org).

Order of Omega is a Greek Honor Society open to the top 3% of the Fraternity and Sorority Community at Wichita State who have attained a high standard of leadership in inter-Greek activities and in the University and Wichita communities.

This year, 25 members were inducted into the Order of Omega:

Ayshea Banes, Alpha Phi	Jacob Bivens, Sigma Alpha Epsilon	Daniel Carrasco, Sigma Lambda Beta	Kari Coster, Kappa Kappa Gamma
Michaella Day, Delta Delta Delta	Payton Dearmont, Gamma Phi Beta	Elizabeth Dickerson, Delta Delta Delta	Cydnee Durk, Kappa Kappa Gamma
Skylar Fountain, Sigma Psi Zeta	Noah Gaul, Sigma Phi Epsilon	Danielle Goodwin, Delta Delta Delta	Kacie Herbel, Gamma Phi Beta
Jeannie Hesse, Gamma Phi Beta	Andruw Hoopes, Farmhouse	Logan Hutchens, Farmhouse	Rija Kahn, Mu Delta Alpha
Emily King, Gamma Phi Beta	Ellie Nightingale, Kappa Kappa Gamma	Shelby Parscale, Gamma Phi Beta	Jaklyn Reibenstein, Alpha Phi
Michaela Roper, Zeta Phi Beta	Gillian Tredway, Gamma Phi Beta	Anna Tri, Delta Gamma	Kylie Woods, Delta Delta Delta
Jaiden Yonash, Gamma Phi Beta			

The following chapters were recognized by their (Inter)National Headquarters for their commitment to leadership, scholarship, and service:

Phi Delta Theta

- Kevin Pouch Nu Province Chapter of the Year
    - Excellence in Philanthropy, Scholarship, and Community Involvement
- Iron Phi Chapter
    - Raised over $10,000 for ALS research from 2021-2022 academic year

Delta Upsilon

- Delta Upsilon International Oak Circle Scholarship Giving Competition- 1st Place
- Delta Upsilon International Sweepstakes – Top 10 Finalist
- Delta Upsilon International Chapter of the Year – Top 7 Finalist

Delta Delta Delta

- Top 5 chapter in the nation for participation in National Hazing Prevention Program
- Ranked 6th (of 175) Top Fundraiser St. Jude Children's Hospital

Sigma Phi Epsilon

- National Award for Most Outstanding Vice President of Recruitment
- Frank J. Ruck Leadership Award
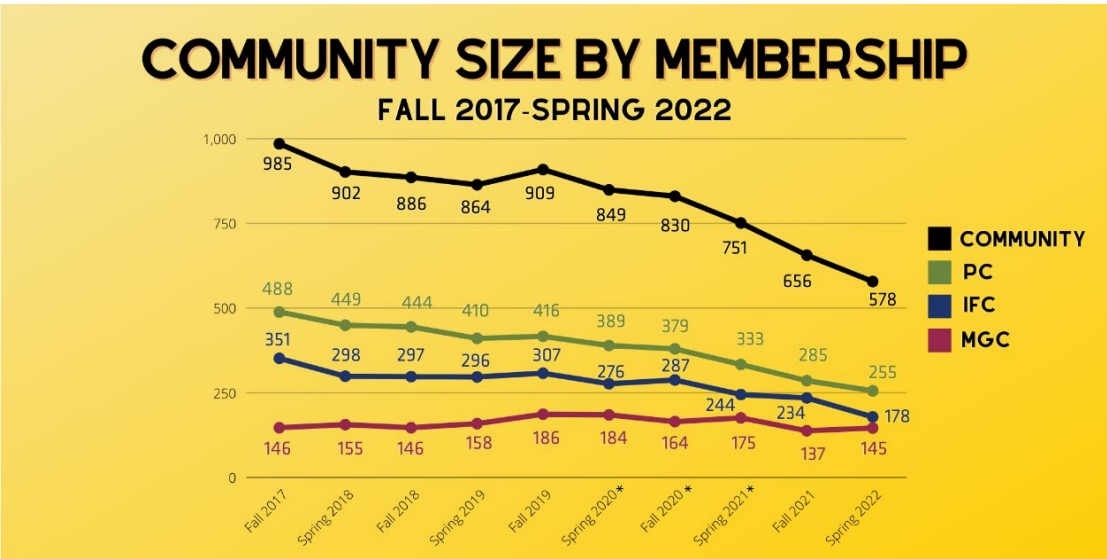- SigEp Learning Community Accreditation

Gamma Phi Beta

- Gamma Phi Beta Belonging, Equity, Diversity, and Inclusion Award
- Gamma Phi Beta Academic Excellence Award
- Order of the Crescent

Sigma Lambda Beta International Fraternity, Inc.

- 2022 National Chapter of the Year

Fraternity and Sorority Life Membership

The Fraternity and Sorority community began the Fall 2021 semester at 685 members and reached peak membership in September 2021 at 782 members. At the start of the Spring 2022 semester, the community started at 585 members and in mad-May reported 578 members. Following commencement, the community will end FY22 at 480 members. The community was at it lergest in Fall 2017 at 985 members and has since declied, but remained above 850 prior to the COVID-19 Pandemic. This academic year, 315 students joined the Fraternity and Sorority Life community. Since COVID-19, recruitment restrictions and national moritoriums have made it difficult for organizations to recruit new members and retain active members.

COMMUNITY SIZE BY MEMBERSHIP
FALL 2017-SPRING 2022

	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020*	Fall 2020*	Spring 2021*	Fall 2021	Spring 2022
COMMUNITY	985	902	886	864	909	849	830	751	656	578
PC	488	449	444	410	416	389	379	333	285	255
IFC	351	298	297	296	307	276	287	244	234	178
MGC	146	155	146	158	186	184	164	175	137	145

Across both the Fall 2021 and Spring 2022 semesters, the students that were members of the Greek comminty were retained at the intisition at a rate of 70%, a persistence rate higher than at of the all undergraduate degree seeking population (63%).

MEMBERSHIP RETENTION

Category	Value
Graduated	161
Inactive - Will Return	51
Transferred	20
Stop Out	18
Withdrawn - Cost	22
Withdrawn - Lack of Interest	53
Withdrawn - Time Commitment	69
Withdrawn - Chapter Culture	7
Suspended - Academics	1
Removed - Academics	5
Suspended - Behavior	1
Removed - Behavior	1
Removed - Finance	1

Fraternity and Sorority Life Member Demographics

Student Class:	count		age in years (mean)	age in years (median)	% female	% under-rep minority[1]	% first generation	% under-served[2]	% full time enrolled	% Univ. housing	% military
Total	747	100%	20.4	20	53.4%	23.8%	35.1%	47.4%	54.7%	15.0%	5.1%
freshmen	57	7.6%	18.8	19	28.1%	21.1%	31.6%	43.9%	50.9%	42.1%	5.3%
sophomore	134	17.9%	19.0	19	55.2%	22.4%	27.6%	41.0%	59.7%	30.6%	6.7%
junior	215	28.8%	20.0	20	57.2%	20.9%	40.0%	49.3%	55.8%	10.2%	6.5%
senior	325	43.5%	21.5	21	54.5%	26.2%	35.4%	48.6%	52.9%	7.4%	3.7%
graduate	16	2.1%	22.7	22.0	56.3%	37.5%	37.5%	62.5%	56.3%	6.3%	0.0%
non-degree seeking [3]	<3	n/a	22.5	22.5	50.0%	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%

Note: Above table header "Students Currently Enrolled or Applicants" spans the age and percentage columns.

Race/Ethnicity:		All		Undergraduate		Graduate		Age categories:		
Total	747	100%	731	100%	12	100%	Total	747	100%	
Amer Ind & Alaskan Native	<3	n/a	<3	n/a	<3	n/a	under 18	<3	n/a	
Asian non-Hispanic	71	9.5%	71	9.7%	<3	n/a	18 to 24	737	98.7%	
Black non-Hispanic	60	8.0%	58	7.9%	<3	n/a	25 to 34	10	1.3%	
Hawaiian	<3	n/a	<3	n/a	<3	n/a	35 to 44	<3	n/a	
Hispanic	116	15.5%	112	15.3%	4	33.3%	45 to 54	<3	n/a	
White non-Hispanic	459	61.4%	451	61.7%	8	66.7%	55 to 64	<3	n/a	
multiple race non-Hispanic	26	3.5%	26	3.6%	<3	n/a	65 to 74	<3	n/a	
missing	5	0.7%	5	0.7%	<3	n/a	75 or older	<3	n/a	
International	10	1.3%	8	1.1%	<3	n/a				

Residency Status:		All		Undergraduate		Graduate	
Total	749	100%	733	100%	12	100%
resident	561	74.9%	549	74.9%	12	100.0%
non-resident	178	23.8%	176	24.0%	<3	n/a
international	10	1.3%	8	1.1%	<3	n/a

Origin of Residence:		All		Undergraduate		Graduate	
Total	749	100%	733	100%	12	100%
KS Sedgwick	302	40.3%	297	40.5%	5	41.7%
KS MSA without Segdwick[4]	62	8.3%	62	8.5%	<3	n/a
KS (southeast exc MSA & Sedg)	27	3.6%	27	3.7%	<3	n/a
KS (northeast)	130	17.4%	126	17.2%	4	33.3%
KS (northwest)	11	1.5%	11	1.5%	<3	n/a
KS (southwest)	38	5.1%	35	4.8%	3	25.0%
Missouri	56	7.5%	56	7.6%	<3	n/a
Nebraska	11	1.5%	11	1.5%	<3	n/a
Colorado	5	0.7%	5	0.7%	<3	n/a
Oklahoma	42	5.6%	41	5.6%	<3	n/a
non surrounding states	55	7.3%	54	7.4%	<3	n/a
domestic no address	<3	n/a	<3	n/a	<3	n/a
International	10	1.3%	8	1.1%	<3	n/a

Academic Division of Major:		All		Undergraduate		Graduate	
Total	748	100%	732	100%	14	100%
Business	148	19.8%	145	19.8%	3	21.4%
Education	102	13.6%	98	13.4%	4	28.6%
Engineering	143	19.1%	142	19.4%	<3	n/a
Fine Arts	47	6.3%	46	6.3%	<3	n/a
Health Professions	141	18.9%	137	18.7%	4	28.6%
LAS Humanities	4	0.5%	4	0.5%	<3	n/a
LAS Nat Sci and Math	35	4.7%	35	4.8%	<3	n/a
LAS Social Sciences	119	15.9%	116	15.8%	3	21.4%
LAS Other	9	1.2%	9	1.2%	<3	n/a
Other College Units	<3	n/a	<3	n/a	<3	n/a
Graduate School	<3	n/a	<3	n/a	<3	n/a

Fraternity and Sorority Life Academic Performance

The community experienced a sharp decline in GPA across all councils in Fall 2021 as coursework shifted back to primarily in person, from remote/hybrid during the COVID-19 Pandemic. The community recognized this decline in academic performance and even though the All-Greek GPA (3.056) remained higher than the All-University average (3.016), council leadership and individual chapters worked to implement additional academic support for members at the start of the Spring 2022 semester.

Following these initiatives, the FSL community ended the Spring semester achieving marked improvement in the All-Greek GPA, the All-Sorority GPA, and the All-Fraternity GPA as well as improvement for each council's average GPA collectively. The All-Greek GPA (3.177) remained higher than the All-University average (3.104).

COMMUNITY ACADEMIC PERFORMANCE
FALL 2017-SPRING 2022

	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022
COMMUNITY	3.17	3.22	3.16	3.17	3.13	3.49	3.26	3.32	3.06	3.19
NEW MEMBERS	3.06	2.89	2.89	2.85	3.03	3.51	3.28	3.27	2.88	3.08
IFC	3.11	3.15	3.05	3.07	3.05	3.43	3.13	3.23	2.98	3.09
MGC	3.06	2.99	3.05	2.94	2.82	3.41	3.13	3.23	2.76	2.98
PC	3.34	3.35	3.36	3.37	3.39	3.60	3.42	3.45	3.29	3.37

Legend: COMMUNITY, NEW MEMBERS, IFC, MGC, PC

Term: 202210 – Fall 2021

Interfraternity Council
IFC Community GPA	2.977
IFC Active Members	3.093
IFC New Members	2.726

Panhellenic Council
PHC Community GPA	3.286
PHC Active Members	3.351
PHC New Members	3.160

Multicultural Greek Council
MGC Community GPA	2.763
MGC Active Members	2.825
MGC New Members	2.516

Wichita State Undergraduates
All Undergraduate GPA	3.015
All Undergraduate Female GPA	3.129
All Undergraduate Male GPA	2.875

Wichita State Greek Community
All Greek GPA	3.055
All Active Members GPA	3.131
All New Members GPA	2.877

	Rank	Total Membership	Chapter GPA	# of Active Members	Active Member GPA	# of New Members	New Member GPA
Lambda Pi Upsilon	1	6	3.57	6	3.57	0	-
FarmHouse	2	7	3.478	7	3.478	0	-
Delta Gamma	3	66	3.421	52	3.444	14	3.335
Gamma Phi Beta	4	49	3.338	35	3.225	14	3.607
Zeta Phi Beta	5	*	3.311	*	3.311	0	-
Kappa Kappa Gamma	6	52	3.278	39	3.27	13	3.306
All Sorority			3.227				
Alpha Phi	7	63	3.2	37	3.287	26	3.075
Delta Delta Delta	8	55	3.181	31	3.417	24	2.885
Kappa Delta Chi	9	16	3.179	*	3.378	*	2.463
Sigma Alpha Epsilon	10	24	3.136	19	3.271	5	2.675
University Female			3.129				
Delta Upsilon	11	30	3.091	23	3.154	7	2.918
All Greek			3.056				
University			3.016				
Chi Sigma Tau	12	22	2.935	16	3.043	6	2.673
Alpha Kappa Alpha	13	13	2.931	*	2.883	*	3.068
Sigma Psi Zeta	14	26	2.922	20	3.1	6	2.3
Beta Theta Pi	15	41	2.906	24	2.883	17	2.943
Phi Delta Theta	16	46	2.9	29	2.96	17	2.788
University Male			2.876				
All Fraternity			2.844				
Phi Beta Sigma	17	*	2.841	*	3.37	*	0.918
Sigma Phi Epsilon	18	70	2.804	42	3.072	28	2.379
Sigma Lamba Beta	19	19	2.668	*	2.608	*	3.467
Mu Delta Alpha	20	*	2.54	*	2.54	0	-

	Rank	Total Membership	Chapter GPA	# of Active Members	Active Member GPA	# of New Members	New Member GPA
Kappa Alpha Psi	21	12	2.516	7	2.778	5	2.1
Lambda Chi Alpha	22	16	2.49	*	2.614	*	2.272
Alpha Phi Alpha	23	*	*	*	*	—	-
Sigma Gamma Rho	24	*	*	*	*	—	-
Delta Sigma Theta	25	*	*	*	*	—	-

Greek Life Totals: 656	Active Members: 462	New Members: 194

Term: 202220 – Spring 2022

Interfraternity Council

IFC Community GPA	3.090
IFC Active Members	3.104
IFC New Members	2.937

Panhellenic Council

PHC Community GPA	3.369
PHC Active Members	3.370
PHC New Members	3.348

Multicultural Greek Council

MGC Community GPA	2.980
MGC Active Members	2.957
MGC New Members	3.088

Wichita State Undergraduates

All Undergraduate GPA	3.104
All Undergraduate Female GPA	3.216
All Undergraduate Male GPA	2.966

Wichita State Greek Community

All Greek GPA	3.176
All Active Members GPA	3.187
All New Members GPA	3.084

	Rank	Total Membership	Chapter GPA	# of Active Members	Active Member GPA	# of New Members	New Member GPA
FarmHouse	1	5	3.768	5	3.768	0	-
Delta Gamma	2	60	3.478	60	3.478	0	-
Gamma Phi Beta	3	48	3.405	43	3.436	5	3.067
Delta Delta Delta	4	48	3.352	44	3.383	4	3.011
Lambda Pi Upsilon	5	15	3.327	10	3.652	5	2.903
All Sorority			3.292				
Kappa Kappa Gamma	6	43	3.276	*	3.269	*	3.575
Kappa Delta Chi	7	22	3.25	17	3.206	5	3.391
Alpha Phi	8	56	3.238	50	3.175	6	3.789
University Female			3.216				
Sigma Alpha Epsilon	9	21	3.191	21	3.191	0	-
All Greek			3.177				
Phi Delta Theta	10	43	3.125	39	3.082	4	3.497
Sigma Lamba Beta	11	20	3.115	20	3.115	0	-
University			3.104				

Mu Delta Alpha	*12*	4	3.104	4	3.104	0	-
Delta Sigma Theta	*13*	*	3.1	*	3.1	0	-
Sigma Phi Epsilon	*14*	43	3.082	40	3.045	3	3.507
Zeta Phi Beta	*15*	8	3.043	4	3.2	4	2.954
Delta Upsilon	*16*	21	3.042	16	3.312	5	2.177
Chi Sigma Tau	*17*	20	3.012	15	3.099	5	2.764
All Fraternity		3.008				
Sigma Psi Zeta	*18*	27	2.99	*	2.919	*	3.659
University Male		2.967				
Kappa Alpha Psi	*19*	8	2.928	8	2.928	0	-
Beta Theta Pi	*20*	35	2.798	32	2.865	3	2.076
Lambda Chi Alpha	*21*	10	2.756	*	2.561	*	3.507
Alpha Kappa Alpha	*22*	8	2.742	8	2.742	0	-
Sigma Gamma Rho	*23*	*	2.688	*	2.688	0	-
Phi Beta Sigma	*24*	4	2.641	4	2.641	0	-
Alpha Phi Alpha	*25*	6	2.037	3	1.191	3	2.864

Greek Life Totals: 578   Active Members: 521   New Members: 57

Interfraternity Council	Panhellenic Council	Multicultural Greek Council
Total: 178 Active: 161 New: 17	Total: 255 Active: 239 New: 16	Total: 145 Active: 121 New: 24

Leadership Development

I. **Overview of the Area:** Leadership Development provides various opportunities for students to enhance their knowledge and practice of leadership and understanding of their personal leadership potential through regular programming offered in a variety of formats: classroom style weekly learning opportunities, applied peer mentor relationships, immersive multi-day overnight retreats, online learning pathways, and on demand workshops or individual coaching consultations.

II. **Highlights**
   A. For the first time since January 2020, our department was able to host the LeaderShape Institute in person for 50 students with the support of 10 staff members in October 2021.
   B. The Get Back into LeaderShape Reunion was hosted for all graduates of the Institute in 2020 and 2021 to reconnect with their family clusters and reignite their visions for a more just, caring, and thriving world.
   C. The Student of the Year Competition was integrated into Shocker Leadership Awards and finalists were recognized at the annual event in May. 145 applicants worked through three rounds of applications, presentations, and interviews until the top 15 finalists were selected. From those finalists, one Undergraduate Student of the Year and one Graduate Student of the Year were recognized for their outstanding achievements and service to Wichita State University and the Wichita Community.
   D. The SEAL Student Leaders Learning Guides were updated to reflect CAS Learning Outcomes and student growth and development throughout their time in leadership positions will be measured based on these competencies.

III. **New Initiatives/Programs**
   A. FY22 was a year of rebuilding for the Leadership Development Team and many of our annual programs were paused to re-evaluate the impact their learning outcomes and curricula on student development. Starting FY23:
      i. The tiered programs, Emerging Leaders, Engaging Leaders, and Evolving Leaders have been updated to provide a more in depth and well-rounded approach to Leadership and Self-Discovery including opportunities for peer mentorship.
      ii. The LeaderShape Institute curriculum will be retired, and a curriculum tailored to the needs of our students and our community will be launched during a new leadership: The Shocker Leadership Experience
      iii. The Summer Leadership Institute curriculum has been updated and will be rebranded as the Immersive Leadership Institute.
      iv. CliftonStrengths will be incorporated in the personal/professional development plans of every SEAL Leader.
      v. The Men's Wellness Retreat (formerly HIStory) and the Women's Wellness Retreat (formerly Kallistei) will be modified, in partnership with CAPS, to better reflect the needs of the campus wide community.

vi. The Freshman Leadership Council will be reinvigorated to provide a pipeline of self-aware leaders to fulfill leadership roles in the organizations they choose to serve throughout their time as an upperclassman.

National Student Exchange

I. **Overview of the Area:** The National Student Exchange program is an opportunity for students to go to a different university within the United States, United States territories, and Canada to study for a semester or a full academic year while paying Wichita State tuition. This gives students the opportunity to experience living in another area of the country and network with wider circles in their chosen area of study that might not be available to them at Wichita State.

II. **Highlights**
   A. Three Wichita State students currently on exchange chose to extend their stay for another semester due to the positive impact of the experience.
   B. A student who exchanged from their home institution to Wichita State extended their initial plan to stay for a semester to remain on campus for the entire academic year. The student will be moving to Wichita full time in the Fall.

III. **New Initiatives/Programs**
   A. National Student Exchange was able to meet with First Year Advisors for a presentation about the opportunity and to share the benefits of the experience that advisor could them share with their advisees.
   B. NSE expanded their marketing about the program across campus using social media campaigns, weekly newsletter, and the Campus Information Channel. This increase in marketing efforts resulted in an increase of 20 students interested participating in National Student Exchange.

IV. **Data Specific to Area**

13 APPLICATIONS

1 STUDENT EXCHANGED TO WSU

7 STUDENTS EXCHANGED TO 6 PARTNER INSTITUTIONS

NATIONAL STUDENT EXCHANGE

PARTNER INSTITUTIONS
OKLAHOMA STATE UNIVERSITY
UNIVERSITY OF HAWAII AT HILO
NORTHERN ARIZONA UNIVERSITY
UNIVERSITY OF WISCONSIN - LA CROSSE
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
UNIVERSITY OF SOUTH CAROLINA - COLUMBIA

Recognized Student Organizations (RSOs)

I. **Overview of the Area:** Recognized Student Organizations are groups of at least five students who come together to engage in a common interest. Student organizations foster teamwork and collaboration, but most importantly, provide an avenue for student-to-student cooperation allowing students to learn and grow from shared knowledge and experiences. Involvement in student organizations fosters personal, academic, professional, and social growth. Through this outlet for experiential learning, student organizations provide students with critical personal and life skills.

II. **Highlights**
   A. This year was the marked the inaugural Student Organization Council which consisted of 3 officers.
   B. The Division of Student Affairs initiated a weekend program grant that would allow student groups the opportunity to host a late night/weekend event for the Wichita community. The Student Organization Council was responsible for selecting successful grant recipients and working through the event planning process with them.

III. **New Initiatives/Program**
   A. The SOC planned an RSO Leadership Conference which consisted of different sessions that focused on CliftonStrengths, Marketing, Event Planning, Effective Transitioning, etc.
   B. This year marked the first End of the Year RSO President's Banquet where Presidents were recognized the efforts and achievements of leading groups of their peers throughout the year.

I. **Data Specific to Area**
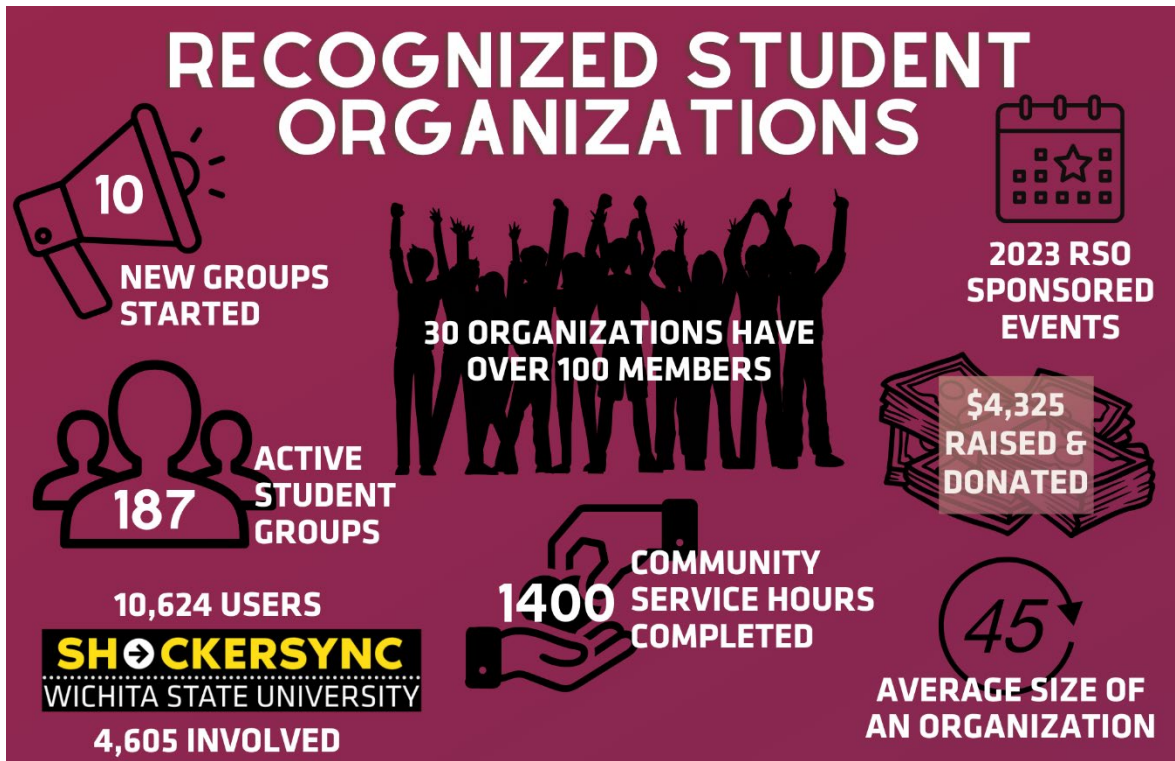
RSO President Demographics

Student Class:	count		age in years (mean)	age in years (median)	Students Currently Enrolled or Applicants % female	% under-rep minority[1]	% first generation	% under-served[2]	% full time enrolled	% Univ. housing	% military
Total	363	100%	23.8	22	54.3%	22.3%	32.2%	48.8%	50.7%	6.9%	7.7%
freshmen	4	1.1%	19.3	19.5	50.0%	50.0%	50.0%	75.0%	75.0%	25.0%	25.0%
sophomore	15	4.1%	19.5	19	46.7%	40.0%	20.0%	46.7%	40.0%	20.0%	0.0%
junior	35	9.6%	21.6	20	57.1%	31.4%	45.7%	60.0%	42.9%	8.6%	8.6%
senior	235	64.7%	22.6	21	55.3%	21.7%	32.8%	46.4%	58.3%	7.2%	6.8%
graduate	71	19.6%	29.9	26.0	52.1%	15.5%	23.9%	49.3%	32.4%	1.4%	9.9%
non-degree seeking[3]	3	0.8%	32.0	24.0	33.3%	0.0%	66.7%	66.7%	0.0%	0.0%	33.3%

<3=suppresed low count

Race/Ethnicity:	All		Undergraduate		Graduate	
Total	362	100%	291	100%	70	100%
Amer Ind & Alaskan Native	<3	n/a	<3	n/a	<3	n/a
Asian non-Hispanic	37	10.2%	33	11.3%	4	5.7%
Black non-Hispanic	35	9.7%	28	9.6%	7	10.0%
Hawaiian	<3	n/a	<3	n/a	<3	n/a
Hispanic	45	12.4%	41	14.1%	4	5.7%
White non-Hispanic	176	48.6%	145	49.8%	31	44.3%
multiple race non-Hispanic	23	6.4%	18	6.2%	5	7.1%
missing	6	1.7%	5	1.7%	<3	n/a
International	40	11.0%	21	7.2%	19	27.1%

Age categories:		
Total	359	100%
under 18	<3	n/a
18 to 24	282	78.6%
25 to 34	51	14.2%
35 to 44	23	6.4%
45 to 54	<3	n/a
55 to 64	3	0.8%
65 to 74	<3	n/a
75 or older	<3	n/a

Residency Status:	All		Undergraduate		Graduate	
Total	363	100%	292	100%	71	100%
resident	250	68.9%	210	71.9%	40	56.3%
non-resident	73	20.1%	61	20.9%	12	16.9%
international	40	11.0%	21	7.2%	19	26.8%

Origin of Residence:	All		Undergraduate		Graduate	
Total	357	100%	286	100%	66	100%
KS Sedgwick	137	38.4%	111	38.8%	26	39.4%
KS MSA without Segdwick[4]	28	7.8%	24	8.4%	4	6.1%
KS (southeast exc MSA & Sedg)	10	2.8%	8	2.8%	<3	n/a
KS (northeast)	53	14.8%	49	17.1%	4	6.1%
KS (northwest)	8	2.2%	7	2.4%	<3	n/a
KS (southwest)	10	2.8%	9	3.1%	<3	n/a
Missouri	12	3.4%	11	3.8%	<3	n/a
Nebraska	<3	n/a	<3	n/a	<3	n/a
Colorado	3	0.8%	3	1.0%	<3	n/a
Oklahoma	25	7.0%	21	7.3%	4	6.1%
non surrounding states	31	8.7%	22	7.7%	9	13.6%
domestic no address	<3	n/a	<3	n/a	<3	n/a
International	40	11.2%	21	7.3%	19	28.8%

Academic Division of Major:	All		Undergraduate		Graduate	
Total	363	100%	290	100%	69	100%
Business	49	13.5%	39	13.4%	10	14.5%
Education	27	7.4%	21	7.2%	6	8.7%
Engineering	96	26.4%	84	29.0%	12	17.4%
Fine Arts	30	8.3%	27	9.3%	3	4.3%
Health Professions	36	9.9%	29	10.0%	7	10.1%
LAS Humanities	17	4.7%	8	2.8%	9	13.0%
LAS Nat Sci and Math	26	7.2%	23	7.9%	3	4.3%
LAS Social Sciences	75	20.7%	56	19.3%	19	27.5%
LAS Other	3	0.8%	3	1.0%	<3	n/a
Other College Units	4	1.1%	<3	n/a	<3	n/a
Graduate School	<3	n/a	<3	n/a	<3	n/a

Student Government Association

I. **Overview of the Area:** The Student Government Association is the governing body of students at Wichita State University. They serve and advocate on behalf of all fee-paying students on campus while engaging with university leaders and elected officials to promote the needs of students.

II. **Highlights**
   A. A two-term president, two-term Treasurer and other elected officials lead SGA during the off-set of the pandemic.
   B. SGA experienced a budget shortfall and issued a reduction of student fees prior to the start of the academic year.
   C. SGA adopted a 2.7% increase to the Student Fee for FY23 which included funding and policy requirement to pay all fee-funded student assistants $10.00 per hours as well as funding for staff salary increases and investments in personnel.

III. **New Initiatives/Programs**
   A. The Office of the Student Advocate will be filled by two Student Advocates: one advocate will focus on undergraduate issues and the other will focus on graduate issues.
   B. A Legal Services program is being developed to provide students with free legal services.

IV. **Shocker Support Locker**
   A. Founded in 2016, the Shocker Support Locker through the ongoing generosity of the Wichita State community and community partners seeks to empower Shockers along their journey at Wichita State University with temporary supplemental assistance. The Locker aims to alleviate food insecurity on campus and contribute to the overall health and wellbeing of our students, faculty, and staff, by providing a variety of nutritional and functional resources to Shockers at no cost.
   B. The Shocker Support Locker served a total of 550 individual with a total of 1,705 visits. Of the individuals served 100% of them were students with 70.4% being graduate students. 10.9% were in-State residents while 4.5% were out of state and 84% were international students.
   C. This year, the Locker tracked additional demographics resulting in 8.2% of the users being first generation students, 10.2% underserved, 5.5% under-represented minorities, 9.3% of the total users lived on campus and 1.8% were military students.
   D. The total Demographic Breakdown can be located in the Appendix

SEAL LEADERS

SEAL Leaders are the 95+ students who serve on the Executive Boards of the Interfraternity Council, the Multicultural Greek Council, the Panhellenic Council, the Community Service Board, the SGA Executive, Legislative, and Judicial Branches, and the Student Organization Council. It also includes our 26 Fraternity and Sorority Chapter Presidents and the student assistants that serve the department. It is essential to our department that SEAL Leaders grow both personally and professionally during their time spent serving their organizations.

In the Fall 2021 semester, SEAL Leaders were retained at the intisition at a rate of 76%, a persistence rate higher than at of the all undergraduate degree seeking population (63%). In the Spring 2022 semester, SEAL Leaders were retained at the intisition at a rate of 74%, a persistence rate higher than at of the all undergraduate degree seeking population (62%).

Learning Outcome Summary

The Student Competency Guide, developed by the NACA Educational Advisory Committee serves as a learning map for student leaders as they grow and develop through participation in student organizations, community service, campus employment, grass roots activities, leadership positions, followership positions, mentoring relationships with campus advisors, and other endeavors. The Competency Guide for College Student Leaders was developed from competencies that are inherent in the purpose, development, and application of the CAS Standards and Guidelines that were found applicable to students.

SEAL Leaders report the largest opportunities for skill development throughout their term were their ability to cultivate meaningful interpersonal relationships and activities that facilitated their personal leadership development, particularly for CSB and FSL Council leaders.

CSB leaders also reported a high level of growth in their ability to practice healthy behaviors and satisfying lifestyles.

FSL Council leaders reported a marked improvement in their ability to articulate and act in congruence with their personal values.

Core Competencies	SGA	CSB	FSL	SEAL Wide 2021-22	SI Wide 2020-21	SI Wide 2019-20
1. Leadership Development	+.33	+1.00	+1.17	+.83	+.87	+1.77
2. Event Management	+.33	+1.00	+.67	+.67	+1.44	+1.63
3. Meaningful Interpersonal Relationships	0	+1.33	+1.42	+.92	+.86	+1.36
4. Collaboration	+.33	+.75	+.17	+.42	+1.20	+1.73
5. Social Responsibility and Civic Engagement	+.33	0	+.25	+.19	+1.09	+1.04
6. Effective Communication	0	+1.00	-.50	+.17	+1.21	+1.36
7. Multicultural Competency	0	+.75	+.84	+.53	+.62	+.85
8. Intellectual Growth	+.67	0	+.17	+.28	+.52	+.95
9. Clarified Values	+.33	+.50	+1.09	+.64	+.85	+.85
10. Enhanced Self Esteem	+1.00	+.75	-.50	+.42	+1.06	+1.28
11. Personal and Educational Goals	+1.00	+.75	-.50	+.42	+1.09	+1.28
12. Career Choice	+1.00	+.25	+.09	+.45	+.44	+.70
13. Healthy Behavior and Satisfying Lifestyles	+.67	+1.25	-.42	+.50	+.40	+.71

SGA leaders found the most values and growth in activities meant to improve their self-esteem and to help them development personal, academic, and career goals.

In January 2022, SEAL modified our Student Leader Learning Outcomes to align with the Council for the Advancement of Standards in Higher Education. Moving forward, SEAL leaders will complete a baseline assessment at the start of their term as well as final assessment at the end of their term to measure their development in the following competency areas: Knowledge Acquisition, Construction, Integration, and Application; Cognitive Complexity; Intrapersonal Development; Interpersonal Competence; Humanitarianism and Civic Engagement; and Practical Competence.

Interfraternity Council

Interfraternity Council Leaders		
Position	Fall 2021	Spring 2022
President	John Ramey, Delta Upsilon	Brett Eilts, Beta Theta Pi
Vice President of Internal Affairs	Corey Woltman, Delta Upsilon	N/A
Vice President of Membership	Justus Kidd, Sigma Phi Epsilon	N/A
Vice President of Administration	N/A	James Grice, Beta Theta Pi
Director of Greek Relations	Guillermo Hernandez, Delta Upsilon	N/A
Director of External Relations	N/A	Aiden Powell, Delta Upsilon
Director of Public Relations	Drayton Hines, Phi Delta Theta	N/A
Director of Service & Philanthropy	Tobin Hushower, Sigma Phi Epsilon	Jacob Anderson, Sigma Alpha Epsilon
Director of Scholarship & Retention	N/A	Will Dirnbeck, Sigma Phi Epsilon
Director of Recruitment	N/A	Colin Crowell, Sigma Alpha Epsilon
Director of Risk Management	Braden Pfeiffer, Phi Delta Theta	Braden Pfeiffer, Phi Delta Theta

Multicultural Greek Council

Multicultural Greek Council Leaders		
Position	Fall 2021	Spring 2022
President	Kaylee Thamrin, Sigma Psi Zeta	Jordy Mosqueda, Sigma Lambda Beta
Vice President of Administration	Biviana Rodriguez, Kappa Delta Chi	Ricky Pham, Chi Sigma Tau
Vice President of Programming	Luis Banda, Sigma Lambda Beta	Rachel Spencer, Lambda Pi Upsilon
Director of Greek Relations	Edgar Campos, Sigma Lambda Beta	Adela Grajeda, Kappa Delta Chi
Director of Public Relations	David Leon, Sigma Lambda Beta	Gigi Guzman, Kappa Delta Chi

Panhellenic Council

Panhellenic Council Leaders		
Position	Fall 2021	Spring 2022
President	Bayley Johnson, Alpha Phi	Jaime Berkgren, Kappa Kappa Gamma
Vice President of Internal Affairs	Jaime Berkgren, Kappa Kappa Gamma	Cassidy Nolan, Alpha Phi
Vice President of Recruitment	Karina Thurnau, Kappa Kappa Gamma	Lauren O'Donnell, Delta Gamma
Director of Programming	Liz Dickerson, Delta Delta Delta	Emma Dirks, Delta Gamma
Director of Greek Relations	Ayshea Banes, Alpha Phi	Lauren Walters, Gamma Phi Beta
Director of Service	Sophia Fisher, Alpha Phi	Bayley Johnson, Alpha Phi
Director of Recruitment Counselors	Abbygail Hayes, Kappa Kappa Gamma	Sophia Fisher, Alpha Phi
Director of Public Relations	Brittie Towner, Delta Gamma	Lainey Calwell, Delta Delta Delta
Director of Equity, Inclusion & Belonging	N/A	Liz Dickerson, Delta Delta Delta

Community Service Board

Community Service Board Leaders		
Position	Fall 2021	Spring 2022
President	Katie Dunlop	
Vice President of Marketing	Michaela Lecki	
Vice President of Membership	Ella Perkins	
Sustainability Chair	Fahmy Alhallaq	
Food and Hunger Chair	Tammy Pham	
Poverty and Homelessness	Bethany Hollingsworth	
Youth and Education	Aliana Jennings	

Student Government Association

Student Government Association Executive Leaders		
Position	Fall 2021	Spring 2022
President	Rija Khan	
Vice President	Kamilah Gumbs	
Treasurer	Zachary James	
Chief of Staff	Ella Ihrig	
Director of Public Relations	Itzia Barraza-Cordova	
Director of Media Relations	Shelby Parscale	
Director of Health and Wellness	David Liu	
Student Advocate	Jadie Chauncey	
Director of Community Engagement & Outreach	Hannah Harpel	

Creative Design Strategist	Spencer Harris
Director of Sustainability	Laura Cunningham
Director of Legislative Affairs	Hunter Minette

Student Government Association Legislative Leaders		
Position	Fall 2021	Spring 2022
Speaker of the Senate	Jacob Tubach	
Clerk of the Senate	Analisa Bridge	
Speaker Pro-Tempore	John Kirk	
Budget and Finance	John Kirk	
Academic Affairs	Jay Thompson	
Safety and Student Services	Rexdh Martin	Jade Warren
Ways and Means	Tayton Majors	Andruw Hoopes
Government Relations	Ella Perkins	
Diversity, Empowerment, & Inclusion Chair	Omarion Brantley	

Student Government Association Judicial Leaders		
Position	Fall 2021	Spring 2022
Chief Justice	Naielle Lucella	
Associate Chief Justice	David Ozinga	
Associate Justice	Jacob Armstrong	
Associate Justice	Tala Salem	
Associate Justice	Brady Flesner	Garett Butler
Associate Justice	Sakshi Yadav	Trinity Stickles
Associate Justice		Hanna Mannani

Student Government Association – Student Organization Council Leaders		
Position	Fall 2021	Spring 2022
Student Organization Council Chair	Gregory VanDyke Jr.	
Vice Chair of Membership	Alice Fitzgerald	
Vice Chair of Education & Programming	Anahy Alvarez	

Student Government Association Agency Leaders		
Position	Fall 2021	Spring 2022
Asian Student Conference	Richard Thach	Dina Toung
Black Student Union	Omarion Brantley	
First Generation Student Organization	Heather Hunter	Natanya Ordoñez
Hispanic American Leadership Organization	Jackie Martinez	Anahy Alvarez
International Student Union	Asrayam G	Dhruv Gawai
Graduate Student Council	Amy Bauman	
Spectrum: LGBTQ & Allies	Cameron Boyd	

Fraternity Presidents

Fraternity Presidents		
Chapter	Fall 2021	Spring 2022
Alpha Phi Alpha (-)	Zachary James	
Beta Theta Pi (+)	Nate DeGraffenreid	Jason Baldwin
Chi Sigma Tau (-)	Danny Nguyen	Tuan Nguyen
Delta Upsilon (+)	Cade Swayne	Garrett Sankey
FarmHouse (+)	Alex King	Logan Hutchens
Kappa Alpha Psi (-)	Cameron Morgan	Austin McCartney
Lambda Chi Alpha (+)	Zachary Hendrich	David Fitzhugh
Omega Psi Phi (-)	Vacant	
Phi Beta Sigma (-)	Brian Harris	John Kirk
Phi Delta Theta (+)	Grant Clopine	Austin Rea
Sigma Alpha Epsilon (+)	Brayden Pavey	Cole Proctor
Sigma Lambda Beta (-)	Luis Banda	
Sigma Phi Epsilon (+)	Johnathan Sanchez	Henry Manan / Braden Botkin

Sorority Presidents

Sorority Presidents		
Chapter	Fall 2021	Spring 2022
Alpha Kappa Alpha (-)	Caitlin Nolen	Dacaria Harris
Alpha Phi (+)	Ashley Tran	Mary Elizabeth Thornton
Delta Delta Delta (+)	Lexi Stefek	Liz Dickerson
Delta Gamma (+)	Ashleigh Hartman	Karson Ross
Delta Sigma Theta (-)	Ashlynn Clark	
Kappa Delta Chi (-)	Liz Gomez	
Kappa Kappa Gamma (+)	Lexi Campbell	Shelbi Proffer
Gamma Phi Beta (+)	Payton Dill	Payton Dearmont
Lambda Pi Upsilon (-)	Valeria Aranda	
Mu Delta Alpha (-)	Rija Khan	Tala Salem
Sigma Gamma Rho (-)	Elise McCoy	
Sigma Psi Zeta (-)	Truc Nguyen	
Zeta Phi Beta (-)	Michaela Roper	

+ Chapters who host elections based on calendar year (January-December)

- Chapters who host elections based on academic year (May-June)

SEAL Leader Demographics

The 2021-2022 SEAL Leaders were primarily Undergraduate Seniors (54.5%) followed by Juniors (21.2%). This has enhanced our intentionality to recruit more first and second year students to participate in leadership positions by revamping and enhancing the Emerging Leaders curriculum and reinvigorating the Freshman Leadership Council. We hope that this develops a pipeline of student leaders who grow more confident in their ability to lead earlier on in their collegiate career. The average age of our student leader is 21.9, younger than the University's average age (26.4). Beginning FY23, SEAL will work with the Graduate Student Council to better understand what types

of leadership positions would be most impactful for Graduate students and Adult Learners. 53.5% of SEAL Leaders identified as female compared to the University's 55.7%. We are proud that our organizations are led by a larger population of Underrepresented Minority students than the University population (SEAL: 24.2%, WSU: 18.1%), as well as a larger percentage of First-Generation students (SEAL: 39.4%, WSU: 35.8%),

Student Class:	count		age in years (mean)	age in years (median)	% female	% under-rep minority[1]	% first generation	% under-served[2]	% full time enrolled	% Univ. housing	% military
Total	99	100%	21.9	20	53.5%	24.2%	39.4%	50.5%	54.5%	17.2%	5.1%
freshmen	3	3.0%	18.7	19	66.7%	33.3%	66.7%	100.0%	66.7%	33.3%	0.0%
sophomore	15	15.2%	19.2	19	53.3%	20.0%	26.7%	33.3%	60.0%	33.3%	6.7%
junior	21	21.2%	20.4	20	42.9%	23.8%	52.4%	57.1%	52.4%	28.6%	0.0%
senior	54	54.5%	21.9	21	57.4%	24.1%	35.2%	50.0%	57.4%	9.3%	5.6%
graduate	6	6.1%	35.8	33.0	50.0%	33.3%	50.0%	50.0%	16.7%	0.0%	16.7%
non-degree seeking [3]	<3	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

<3=suppresed low count

The race/ethnicity of SEAL Leaders is comparable to the University population with a slightly larger population of SEAL Leaders identifying as Black and Hispanic. However, University's international student population in not equitably represented in the make-up of SEAL Leaders.

Race/Ethnicity:	All		Undergraduate		Graduate		Age categories:		
Total	99	100%	93	100%	0	0%	Total	99	100%
Amer Ind & Alaskan Native	<3	n/a	<3	n/a	<3	n/a	under 18	<3	n/a
Asian non-Hispanic	6	6.1%	5	5.4%	<3	n/a	18 to 24	84	84.8%
Black non-Hispanic	8	8.1%	7	7.5%	<3	n/a	25 to 34	12	12.1%
Hawaiian	<3	n/a	<3	n/a	<3	n/a	35 to 44	<3	n/a
Hispanic	16	16.2%	15	16.1%	<3	n/a	45 to 54	<3	n/a
White non-Hispanic	59	59.6%	58	62.4%	<3	n/a	55 to 64	3	3.0%
multiple race non-Hispanic	4	4.0%	4	4.3%	<3	n/a	65 to 74	<3	n/a
missing	<3	n/a	<3	n/a	<3	n/a	75 or older	<3	n/a
International	6	6.1%	4	4.3%	<3	n/a			

Residency Status:	All		Undergraduate		Graduate	
Total	99	100%	93	100%	3	100%
resident	68	68.7%	65	69.9%	3	100.0%
non-resident	25	25.3%	24	25.8%	<3	n/a
international	6	6.1%	4	4.3%	<3	n/a

SEAL Leaders represent a smaller portion of students from the Wichita area than the University population, however, represent a larger percentage of students from Kansas.

Origin of Residence:	All		Undergraduate		Graduate	
Total	98	100%	92	100%	3	100%
KS Sedgwick	33	33.7%	31	33.7%	<3	n/a
KS MSA without Segdwick[4]	7	7.1%	7	7.6%	<3	n/a
KS (southeast exc MSA & Sedg)	8	8.2%	7	7.6%	<3	n/a
KS (northeast)	15	15.3%	15	16.3%	<3	n/a
KS (northwest)	3	3.1%	3	3.3%	<3	n/a
KS (southwest)	5	5.1%	5	5.4%	<3	n/a
Missouri	8	8.2%	8	8.7%	<3	n/a
Nebraska	<3	n/a	<3	n/a	<3	n/a
Colorado	<3	n/a	<3	n/a	<3	n/a
Oklahoma	5	5.1%	5	5.4%	<3	n/a
non surrounding states	7	7.1%	7	7.6%	<3	n/a
domestic no address	<3	n/a	<3	n/a	<3	n/a
International	7	7.1%	4	4.3%	3	100.0%

While SEAL Leaders represent every academic college in relatively equal proportion to the University population, it is interesting that the largest percentage of SEAL Leaders are majoring in LAS Social Sciences (SEAL: 37.4%, WSU: 12.5%).

Academic Division of Major:	All		Undergraduate		Graduate	
Total	99	100%	93	100%	3	100%
Business	15	15.2%	12	12.9%	3	100.0%
Education	4	4.0%	4	4.3%	<3	n/a
Engineering	14	14.1%	12	12.9%	<3	n/a
Fine Arts	4	4.0%	4	4.3%	<3	n/a
Health Professions	11	11.1%	11	11.8%	<3	n/a
LAS Humanities	3	3.0%	3	3.2%	<3	n/a
LAS Nat Sci and Math	8	8.1%	8	8.6%	<3	n/a
LAS Social Sciences	37	37.4%	36	38.7%	<3	n/a
LAS Other	<3	n/a	<3	n/a	<3	n/a
Other College Units	3	3.0%	3	3.2%	<3	n/a
Graduate School	<3	n/a	<3	n/a	<3	n/a

SEAL Leader Grade Reports

SEAL Leaders consistently perform better academically than the average all undergraduate GPA. In both the Fall 2021 and Spring 2022 semesters, 6 of the 8 councils reported received a higher semester GPA than the average All Undergraduate GPA. In fact, both semesters the All Council GPA, an average of all 8 reported groups, was +.20 higher in the Fall and +.30 higher in the Spring than the All Undergraduate GPA.

Fall 2021

Organization	Rank	Total Membership	Council GPA
Community Service Board Members	1	4	4.000
Student Organization Council	2	3	3.792
Community Service Board Executive Board	3	7	3.748
Panhellenic Council	4	7	3.415
SGA Executive Branch	5	12	3.307
SGA Legislative Branch	6	48	3.223
All Council GPA			3.210
All Undergraduate GPA			3.016
Interfraternity Council	7	7	2.871
Multicultural Greek Council	8	5	2.578

Spring 2022

Organization	Rank	Total Membership	Council GPA
Student Organization Council	1	3	3.900
Community Service Board Executive Board	2	7	3.881
Community Service Board Members	3	14	3.814
All Council GPA			3.447
Panhellenic Council	4	8	3.397
SGA Legislative Branch	5	42	3.325
SGA Executive Branch	6	12	3.303
All Undergraduate GPA			3.130
Multicultural Greek Council	7	4	2.986
Interfraternity Council	8	6	2.973

SEAL EVENTS

Despite developing a brand-new department staffed at less than 50% capacity, SEAL hosted 126 events with a combined event attendance of 8,136 students.

A representative sample of event participants across all functional area events were surveyed about their experience attending the event and its impact on their experience at Wichita State.

Learning Outcomes:

By participating in this event, I...	Participants who Agree/Strongly Agree	Strongly Disagree		Disagree		Neutral		Agree		Strongly Agree		Total
Recognized the importance of developing meaningful connections with my peers.	94.0%	0.94%	3	1.25%	4	3.8%	12	40.4%	129	53.6%	171	319
Grew in my ability to work cooperatively in collaboration with others.	93.1%	0.63%	2	0.63%	2	5.6%	18	39.5%	126	53.6%	171	319
Understand the importance of social responsibility as it relates to civic engagement.	91.7%	0.63%	2	1.27%	4	6.3%	20	37.8%	119	54.0%	170	315
Increased my understanding of diverse communities.	87.7%	0.63%	2	1.90%	6	9.8%	31	33.2%	105	54.4%	172	316
Gained skills that will help me lead a healthier and more satisfying lifestyle.	82.4%	1.28%	4	3.19%	10	13.1%	41	35.1%	110	47.3%	148	313
Moved toward my personal and educational goals.	82.1%	1.60%	5	2.24%	7	14.1%	44	34.3%	107	47.8%	149	312
Better understand my personal values and beliefs.	81.0%	0.95%	3	2.54%	8	15.6%	49	35.9%	113	45.1%	142	315
Gained new knowledge which I did not previously possess.	75.5%	1.91%	6	3.50%	11	19.1%	60	36.9%	116	38.5%	121	314
Developed my understanding of aspects of my personal identity.	73.6%	1.93%	6	4.82%	15	19.6%	61	33.4%	104	40.2%	125	311
Made meaning of new knowledge and how to apply it to my daily life.	71.6%	2.16%	7	6.17%	20	20.1%	65	35.5%	115	36.1%	117	324
Challenged my assumptions through reflective thinking.	71.2%	1.92%	6	5.13%	16	21.8%	68	33.0%	103	38.1%	119	312
Was encouraged to think critically.	65.6%	3.18%	10	6.05%	19	25.2%	79	32.2%	101	33.4%	105	314

Event Satisfaction Questions	Participants who Agree/Strongly Agree	Strongly Disagree		Disagree		Neutral		Agree		Strongly Agree		Total
Overall, this was an outstanding event.	95.8%	0.28%	1	1.38%	5	2.54%	9	27.7%	98	68.1%	241	354
This activity/program was accepting of my personal identity.	93.8%	0.28%	1	0.28%	1	5.64%	20	32.6%	115	61.2%	216	353
Participating in this program positively contributed to my overall campus experience at Wichita State University.	93.5%	0.28%	1	0.85%	3	5.37%	19	33.9%	119	59.6%	210	352
This program helped me feel connected to the Wichita State University Campus Community.	92.8%	0.28%	1	0.57%	2	6.80%	24	30.5%	106	62.3%	220	353
This program made me feel included/like I belong on campus.	88.7%	0.28%	1	0.82%	3	10.2%	36	30.6%	108	58.1%	205	353
I would attend future programs hosted by SEAL.	88.5%	0.26%	1	1.04%	4	10.2%	39	23.7%	91	64.8%	248	383
I am more likely to continue at Wichita State University because of programs like this one.	84.6%	0.56%	2	4.46%	16	10.38%	37	30.6%	110	54.0%	194	359

SEAL Event Participant Demographics

Overall, participants at SEAL events represent a sample group comparable to the University population. The most notable difference is that a higher population of under-represented minority students (SEAL: 23.7%, WSU: 18.1%) participate in SEAL events than a representative sample of the University population; particularly for Black (SEAL: 8.8%, WSU: 5.2%) and Hispanic (SEAL: 14.7%, WSU: 12.1%) students.

Student Class:		count		age in years (mean)	age in years (median)	% female	% under-rep minority[1]	% first generation	% under-served[2]	% full time enrolled	% Univ. housing	% military
	Total	1,010	100%	21.5	21	59.6%	23.7%	33.1%	45.0%	58.5%	20.3%	3.6%
	freshmen	93	9.2%	19.3	19	49.5%	36.6%	41.9%	60.2%	64.5%	52.7%	4.3%
	sophomore	198	19.6%	18.9	19	62.6%	24.2%	31.3%	43.9%	65.2%	42.9%	4.0%
	junior	184	18.2%	20.6	20	66.8%	27.7%	44.0%	57.1%	51.1%	15.8%	4.9%
	senior	358	35.4%	22.0	21	65.4%	24.6%	37.2%	48.3%	56.4%	8.7%	3.6%
	graduate	159	15.7%	25.5	24.0	39.6%	10.7%	10.7%	20.1%	59.1%	1.9%	0.6%
	non-degree seeking [3]	18	1.8%	24.8	22.0	66.7%	5.6%	11.1%	11.1%	71.4%	44.4%	5.6%

<3=suppresed low count

Race/Ethnicity:		All		Undergraduate		Graduate		Age categories:		
	Total	1,008	100%	847	100%	159	100%	Total	1,007	100%
	Amer Ind & Alaskan Native	<3	n/a	<3	n/a	<3	n/a	under 18	7	0.7%
	Asian non-Hispanic	77	7.6%	72	8.5%	5	3.1%	18 to 24	896	89.0%
	Black non-Hispanic	89	8.8%	80	9.4%	9	5.7%	25 to 34	82	8.1%
	Hawaiian	<3	n/a	<3	n/a	<3	n/a	35 to 44	19	1.9%
	Hispanic	148	14.7%	140	16.5%	8	5.0%	45 to 54	<3	n/a
	White non-Hispanic	470	46.6%	445	52.5%	25	15.7%	55 to 64	3	0.3%
	multiple race non-Hispanic	40	4.0%	39	4.6%	<3	n/a	65 to 74	<3	n/a
	missing	11	1.1%	10	1.2%	<3	n/a	75 or older	<3	n/a
	International	173	17.2%	61	7.2%	112	70.4%			

Residency Status:		All		Undergraduate		Graduate	
Total	1,010	100%	849	100%	161	100%
resident	637	63.1%	600	70.7%	37	23.0%
non-resident	200	19.8%	188	22.1%	12	7.5%
international	173	17.1%	61	7.2%	112	69.6%

Origin of Residence:	All		Undergraduate		Graduate	
Total	1,004	100%	844	100%	152	100%
KS Sedgwick	323	32.2%	299	35.4%	24	15.8%
KS MSA without Segdwick[4]	79	7.9%	74	8.8%	5	3.3%
KS (southeast exc MSA & Sedg)	37	3.7%	35	4.1%	<3	n/a
KS (northeast)	134	13.3%	132	15.6%	<3	n/a
KS (northwest)	12	1.2%	11	1.3%	<3	n/a
KS (southwest)	51	5.1%	48	5.7%	3	2.0%
Missouri	63	6.3%	62	7.3%	<3	n/a
Nebraska	9	0.9%	9	1.1%	<3	n/a
Colorado	6	0.6%	6	0.7%	<3	n/a
Oklahoma	46	4.6%	44	5.2%	<3	n/a
non surrounding states	70	7.0%	63	7.5%	7	4.6%
domestic no address	<3	n/a	<3	n/a	<3	n/a
International	174	17.3%	61	7.2%	113	74.3%

Academic Division of Major:	All		Undergraduate		Graduate	
Total	1,010	100%	849	100%	160	100%
Business	151	15.0%	134	15.8%	17	10.6%
Education	105	10.4%	92	10.8%	13	8.1%
Engineering	257	25.4%	158	18.6%	99	61.9%
Fine Arts	60	5.9%	56	6.6%	4	2.5%
Health Professions	167	16.5%	153	18.0%	14	8.8%
LAS Humanities	19	1.9%	13	1.5%	6	3.8%
LAS Nat Sci and Math	61	6.0%	58	6.8%	3	1.9%
LAS Social Sciences	155	15.3%	151	17.8%	4	2.5%
LAS Other	29	2.9%	29	3.4%	<3	n/a
Other College Units	6	0.6%	5	0.6%	<3	n/a
Graduate School	<3	n/a	<3	n/a	<3	n/a

AWARDS AND RECOGNITION

Greek Awards

Outstanding Fraternity GPA	Farmhouse: 3.534
Outstanding Sorority GPA	Lambda Pi Upsilon: 3.552
Panhellenic Council Sisterhood Award	Kappa Kappa Gamma
Outstanding Philanthropic Programming Award	Alpha Phi, Red Dress Gala
Outstanding Advisor Award	Jennifer Gipson, Alpha Phi
Dottie C. Miller Award	Brandon Dorion, UPD
Gamma Phi Beta Greek Unity Award	Ayshea Banes, Alpha Phi
Outstanding New Fraternity Member Award	Garrett Petty, Phi Delta Theta
Outstanding New Sorority Member Award	Emma Whitney, Delta Gamma
Craig Barton Outstanding Sophomore Award - Fraternity	Corey Woltman, Delta Upsilon
Craig Barton Outstanding Sophomore Award - Sorority	Ayshea Banes, Alpha Phi

Mortar Board Legacy Award - Fraternity	Spencer Harris, Sigma Alpha Epsilon
Mortar Board Legacy Award - Sorority	Elizabeth Dickerson, Delta Delta Delta
Dr. Sam Cohlmia Outstanding Greek Man of the Year	John Ramey, Delta Upsilon
Dr. Sam Cohlmia Outstanding Greek Woman of the Year	Jennifer Alfaro, Lambda Pi Upsilon
Rhatigan Legacy Award, Chapter of the Year	IFC - Delta Upsilon MGC - Lambda Pi Upsilon NPHC - Alpha Phi Alpha PC – Not Awarded

Shocker Leadership Awards

Advisor of the Year	Tia Hill, Student Activities Council
Rising Leader of the Year	Rafael Guereque
RSO President of the Year	Truc Nguyen, Sigma Psi Zeta
Excellence in Publicity	Sigma Psi Zeta
Outstanding Small Organization of the Year	Chi Sigma Tau
Outstanding Large Organization of the Year	Student Activities Council
Excellence in Inclusion and Belonging	Spectrum: LGBTQ & Allies
Commitment to Membership Recruitment & Retention	Sigma Phi Epsilon
Outstanding Community Service Program of the Year	Vietnamese Student Association, ACCE Mentorship
Outstanding New Program of the Year	Fairmount Formal, Student Activities Council
Excellence in Collaboration Program of the Year	Drag Show, Spectrum/SAC/ODI
Outstanding Educational Program of the Year	3D Printed Prosthetics
Outstanding Program of the Year	Afro-Karibbean Night, African Caribbean Student Association
Outstanding Commitment to Service Award	Linda Sims, RSC Event Services

Undergraduate Student of the Year

Finalists		
Elizabeth Dickerson	Kaelyn Hannah	Brayden Pavey
Rija Khan	Jonathan Lozano	Rafael Uribe
Lauren O'Donnell	Shelby Parscale	Gregory Vandyke Jr.
2022 Undergraduate Student of the Year: Gisselle Mosqueda		

Graduate Student of the Year

Finalists			
Joyce Chiam Ziyi	Rachel Embray	Tia Owens	Meghan Wald
2022 Graduate Student of the Year: Elizabeth Vest			

Student Government Association Awards

Friend of the Association Award	David Kidd and Nick Crawley
President's Legacy Award	Gabriel Fonseca
Student Senator of the Year	Michelle Bastian
Executive Member of the Year	David Liu

GRANTS AND DEVELOPMENT

I. **Kansas Beats the Virus - $2,000** The Community Service Board submitted a proposal to receive funding to purchase items to be given out during the initial weeks of school to help prevent the spread of COVID-19. Grant awarded.
II. **ACHA - $3,000** In collaboration with Student Health Services (SHS), the SEAL office submitted a proposal to the American College of Health Professions (ACHA) to purchase signage and advertising to be used to promote the services provided by SHS. The grant was approved.
III. **Swipe Out Hunger**-A proposal was submitted to purchase a deep freezer and other items for the Shocker Support Locker. The grant was not approved.
IV. **In-Kind Donations**
    A. Freddy's Frozen Custard and Steak Burger-Donated gift cards and logoed merchandise.

STRATEGIC PLANNING, ASSESSMENT AND RETENTION

SEAL Strategic Plan

The development of a new department motivated most of our strategic plan progress being focused within Goal One as we focused largely in our first year as Student Engagement, Advocacy, & Leadership to create consistent and streamlined brand and to develop cross campus brand recognition and awareness. In the coming year, we will evaluate the effectiveness of the new brand that has been developed as well as the effectiveness of our weekly newsletters and social media platforms. We will also conduct a campus wide perceptions survey about the programming and initiatives offered by SEAL. Finally, we will begin to solidify and standardize the leadership development curriculum for SEAL Leaders that will be consistently offered to all Council Leadership, regardless of council with the goal to expand the content of the curriculum to the SGA Legislative Branch, FSL and RSO Officers beginning Fall 2023 and RSO and FSL members beginning Fall 2024.

I. **Department Goal 1:** Establish the Office of Student Engagement, Advocacy & Leadership as the primary resource for Student Engagement experiences on campus and in the community.
    A. **Advances:**
       i.   Student Affairs Action Plan:1. A.1, 1.A.4, 1.C.3, 2.A.3, 3.A.2, 3.A.3, 3.A.4, 3.D.1, 3.D.2, 3.D.3, 3.E.4, 5.A.2, 5.A.3, 5.C.2, 5.C.3, 5.C.4
       ii. Strategic Enrollment Management Plan: Objective 1.3.4, 1.4.1, 1.4.3, 3.4.3, 3.7.1, 3.7.3, 3.7.4, 3.9.2
       iii. University Strategic Plan: Goal 1, 2, 3, 5
    B. **FY22 Progress:** Over the Fall 2021-Spring 2022 academic year, SEAL has accomplished the following tactics in pursuit of this goal:
       i.   Market Student Engagement, Advocacy & Leadership as one department, rather than multiple functional areas.
       ii. Create a marketing campaign strategy for signature events within the department.

      iii. Overhaul the website to streamline and condense content.

      iv. Streamline departmental social media and determine which functional areas need their own platforms.

      v. Develop best practices to communicate the value of student engagement to incoming students.

      vi. Utilize the experience of SEAL Leaders to market engagement opportunities within the department.

II. **Department Goal 2:** Enhance and develop engagement opportunities with a holistic student approach that meets their ever-changing needs.

    A. **Advances:**

      i. Student Affairs Action Plan: 1.A.3, 1.A.4, 1.B.1, 1.B.3, 1.C.1, 1.C.3, 1.C.4, 1.C.6, 2.A.3, 3.A.1, 3.A.2, 3.A.3, 3.A.4, 3.D.3, 3.E.1, 4.A.1, 5.A.2, 5.A.3, 5.C.1, 5.C.3, 5.C.4, 5.C.5, 5.D.2

      ii. Strategic Enrollment Management Plan: Objective 1.4.1, 2.5.1, 3.4.3, 3.7.1, 3.7.3, 3.7.4, 3.8.2, 3.9.2

      iii. University Strategic Plan: Goal 1, 2, 3, 4, 5

    B. **FY22 Progress:** Over the Fall 2021-Spring 2022 academic year, SEAL has accomplished the following tactics in pursuit of this goal:

      i. Review event satisfaction and learning outcomes achieved on departmental event evaluations.

      ii. Develop 2-3 new initiatives within each functional area based on assessment data.

III. **Department Goal 3:** Increase the persistence rate of students involved in departmental organizations and initiatives.

    A. **Advances:**

      i. Student Affairs Action Plan: 1.A.4, 1.B.1, 1.B.2, 1.B.4, 1.C.2, 1.C.3, 1.C.4, 1.D.1, 1.D.4, 2.A.3, 3.A.2, 3.A.3, 3.A.5, 3.B.1, 3.B.2, 3.B.3, 3.B.4, 3.B.5, 4.A.1, 5.A.2, 5.A.3, 5.B.2, 5.C.4, 5.D.1, 5.D.2

      ii. Strategic Enrollment Management Plan: Objective 1.4.3, 2.5.1, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3.3, 3.7.1, 3.7.3, 3.7.5, 3.7.6, 3.8.1, 3.9.2

      iii. University Strategic Plan: Goal 1, 2, 3, 4, 5

    B. **FY22 Progress:** Over the Fall 2021-Spring 2022 academic year, SEAL has accomplished the following tactics in pursuit of this goal:

      i. Implement CAS Student Leader Learning Guides for each departmental student organization board (CSB, SGA, PC, IFC, MGC, NPHC) to determine a baseline for development as a result of engagement within the organization.

      ii. Utilize various reporting platforms employed by the University to intentionally engage with student leaders and RSO/FSL organization members who exhibit SEM risk factors or are students of concern (SEAS, At-Risk Reporting, Navigate, CARE, etc.).

National Benchmarking

I. The National Study for Learning, Voting and Engagement (NSLVE Report)
   a) In January 2012, the U.S. Department of Education issued a "call to action" challenging colleges and universities to support academic programs and experiences designed to increase student civic learning and engagement in democracy. The National Study of Learning, Voting, and Engagement (NSLVE) offers colleges and universities an opportunity to learn their student registration and voting rates and, for interested campuses, a closer examination of their campus climate for political learning and engagement and correlations between specific student learning experiences and voting. NSLVE is the first and only study to objectively examine student and institution-level data on student voting and to share these data with participating campuses.
   b) In the 2020 election (reported in 2021):
      i) Wichita State University increased its voting rate to 68.1%, which is a +19.2 change from 2016
      ii) Increased Registration Rate to 86.3%, which is an +16.2 change from 2016
      iii) Increased Voting Rate of Registered Students to 78.9%, a which is a +20 change from 2016
      iv) In 2016 (the last Presidential Election), Wichita State has 11,606 eligible student voters and 8,140 of them were registered to vote with 5,679 students voting. In 2020, Wichita State had 11,368 eligible student voters and 9,813 of them were registered to vote with 7,746 students voting.
      v) In 2016 and 2020, Wichita State was compared to the average voting rates of similar institutions in NSLVE bringing our rate to 68% which is 2% point more than the average of all institutions
   c) The NSLVE report is used to direct the work and initiatives of the Shockers Vote! Coalition on Voting and Election Engagement. This report is used to make funding decisions from SEAL and SGA as well as set priorities for the Coalition in each of the upcoming midterm and presidential elections in 2022 and 2024.

Retention

In the Fall 2021 semester, SEAL Leaders were retained at the intisition at a rate of 76%, a persistence rate higher than at of the all undergraduate degree seeking population (63%). In the Spring 2022 semester, SEAL Leaders were retained at the intisition at a rate of 74%, a persistence rate higher than at of the all undergraduate degree seeking population (62%).

Across both the Fall 2021 and Spring 2022 semesters, the students that were members of the Greek comminty were retained at the intisition at a rate of 70%, a persistence rate higher than at of the all undergraduate degree seeking population (63%).

SEAL Leaders and FSL members with downward trending GPAs and those with a moderate to high recommended support level in Navigate received an email with academic support resources on campus as well as monthly in person academic check-ins with their specialized advisor.

156 SEAL Leaders that achieved a 3.25 or higher semester GPA or had an increase of 0.1 in their cumulative GPA, received an email card congratulating them on their accomplishment from the SEAL Staff.

9 SEAL Resource Newsletters were sent to 140 student leaders covering the topics of Back to School Preparation, Financial Management, Emotional Wellness, Network security. Personal & Social Competence, Sexual Health, Career Development, and Preparations for Final Week.

RECRUITMENT & OUTREACH

I. Presentations:
    a. 2 trainings to Student Ambassador Society members
    b. 4 Black and Yellow Day interactive sessions
    c. 4 Black and Yellow Day experience fairs
    d. 4 New Student Kick-Off Days
    e. 4 Virtual Connections
    f. 3 Welcome Tables events
    g. 2 Discover Wichita State events
    h. 2 Honors Scholar Receptions

II. Mailings/Mass Emails:
    a. Panhellenic Formal Recruitment Postcard: 3,343 mailed
    b. Interested in Joining a Sorority Email: 4,129 sent
    c. Interested in Joining a Fraternity Email: 2,984 sent
    d. Apply to attend LeaderShape Email: 1,532 sent
    e. You are Eligible to Apply to be the 2021-2022 Student of the Year Email: 2,524 sent
    f. Participate in National Student Exchange Email: 4,000 sent

III. Social Media:
    a. Instagram
        i. Followers: 1,026
        ii. Posts: 14
    b. Twitter
        i. Followers: 2,569
        ii. Tweets: 104
    c. Facebook
        i. Likes: 2,200
        ii. Posts: 81

IV. Newsletters:
    d. The Newsie:
        i.   # of Subscribers: 635
        ii. Newsletters Sent: 37
        iii. Unique Opens (combined): 8,426
        iv. Average Opens per Newsletter: 228 (36.75%)
    e. RSO Updates:
        i.   # of Subscribers: 885
        ii. Newsletters Sent: 32
        iii. Unique Opens (combined): 10,832
        iv. Average Opens per Newsletter: 339 (49.05%)

ENGAGEMENT PLATFORMS

Shocker 360

Shocker360 is an engagement platform that allows students to track the high level co-curricular experiences they participate in which outputs to an engagement transcript meant to complement their resume. Examples of these experiences include attending a national leadership conference, completing an internship/co-op, serving as president of their student organization, etc. Activities and achievement are categorized into five competency areas (pictured in the graph below):
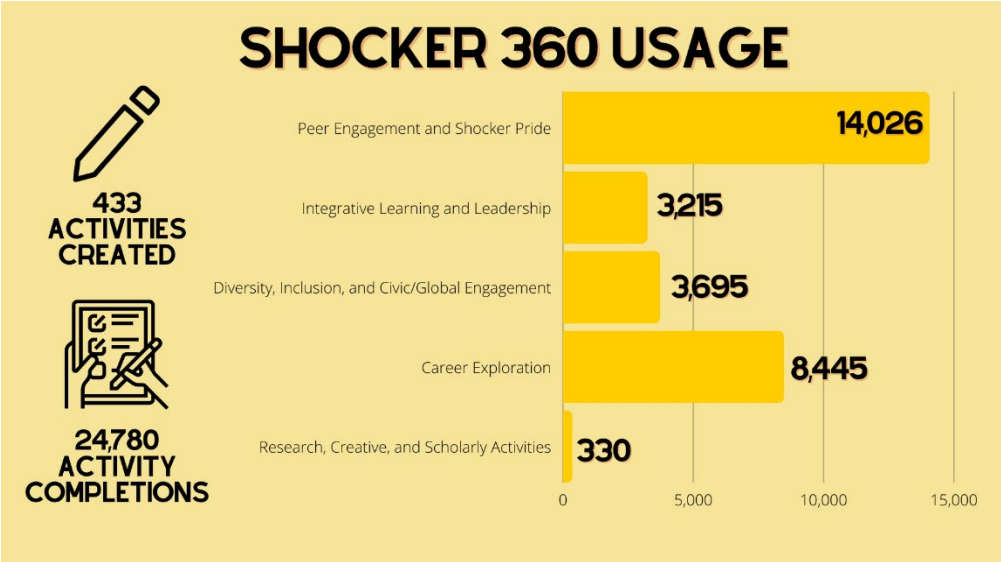
VolunteerICT

VolunteerICT is a volunteer management platform that connects Wichita State's staff, students, and faculty to volunteer opportunities throughout the Wichita area. VolunteerICT is maintained in collaboration with the United Way of the Plains.

COMMITMENT TO THE FUTURE

Reflecting on the 2021-2022 academic year, the SEAL Staff is excited about what is to come in the 2022-2023 academic year! Our staff is in year one of our strategic plan which highlights some thoughtful and assessment-driven priorities for the next three years.

In FY23, SEAL will work to create developmental opportunities for student employees and ensuring that they feel included as SEAL Leaders. As we evaluate the University's ever-changing population, we will strive to ensure that our SEAL Leaders are diverse and representative of the campus population, monitoring those that are overly involved and elevating unusual voices.

In our first full year with a new department and brand, we will work to revise programs and practices to ensure that they are intentional and meet the needs of the current student population by connecting our groups with networks outside of Kansas, expanding our office's footprint on campus and in the community.

The Fraternity and Sorority Life Community is committed to improving Greek unity with intentional programming, recruitment, and outreach. We will strive to work with our National and alumni partners to grow the community with quality members committed to communicating the value of the Fraternity and Sorority Experience to new and current students.

With new leadership in place and a full staff, we are developing methods to ensure that our staff, student staff, graduate staff, and student leaders are working together to maintain a culture of care and ensuring that we are cross training staff on all functional areas.

Student Engagement, Advocacy & Leadership

Action Plan

2022-2024

Within the division of Student Affairs, Student Engagement, Advocacy & Leadership seeks to connect every student through a variety of engagement experiences. Student Engagement, Advocacy & Leadership oversees the areas of:

- Civic Engagement
- Fraternity and Sorority Life
- Leadership Development
- National Student Exchange
- Recognized Student Organizations
- Student Government Association

Student Engagement, Advocacy & Leadership serves all Wichita State University students, faculty, and staff as well as the greater Wichita community.

Purpose & Values

Wichita State Mission: *The mission of Wichita State University is to be an essential **educational, cultural, and economic driver** for Kansas and the greater public good.*

SEAL Purpose: The Office of Student Engagement, Advocacy and Leadership exists to facilitate an engaged campus culture where students are empowered to maximize their potential by creating opportunities for personal growth and real world-readiness.

SEAL Vision: To inspire the next generation of world ready leaders to advance the communities they serve.

SEAL Values:

- **Intentional Growth**: Creating meaningful engagement experiences that overcome boundaries and expand their curiosity, personal and professional development
- **Belonging**: Establishing an environment where all students feel engaged in the campus community and courageous enough to be who they are.
- **Civic Mindedness**: Providing opportunities and spaces to challenge and engage students to be motivated by or show concern for humanity.
- **Connectedness**: Generating energy that allows students to be vulnerable and to feel seen, heard, and valued without judgment.

Student Engagement, Advocacy & Leadership

Department Goal 1: Establish the Office of Student Engagement, Advocacy & Leadership as the primary resource for Student Engagement experiences on campus and in the community. (Gabriel, Randi, Abbi, Caitlin)

Advances:

  i. Student Affairs Action Plan: 1. A.1, 1.A.4, 1.C.3, 2.A.3, 3.A.2, 3.A.3, 3.A.4, 3.D.1, 3.D.2, 3.D.3, 3.E.4, 5.A.2, 5.A.3, 5.C.2, 5.C.3, 5.C.4

  ii. Strategic Enrollment Management Plan: Objective 1.3.4, 1.4.1, 1.4.3, 3.4.3, 3.7.1, 3.7.3, 3.7.4, 3.9.2

  iii. University Strategic Plan: Goal 1, 2, 3, 5

Strategy 1.1: Develop a coordinated and consistent departmental marketing and outreach plan.

    Initiative 1.1.1: Develop a consistent Student Engagement, Advocacy & Leadership brand with cross campus recognition.

        Tactic 1.1.1.1: Market Student Engagement, Advocacy & Leadership as one department, rather than multiple functional areas. (Spring 2022)

            Metric 1.1.1.1.1: Design functional area marketing with the departmental brand in mind to enhance consistency and brand awareness.

        Tactic 1.1.1.2: Develop a departmental Marketing and Visual Standards Guide that aligns with University's Visual Brand Standards and includes department specific best practices and marketing expectations. (Fall 2022)

            Metric 1.1.1.2.1: A Marketing and Visual Standards Guide is created.

            Metric 1.1.1.2.2: Departmental marketing utilizes consistent messaging, visuals, and key words.

        Tactic 1.1.1.3: Create a marketing campaign strategy for signature events within the department. (Summer 2022)

            Metric 1.1.1.3.1: Track success of campaign based on attendance at signature events and overall satisfaction reported on event evaluations.

    Initiative 1.1.2: Streamline digital marketing for the department.

        Tactic 1.1.2.1: Overhaul the website to streamline and condense content. (Summer 2022) – Complete

            Metric 1.1.2.1.1: Increase traffic on SEAL website by 40%.

        Tactic 1.1.2.2: Evaluate the effectiveness of the Newsie by evaluating best practices and preferred methods to receive information about events. (Spring 2023)

            Metric 1.1.2.2.1: Increase number of subscribers to be 25% of the student population.

            Metric 1.1.2.2.2: Increase open rate to 30%.

        Tactic 1.1.2.3: Evaluate the effectiveness of RSO Updates by evaluating best practices and preferred methods to receive information about events. (Spring 2023)

            Metric 1.1.2.3.1: Increase open rate to 60%.

Tactic 1.1.2.4: Streamline departmental social media and determine which functional areas need their own platforms. (Summer 2022)

Metric: 1.1.2.4.1: Increase the number of followers on departmental social media by 40%.

Initiative 1.1.3: Evaluate the effectiveness of marketing and outreach efforts across the department.

Tactic 1.1.3.1: Consistently analyze assessment data for the most effective ways to reach students. (Spring 2023)

Metric 1.1.3.1.1: Determine marketing efforts that will result in an increase in Student Engagement.

Metric 1.1.3.1.2: Determine marketing efforts that will result in an increase in active members within departmental councils and Recognized Student Organizations.

Metric 1.1.3.1.3: Evaluate results annually and adjust as needed.

Strategy 1.2: Intentionally market engagement opportunities to current and prospective students.

Initiative 1.2.1: Communicate the value of Student Engagement to prospective students across all functional areas.

Tactic 1.2.1.1: Develop best practices to communicate the value of student engagement to incoming students. (Summer 2022)

Metric 1.2.1.1.1: Add questions to the first-year student survey about students' interests and expectations for engagement at WSU as an incoming student.

Tactic 1.2.1.2: Understand preferred methods of communication to share the value of student engagement to current, returning students. (Spring 2023)

Metric 1.2.1.2.1: Add questions to the first-year student survey about students' interests and expectations for engagement at WSU as an incoming student.

Tactic 1.2.1.3: Determine what students' value from their engagement experiences within the department. (Spring 2023)

Metric 1.2.1.3.1: Conduct campus-wide perceptions survey.

Tactic 1.2.1.4: Utilize the experience of SEAL Leaders to market engagement opportunities within the department. (Fall 2022, ongoing)

Metric 1.2.1.4.1: Capture student testimonials related to retention and engagement.

Additional Resources Needed:

- Additional funding for print materials, online platform subscriptions, social media outreach, etc.

Department Goal 2: Enhance and develop engagement opportunities with a holistic student approach that meets their ever-changing needs. (Brandon M, Erica, Skyy, Loren)

Advances

i. Student Affairs Action Plan: 1.A.3, 1.A.4, 1.B.1, 1.B.3, 1.C.1, 1.C.3, 1.C.4, 1.C.6, 2.A.3, 3.A.1, 3.A.2, 3.A.3, 3.A.4, 3.D.3, 3.E.1, 4.A.1, 5.A.2, 5.A.3, 5.C.1, 5.C.3, 5.C.4, 5.C.5, 5.D.2

   ii.   Strategic Enrollment Management Plan: Objective 1.4.1, 2.5.1, 3.4.3, 3.7.1, 3.7.3, 3.7.4, 3.8.2, 3.9.2

   iii.   University Strategic Plan: Goal 1, 2, 3, 4, 5

<u>Strategy 2.1:</u> Evaluate the effectiveness of current engagement opportunities provided by the department.

      Initiative 2.1.1: Understand which programs meet student needs and which require enhancement.

           Tactic: 2.1.1.1: Review event satisfaction and learning outcomes achieved on departmental event evaluations. (Fall 2022, ongoing)

                Metric 2.1.1.1.1: Distribute event evaluations at a variety of events and initiatives.

           Tactic 2.1.1.2: Understand campus perception and needs of the engagement experiences provided by the department. (Spring 2023)

                Metric 2.1.1.2.1: Conduct campus-wide perceptions survey.

<u>Strategy 2.2</u>: Offer a comprehensive engagement experience to students through intentional programs and initiatives.

      Initiative 2.2.1: Offer new engagement opportunities to meet campus and community needs.

           Tactic 2.2.1.1: Develop 2-3 new initiatives within each functional area based on assessment data. (Fall 2022, ongoing)

                Metric 2.2.1.1.1: new initiatives are developed.

<u>Additional Resources Needed</u>:

-   Funding for new initiatives

Department Goal 3: Increase the persistence/retention rate of students involved in departmental organizations and initiatives. (Randi, Malaree, Brandon D., Hope)

Advances

   i.   Student Affairs Action Plan: 1.A.4, 1.B.1, 1.B.2, 1.B.4, 1.C.2, 1.C.3, 1.C.4, 1.D.1, 1.D.4, 2.A.3, 3.A.2, 3.A.3, 3.A.5, 3.B.1, 3.B.2, 3.B.3, 3.B.4, 3.B.5, 4.A.1, 5.A.2, 5.A.3, 5.B.2, 5.C.4, 5.D.1, 5.D.2

   i.   Strategic Enrollment Management Plan: Objective 1.4.3, 2.5.1, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3.3, 3.7.1, 3.7.3, 3.7.5, 3.7.6, 3.8.1, 3.9.2

   ii.   University Strategic Plan: Goal 1, 2, 3, 4, 5

<u>Strategy 3.1:</u> Offer a comprehensive leadership development program for students engaged in SEAL initiatives.

      Initiative 3.1.1: Evaluate the effectiveness of current engagement initiatives on student development in relation to CAS learning and development outcomes.

           Tactic 3.1.1.1: Implement CAS Student Leader Learning Guides for each departmental student organization board (CSB, SGA, PC, IFC, MGC, NPHC) to determine a baseline for development as a result of engagement within the organization. (Spring 2022, ongoing)

                Metric 3.1.3.1.1: Analyze assessment data to determine trends.

      Initiative 3.1.2: Build leadership development curriculum for SEAL Leaders.

Tactic 3.1.2.1: Evaluate the effectiveness of current engagement initiatives on student development in relation to CAS learning and development outcomes to inform leaders curriculum. (Spring 2023, ongoing)

> Metric 3.1.2.1.1: Host student leader focus groups to better understand desired learning opportunities in areas where learning outcome growth was less than 0.5.

Tactic 3.1.2.2: Create curricula to support supplemental opportunities for personal and professional development for SEAL Leaders in areas identified. (Summer 2023, ongoing)

> Metric 3.1.2.2.1: Implement leadership development opportunities in areas where learning outcome growth was less than 0.5.

> Metric 3.1.2.2.2: Review effectiveness of implemented opportunities annually

Initiative 3.1.3: Expand leadership development curriculum to SGA Legislative Branch as well as RSO and FSL officers.

Tactic 3.1.3.1: Modify curriculum to fit broader audience at varying levels of leadership within organizations. (Summer 2024)

> Metric 3.1.3.1.1: Implement leadership development opportunities in areas where learning outcome growth was less than 0.5.

Initiative 3.1.4: Intentionally engage SEAL leaders at highest risk for not persisting.

Tactic 3.1.4.1: Utilize various reporting platforms employed by the University to intentionally engage with student leaders and RSO/FSL organization members who exhibit SEM risk factors or are students of concern (SEAS, At-Risk Reporting, Navigate, CARE, etc.). (Fall 2022, ongoing).

> Metric 3.1.2.2.1: Intentional outreach via email and 1:1 meetings to provide support and connect students to resources.

Strategy 3.2: Create leadership development opportunities that are accessible to and inclusive of a diverse campus community.

Initiative 3.2.1: Understand campus perception and needs of the leadership development initiatives provided by the department.

Tactic 3.2.1.1: Conduct a campus wide needs assessment for future departmental initiatives. (Spring 2023)

> Metric 3.2.1.1.1: 12% of students have completed survey.

Initiative 3.2.2: Establish new leadership development pathways with varying levels of required engagement.

Tactic 3.2.2.1: Revamp tiered leadership programs and leadership retreats. (Fall 2022)

> Metric 3.2.2.1.1: New leadership development opportunities are offered.

Initiative 3.2.4: Host transfer student social to build engagement with transfer students and RSOs.

Tactic 3.2.4.1: Offer transfer student social opportunities and provide information about SEAL, RSO's, FSL, SGA, and Leadership (Fall 2022, ongoing)

> Metric 3.2.4.1.1: Track attendance and obtain feedback to evaluate the effectiveness of the program.

Strategy 3.3: Provide equitable employment and leadership opportunities for undergraduate and graduate student staff.

Initiative 3.3.1: Evaluate current recruitment and hiring practices.

Tactic 3.3.1.1: Evaluate the recruitment, selection practices, expectations, and pay for Departmental Student Employee opportunities to ensure equitability. (Fall 2022)

Metric 3.3.1.1: Review practices and make recommendations to ensure equitability.

Initiative 3.3.2: Align undergraduate and graduate student employee pay and benefits to opportunities provided by other departments in the division.

Tactic 3.3.2.1: Review pay and benefits of other departments in the division annually. (Fall 2022)

Metric 2.3.2.1.1: Create a report of roles and compensation rates across the division.

Tactic 3.3.2.2: Develop a timeline for pay modification for undergraduate and graduate student employees. (Spring 2023)

Metric 3.3.2.2.1: Pay modification timeline developed.

Additional Resources Needed:

- Additional funding for graduate and student staff pay and benefits.

October 2021

Student Voting Rates for Wichita State University

2020 NSLVE Campus Report

Tufts UNIVERSITY | Jonathan M. Tisch College of Civic Life

idhe INSTITUTE FOR DEMOCRACY & HIGHER EDUCATION

October 2021
Dear Colleagues:

We are pleased to send this tailored report containing your students' voting rates for 2020. This report contains three years of relevant topline data: 2016, 2018, and 2020. As always, we disaggregate the data so you can better identify and address gaps in participation.

College and university students participated in record-breaking numbers in the 2020 election. In 2016, the Average Institutional Voting Rate was 53%. This year, it jumped to 66%. We encourage you to review Democracy Counts 2020, our most recent national report.

As in past years, we urge you to share this report widely and strategically, particularly with faculty who, in 2020, were often the most consistent communicators with students about ever-changing voting conditions and deadlines. We also urge you to review our recommendations for engaging elections to cultivate a robust and healthy campus climate for political engagement, discourse, equity, and participation: Election Imperatives (2019) and the more recent Election Imperatives: A Time of Physical Distancing and Social Action. Since "pervasive political discussions" and attentiveness to the campus culture around speech and academic freedom are among our top recommendations, we direct you to our discussion guides on talking about your NSLVE report, on free speech and inclusion , and on hot topics, our Making Sense of ... guides.

Finally, we always encourage you to work with us. Help us help you get better data by reaching out. Email **IDHE@Tufts.edu** for more information. And as always, watch your inbox for our periodic newsletter, IDHE Update, for announcements about upcoming releases and new resources.

Congratulations on engaging your students in the 2020 election. Remember, student political learning is a year-round objective. Elections may be episodic, but student political engagement should not be.

All the Best,
IDHE Team
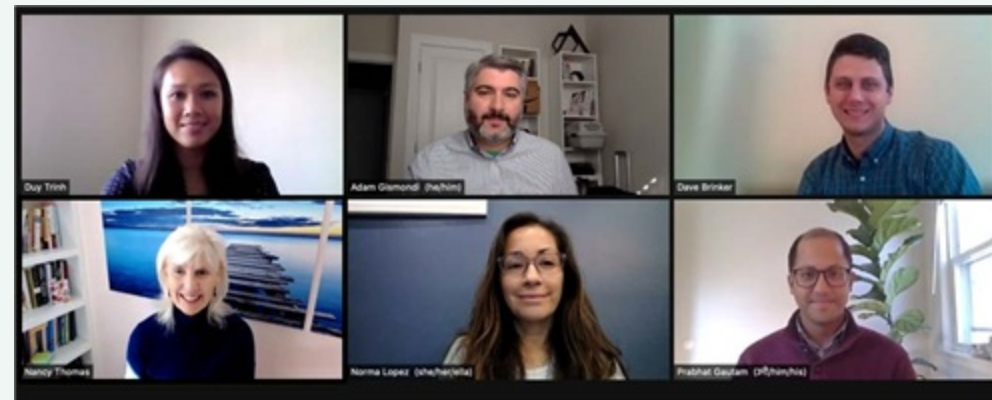
(Top Row from left) Duy Trinh, Program Administrator; Adam Gismondi, Director of Impact; Dave Brinker, Senior Researcher; (Botton Row from left) Nancy Thomas, Director; Norma López, Postdoctoral Scholar; Prabhat Gautam, Data Manager.

We also want to acknowledge and thank **Syed Golam Mohaimen, M.S. student in Data Science at Tufts University** for his contributions toward the creation of these reports.

In This Report

This report presents data on student voter participation rates for your campus. The topline counts on page 5 tells you how many students voted, but we encourage you to look carefully at the data on subsequent pages to learn who voted. Data are presented in the form of vessel charts, overlapping donut charts, and tables.

Tables

The tables show, on the left-side columns, the numbers of students and the rates from 2016, 2018, and 2020. On the left-side, percentage point (p.p.) changes between 2016 and 2020. A red down arrow indicates a decrease, a green up arrow indicates an increase, and a yellow arrow pointing to the right indicates no change. "-" in these tables indicates that the data is unavailable/missing, or is available for 10 or less students.

Vessel Chart

This chart shows rates out of 100%, with arrows to the right of each bar representing relevant national averages (medians), which you can find in IDHE's national report Democracy Counts 2020.
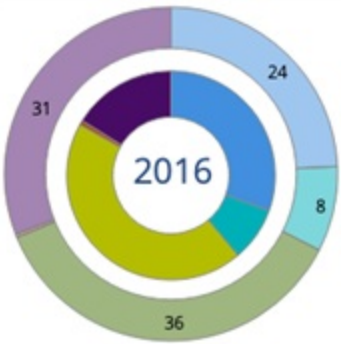
Overlapping Donut Chart

This chart is used to show the breakdown of vote method utilization (page 10), with the outer ring showing your campus method utilization and the inner ring showing the national breakdown. These are described in percentages.

Voting, Registration and Yield Rates

YOUR INSTITUTION

68.1%
2020 Voting Rate
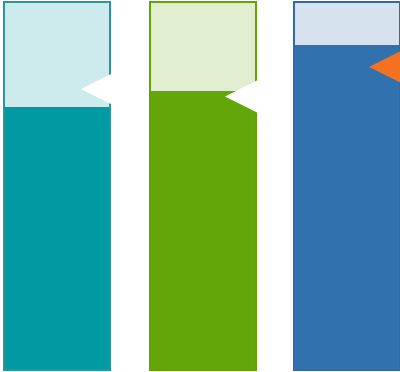
+19.2
Change From 2016

ALL INSTITUTIONS
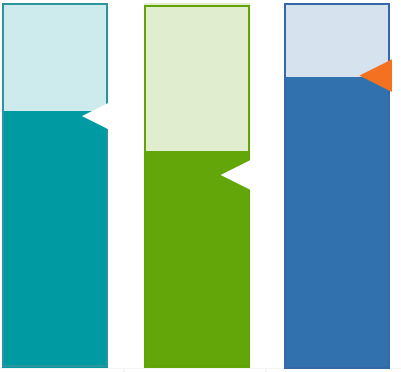
66%
2020 Voting Rate

REGISTRATION RATE

70.1%   74.4%   86.3%

2016   2018   2020
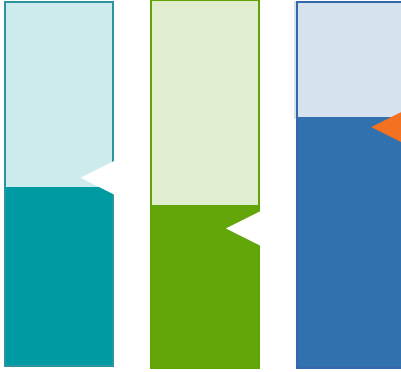
The **Registration Rate** is the percent of your voting-eligible students who registered to vote.

VOTING RATE OF REGISTERED STUDENTS

69.8%   58.9%   78.9%

2016   2018   2020

The **Voting Rate of Registered Students** is the percent of registered students who voted on Election Day. We often refer to this as the "yield" rate.

VOTING RATE

48.9%   43.9%   68.1%

2016   2018   2020

The **Voting Rate** is the percentage of eligible students who voted on Election Day. The voting rate is also the product of the registration and yield rates.

Looking Closer

Voting and Registration Rates

	2016	2018	2020	2016-2020 Change (p.p.)
Total Student Enrollment	13,639	14,405	14,641	⬆ 1,001
(Age under 18/Unknown)	–	–	–	–
(IPEDS estimated non-resident aliens)	1,431	1,492	1,722	⬆ 292
(FERPA records blocked)	80	43	35	⬇ -45
(Non-Degree Seeking Students)	522	–	1,514	⬆ 992
Total eligible voters	11,606	12,870	11,368	⬇ -238
Number of students who registered	8,140	9,577	9,813	⬆ 1,673
Number of students who voted	5,679	5,644	7,746	⬆ 2,067
Registration Rate %	70	74	86	⬆ 16
Voting Rate of Registered Students %	70	59	79	⬆ 9
Voting Rate %	49	44	68	⬆ 19

This page provides the numbers we used to calculate your voting, registration, and yield rates. The sub-categories under total student enrollment are the adjustments that we make to account for students who are ineligible to vote due to age or citizenship status. We also exclude, when correctly flagged, students who are not pursuing degrees.

We use IPEDS-derived estimates of NRAs when institutions do not submit non-resident alien status data to NSC, or we cannot verify the accuracy of the reported counts. This estimate is given by "IPEDS estimated non-resident aliens" on this page. If you believe the number of international students reported on this report is incorrect, you can manually adjust your institution's voting rates by using our recalculation tool. https://id-he.tufts.edu/nslve/nslve-recalculation-tool.

By Institution Types

2016 Voting Rate for All Institutions	HIGH 82%
53%	LOW 13%

2020 Voting Rate for All Institutions	HIGH 89%
66%	LOW 19%
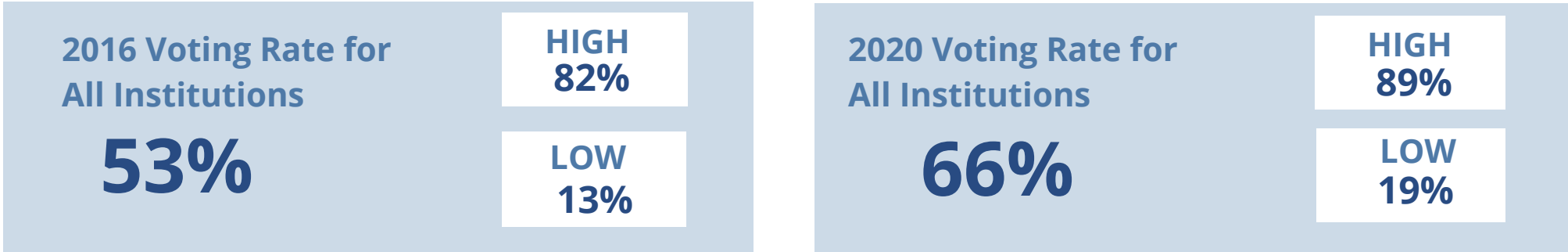
These are estimated voting rates of your institution compared to the average voting rates of similar institutions in NSLVE. *"Your Institution" chart is presented at a different scale.

YOUR INSTITUTION*

49%	44%	68%
2016	2018	2020

INSTITUTIONAL AVERAGE PHD

54%	41%	69%
2016	2018	2020

PRIVATE INSTITUTIONAL AVERAGE PHD

56%	42%	70%
2016	2018	2020

PUBLIC INSTITUTIONAL AVERAGE PHD

54%	41%	69%
2016	2018	2020

By Race / Ethnicity

ASIAN

2016	2018	2020
18%	20%	33%

AMERICAN INDIAN / ALASKAN NATIVE

2016	2018	2020
62%	46%	57%

BLACK

2016	2018	2020
39%	36%	55%

HISPANIC

2016	2018	2020
39%	39%	61%

NATIVE HAWAIIAN / PACIFIC ISLANDER

2016	2018	2020

TWO OR MORE RACES

2016	2018	2020
47%	43%	64%

WHITE

2016	2018	2020
53%	46%	68%

These are estimated voting rates for race / ethnicity groups. These classifications are provided by campuses and are obtained following race reporting procedures* defined by the National Center for Education Statistics of the Institute of Education Sciences (IES). Please see our FAQ for more detail on why we cannot report national benchmark for some of the demographic groups: https://tufts.app.box.com/v/idhe-nslve-report-faq

If you notice unavailable/missing data in this page, it could mean any of the following for your institution: (i) does not report this data; (ii) did not provide this data in past years; (iii) does not separately submit data for one or more of the demographic groups, or (iv) the data is reported for 10 or fewer students.
* https://nces.ed.gov/ipeds/report-your-data/race-ethnicity-collecting-data-for-reporting-purposes

Looking Closer

By Race/Ethnicity

This page provides the numbers we used to calculate race / ethnicity group voting rates. We include the counts of students and the change in rates between the two most recent comparable election years.

If you notice unavailable/missing data in this page, it could mean any of the following for your institution: (i) does not report this data; (ii) did not provide this data in past years; (iii) does not separately submit data for one or more of the demographic groups, or (iv) the data is reported for 10 or fewer students.

| | 2016 | | | 2018 | | | 2020 | | | 2016-2020 |
	Enrolled	Voted	Rate	Enrolled	Voted	Rate	Enrolled	Voted	Rate	Change (p.p)
Asian	1,314	239	18	1,348	267	20	1,314	434	33	⬆ 15
American Indian/ Alaska Native	76	47	62	102	47	46	89	51	57	⬇ -5
Black	744	292	39	868	310	36	795	433	54	⬆ 15
Hispanic	1,385	545	39	1,598	621	39	1,662	1,018	61	⬆ 22
Native Hawaiian/ Pacific Islander	11	–	–	–	–	–	13	–	–	–
2 or More Races	482	226	47	553	238	43	591	377	64	⬆ 17
White	7,949	4,175	53	8,577	3,971	46	7,793	5,262	68	⬆ 15
Race Unknown	1,018	152	15	1,302	184	14	649	165	25	⬆ 10

By Voting Method

Legend: ■ Not-In-Person ■ Early Vote ■ In-Person ■ Other ■ Provisional ■ Unknown

2016 — 23, 7, 35, 34

2018 — 23, 6, 36, 34

2020 — 39, 18, 18, 24
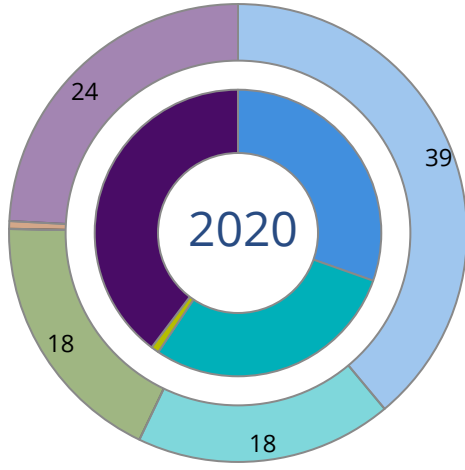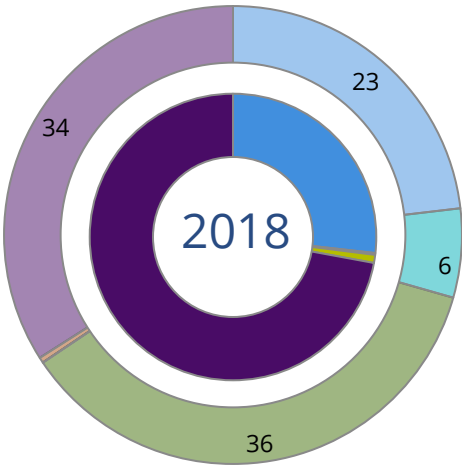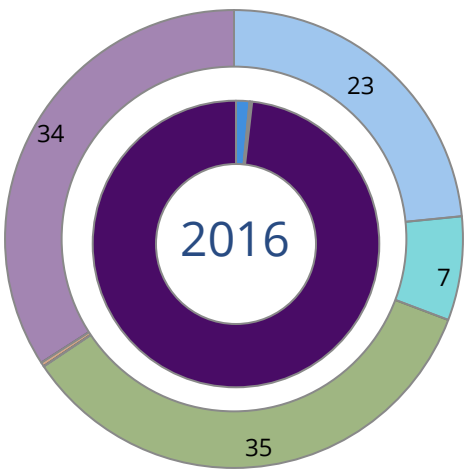
	2016		2018		2020		2016-2020	
	Voted	**Rate**	**Voted**	**Rate**	**Voted**	**Rate**	**Change (p.p.)**	
Early Vote	–	–	–	–	2,244	29	–	
In-Person on Election Day	12	0	52	1	71	1	1	⬆
Not-In-Person	83	2	1,514	27	2,354	30	29	⬆
Other	–	–	–	–	–	–	–	
Provisional	–	–	–	–	–	–	–	
Voting Method Unknown	5,575	98	4,068	72	3,077	40	-59	⬇

These are estimated rates for vote method utilization, the number of students utilizing each method, and the percent of students utilizing each method. Not all U.S. states provide information on vote method; voting method for voter files from these states are classified "Voting Method Unknown." For a list of these states, see our FAQ. https://idhe.tufts.edu/nslve/nslve-faq#CampusReports

By Age Group

	2016	2018	2020
18-21	40%	36%	62%
22-24	41%	35%	56%
25-29	43%	36%	54%
30-39	50%	43%	59%
40-49	66%	57%	71%
50+	78%	74%	82%

Voting is habit-forming and young voters will usually continue as voters in subsequent elections. Also, young voters are more likely to be contacted by campaigns and are visible, and therefore significant, to elected officials. While in the past, we have seen voting rates increase across age groups, in recent cycles, the most significant increases have been among first-time and the youngest voters. Some colleges serve primarily young students, traditionally viewed as students in the 18-21 or 22-24 categories here. Others have much higher numbers of enrolled older undergraduate or graduate students.

Looking Closer

By Age Group

Here, we provide the numbers of students in each age category and the voting rates for each group. These are based on the student's age on the day of the election, as calculated by the National Student Clearinghouse using data from student enrollment records.

	2016			2018			2020			2016-2020
	Enrolled	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Change (p.p)**
18-21	5,251	2,116	40	5,687	2,046	36	5,746	3,591	62	⬆ 22
22-24	3,271	1,342	41	3,260	1,130	35	3,007	1,675	56	⬆ 15
25-29	2,237	965	43	2,264	806	36	1,943	1,047	54	⬆ 11
30-39	1,464	731	50	1,734	743	43	1,421	844	59	⬆ 9
40-49	523	344	66	707	400	57	534	379	71	⬆ 5
50+	233	181	78	706	519	74	255	210	82	⬆ 5

Looking Closer

By Sex

	2016			2018			2020			2016-2020
	Enrolled	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Change (p.p)**
Female	6,852	3,208	47	7,794	3,273	42	7,216	4,593	64	⬆ 17
Male	6,125	2,470	40	6,564	2,371	36	5,690	3,153	55	⬆ 15

These are estimated voting rates for sex groups and the numbers we used to calculate their voting rates. These classifications are provided by campuses and are obtained following the reporting procedures defined by the National Center for Education Statistics (NCES) of the Institute of Education Sciences (IES). Presently, NCES requires institutions to report students as "Male" or "Female" only.*

If you notice missing data in this page, it could mean any of the following for your institution: (i) does not report this data; (ii) did not provide this data in past years; (iii) does not separately submit data for one or more of the demographic groups, or (iv) the data is reported for 10 or fewer students.

*https://surveys.nces.ed.gov/ipeds/public/survey-materials/faq?faqid=11

Looking Closer

By Education Level / Undergraduate Class Year

	2016 Enrolled	Voted	Rate (%)	2018 Enrolled	Voted	Rate (%)	2020 Enrolled	Voted	Rate (%)	2016-2020 Change (p.p)
EDUCATION LEVEL										
Undergraduate	10,620	4,611	43	10,755	4,084	38	10,488	6,340	60	↑ 17
Graduate	2,334	1,063	46	2,291	979	43	2,417	1,405	58	↑ 13
Class Unknown	25	–	–	1,312	27	2	–	–	–	–
CLASS YEAR										
First Year	2,075	34	709	2,928	31	919	1,917	57	1,088	↑ 23
Second Year	1,879	41	770	2,063	37	759	1,945	59	1,157	↑ 19
Upper Level	6,688	47	3,137	6,756	41	2,781	6,631	62	4,101	↑ 15
ENROLLMENT STATUS										
Full-time	10,180	4,223	41	9,871	3,594	36	9,934	5,883	59	↑ 18
Part-time	2,799	1,456	52	4,487	2,050	46	2,972	1,863	63	↑ 11

These are estimated voting rates by Education Level (undergraduate/graduate), Class Year, and Enrollment Status (full-time/part-time), and the numbers we used to calculate these rates.

If you notice missing data in this page, it could mean any of the following for your institution: (i) does not report this data; (ii) did not provide this data in past years; (iii) does not separately submit data for one or more of the demographic groups, or (iv) the data is reported for 10 or fewer students.

By Field of Study

FIELDS	2016			2018			2020			2016-2020
	Enrolled	Voted	Rate	Enrolled	Voted	Rate	Enrolled	Voted	Rate	Change (p.p)
Area, Ethnic, Cultural, and Gender Studies	32	21	66	28	15	54	13	–	–	–
Biological and Biomedical Sciences	393	169	43	773	293	38	680	423	62	⬆ 19
Business, Management, and Marketing	2,208	1,000	45	2,121	815	38	1,962	1,160	59	⬆ 14
Communication and Journalism	327	172	53	315	163	52	273	201	74	⬆ 21
Computer and Information Sciences	–	–	–	524	178	34	636	306	48	–
Education	1,067	629	59	1,444	779	54	1,735	1,196	69	⬆ 10
Engineering and Engineering Technologies	2,647	816	31	2,248	606	27	2,024	883	44	⬆ 13

These are estimated voting rates by field of study, and the numbers we used to calculate the field of study rates. For an explanation of CIP codes, please see our FAQ.* There are roughly 8,000 fields of study among U.S. colleges and universities, so we provide rates for condensed categories.

*https://tufts.app.box.com/v/idhe-nslve-report-faq

By Field of Study

FIELDS	2016			2018			2020			2016-2020
	Enrolled	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Change (p.p)**
English Language and Literature	154	89	58	152	75	49	129	82	64	⬆ 6
Family and Consumer/Human Sciences	37	19	51	45	22	49	26	16	62	⬆ 10
Foreign Languages, Literatures, and Lingui..	55	27	49	52	29	56	42	29	69	⬆ 20
Health Professions	1,939	885	46	2,167	762	35	1,892	1,212	64	⬆ 18
History	123	85	69	73	47	64	65	50	77	⬆ 8
Law Enforcement, Firefighting, and Protec..	445	200	45	431	150	35	442	250	57	⬆ 12
Legal Professions and Studies	–	–	–	–	–	–	–	–	–	–
Liberal Arts and Sciences, and Humanities	722	275	38	1,233	491	40	273	164	60	⬆ 22
Mathematics and Statistics	89	35	39	88	38	43	69	29	42	⬆ 3
Multi/Interdisciplinary Studies	–	–	–	42	23	55	65	48	74	–
Natural Resources and Conservation	36	21	58	21	–	–	12	–	–	–
Parks, Recreation, Leisure, and Fitness Stu..	596	194	33	276	77	28	246	139	57	⬆ 24
Philosophy and Religious Studies	28	20	71	23	13	57	12	–	–	–
Physical Sciences	312	139	45	240	87	36	188	110	59	⬆ 14

By Field of Study

FIELDS	2016			2018			2020			2016-2020
	Enrolled	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Enrolled**	**Voted**	**Rate**	**Change (p.p)**
Psychology	493	226	46	610	262	43	583	359	62	⬆ 16
Public Administration and Social Service Professions	398	235	59	408	228	56	430	313	73	⬆ 14
Social Sciences	266	159	60	277	151	55	233	170	73	⬆ 13
Visual and Performing Arts	546	244	45	685	309	45	804	537	67	⬆ 22
Unknown	53	11	21	42	20	48	65	43	66	⬆ 45

About This Report

Thank you for participating in the National Study of Learning, Voting, and Engagement.

Since NSLVE's launch in 2013, nearly 1,200 colleges and universities have signed up to receive their voting rates for the 2012, 2014, 2016, 2018, and 2020 federal elections.

Along with others, your institution's participation in this study has allowed us to build a robust database of over 50 million college student records, about 10 million for each election year, that serve as a foundation for innovative research on college student political learning and engagement in democracy.

NSLVE is a signature initiative of the Institute for Democracy and Higher Education (IDHE) at Tufts University's Jonathan M. Tisch College of Civic Life. The mission of IDHE is to shift college and university priorities and culture to advance political learning, agency, and equity. We achieve our mission through research, resource development, technical assistance, and advocacy.

About the Data

The voter registration and voting rates in this report reflect the percentage of your institution's students who were eligible to vote and who actually voted in the 2016, 2018, and 2020 elections.

These results are based on enrollment records your institution submitted to the National Student Clearinghouse (NSC) and publicly available voting files collected by L2 Political.

Enrollment lists are adjusted by deducting students under age 18 (at the time of the election), people identified as non-degree seeking and those identified by campuses as "nonresident aliens" (NRAs) (the federal government's category for mostly international students). Unfortunately, not all campuses report NRAs to NSC. For those campuses, we use IPEDS to calculate the number of NRA students on each campus and adjust NSC enrollment numbers to estimate the number of students to remove. We also quality check NRA removals by verifying that there is little to no discrepancy between the number of international students reported by the campus to IPEDS and to NSC. We cannot adjust subgroup analyses absent identification of NRAs verified by the process above. We welcome closer partnerships with individual colleges and universities to provide more accurate rates. For more on the data and the matching process, see our FAQ on Campus Reports.

Wichita State University

Thank you for the work you do to improve your students' political learning and engagement. We hope that you find your NSLVE report useful. For up-to-date news on NSLVE data, resources, and to sign up for our newsletter visit: https://idhe.tufts.edu.

References: IDHE encourages report recipients to share this report as broadly as possible, including posting it on the college or university's website. When doing so, please use the following citation: Institute for Democracy & Higher Education: National Study of Learning, Voting and Engagement. (2021). 2016, 2018, and 2020 report for _____ [name of institution]. Medford, MA.

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2021-2022 SEAL Event Listing

Event Title: Panhellenic Formal Recruitment
Date: 8/7/2021-8/12/2021
Time: 8:00:00 AM-6:00:00 PM
Location: Various
Event Description: Join the Panhellenic Council for the Panhellenic Primary Recruitment! Potential members can register online at wichita.edu/PCRecruitment and meet all the Panhellenic sororities to find their potential Greek home.

Event Title: Community Service Board Membership Meetings
Date: 8/19/2021-12/3/2021
Time: 3:30:00 PM-5:00:00 PM
Location: RSC 142
Event Description: Join the Community Service Board (CSB) for weekly meetings. Meetings are open to all WSU staff, students and faculty and you don't have to be a member to attend. Meetings will be an opportunity to learn about the needs of local nonprofits, hear from local nonprofit leaders, participate in service projects and hear about ways that you can volunteer. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu.

Event Title: Volunteer Kick-Off Service Event
Date: 8/21/2021-8/21/2021
Time: 9:00:00 AM-1:00:00 PM
Location: RSC 266
Event Description: Start your school year off by joining us for a morning of volunteering in downtown Wichita! Volunteers will meet in the Room 266 of the RSC at 9:00 Am. The group will then board busses and head downtown for a morning of volunteering with Wichita Clean Streams or at Exploration Place. Volunteer work will end around 12:00 Pm and the group will come back to the RSC for brief wrap-up and reflection activities. The event will end by 1:00 Pm. Transportation will be provided, but students may transport themselves. Please indicate if you will need transportation when you register. Volunteers should wear comfortable clothing and things you don't mind getting dirty. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: President and Advisor Training
Date: 8/21/2021-8/21/2021
Time: 9:00:00 AM-4:00:00 PM
Location: RSC 233
Event Description: Mandatory training for Fraternity and Sorority Life chapter presidents and chapter advisors.

Event Title: MGC Informational
Date: 8/23/2021-8/23/2021
Time: 5:00:00 PM-6:00:00 PM

Location: RSC BeggsBallroom, 3rd Floor
Event Description: The Multicultural Greek Council invites you to attend their annual Informational to learn more about the 13 fraternities and sororities within the council.

Event Title: MGC Yard Show
Date: 8/24/2021-8/24/2021
Time: 12:00:00 PM-1:30:00 PM
Location: RSC North Patio
Event Description: Join the Multicultural Greek Council for one of the hypest events in August as our fraternities and sororities showcase their rhythm and moves!

Event Title: Involvement Fair
Date: 8/26/2021-8/26/2021
Time: 11:00:00 AM-2:00:00 PM
Location: RSC North Patio
Event Description: The Involvement Fair is designed to provide students with the opportunity to learn about co-curricular and extracurricular activities at Wichita State University. 200 student organizations, university departments, and volunteer agencies line the RSC North Patio to showcase their opportunities for involvement.

Event Title: Student Organization Council Meeting
Date: 9/7/2021-9/7/2021
Time: 6:00:00 PM-7:00:00 PM
Location: CAC Theater
Event Description: Monthly meetings for student organizations about different opportunities for RSOs and updates.

Event Title: Wednesdays at the Diner-Broadway Location
Date: 9/8/2021-9/8/2021
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner Broadway Location, 520 N. Broadway, Wichita KS 67214
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: United Way GIV Warehouse
Date: 9/10/2021-9/10/2021
Time: 2:30:00 PM-4:30:00 PM
Location: United Way GIV Warehouse: 432 N. Washington, Wichita KS 67214
Event Description: Join the Community Service Board for volunteering at the United Way Give Items of Value (GIV) Warehouse. The United Way GIV program accepts donated items and donates them to nonprofits across Kansas. Volunteers will help unpack, sort and prepare

items for local agencies. Volunteers are encouraged to wear comfortable clothing and shoes that may get dirty. We will meet at the United Way GIV Warehouse located at 432 N. Washington, Wichita KS 67214. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Shockers After Dark
Date: 9/10/2021-9/10/2021
Time: 8:00:00 PM-10:00:00 PM
Location: RSC 1st Floor
Event Description: Join Student Affairs for two hours of fantastic free fun! There will be a vareity of activities along with free food and giveaways.

Event Title: Wichita Clean Streams
Date: 9/11/2021-9/11/2021
Time: 10:30:00 AM-12:30:00 PM
Location: Various Locations
Event Description: Join Wichita Clean Stream's, Wichita RiverWalk Cleanup Crew for a morning of cleaning up the area around the Arkansas and Little Arkansas River. Gloves and materials will be provided. Volunteers will meet at a location determined before the event. Volunteers will be given exact location of event via email before the event. Please wear closed toe shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines set forth by the University and Wichita Clean Streams. For questions email CSB@wichita.edu or call 316-978-3022. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Pearls and PC
Date: 9/12/2021-9/19/2021
Time: 1:00:00 PM-4:00:00 PM
Location: Hubbard Hall 208
Event Description: New members of the Panhellenic Council learn more about one another and how we can work together to advance our community.

Event Title: Mentoring Mondays
Date: 9/13/2021-9/13/2021
Time: 4:00:00 PM-6:00:00 PM
Location: Holy Savior Academy: 1457 Chautauqua, Wichita KS 67214
Event Description: Sign up to be part of a group of Shockers who provide homework help for youth in areas of math, reading, history, spelling, science, and English. Join the Community Service Board for Mentoring Mondays and tutor students at the Boys and Girls Club-Chautauqua unit on Mondays. No experience is necessary. All tutors will need to pass a background check prior to volunteering.

Event Title: Our Daily Bread
Date: 9/14/2021-9/14/2021
Time: 8:00:00 AM-12:00:00 PM

Location: 2825 S. Hillside, Wichita KS 67216
Event Description: Our Daily Bread is one of the largest food pantries in the Wichita Metro Area providing food staples to more than 1,000 people and more than 400 pets each week. Volunteers will assist with helping Our Daily Bread clients with the following: Answering phones and helping clients making appointments, setting up the outdoor delivery area, unloading trucks, prepping and assembling food boxes, loading food boxes onto the indoor conveyer belt that goes outside, loading food boxes into outdoor delivery area into cars, breaking down the outdoor delivery area. Volunteers should wear comfortable clothing and shoes that they don't mind getting dirty. For questions email: CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Stop, Shop, and Stroll (MGC)
Date: 9/14/2021-9/14/2021
Time: 10:00:00 AM-3:00:00 PM
Location: RSC East Courtyard
Event Description: Visit chapters of the Multicultural Greek Council to lean more about their organizations and shop for crafts and snacks made by their members

Event Title: Songfest Captain's Meeting
Date: 9/15/2021-9/15/2021
Time: 5:30:00 PM-7:30:00 PM
Location: RSC258
Event Description: Meeting with Songfest Team Captains to explain event rules and expectations

Event Title: Meals on Wheels
Date: 9/17/2021-9/17/2021
Time: 10:30:00 AM-1:00:00 PM
Location: Senior Services: 200 S. Walnut, Wichita KS 67213
Event Description: Meals on Wheels delivers a hot, nutritious noon meal to homebound people age 60 + each weekday. More than just a meal, the program provides a friendly, familiar face at the doors of homebound people every day. Volunteers will meet at Senior Services of Wichita at 10:30 Am for a brief orientation and guidance on delivering food according to proper social distancing guidelines. Following orientation, volunteers will be given addresses and food for delivery. Volunteers must have reliable transportation. Volunteer shift should end by 1:00 Pm.

Event Title: CSB-Students United: Shocker Neighborhood Coalition
Date: 9/18/2021-9/18/2021
Time: 8:00:00 AM-12:00:00 PM
Location: TBD
Event Description: Volunteers will assist with a neighborhood clean-up sponsored by the City of Wichita and will provide residents with an opportunity to clean-up debris and keep the neighborhood clean for residents of the community. Volunteers will be given exact details of the location one week prior to the event. The event will take place form 8:00 Am-12:00 Pm and are usually complete by 11am. Teams are also welcome to sign-up for this opportunity.

Volunteers should wear comfortable shoes and clothing. All volunteers should adhere to the social distancing guidelines set by the university. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: New Member Greek Academy
Date: 9/19/2021-9/19/2021
Time: 2:00:00 PM-6:00:00 PM
Location: CAC Theater
Event Description: Come together with the new members from all three council to learn more about one another and how we can work together to advance our community.

Event Title: Wednesdays at the Diner-Hillside Location
Date: 9/22/2021-9/22/2021
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner Hillside Location, 2825 S. Hillside, Wichita KS 67216
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. We will be volunteering at the Diner's Broadway location on the 2nd Wednesday of each month. For more questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: RSO Advisor Training
Date: 9/23/2021-9/23/2021
Time: 12:00:00 PM-1:00:00 PM
Location:
Event Description: As a resource, Student Involvement offers Advisor Training for staff and faculty who advise our student organizations. These sessions will provide advisors with updates on the policies and procedures that govern student organizations. Advisors are encouraged to attend one session per year, with varying times available to ensure flexibility with changing schedules.

Event Title: Circle of Sisterhood Week
Date: 9/27/2021-10/1/2021
Time: 12:00:00 AM-12:00:00 AM
Location: Various
Event Description: Week of events to fundraise for and educate others about Panhellenic Council's National Philanthropy

Event Title: Our Daily Bread
Date: 9/28/2021-9/28/2021
Time: 8:00:00 AM-12:00:00 PM
Location: 2825 S. Hillside, Wichita KS 67216

Event Description: Our Daily Bread is one of the largest food pantries in the Wichita Metro Area providing food staples to more than 1,000 people and more than 400 pets each week. Volunteers will assist with helping Our Daily Bread clients with the following: Answering phones and helping clients making appointments, setting up the outdoor delivery area, unloading trucks, prepping and assembling food boxes, loading food boxes onto the indoor conveyer belt that goes outside, loading food boxes into outdoor delivery area into cars, breaking down the outdoor delivery area. Volunteers should wear comfortable clothing and shoes that they don't mind getting dirty. For questions email: CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Songfest Captain's Meeting
Date: 9/29/2021-9/29/2021
Time: 5:30:00 PM-7:30:00 PM
Location: RSC258
Event Description: Meeting with Songfest Team Captains to explain event rules and expectations

Event Title: Chapter President Meeting
Date: 9/30/2021-9/30/2021
Time: 6:00:00 PM-7:30:00 PM
Location: RSC 262
Event Description: Monthly meeting with Fraternity and Sorority chapter Presidents.

Event Title: Wu's Big Event XIII
Date: 10/2/2021-10/2/2021
Time: 9:00:00 AM-1:00:00 PM
Location: RSC BeggsBallroom, 3rd Floor
Event Description: Join us for WSU's largest one day volunteer event! Join us on October 2nd, 2021 to make a HUGE impact in the Wichita community. Join your fellow Shockers for a morning of volunteering throughout our community. Individuals, groups, organizations, students, staff and faculty are all invited to attend! Check-in for Wu's Big event will be from 8:30 to 8:50 AM A kick-off will begin in the Beggs Ballroom (Third Floor of the Rhatigan Student Center) at 9 AM with a lite breakfast, and information about the agencies being served. Participants will then load the buses and be at a service site by 10 AM Volunteers will work until 12 PM and return to the RSC for lunch and celebration. The event will end by 1:30 PM For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Institute by LeaderShape
Date: 10/8/2021-10/11/2021
Time: 8:00:00 AM-6:00:00 PM
Location: Rock Springs 4-H Center
Event Description: 4-day Leadership institute designed to challenge students to lead with integrity. Students will participate in leadership sessions and activities to develop their leadership skill sets.

Event Title: Wichita Clean Streams
Date: 10/9/2021-10/9/2021
Time: 10:30:00 AM-12:30:00 PM
Location: Various Locations
Event Description: Join Wichita Clean Stream's, Wichita RiverWalk Cleanup Crew for a morning of cleaning up the area around the Arkansas and Little Arkansas River. Gloves and materials will be provided. Volunteers will meet at a location determined before the event. Volunteers will be given exact location of event via email before the event. Please wear closed toe shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines set forth by the University and Wichita Clean Streams. For questions email CSB@wichita.edu or call 316-978-3022. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Wednesday at the Diner
Date: 10/13/2021-10/6/2021
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner Broadway Location, 520 N. Broadway, Wichita KS 67214
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Songfest Captain's Meeting
Date: 10/13/2021-10/13/2021
Time: 5:30:00 PM-7:30:00 PM
Location: RSC 238
Event Description: Meeting with Songfest Team Captains to explain event rules and expectations

Event Title: Nuts and Bolts
Date: 10/13/2021-10/13/2021
Time: 11:59:00 PM-11:59:00 PM
Location: On Blackboard
Event Description: Nuts and Bolts is a 3 path leadership training for Student Organization Presidents, Treasurers, and Event Planners.

Event Title: PC Fall Social
Date: 10/14/2021-10/14/2021
Time: 6:00:00 PM-9:00:00 PM
Location: RSC 142
Event Description: Mixer for five Panhellenic sororities

Event Title: Meals on Wheels
Date: 10/15/2021-10/15/2021
Time: 10:30:00 AM-1:00:00 PM
Location: Senior Services: 200 S. Walnut, Wichita KS 67213
Event Description: Meals on Wheels delivers a hot, nutritious noon meal to homebound people age 60 + each weekday. More than just a meal, the program provides a friendly, familiar face at the doors of homebound people every day. Volunteers will meet at Senior Services of Wi

Event Title: United Way GIV Warehouse
Date: 10/15/2021-10/15/2021
Time: 2:30:00 PM-4:30:00 PM
Location: United Way GIV Warehouse: 432 N. Washington, Wichita KS 67214
Event Description: Join the Community Service Board for volunteering at the United Way Give Items of Value (GIV) Warehouse. The United Way GIV program accepts donated items and donates them to nonprofits across Kansas. Volunteers will help unpack, sort and prepare items for local agencies. Volunteers are encouraged to wear comfortable clothing and shoes that may get dirty. We will meet at the United Way GIV Warehouse located at 432 N. Washington, Wichita KS 67214. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Chapter Advisor Meeting
Date: 10/21/2021-10/21/2021
Time: 5:30:00 PM-6:30:00 PM
Location: Zoom
Event Description: Monthly meeting with Fraternity and Sorority chapter advisors.

Event Title: Mentoring Mondays
Date: 10/25/2021-10/25/2021
Time: 4:00:00 PM-6:00:00 PM
Location: Holy Savior Academy: 1457 Chautauqua, Wichita KS 67214
Event Description: Sign up to be part of a group of Shockers who provide homework help for youth in areas of math, reading, history, spelling, science, and English. Join the Community Service Board for Mentoring Mondays and tutor students at the Boys and Girls Club-Chautauqua unit on Mondays. No experience is necessary. All tutors will need to pass a background check prior to volunteering.

Event Title: Student Organization Council Meeting
Date: 10/25/2021-10/25/2021
Time: 6:00:00 PM-7:00:00 PM
Location: Zoom
Event Description: Monthly meetings for student organizations about different opportunities for RSOs and updates.

Event Title: Our Daily Bread
Date: 10/26/2021-10/26/2021
Time: 8:00:00 AM-12:30:00 PM
Location: 2825 S. Hillside, Wichita KS 67216
Event Description: Our Daily Bread is one of the largest food pantries in the Wichita Metro Area providing food staples to more than 1,000 people and more than 400 pets each week. Volunteers will assist with helping Our Daily Bread clients with the following: Answering phones and helping clients making appointments, setting up the outdoor delivery area, unloading trucks, prepping and assembling food boxes, loading food boxes onto the indoor conveyer belt that goes outside, loading food boxes into outdoor delivery area into cars, breaking down the outdoor delivery area. Volunteers should wear comfortable clothing and shoes that they don't mind getting dirty. For questions email: CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Wednesday at the Diner
Date: 10/27/2021-10/20/2021
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner Hillside Location, 2825 S. Hillside, Wichita KS 67216
Event Description: Join the Community Service Board in serving a meal at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. We will be volunteering at the Diner's Broadway location on the 2nd Wednesday of each month. For more questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Chapter President Meeting
Date: 10/28/2021-10/28/2021
Time: 6:00:00 PM-7:30:00 PM
Location: Zoom
Event Description: Monthly meeting with Fraternity and Sorority chapter Presidents.

Event Title: United Way GIV Warehouse
Date: 11/5/2021-11/5/2021
Time: 2:30:00 PM-4:30:00 PM
Location: United Way GIV Warehouse: 432 N. Washington, Wichita KS 67214
Event Description: Join the Community Service Board for volunteering at the United Way Give Items of Value (GIV) Warehouse. The United Way GIV program accepts donated items and donates them to nonprofits across Kansas. Volunteers will help unpack, sort and prepare items for local agencies. Volunteers are encouraged to wear comfortable clothing and shoes that may get dirty. We will meet at the United Way GIV Warehouse located at 432 N. Washington, Wichita KS 67214. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Songfest
Date: 11/7/2021-11/7/2021
Time: 6:00:00 PM-9:00:00 PM
Location: Orpheum Theatre

Event Title: Mentoring Mondays
Date: 11/8/2021-11/8/2021
Time: 4:00:00 PM-6:00:00 PM
Location: Holy Savior Academy: 1457 Chautauqua, Wichita KS 67214
Event Description: Sign up to be part of a group of Shockers who provide homework help for youth in areas of math, reading, history, spelling, science, and English. Join the Community Service Board for Mentoring Mondays and tutor students at the Boys and Girls Club-Chautauq

Event Title: Our Daily Bread
Date: 11/9/2021-11/9/2021
Time: 8:00:00 AM-12:00:00 PM
Location: 2825 S. Hillside, Wichita KS 67216
Event Description: Our Daily Bread is one of the largest food pantries in the Wichita Metro Area providing food staples to more than 1,000 people and more than 400 pets each week. Volunteers will assist with helping Our Daily Bread clients with the following: Answering phones and helping clients making appointments, setting up the outdoor delivery area, unloading trucks, prepping and assembling food boxes, loading food boxes onto the indoor conveyer belt that goes outside, loading food boxes into outdoor delivery area into cars, breaking down the outdoor delivery area. Volunteers should wear comfortable clothing and shoes that they don't mind getting dirty. For questions email: CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Creatures for a Cause
Date: 11/9/2021-11/9/2021
Time: 1:00:00 PM-1:00:00 PM
Location: RSC Atrium, 1st Floor
Event Description: Stop by this interactive service event and give back to the Wichita community with Community Service Board! Help assemble stuffed animals that will be donated to local nonprofits in our community. All materials are provided. Learn more at www.wichita.edu/CSBvolunteer. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Wednesday at the Diner
Date: 11/10/2021-11/10/2021
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner Broadway Location, 520 N. Broadway, Wichita KS 67214
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear

a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Meals on Wheels
Date: 11/12/2021-11/12/2021
Time: 10:30:00 AM-1:00:00 PM
Location: Senior Services: 200 S. Walnut, Wichita KS 67213
Event Description: Meals on Wheels delivers a hot, nutritious noon meal to homebound people age 60 + each weekday. More than just a meal, the program provides a friendly, familiar face at the doors of homebound people every day. Volunteers will meet at Senior Services of Wi

Event Title: Wichita Clean Streams
Date: 11/13/2021-11/13/2021
Time: 10:30:00 AM-12:30:00 PM
Location: Various Locations
Event Description: Join Wichita Clean Stream's, Wichita RiverWalk Cleanup Crew for a morning of cleaning up the area around the Arkansas and Little Arkansas River. Gloves and materials will be provided. Volunteers will meet at a location determined before the event. Volunteers will be given exact location of event via email before the event. Please wear closed toe shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines set forth by the University and Wichita Clean Streams. For questions email CSB@wichita.edu or call 316-978-3022. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Chapter President Meeting
Date: 11/18/2021-11/18/2021
Time: 6:00:00 PM-7:30:00 PM
Location: RSC 256
Event Description: Monthly meeting with Fraternity and Sorority chapter Presidents.

Event Title: Student Organization Council Meeting
Date: 11/29/2021-11/29/2021
Time: 6:00:00 PM-7:00:00 PM
Location: Zoom
Event Description: Monthly meetings for student organizations about different opportunities for RSOs and updates.

Event Title: CSB-Students United: End of Semester Food Drive
Date: 12/6/2021-12/10/2021
Time: 9:00:00 AM-5:00:00 PM
Location: Shocker Hall, The Flats, The Suites
Event Description: Before cleaning out your fridge before leaving for the semester donate your cans, boxes of food and other non-perishable items instead of throwing them out!

Donation boxes will be available on the first floor of Shocker Hall, The Flats and the Suites from December 6th-9th. All donations will be given to local food banks. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu

Event Title: Executive Cabinet Retreat
Date: 1/11/2022-1/11/2022
Time: 9:00:00 AM-1:00:00 PM
Location: Zoom

Event Title: Senate Leadership Retreat
Date: 1/12/2022-1/12/2022
Time: 12:00:00 PM-5:00:00 PM
Location: Zoom

Event Title: Joint Leadership Retreat
Date: 1/14/2022-1/14/2022
Time: 12:00:00 PM-5:00:00 PM
Location: Zoom

Event Title: SEAL Leaders Social (required for all staff)
Date: 1/20/2022-1/20/2022
Time: 6:00:00 PM-8:00:00 PM
Location: Shocker Sports Grill & Lanes
Event Description: A chance for our student leaders to come together to get to know one another.

Event Title: Springfest (required for all staff)
Date: 1/27/2022-1/27/2022
Time: 11:00:00 AM-1:00:00 PM
Location: RSC 1st & 2nd Floor
Event Description: Springfest is a time for Student Organizations, Campus Departments, and community members to share their events, opportunities, and resources to recruit new members.

Event Title: CSB Membership Meetings
Date: 1/28/2022-5/6/2022
Time: 3:30:00 PM-5:00:00 PM
Location: RSC Atrium, 1st Floor
Event Description: Join the Community Service Board (CSB) for weekly meetings. Meetings are open to all WSU staff, students and faculty and you don't have to be a member to attend. Meetings will be an opportunity to learn about the needs of local nonprofits, hear from local nonprofit leaders, participate in service projects and hear about ways that you can volunteer. For questions email CSB@wichita.edu. For more information about Student Involvement sponsored events, visit wichita.edu/involvement or contact us at getinvolved@wichita.edu.

Event Title: MGC Informational
Date: 1/31/2022-1/31/2022
Time: 5:00:00 PM-7:00:00 PM
Location: RSC Ballroom

Event Title: Wu's Mini Event 1
Date: 2/5/2022-2/5/2022

Event Title: Wednesday at the Diner
Date: 2/9/2022-2/9/2022
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. We will be volunteering at the Diner's Broadway location on the 2nd Wednesday of each month.

Event Title: Greek Man and Woman of the Year Award Interviews
Date: 2/11/2022-2/11/2022
Time: 9:00:00 AM-5:00:00 PM
Location: RSC 262

Event Title: Rhatigan Legacy Award Interviews
Date: 2/12/2022-2/12/2022
Time: 9:00:00 AM-5:00:00 PM
Location: RSC 265

Event Title: Oustanding Sophmore of the Year Award Interviews
Date: 2/13/2022-2/13/2022
Time: 1:00:00 PM-6:00:00 PM
Location: RSC 265

Event Title: Panhellenic Shcolarship Celebration
Date: 2/14/2022-2/14/2022
Time: 5:00:00 PM-7:00:00 PM
Location: Ballroom

Event Title: Kansas Food Bank Warehouse
Date: 2/18/2022-2/18/2022
Time: 10:00:00 AM-12:00:00 PM
Location: Kansas Food Bank
Event Description: Join the Community Service Board at the Kansas Food Bank Warehouse. Volunteers will help with sorting and organizing food that will be distributed throughout

Kansas through various initiatives offered by the Kansas Food Bank. Volunteers are encouraged to wear comfortable clothing and shoes. For questions email CSB@Wichita.edu.

Event Title: Wednesday at the Diner
Date: 2/23/2022-2/22/2022
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. We will be volunteering at the Diner's Hillside location on the 4th Wednesday of each month.

Event Title: PC Study Night
Date: 2/23/2022-2/23/2022

Event Title: Wellness Week
Date: 2/28/2022-3/4/2022
Time: 8:00:00 AM-5:00:00 PM

Event Title: Volunteering at the United Way GIV Warehouse
Date: 3/4/2022-3/4/2022
Time: 2:30:00 PM-4:30:00 PM
Location: GIV Warehouse
Event Description: Join the Community Service Board for volunteering at the United Way Give Items of Value (GIV) Warehouse. The United Way GIV program accepts donated items and donates them to nonprofits across Kansas. Volunteers will help unpack, sort and prepare items for local agencies. Volunteers are encouraged to wear comfortable clothing and shoes that may get dirty. We will meet at the United Way GIV Warehouse located at 432 N. Washington, Wichita KS 67214. For questions email CSB@wichita.edu

Event Title: Wednesday at the Diner
Date: 3/9/2022-3/9/2022
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. We will be volunteering at the Diner's Broadway location on the 2nd Wednesday of each month.

Event Title: RSO Presidents Social
Date: 3/9/2022-3/9/2022

Event Title: Kansas Food Bank Warehouse
Date: 3/11/2022-3/11/2022
Time: 10:00:00 AM-12:00:00 PM
Location: Kansas Food Bank
Event Description: Join the Community Service Board at the Kansas Food Bank Warehouse. Volunteers will help with sorting and organizing food that will be distributed throughout Kansas through various initiatives offered by the Kansas Food Bank. Volunteers are encouraged to wear comfortable clothing and shoes.

Event Title: Wichita Clean Streams
Date: 3/12/2022-3/12/2022
Time: 10:00:00 AM-12:00:00 PM
Location: Various Locations
Event Description: Join Wichita Clean Stream's, Wichita RiverWalk Cleanup Crew for a morning of cleaning up the area around the Arkansas and Little Arkansas River. Gloves and materials will be provided. Volunteers will meet at a location determined before the event. Volunteers will be given exact location of event via email before the event. Please wear closed toe shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines set forth by the University and Wichita Clean Streams. For questions email CSB@wichita.edu or call 316-978-3022.

Event Title: FSL Study Night
Date: 3/24/2022-3/24/2022
Location: RSC 142

Event Title: Wu's Mini Event 2
Date: 3/26/2022-3/26/2022

Event Title: Greek Awards
Date: 3/28/2022-3/28/2022
Time: 6:00:00 PM-8:00:00 PM
Location: Lowe Auditorium

Event Title: Volunteering at the United Way GIV Warehouse
Date: 4/1/2022-4/1/2022
Time: 2:30:00 PM-4:30:00 PM
Location: GIV Warehouse
Event Description: Join the Community Service Board for volunteering at the United Way Give Items of Value (GIV) Warehouse. The United Way GIV program accepts donated items and donates them to nonprofits across Kansas. Volunteers will help unpack, sort and prepare items for local agencies. Volunteers are encouraged to wear comfortable clothing and shoes that may get dirty. We will meet at the United Way GIV Warehouse located at 432 N. Washington, Wichita KS 67214. For questions email CSB@wichita.edu

Event Title: HESA Grad Weekend
Date: 4/1/2022-4/2/2022

Event Title: Wu's Mini Event
Date: 4/2/2022-4/2/2022

Event Title: Student Government Elections
Date: 4/4/2022-4/6/2022
Time: 8:00:00 AM-5:00:00 PM

Event Title: Hippos for a Cause
Date: 4/5/2022-4/5/2022
Time: 11:00:00 AM-1:00:00 PM
Location: RSC Atrium
Event Description: In celebration of Hippodrome, join the Community Service Board as we assemble stuffed hippos that will be donated to local children's charities. While you are there, learn more about the work that the Community Service Board does and ways that you can get involved with CSB. For questions email CSB@wichita.edu or call 316-978-3022.

Event Title: Getting Back into LeaderShape
Date: 4/7/2022-4/7/2022
Location: RSC 233

Event Title: Wichita Clean Streams
Date: 4/9/2022-4/9/2022
Time: 10:00:00 AM-12:00:00 PM
Location: Various Locations
Event Description: Join Wichita Clean Stream's, Wichita RiverWalk Cleanup Crew for a morning of cleaning up the area around the Arkansas and Little Arkansas River. Gloves and materials will be provided. Volunteers will meet at a location determined before the event. Volunteers will be given exact location of event via email before the event. Please wear closed toe shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines set forth by the University and Wichita Clean Streams. For questions email CSB@wichita.edu or call 316-978-3022.

Event Title: RSO Advisor Appreciation Day
Date: 4/11/2022-4/11/2022

Event Title: RSO Week
Date: 4/11/2022-4/15/2022

Event Title: RSO Leadership Conference Day 1
Date: 4/12/2022-4/12/2022

Event Title: Wednesday at the Diner
Date: 4/13/2022-4/13/2022
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include

serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. We will be volunteering at the Diner's Broadway location on the 2nd Wednesday of each month.

Event Title: RSO Leadership Conference Day 2
Date: 4/13/2022-4/13/2022

Event Title: Volunteering at the United Way GIV Warehouse
Date: 4/15/2022-4/15/2022
Time: 2:30:00 PM-4:30:00 PM
Location: GIV Warehouse
Event Description: Join the Community Service Board for volunteering at the United Way Give Items of Value (GIV) Warehouse. The United Way GIV program accepts donated items and donates them to nonprofits across Kansas. Volunteers will help unpack, sort and prepare items for local agencies. Volunteers are encouraged to wear comfortable clothing and shoes that may get dirty. We will meet at the United Way GIV Warehouse located at 432 N. Washington, Wichita KS 67214. For questions email CSB@wichita.edu

Event Title: RSO Presidents Reception
Date: 4/15/2022-
Time: 6:00:00 PM-8:00:00 PM

Event Title: FSL Cancel Culture Speaker
Date: 4/19/2022-4/19/2022
Location: CAC Theater

Event Title: SGA Softball Tailgate
Date: 4/20/2022-4/20/2022

Event Title: 65th Inauguration and Installation
Date: 4/21/2022-4/21/2022
Time: 11:30:00 AM-12:30:00 PM
Location: RSC 233

Event Title: PC Senior Social
Date: 4/21/2022-4/21/2022

Event Title: IFC Brocial
Date: 4/22/2022-4/22/2022
Location: Shocker Sports Grill & Lanes

Event Title: Wu's Mini Event
Date: 4/23/2022-4/23/2022

Event Title: Wednesday at the Diner
Date: 4/27/2022-4/27/2022
Time: 5:00:00 PM-8:00:00 PM
Location: The Lord's Diner
Event Description: Join the Community Service Board in serving a meals at the Lord's Diner. The Diner provides a free meal seven days a week, 365 days a year. Duties may include serving food, busing dishes, refilling drinks, dining hall clean-up, and washing dishes. Please wear closed-toed shoes and pants. During this event all volunteers will be expected to wear a mask and abide by social distancing guidelines as set forth by the University and the Lord's Diner. We will be volunteering at the Diner's Hillside location on the 4th Wednesday of each month.

Event Title: Kansas Food Bank Warehouse
Date: 4/29/2022-4/29/2022
Time: 10:00:00 AM-12:00:00 PM
Location: Kansas Food Bank
Event Description: Join the Community Service Board at the Kansas Food Bank Warehouse. Volunteers will help with sorting and organizing food that will be distributed throughout Kansas through various initiatives offered by the Kansas Food Bank. Volunteers are encouraged to wear comfortable clothing and shoes. For questions email CSB@Wichita.edu.

Event Title: SGA Banquet
Date: 4/30/2022-4/30/2022

Event Title: Shocker Leadership Awards (required for all staff)
Date: 5/4/2022-5/4/2022
Time: 5:00:00 PM-7:00:00 PM
Location: RSC Ballroom
Event Description: A way to recognize the work of RSOs, students, faculty and staff at Wichita State.

Event Title: Order of Omega Induction
Date: 5/5/2022-5/5/2022

Event Title: Finals Event
Date: 5/6/2022-5/6/2022
Location: RSC Atrium, 1st Floor

Event Title: Wu's Mini Event
Date: 5/7/2022-5/7/2022

Event Title: End of Semester Food Drive
Date: 5/9/2022-5/3/2021
Time: 8:00:00 AM-5:00:00 PM
Location: Shocker Hall, The Flats and The Suites
Event Description: Before cleaning out your fridge and leaving for the semester donate your cans, boxes of food and other non-perishable items instead of throwing them out! Donation

boxes will be available on the first floor of Shocker Hall, The Flats and The Suites from May 9th-13th. All donations will be given to local food banks. For questions email CSB@wichita.edu

Student Organization and Advisor Handbook

2021-2022

1845 N. Fairmount Street | Campus Box 56 | Wichita, KS 67260

Phone: 316.978.3022 |Fax: 316.978.7208

www.wichita.edu/studentorgs

student.orgs@wichita.edu

This handbook is subject to revisions throughout the academic year by Student Involvement and is not available in printed format. The most current version of the Handbook is accessible online at this URL.
https://wichita.edu/student_life/involvement/forms_policies.php

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LETTER TO THE READER

Dear RSO Leader,

Thank you for taking time to review the policies and procedures for recognized student organizations at Wichita State University. Student Involvement believes that individual growth occurs while learning inside the classroom and applying those skills and knowledge to experiences outside of the classroom. There are currently over 200 recognized student organizations on campus. These organizations play a vital role at Wichita State as the primary source of co-curricular involvement. Co-curricular involvement supplements traditional education, helping to prepare students for life after graduation. Student Involvement believes that involved students are more likely to graduate; feel more connected to the University, the campus, people and community, as well as promote a well-rounded educational experience.

Student Involvement recognizes the benefits of co-curricular involvement by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to enhance the success of each student organization. This handbook serves as a resource for students and advisors trying to start new student organizations and for already-established student organizations. It provides information on student organization recognition and funding, fiscal responsibility, and event planning. Also included are commonly referred to policies and commonly used forms. Student Involvement hopes this handbook will increase your knowledge of the world of co-curricular involvement and provide tools needed for organizational growth.

Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have hundreds. Regardless of their size or purpose, Student Involvement is available to help student organizations achieve their goals.

Best wishes to a successful year and Go Shockers!

The Staff of Student Involvement

SECTION 1.   FUNCTIONAL EFFORTS

1.1   Student Organization Staff Support

- Provide workshops and programs for students and organizations to support successful co-curricular development
- Provide resources for the effective operation of Recognized Student Organizations (RSOs)
- Provide support to advisors of RSOs
- Provide advisement to Wichita State University's Fraternity and Sorority Life community and support to over 200 RSOs
- Support the formal and informal recruitment process of the University's Fraternity and Sorority Life community
- Coordinate student organization recognition programs, such as the Order of Omega Greek Awards Program and Shocker Leadership Awards
- Coordinate Civic Engagement efforts such as the Volunteer Fair, Service Days and volunteer matching services to build community awareness
- Assist new and returning organizations with the recognition and renewal process for organizational and constitutional development
- Coordinate leadership development opportunities on campus and in the region
- Advise the Student Activities Council, with oversight of their events and membership development
- Oversee the Wilson K. Cadman Art Gallery including gallery artists and supervision of gallery attendants
- Facilitate students' holistic development and worldly awareness through civic engagement initiatives

1.2   Student Organizations' Theoretical Framework

Student Involvement seeks to develop students through meaningful programs and a combination of advising techniques focused around increasing students' self-actualization. Students and organizational programs will be concentrated around the growth of members and leaders using the Kolb's Experiential Learning Model. "Learning is the process whereby knowledge is created through the transformation of experience." Students will be engaged and challenged in the process of program and leadership development and then supported in the improvement of themselves. Student organizations will expose students to a variety of "High Impact Practices" (HIP) to foster the development of critical thinking.

Student organizations foster teamwork and collaboration, but most importantly, provide an avenue for student-to-student cooperation. This HIP allows students to learn and grow from shared knowledge and experiences. Involvement in student organizations should foster personal, academic, professional and social growth. Through this outlet for experiential learning, student organizations should provide students with critical personal and life skills.

SECTION 2.   RECOGNIZED STUDENT ORGANIZATIONS

2.1   What is an RSO?

The designation of a *Recognized Student Organization* means that the organization has been approved as a student-led organization in accordance with policies of the Wichita State University Student Government Association, allowing the organization to utilize certain specified University resources to support its approved purpose and mission. At all times, the organization must have a WSU faculty or staff advisor and its president must be a WSU student in good standing. All RSOs are managed by Student Involvement, which reserves the right to adjust an organization's status.

Recognized Student Organizations are those organizations that are sponsored by a university department or entity and are provided with advisors and/or financial support. They are considered part of the University and may use University controlled benefits and resources, such as facilities and equipment, are accountable to the University for compliance with University policies, regulations and rules and may seek funding from the Student Government Association.

2.2 Organization Status

- *Recognized Student Organization (RSO)*
  - A student-led organization with a minimum of five members that has completed the annual renewal process, in which at least eighty (80) percent of total members are currently enrolled Wichita State University students.
- *University/Departmental/Community Organization*
  - An organization in which at least fifty (50) percent of the total members are currently enrolled students. This organization is directly funded and supported by a university department or unit and it is clearly defined in a staff member's job description to advise and oversee operations.
- *Provisional Organization*
  - An organization in its first year of existence or in which less than fifty (50) percent of total members are Wichita State University students. Organizations which violate RSO policy may be placed on provisional status as a sanction.
- *Secondary Organization*
  - An organization in which eighty (80) percent of total members are currently enrolled Wichita State University students but do not pay student fees.
- *Probation*
  - This status is defined by the Office of Student Conduct and Community Standards, in conjunction with Student Involvement. Any organization placed on this status will be immediately transitioned to provisional status and must meet the defined expectations.

2.3 Classification of RSOs

- *Academic & Professional (A/P)*
  - Organizations related to an academic discipline/college or professional field available at Wichita State University.
- *Cultural/International (C/I)*
  - Organizations promoting or enhancing a specific culture(s) or related activities on campus. The objectives are aimed to explore and celebrate their own cultural heritage and provide programs and services.
- *Community Service (CS)*
  - Organizations providing volunteer services or assistance to the university and local community through altruistic or philanthropy events.
- *Departmental (D)*
  - Organizations that receive a majority of their funds from a departmental budget, are advised out of the same department by a staff member whose job description includes the advisor role, and that support the departmental mission and goals.
- *Fraternity/Sorority (F/S)*

- o   Organizations affiliated with the Interfraternity Council, Multicultural Greek Council or Panhellenic Council.
- *Governing/Representative Councils (G/R)*
  - o   Organizations which coordinate and/or govern a specific population or member organization. This classification is only granted by Student Involvement.
- *Graduate Interest (GI)*
  - o   Organizations solely focused on the advancement and development of graduate students.
- *Honorary (H)*
  - o   Organizations formed to recognize or honor excellence in a specific field and which have selective membership; i.e. requirements for membership.
- *Political (P)*
  - o   Organizations affiliated with or promoting a particular party, individual or issue in local, state, national or international politics.
- *Recreational Clubs (RC)*
  - o   Recreational Clubs are sports-related interest organizations that meet all Recognized Student Organization (RSO) policies and focus around self-exploration for its members. Recreational Clubs are deemed high risk organizations and must have every member sign a waiver absolving Wichita State University, its staff and designees from any liability due to member negligence.
- *Sports Clubs (S)*
  - o   Organizations established for a competitive recreational purpose. Organizations wishing to obtain Sports Club status **must** contact Campus Recreation. These organizations are not eligible for RSO funding through Student Government Association other than what is allocated to the Sports Club program. These organizations will also be governed by this Handbook and the Sports Club Manual.
- *Religious (R)*
  - o   Organizations affiliated with or promoting a religion, set of religious beliefs or lack thereof.
- *Residence Hall (RH)*
  - o   Organizations whose members reside in university student housing facilities or their associates.
- *Special Interest (SI)*
  - o   Organizations promoting or related to a specific, defined interests
- *Deans Advisory Board (DAB)*
  - o   Organizations whose purpose shall be to act as a liaison between the students and the College's faculty and administrators. This classification is only granted by Student Involvement after consultation with each respective College.

2.4   Organization Status

- **Active:** Organization has gone through the renewal/recognition process for the current cycle and currently meets all the requirements to be an organization
- **Frozen:** Organization has NOT gone through the renewal/recognition process for the current cycle and DOES NOT meet all the requirements to be an organization
- **Inactive:** Organization has been frozen status for a year

2.5   Benefits of Becoming a Recognized Student Organization (RSO)

Recognized Student Organization Organizations with the status of **Recognized Student Organization (RSO) or University/Departmental/Community Organization** have:

- Opportunities to apply and use available resources in Student Involvement (SI), including mailboxes, locker, event equipment, workroom and computer workstations.
- Access to leadership development opportunities and resources for individual and organizational development including access to leadership resources, such as books and program guides.
- The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances.
- Access to post announcements on university bulletin boards and appropriate campus structures.
- Specialized training to develop a better understanding of organizational processes, and university policies and procedures.
- Authorization to request funds from the Student Government Association (SGA) in accordance with established procedures and guidelines.
- Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
- Authorization to utilize the university departments in the management of financial operations. For example: The Office of Research and Technology Transfer, The WSU Foundation and Financial Operations and Business Technology.
- Printing allocation in Student Involvement of $5.00 per month; $.15 for color prints and $.05 for black and white.
- Ability to have posters, brochures and other printed pieces designed (limit 2 items/events per semester per group) by the Rhatigan Student Center (RSC) Graphics Department.
- Access to helium for balloons. The organization must provide the balloons, string and personnel. The first 25 balloons filled (per semester) are free and $.25 each thereafter.
- Connection to other Student Affairs departments and their resources for events and programs.
- Utilization of ShockerSync to manage RSO operations.
- Ability to utilize the Wichita State University (WSU) name and logo in accordance with Visual Standards.
- Assistance from the RSO Staff in starting and maintaining a student organization and consultations to help in organizational development.

Organizations with the status of **Provisional Organization** have:

- Opportunities to apply and use available resources in Student Involvement (SI), including mailboxes, lockers, event equipment, workroom and computer workstations.
- Access to leadership development opportunities for individual and organizational development including access to leadership resources, such as books and program guides.
- The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances.
- Access to post announcements on university bulletin boards and appropriate campus structures.
- Specialized training to develop a better understanding of organizational processes, and university policies and procedures.
- Authorization to request funds from the Student Government Association (SGA) in accordance with established procedures and guidelines.
- Access to volunteer opportunities, event planning resources, supplies for retreats and presentations.
- Authorization to utilize the university departments in the management of financial operations. For example: The Office of Research and Technology Transfer, The WSU Foundation and Financial Operations and Business Technology.
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- Connection to other Student Affairs departments and their resources for events and programs.
- Utilization of ShockerSync to manage RSO operations.
- Ability to utilize the Wichita State University (WSU) name and logo in accordance with Visual Standards.
- Assistance from the RSO Staff in starting and maintaining a student organization and consultations to help in organizational development.

Organizations with the status of **Secondary Organization** have:

- Opportunities to use Student Involvement (SI) computer workstations
- Access to leadership development opportunities for individual and organizational development including access to leadership resources, such as books and program guides
- The ability to reserve university facilities for meetings and events for free within business hours. Additional costs may be added under special circumstances
- Access to post announcements on university bulletin boards and appropriate campus structures
- Utilization of ShockerSync manage RSO operations.
- Assistance from the RSO Staff in starting and maintaining a student organization and consultations to help in organizational development.
- Secondary Student Organizations are expected to follow the outlined recognition process, policies and requirements to be an RSO contained in the Recognized Student Organization Handbook.

2.6   EXPECTATIONS & LIABILITY

- RSOs must host meetings on a monthly basis to execute the business of the organization.
- Executive members should keep their advisor(s) knowledgeable about all of the operations of the organization.
- Any officer changes or significant events in the organization must be communicated to Student Involvement.
- Organizations are required to update their constitution every two years to reflect any new requirements by the university and address the needs for efficient operation.
- All organizations must define their decision-making process and keep minutes to show that their constitution and university policies and procedures are being followed.
- All RSOs must utilize Organizational Safekeeping Accounts in the management of their funds. Any group who maintains an outside account must have written permission from Student Involvement.
- All RSOs must utilize ShockerSync for website development to promote their organization. Any group who maintains an outside website must have written permission from Student Involvement.
- RSOs should note that they may be responsible for the action of members if that behavior could be interpreted as representing or being affiliated with the organization. Members and organizations are to note that they are subject to the Student Code of Conduct.
- RSOs are not subject to the provisions or protections of the Kansas Tort Claims Act and should consider purchasing liability insurance for social events or activities which involve risk for personal injury.
- RSOs should note that when traveling or representing the university off campus, the Student Code of Conduct, and university policies and procedures govern the actions of the members.
- Any document, contract or agreement signed by the organization must have the signatures of the advisor, president and/or treasurer.

- It is an expectation that members and executive members maintain an ethical standard in the operation of their group. It therefore, stands that any suspicious activity or questionable behavior should be reported by any member who becomes aware.
- No organization may enter into an agreement to co-sponsor an event with an alcohol distributor, or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is present.

2.7   Sanctioned RSO Travel

Any RSO traveling to an activity, whether or not that event is sponsored by the recognized student organization or utilizing university funds or resources, must complete a Sanctioned Travel Form. "Travel" is defined as any time a student organization leaves Wichita for organization-related business. The necessary forms can be accessed through the university website 8.13 / Student Travel or by going to wichita.edu/involvement and clicking "Forms and Policies."

Student organizations should start with the Travel Event Planner and Trip Information forms. These forms will provide information to Student Involvement such as travel logistics, activities, length of travel, funding, contact information and more. After completing these forms, all those traveling on behalf of the organization must fill out a Health and Insurance form. All of these forms must be returned to Student Involvement no later than 10 business days before the scheduled travel. Then, RSOs will be required to turn in a Travel Registration Form to the Vice President for Student Affair's (VPSA) Office. The form must be filled out in its entirety and be signed by the group's advisor. Then, it must be turned in to the VPSA's office on the RSC 2nd floor for final approval. If all forms are turned in ten days prior to travel and approved by the Coordinator of Student Programs- Student Involvement, the RSO will be allowed to travel.

Recognized Student Organizations are reminded that travel should generally not be required of the organization's members unless it is fundamental to the purpose of the organization, or otherwise critical to its mission or goals. Please note students will be held to all institutional policies, state & federal laws while traveling and representing the organization and university. For example, if the RSO, WSU Fun is traveling together for Spring Break, a Travel Form is not needed if they are just going somewhere and the common thread is, they are all in the same organization. However, if the group is traveling on Spring Break and attends a conference or conducts a game watch, the Travel Form would be necessary. Student organizations traveling with minors should note that additional approvals will be needed from parents or guardians.

2.8   Mediation and Reporting of Concerning Behavior

As a resource to student organizations, Student Involvement can/will provide staff for the mediation of intra/inter organizational conflict. The goal of any meeting will be to find an alternative resolution to identified problems. The mediation will be considered confidential unless information provided violates university policy. It is the duty of the officers and advisors to report any concerning activity or incidence to the University by ways of Student Involvement. To request mediation of any issue please contact the Coordinator of Student Programs- Student Involvement. Student Involvement reserves the right to suspend organization operations if behavior is not improved upon the recommendation from the Organization's Advisor.

RSO Temporary Suspension Policy:

Any RSO that is subject to review by the Bias Incident Response Group, Student Conduct and Community Standards, Student Engagement, Advocacy and Leadership or is under investigated by the University for any

reason will be placed on a temporary suspension by Student Engagement, Advocacy, and Leadership. Temporary suspension will not allow RSO's to engage in the following:

- Recruit new or potential members
- Have events that include but are not limited to those outlined in section 10 of the RSO and Advisor Handbook.
- Apply for any organizational funding through Student Government Association
- Any funds already dispersed will be frozen until suspension is lifted.
- Social Media usage
- This includes, but is not limited to social media sites such as Twitter, Facebook, Instagram, etc.
- Others as placed by Student Engagement, Advocacy and Leadership

Once a report has been submitted, the ShockerSync Portal of the RSO in question will be made inactive by Student Engagement, Advocacy and Leadership until the investigation has ended and recommendations have been given. By being made inactive the RSO will no longer show up in the search bar and will not have any access to the functions available. Those groups will also be removed from the EMS system that allows them to reserve rooms on campus.

When Student Engagement, Advocacy & Leadership has confirmation that the investigation has ended, and that the RSO has completed all required sanctions, they will then meet with Student Engagement, Advocacy & Leadership staff to discuss the process for regaining active organization status.

2.9   Gender Identity Policy for Recognized Student Organizations

Student Involvement and its functional areas aim to give support and understanding to individuals who wish to take, or have taken steps, to present themselves as a gender different from their legal sex. Student Involvement recognizes that the period of transition can be very complex and difficult for the individual and wishes to act in a supportive and sensitive way to ease any transition period.

Students are eligible for membership in recognized student organizations, including fraternities or sororities, at Wichita State University based on the gender with which they identify at the time of recruitment. If a student joins a single sex organization and then transitions, at the point the student begins identifying as another gender, they would-no longer be part of that single sex organization. Membership in that organization would be void and the student would be eligible to join another single sex organization appropriate to their gender identity.

Student Involvement aims to create an inclusive, and welcoming culture and learning environment, free from discrimination, harassment or victimization, where all students are treated with dignity and respect in the gender with which they identify and/or present themselves, irrespective of their legal sex.

For questions about this policy, the following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Opportunity and Title IX, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0138; telephone (316) 978-3186.

2.10   Roster and Membership Updates

The purpose of this new process is not only to aid the University in managing student organization information better, but also to provide organizations with a centralized membership roster that will accurately portray all students participating.

Update organization membership rosters by the announced deadline in winter and spring semesters, respectively.

    A. Rosters
        a. On ShockerSync, each organization executive officer must be listed as such. Each organization is required to have a President, Treasurer and On-Campus Advisor. Those three positions must be designated on the organization's ShockerSync portal.
        b. Each semester, rosters should be submitted upon request of the RSO Staff.
    B. Semester Membership
        a. All Recognized Student Organizations are required to update their ShockerSync portal membership roster each semester by the last business day in September and the first business day in March
        b. The membership roster should include a minimum five (5) currently enrolled undergraduate and/or graduate Wichita State University students.
    C. Changes to Rosters
        a. Roster information must be updated by updating the Rosters tab of the organization's ShockerSync portal throughout the academic year whenever the membership or officers change.
    D. Student Involvement will declare organizations with less than five members for two consecutive semesters inactive. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from Student Involvement
    E. Failure to Update Rosters
        a. An organization's recognition is granted by the Student Government Association and governed by Student Involvement. This recognition may be terminated for failure to update your ShockerSync roster each semester.

SECTION 3.   CHARTERING AND RENEWAL PROCESS

3.1   Guidelines for Chartering

Student Involvement assists students in starting new recognized student organizations that address areas of interest which are not offered through other RSOs. The following steps are required in establishing a new recognized student organization at Wichita State University:

1. Determine name and purpose of the RSO.
    a. Think about and select the name of the organization as well as what its purpose is and why it would be valuable to add this organization to the WSU community.
2. Check for duplicity.
    a. Review the list of RSOs at shockersync.wichita.edu to ensure no other organization has a similar name or purpose. If there is another organization with a similar purpose, we encourage you to contact this organization about joining them.
3. Find other interested students.
    a. Cultivate interest and recruit other students to become members in order to meet the five (5) member minimum requirement. Exceptions can be made, and recruitment events, programs or efforts must be approved by RSO Staff
4. Organization must have a president and treasurer who is a current WSU student in good standing.
    a. Organize and election or selection process to identify what students will take on the positions.

5. Find a full-time faculty or staff advisor (employed by Wichita State).
    a. Asking someone in person is the best way to approach this step. Think about faculty or staff members whom you have interacted with and feel comfortable talking with. They will be your best choice. If your organization is more skills-based, try to find someone who will be a good resource, teacher or coach. Organizations without an advisor will not be approved. If at any time an advisor resigns, the student group has one month to find a replacement or risks being made inactive.
6. Schedule a meeting with the RSO Staff via email at student.orgs@wichita.edu
    a. Call (316) 978-3022, or visit Student Involvement, to set up a meeting. Bring all of the information gathered in steps one (1) through five (5) with you to the meeting.
    b. During the meeting you will:
        i. Jointly determine the category of the RSO
        ii. Discuss responsibilities and benefits of being an RSO
        iii. Draft your constitution
        iv. Guidelines for creating a constitution as well as a sample constitution can be found in this handbook. Writing the constitution may raise several questions. Attempt to answer the ones you can and save the rest for the meeting with the RSO Staff. The RSO Chartering Form and Advisor Statement can be found on ShockerSync.
        v. Address any questions or concerns
7. Fill out the RSO Chartering Form and Advisor Statement.
8. Return all required paperwork to Student Involvement including the constitution, RSO Chartering Form and Advisor Statement. The paperwork will then be passed along to the Student Government Association Senate and be voted upon for recognition as a student organization.
    a. **PLEASE NOTE:** The Student Government Association reserves the right to deny the chartering, recognition or continuation of an organization based on their inability to meet guidelines, violation of university policies or inability to maintain good standing.
9. Complete the online registration process. Update the organization roster and complete the additional requirements of the process at shockersync.wichita.edu. Please ensure that you indicate if you own or control any off-campus property.
10. Become a new RSO!
    Once you fully complete all of these steps, your organization will receive a recognition email and will officially become a Provisional Recognized Student Organization at Wichita State University. Congratulations!
11. All Provisional Student Organizations chartered after the Nuts & Bolts Conference must complete a minimum of three (3) Student Organization Workshops in the semester of their chartering.

3.2   Renewal for All Recognized Student Organizations

- Renewal timeframe will depend on your election cycle. Each year organizations need to renew to receive full RSO benefits. Any group which renews after their renewal cycle or is chartered during the fiscal year will be on provisional status.
- Maintain a minimum of five (5) members. Organizations with at least three (3) members can register provisionally. Exceptions can be made by communicating with Student Involvement.
- Maintain a President who is currently enrolled as a student at Wichita State University in good standing.
- Not discriminate in their operation, programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, and political affiliation, status as a veteran, genetic information or disability.
- Abide by all policies, rules and guidelines of Wichita State University, and Student Involvement in addition to federal, state and local laws.

- Have no outstanding debts to Wichita State University or affiliated corporations.
- Have an advisor who is a full time WSU faculty, staff or administrator. If at any time an advisor resigns, the student organization has one month to find a new advisor while on provisional status. If they cannot find an Advisor, they will be placed on the inactive list.
- Report use of off-campus facilities. RSOs which use non-campus property (property owned or controlled by the RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, proof of insurance, certificate of building inspection and proof of fire inspection must be provided when registering as a student organization. It is the expectation of Wichita State University that non-campus property will be inspected by the appropriate local and state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August-July.
- Comply with Wichita State University policies, including the Student Code of Conduct, Section 8.05.

Required Steps for Renewal
1. Update your organizations contact information through ShockerSync
   a. Primary Officer
   b. Advisor
   c. Roster of Members
2. Update your organizations constitution and upload to ShockerSync
   a. Constitutions must have:
      i. The name of the organization.
      ii. Purpose statement – Goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising the organization.
      iii. Qualifications of membership – what does it take to be a member of the RSO?
      iv. A statement that the President and treasurer must be a WSU student currently enrolled and in good standing.
      v. Officer positions and structure – How are the officer positions selected and organized?
      vi. Ratification date – When did the RSO ratify their constitution?
      vii. Inclusion of WSU faculty or staff advisor information.
      viii. Inclusion of this statement: "The Organization and its members agree to adhere to city/state/national laws and University policies."
      ix. Information on how to remove a member, officer or advisor from the organization.
      x. Officer qualifications and duties.
      xi. Information on how to amend the constitution.
      xii. Information on meetings of the organization, how often meetings are held and how meetings are run.
      xiii. Statement defining the specific executives and advisor with signatory power.
      xiv. An anti-hazing statement.
      xv. An anti-discrimination statement
3. Complete Nuts & Bolts Trainings each year, offered in September.
4. Complete all required trainings.

SECTION 4. SOCIAL FRATERNITIES AND SORORITIES

4.1 Definition

A Fraternity/Sorority is defined as a social, values-based organization. The four pillars that Greek Organizations are built upon are Scholarship, Leadership, Brotherhood/Sisterhood, and Community Engagement. All Fraternities and Sororities at Wichita State University are affiliated with an Inter/National Organization.

Fraternities and Sororities at WSU may select members according to subjective criteria consistent with the University's nondiscrimination policies and National Headquarters' guidelines. Fraternities and Sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under the Title IX of the U.S. Education Act of 1972, which requires that the organizations be exempt from taxation under section 501(a) of the Internal Revenue Service Code of 1954.

4.2 Member Expectations

Students at Wichita State University are expected to conduct themselves in a manner supportive of the mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to members in WSU's Fraternity and Sorority Life community. Fraternity and Sorority members are expected to:

1. Acknowledge that the primary purpose for being at Wichita State University is to pursue a higher education and to maintain high academic standards.
2. Know and understand the ideals and values of the chapter and incorporate them into daily life.
3. Live their values and operate under the guidance of university, chapter, regional, and national chapter policies.
4. Continuously support a positive new member education program that is alcohol-free.
5. Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Code of Conduct and the laws of Kansas.
6. Adhere to the Student Code of Conduct and the Sexual Misconduct, Relationship Violence, and Stalking Policy for Students.
7. Conduct themselves as ambassadors for Wichita State University.
8. Practice bystander intervention when risky behavior is displayed.
9. While on active status, commit to all financial obligations to chapters and councils
10. While on active status, commit to attending chapter, council and FSL specific events

4.3 Requirements for Chapter Recognition

Recognition is the process by which Wichita State University determines whether a social Fraternity or Sorority may take advantage of certain privileges within the University. This policy constitutes the University procedure for the conferral or withdrawal of recognition of Fraternities and Sororities. It applies to all social Fraternities and Sororities, whether residential or non-residential.

1. Full Recognition Requirements:
    a. Registration as a Recognized Student Organization (RSO).
    b. Provide updated Bylaws and Constitution, every two years.
    c. Provide current information on the size of the chapter, membership statistics and names of officers.
    d. Submit current proof of general liability insurance, including both a copy of the actual policy of insurance and a Certificate of Insurance evidencing the coverage.
    e. Membership Status:
        i. As stated in Section 2.2(1) of this Handbook, a chapter must maintain a minimum of five members

      ii. The chapter president is required to be a student at Wichita State University in good standing, with Wichita State University and their chapter.

      iii. If a chapter falls below the minimum five member the chapter will become an affiliate chapter and will have three semesters to increase chapter size.

          1. If a chapter falls under moratorium and goes below the minimum requirement, the chapter will have two semesters once the ban has been lifted to meet the minimum requirement.

          2. When a chapter surpasses the minimum requirement, the chapter will once again become a fully recognized chapter at Wichita State University.

          3. If a chapter does not meet the minimum requirement after the three semesters, it will no longer be a recognized Greek-lettered organization at Wichita State University.

2. Council: Each organization is required to maintain membership with a council in order to be considered a social fraternity or sorority within Student Involvement, Fraternity and Sorority Life and Wichita State University. These councils are the:
   a. Interfraternity Council
   b. Multicultural Greek Council
   c. Panhellenic Council

3. Benefits of Full Recognition
   a. A Fraternity or Sorority is eligible for the following privileges and benefits as a fully recognized chapter:
      i. Identification of the chapter with Wichita State University and use of the University's name along with, but not in place of, identification with the sponsoring body.
      ii. Eligibility for participation in a self-governing council (Interfraternity Council or IFC, Multicultural Greek Council or MGC, Panhellenic Council or PC) of the Greek system at Wichita State University.
      iii. Eligibility to vote on council matters affecting the community.
      iv. Participation in University membership recruitment/intake programs or separate membership recruitment/intake programs, as articulated and monitored by Student Involvement within the terms of University policies.
      v. Participation in the educational, social and athletic programs and activities of the University which are provided for fraternal organizations.
      vi. Access to and use of University facilities for official functions as approved by the University offices under whose jurisdiction utilization of a particular University facility is regulated and controlled.

4. Affiliate Recognition:
   a. Affiliate Recognition constitutes a conditional recognition for a specified period, no longer than two semesters, during which the chapter will be eligible for the Benefits of Full Recognition under this policy, but will not have voting rights within the Council.
   b. Student Involvement will:
      i. Notify all levels of the inter/national organization of the status change via email to the executive director and/or inter/national president, regional director, state director, and chapter consultant.
      ii. Set up a conference call with the designated inter/national official that directly oversees the chapter.
      iii. Set up a meeting with both the on-campus and off-campus advisors.
   c. Affiliate Chapter Requirements:
      i. Develop and submit a strategic plan that includes the chapter's goals and action steps to increase chapter membership over the next two semesters.

ii. Increase president one-on-one frequency with Student Involvement staff by meeting at least every two weeks.
iii. Host a recruitment/intake workshop in coordination with the Student Involvement staff.
iv. Complete a status report at the conclusion of the first semester as an affiliate chapter that addresses progress made on the strategic plan.

4.4 Chapter Disciplinary Status

The table below outlines the chapter status that results from the outcome of the Student Conduct and Community Standards process and how chapters can operate and function in Fraternity and Sorority Life and Student Involvement under each status. Please note that the below table is simply guidelines and is subject to change at any point during the semester at the discretion of the Coordinator of Student Programs- Student Involvement.

1. Any consequences issued by Student Conduct and Community Standards supersede the Student Involvement policy.

STATUS	CONDUCT DEFINITION	STUDENT INVOLVEMENT POLICY
Written Warning	Written Warning – Official notification of unacceptable behavior and violation(s) of Section 8.05/Student Code of Conduct. Any further misconduct may result in more serious disciplinary consequences.	*Fraternity and Sorority Life Fee* - Attend a meeting with Chapter Coach and Council Advisor to discuss violation *Council Notification* - Notification will be issued to the Council
Disciplinary Probation	The chapter is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the resolution body, established by Student Conduct and Community Standards, on a case-by-case basis. Any further violations of University policy while on probation may result in more serious consequences being imposed. Some of the restrictions that may be placed on the student group or organization during the probationary period include, but are not limited to: **ability to host a party or philanthropy event, eligibility to receive any University award or honorary recognition, participation in intramurals, representation of the University and any travel in connection with such representation, participation in recruitment/intake efforts or receipt of a new member class, maintenance of membership or representation of the organization on the governing council, utilization of University**	*Fraternity and Sorority Life Fee* - Required to pay semesterly a $5 Fee per person. *Fraternity and Sorority Life Marketing* - Remain on website, brochures, hot cards, and in individual chapter brochure stand. *Fraternity and Sorority Life Training* - Must attend Chapter President 1:1 Meetings, Chapter Presidents Meetings and Presidents and Advisors Trainings. *Fraternity and Sorority Life Programming* - Eligible to attend all events, including Meet the Greeks, New Member Greek Academy, Greek Retreat, Greek Week, All Greek Mixer, HiStory/Kallistei Retreats, Greek Awards Ceremony, and Step Show. - Eligible for membership in Order of Omega *Student Involvement Programming* - Eligible to participate in Shocktoberfest, Songfest, Hippodrome, and Step Show. *Council Dues* - Required to pay semesterly council dues per person. *Council Officers*

	facilities/grounds, participation in competitions, or receipt of future institutional funding.	- Individual members can serve as officers on the Interfraternity Council, Multicultural Greek Council, Panhellenic Council, or Order of Omega. *Greek Awards* - Chapters are eligible for chapter awards - Chapters eligible to be recognized as a silver/gold level chapter but not as a recipient of the Rhatigan Legacy Award for Fraternity Life or Sorority Life. - Individual members eligible to apply and receive individual Greek Awards. *Fraternity and Sorority Life Reporting* - Academics, Philanthropy and Service counted toward Greek Awards.
Suspension	The chapter is no longer recognized by the University for a designated period of time. During the suspension period, a chapter may not conduct any formal or informal business, or participate in University-related activities, whether they occur on or off campus. This includes, but is not limited to: **ability to host a party or philanthropy event, eligibility to receive any University award or honorary recognition, participation in intramurals, representation of the University and any travel in connection with such representation of the organization on the governing council, use of University facilities/grounds, participation in competitions, or receipt of future institutional funding.** Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period, is based on meeting all re-recognition criteria and obtaining clearance from the University. Any evidence that members of a chapter have attempted to sustain an unofficial group or organization will result in individual charges and will postpone the chapter's ability to be re-recognized or registered in the future. Any further violations of University policy while on suspension will result in more serious consequences imposed. The University will submit an official request to the national or other governing	*Fraternity and Sorority Life Fee* - Suspended Weeks 1-8: Not Required to pay semesterly $5 Fee per person - Suspended Weeks 9-16: Required to pay semesterly $5 Fee per person. *Fraternity and Sorority Life Marketing* - Chapter information removed from website, brochures, hot cards, and individual chapter brochure in stand. *Fraternity and Sorority Life Training* - Will not attend Chapter President 1:1 Meetings, Chapter Presidents Meetings and Presidents and Advisors Training. *Fraternity and Sorority Life Programming* - Not eligible to attend and participate in events, including Meet and Greek, New Member Greek Academy, Greek Retreat, Greek Week, All Greek Mixer, HiStory/Kallistei Retreats, Greek Awards Ceremony, and Step Show. - Not eligible for membership in Order of Omega. *Student Involvement Programming* - Not eligible to participate in Shocktoberfest, Songfest, Hippodrome. *Council Dues* - Suspended Weeks 1-8: Not required to pay semesterly council dues per person. - Suspended Weeks 9-16: Required to pay semesterly council dues per person. - Required to pay yearly chapter dues (MGC). *Council Officers* - Individual members CANNOT attend the Interfraternity Council, Multicultural Greek Council, Panhellenic Council, or Order of

	organization to revoke the charter for a chapter.	Omega meetings as a representative of the suspended chapter. - Individual members CANNOT serve as officers on the Interfraternity Council, Multicultural Greek Council, Panhellenic Council, or Order of Omega. *Greek Awards* - Chapters are not eligible for chapter awards - Individual members are not eligible to apply and receive individual Greek Awards. *Chapter Recruitment/Intake* - Chapters cannot conduct recruitment, intake, or new member education. *Chapter Events* - Chapters cannot host or co-host any events (socials, mixers, formals, semi-formals, date parties, philanthropy events, etc…)
Expulsion Recommendation for Charter Revocation	The chapter will permanently lose its University recognition and/or registration and is ineligible to utilize University resources including facilities and financial support. The University will submit an official request to the national or other governing organization to revoke the charter for a chapter.	*Fraternity and Sorority Life Fee* - Not required to pay $5 Fee per person. *Fraternity and Sorority Life Marketing* - Chapter information removed from website, brochures, hot cards, and individual chapter brochure in stand. *Fraternity and Sorority Life Training* - Will not attend Chapter President 1:1 Meetings, Chapter Presidents Meetings and Presidents and Advisors Trainings. *Fraternity and Sorority Life Programming* - Not eligible to attend and participate in events including Meet and Greek, New Member Greek Academy, Greek Retreat, Greek Week, All Greek Mixer, HiStory/Kallistei Retreats, Greek Awards Ceremony, and Step Show. - Not eligible for membership in Order of Omega *Student Involvement Programming* - Not eligible to participate in Shocktoberfest, Songfest, Hippodrome. *Council Dues* - Not required to pay council membership dues. *Council Officers* - Individual members CANNOT attend the Interfraternity Council, Multicultural Greek Council, Panhellenic Council, or Order of Omega meetings as a representative of the expelled chapter. - Individual members CANNOT serve as officers on the Interfraternity Council,

		Multicultural Greek Council, Panhellenic Council, or Order of Omega.
		Greek Awards - Chapters are not eligible for chapter awards - Individual members are not eligible to apply and receive individual Greek Awards. **Chapter Recruitment/Intake** - Chapters cannot conduct recruitment, intake, or new member education. **Chapter Events** - Chapters cannot host or co-host any events (socials, mixers, formals, semi-formals, date parties, philanthropy events, etc…)

4.5 Chapter Operational Guidelines & Expectations

Due to the nature of social fraternity and sorority organizations, there are additional requirements for these organizations at Wichita State University.

1. President's Meetings: Each chapter president must attend monthly one-on-one meetings with their designated Chapter Coach (i.e. Coordinator of Student Programs- Student Involvement), as well as attend all monthly president's meetings.
2. President's Training: In addition to the Nuts and Bolts Conference, each president must attend the semesterly training held at the beginning of each semester.
3. Rosters: Chapters are required to have the most updated rosters on file with Student Involvement throughout the entire year.
   a. In compliance with the Office of Planning and Analysis, rosters will be submitted four times a year for the assessment of the semesterly FSL Fee, Council Dues, and Grade Report.
      i. The Tuesday of the 3rd week of classes in the Fall
      ii. November 15th
      iii. The Tuesday of the 3rd week of classes in the Spring
      iv. April 15th
   b. Chapters will be provided with the most updated roster at the beginning of each semester to verify with the Student Involvement Staff and throughout the entire semester
   c. All new members and transfer students will be placed on the chapter roster once the Membership Bid Card form on ShockerSync has been approved.
   d. Members will be classified on the roster as either active, new member, or inactive.
   e. Roster Change Forms:
      i. Any new member or active member that completes a membership card and either drops, withdraws, or goes inactive must complete the online Roster Change Form via ShockerSync,
      ii. This must be completed by the actual member, if possible, or by the Chapter President, within 48 hours of leaving or going inactive to keep the most updated information on file.
      iii. Members that denote inactive status will remain inactive for one (1) semester and will then be automatically placed back on the active roster the following semester, unless otherwise stated by the Chapter President

      f.   Chapter Rosters will be assessed for the FSL Fee, Council Dues, and Grade Report on November 15 (Fall) and April 15 (Spring).

      g.   At the conclusion of each semester the chapter must submit a list of graduating seniors and any members that take alumni status to Student Involvement.

4. Live-in Chapters: These chapters must submit emergency contact information on a semesterly basis to Student Involvement for all members living in the facility. Organizations will also provide annual copies of fire and property inspections.

5. Organizations that are not affiliated with any of the above-mentioned councils may not present themselves as members of the WSU Greek community, which includes using terminology such as "Go Greek" or "Greek Life."

6. Officers in any FSL organization are expected to complete additional trainings as identified by Student Involvement throughout the year. These trainings will be identified based on community need, previous challenges and campus priorities. These trainings currently include but are not limited to:

      a.   Care Team training

      b.   Title IX training

      c.   Diversity and Inclusion training

      d.   Mental Health First Aid or equivalent

      e.   Standard Board/Accountability training

4.6   Procedures for Membership Recruitment/Intake

To conduct intake/recruitment all chapters must be in good standing with WSU and abide by the following guidelines to ensure processes are efficient and meet best practices.

- Formal recruitment events for the Panhellenic Council will be single-gender events with the exception of university staff or their designees.
- All Recruitment/Intake events will be alcohol-free
- All Recruitment/Intake activities and events will take place on campus when possible.
- All recruitment events must be registered and approved via ShockerSync.
- All members of recognized Greek organizations must be registered, degree-seeking students at Wichita State University and have a minimum of a 2.5 cumulative GPA.
- All organizations must be in compliance with their policies, locally, nationally and/or internationally to be eligible to participate in recruitment/intake.
- All interested potential members must submit the Membership Bid Card on ShockerSync in order to have their grades confirmed. People who meet the GPA requirement will be allowed to accept a bid to a fraternity/sorority.
- All organizations within the Multicultural Greek Council, including members of the National Pan-Hellenic Council, must follow the Intake Policy as set forth by Student Involvement

    o   At all times, chapters are required to explicitly follow the Membership Intake Program developed and disseminated by their respective (Inter) National Headquarters.

    o   All MGC chapters are responsible for educating undergraduate and graduate members regarding all intake policies, procedures, and appropriate activities.

    o   Initiation of the chapter intake process is "open," where chapters may choose any time throughout the calendar year to begin the process with candidates, provided they have sought and received proper approval from the respective (Inter) National Headquarters. The process should start and end in the same semester, unless approval has been granted by both the (Inter) National office and the Chapter Coach (i.e. Student Involvement staff)

- When a chapter plans to conduct intake, the following **must** be completed with Student Involvement:
    - Notify Council Advisor (i.e. Student Involvement staff) of their intent to conduct intake by completing and submitting the MGC Intake Form, located on ShockerSync, by September 1 in the fall semester and February 1 in the spring semester (dates are subject to change at the discretion of the Council Advisor). All fields of the document must be fully completed. Incomplete forms WILL NOT be accepted by Student Involvement .
    - Notify Student Involvement of the selection of candidates by submitting the *Membership Bid Card form on ShockerSync* within **seven (7) calendar days** of distributing bids or receiving approval from your (Inter) National Headquarters. **<u>This cannot be done any later than midterm</u>** (End of the 8th Week of Classes) unless approved by Student Involvement
        - Intake programs may begin once the Membership Bid Card forms are submitted.
- Any chapter wishing to host a presentation of their new members must follow the university space reservation procedures and inform Student Involvement staff through the completion of the *MGC Chapter Membership Intake Form.* Presentations must be completed in the same semester as intake.
- For chapters who meet the above requirements, the Student Involvement staff agrees to keep all intake information confidential until the program is completed by the chapter and the new members have completed a new member presentation.
- To articulate the policies of Wichita State University and Student Involvement, a Student Involvement staff member must attend a meeting with the prospective members. This meeting must be scheduled with Student Involvement at least **seven (7) calendar days** prior to the beginning of the new member intake process through the completion of the *MGC Chapter Membership Intake Form.* The Intake process will be halted until the intake meeting takes place.
- Chapters failing to meet these requirements, and/or failing to notify Student Involvement prior to the Intake process are subject to sanctions.
- New Member Presentation
    - If chapters decide to host a new member presentation, it must be done the same semester that the intake process was held.
    - The dates for new member presentations must be turned in with the intake forms in order to prevent any overlap in dates of other chapters.

- Initiation Policy
    - The initiation of new members must take place the same semester that they are extended a membership bid.
    - It should be noted that if a student has been initiated into any WSU chapter in the FSL community they are ineligible for membership in another organization in the FSL community on WSU's Campus, unless the individual falls under the Title IX and Gender Identity Policy.
    - If a student is initiated into a FSL organization at another campus, it is up to the discretion of the organization to consider the Potential New Member (PNM) for membership. This should only be considered after proof of membership cancellation has been provided.

- Any organization conducting intake or recruitment must submit a detailed schedule of new member education to the Student Involvement staff by September 1 and February 1.

4.7   Title IX and Gender Identity Policy

Title IX of the Education Amendments of 1972 protects all people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Student Involvement and its functional areas aim to give support and understanding to individuals who wish to take or have taken steps, to present themselves as a gender different from their legal sex. Student Involvement recognizes that the period of transition can be very complex and difficult for the individual and wishes to act in a supportive and sensitive way to ease any transition period.

Students are eligible for membership in recognized student organizations, including fraternities or sororities, at Wichita State University based on the gender with which they identify at the time of recruitment. If a student joins a single sex organization and then transitions, at the point the student begins identifying as another gender they would no longer be part of that single-sex organization. Membership in that organization would be void and the student would be eligible to join another single-sex organization appropriate to their gender identity.

Student Involvement aims to create an inclusive, gender-friendly culture and learning environment, free from discrimination, harassment or victimization, where all students are treated with dignity and respect in the gender with which they identify and/or present themselves, irrespective of their legal sex.

For questions about this policy, the following person has been designated to handle inquiries regarding nondiscrimination policies: Director of Equal Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0138; telephone (316) 978-3186

4.8   HAZING

Hazing is defined as any act or action which has the potential to endanger the mental or physical health or safety of any individual as it relates to an individual's initiation, admission into, or affiliation with any student group or organization. It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or organization, for a charge of hazing to be upheld. The actions of alumni, active, new, and/or prospective members of a student group or organization may be considered hazing. Hazing is not confined to the student group or organization with which the individual subjected to the hazing is associated. Allegations of hazing are considered under the reasonable person standard. Hazing includes:

1. Acts that endanger the physical health or safety of an individual including, but not limited to, whipping, beating, paddling, caning, forced calisthenics, forced consumption of alcohol, drugs, food, or any other substances, exposure to the elements, sleep deprivation, kidnapping, abandonment, forced or coerced poor hygiene, or mutilation or alteration of parts of the body.
2. Acts that endanger the mental health or safety of an individual including, but not limited to personal servitude, forced or coerced exclusion from social contact, forced or coerced wearing of apparel which is

conspicuous, out of character, and/or inappropriate, line-ups and berating, morally degrading behavior, or conduct that demeans, disgraces, degrades, humiliates, or embarrasses an individual.

3. Acts that interfere with an individual's academic attendance, performance or other obligations including, but not limited to, religious or employment responsibilities.

4. Acts that explicitly or implicitly encourage or require participation in activities that would constitute a violation of law or University policy.

Every organization in the FSL community should have a non-hazing statement or equivalent in their bylaws for operation. See sample below:

NON-HAZING STATEMENT

This organization will not conspire to engage in hazing, or commit any act or action which has the potential to endanger the mental or physical health or safety of any individual as it relates to an individual's initiation, admission into, or affiliation with any student group or organization. Said acts are considered hazing regardless of an individual's willingness to participate in the activity. This organization is in accordance with all university policies regarding hazing, including the Wichita State University Student Code of Conduct and the Kansas Hazing Law Statute 24-5418.

4.9   Academic Performance Standards

It is imperative that fraternities and sororities remember that education is the primary purpose of attending Wichita State University. Fraternities and sororities who sustain this commitment do so by exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential. Commensurate with this ideal, Student Involvement has established academic performance standards for all social fraternities and sororities.

1. Grade Release Form: As a condition of membership in a recognized fraternity or sorority, each member is required to sign a bid card authorizing the release of grades to the Student Involvement Office for the purpose of monitoring the academic performance of chapters and members and other appropriate purposes. Grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. This information may also be provided to chapter advisors, chapter presidents, and inter/national headquarters, but may not be re-released by them.

2. Minimum GPA Standards:
   a. New Member: As a minimum standard a potential new member must have a cumulative college GPA or high school GPA (in the case of new freshmen) of at least a 2.50/4.0. If a student's GPA falls below the 2.50 minimum, they will be ineligible to participate in a recruitment/intake cycle until their GPA surpasses the requirement.
   b. Current Member: As a minimum standard, a fraternity or sorority member must maintain a cumulative GPA and semester GPA of at least a 2.50.
   c. Chapter: As a minimum standard, a fraternity or sorority must have an average cumulative GPA of at least a 2.50. Those organizations that fall below a 2.50 will be subject to loss of privileges until their GPA meets or exceeds the minimum standard.

3. Academic Improvement
   a. Current Members:
      i. Individual chapter members that fall below a 2.50 GPA must meet with the council advisor to develop and submit a strategic plan designed to significantly improve their academic performance.
   b. Chapter:

        i. Chapters that fall below a 2.50 GPA will be placed on an Academic Evaluation status and will be required to adhere to an academic improvement plan developed by Student Involvement staff.

        ii. Chapters that fall below a 2.00 GPA will be placed on Academic Probation.

            1. Academic Probation Sanctions:

                a. Required to meet with a council advisor, on-campus advisor, and off-campus advisor to develop and submit a strategic plan designed to significantly improve their academic performance.

                b. Chapters will not be able to host social events or participate in intramurals, Shocktoberfest/Songfest, Hippodrome or Council events.

                c. Must host an academic programming workshop hosted by a campus official.

        iii. Significant improvement can be defined as meeting and/or exceeding the minimum requirements of chapters.

        iv. If significant progress is not made, the chapter may lose recognition at Wichita State University.

4.10   Expansion/Extension Policies and Procedures

The following shall serve as a guide for individuals and organizations interested in forming a university-recognized social fraternity or sorority at Wichita State University. For the purpose of this document, "expansion/extension" shall refer to:

1. Any local social organization wishing to become recognized as a fraternity or sorority at Wichita State University, and
2. Recruitment of new students for chartered organizations that have been granted colonization status by the University.
3. Panhellenic Council
    a. Extension
        i. Extension is the addition of a National Panhellenic Conference chapter to the Panhellenic community at Wichita State University.
        ii. National Panhellenic Conference (NPC) Extension Committee
            1. The NPC Extension Committee serves as a clearinghouse for college and university, Panhellenic and individual sororities in the area of extension. The Extension Committee chairperson is always available to advise and assist.
        iii. The Panhellenic Council at Wichita State University is required to follow all additional policies and procedures in conjunction with the National Panhellenic Conference Manual of Information.
4. Interfraternity Council
    a. Expansion
        i. Expansion is the addition of a single-gender male chapter that is not categorized as multicultural, or that are affiliated with the North-American Interfraternity Conference or associated groups to the Interfraternity community at Wichita State University.
        ii. The Interfraternity Council at Wichita State University is required to follow all additional policies and procedures listed in this section as well as in conjunction with the constitution and bylaws.
5. Multicultural Greek Council
    a. Expansion

i. Expansion is the addition of a culturally-based or National Pan-Hellenic Council chapter to the Multicultural Greek Council community at Wichita State University

ii. The Multicultural Greek Council at Wichita State University is required to follow all additional policies and procedures listed in this section as well as in conjunction with the constitution and bylaws

The University will only recognize those organizations that will contribute positively to the overall experience of students, will espouse values and ideals that are consistent with the University mission, will promote and uphold all University policies, procedures, and expectations, and will assure through human and financial resources, the ability to achieve success and high ideals.

1. Open for Expansion/Extension
    a. A recommendation for expansion/extension will be made to the appropriate council executive board by the Director of Student Involvement and Student Involvement staff after discussing the feasibility of expansion/extension with alumni and appropriate university officials reviewing the:
        i. FSL Growth and Strategic Plan
        ii. Growth of the University population
        iii. University demographic data
        iv. Sustainability and status of current chapters
    b. The executive board will discuss the opportunity to open expansion/extension and, if approved, the council officer responsible for recruitment/intake will sponsor a motion to open expansion/extension to the full council.
2. Expansion/Extension Exploratory Committee
    a. If the motion to open expansion passes through the full council, an expansion/extension exploratory committee will be established to review interest of inter/national organizations and to coordinate the process.
        i. The Panhellenic Extension Committee must include the following positions:
            1. Director of Student Involvement or designee, chair
            2. Coordinator of Student Programs- Student Involvement (Council Advisor)
            3. One (1) representative per active chapter (either undergraduate student or alumni)
            4. One (1) University employee affiliated within Panhellenic
            5. One (1) University employee affiliated outside of Panhellenic
            6. The Panhellenic President, non-voting and Committee's Assistant
        ii. The Interfraternity Expansion Committee must include the following positions:
            1. Director of Student Involvement or designee, chair
            2. Coordinator of Student Programs- Student Involvement (Council Advisor)
            3. One (1) representative per active chapter (either undergraduate student or alumni)
            4. One (1) University employee affiliated within IFC
            5. One (1) University employee affiliated outside of IFC
            6. The Interfraternity Council President, non-voting and Committee's Assistant
        iii. The Multicultural Greek Council Expansion Committee must include the following positions:
            1. Director of Student Involvement or designee, chair
            2. Coordinator of Student Programs- Student Involvement (Council Advisor)
            3. One (1) representative from each affiliation based group of chapters (i.e. one NPHC, one Latina/o representative, one Asian fraternity/sorority representative, etc.)
            4. One (1) University employee affiliated within MGC
            5. One (1) University employee affiliated outside of MGC

<ol type="6" start="6">
The Multicultural Greek Council President, non-voting and Committee's Assistant

<ol type="a" start="2">
<li value="b">This committee will submit a letter of interest to inter/national affiliated Greek-letter organizations, inviting them to submit a letter of interest to the Director of Student Involvement
<li value="c">The committee will send notice to inter/national chapters that have met the guidelines below for inter/national organizations. Special consideration may be given to Greek organizations previously colonized and/or chartered at Wichita State University who have previously withdrawn but remain in good standing.
<li value="d">Once materials have been collected, the committee will invite up to three inter/national Greek-letter organizations to make campus presentations. These presentations should include information on the following subjects:
<ol type="i">
Services available to undergraduate members of the inter/national Greek organization;
Specific, unique reasons why the organization would enhance the Greek community at Wichita State University;
Why the organization should be allowed to colonize at Wichita State University;
New Member Education Program timeline and curriculum
Details of the membership development program.
The presentation should also detail policies related, but not limited to, the following:
<ol type="1">
Academic Achievement and Scholarship
Alcohol Abuse
Substance Abuse
Hazing
Health Issues
Sexual Harassment, Assault, and Rape
Legal Liability
Risk Management
Financial resources, support, and commitment
Area alumni support, list of chapters (undergraduate and graduate) that can be supportive to a chapter at Wichita State University
Timetable, guidelines, and requirements for colonization and chartering.

<li value="e">Once all campus presentations have concluded, the Expansion/Extension Committee will issue a recommendation to the appropriate council for one of the organizations to colonize at Wichita State University.
<ol type="i">
The appropriate council shall conduct their vote following procedures in their governing By-laws to accept the recommendation.
Once the vote has been cast, the Council President shall notify the Coordinator of Student Programs- Student Involvement and jointly will issue a formal invitation to the new chapter.

<ol type="1" start="3">
Local Greek-Letter Organization Expansion and Recognition Procedures
<ol type="a">
Any group of students at Wichita State University who wish to establish an organization under the category of "fraternity or sorority," which is not affiliated in any way with a national or international Greek-letter organization, must follow the procedures outlined below prior to receiving recognition by the University.
<ol type="i">
All members of a local Greek-letter organization must be enrolled as degree-seeking students at Wichita State University, in good standing.
Organizations wishing to maintain single-sex membership must obtain tax-exempt status with the Federal Government.
An organization must be a Recognized Student Organization (RSO) for a minimum of one year and follow all policies and procedures associated with that process.

1. Local, national, and international chapters are required to abide by the policies and procedures outlined in Student Involvement's Student Organization Handbook. Failure to meet minimum standards may result in removal of University recognition.
2. Local chapters must be affiliated with one Greek Governing Council according to its type (i.e. Interfraternity Council, Multicultural Greek Council, or Panhellenic Council). A vote in that Governing Council must take place to determine whether the local chapter will be permitted membership. An affirmative vote will result in immediate Associate Membership in the council and the privileges associated therein; a negative vote would deny the local chapter permission to function as a social Greek-letter organization on campus.
3. Local organizations, as with national and international organizations, must provide proof of liability insurance of no less than $1 million coverage.

4. Unaffiliated or Unrecognized Organizations
   a. Each social-Greek fraternity/sorority must be housed within one of the three governing councils for recognition.
   b. Any organizations that is not recognized by a governing council is not a recognized affiliated of Student Involvement or Wichita State University.
5. National Greek-Letter Organization Expansion and Recognition Procedures
   a. Preference will be given to Greek-letter organizations submitting a letter of interest that is a member of the National Panhellenic Conference, National Pan-Hellenic Council, National Interfraternity Council, National APIA Panhellenic Association, or National Association of Latino Fraternal Organizations.
   b. No contact with potential new members may be established prior to receipt of an inter/national Greek-letter organization's letter of interest.
   c. The organization's letter of interest should be accompanied by a packet of materials, which include the following:
      i. Section 1: HISTORY AND VALUES
         1. A brief outline of the inter/national history, values, structure of governance
      ii. Section 2: ORGANIZATION GROWTH
         1. Inter/national chapter growth including a number of new chapters, recolonized chapters and disbanded chapters, average chapter size, average chapter GPA.
      iii. Section 3: PROGRAMS
         1. New Member Education Program timeline and curriculum
         2. Policies and procedures for academic and scholarship programs
         3. Policies and procedures on educational programming on the subjects of hazing, alcohol and other drug abuse, health education, sexual harassment and sexual assault;
         4. Membership Development Programs and Objectives
         5. Leadership Development Programs and Objectives
      iv. Section 4: CHAPTER SUPPORT
         1. An outline of provisions of support for the proposed new colony to be established at Wichita State University, including the number of alumni within a one hundred (100) mile radius and a list of chapters in close proximity to Wichita State University.
         2. Information pertaining to the organization, colonization, and chartering procedures.
   d. Greek-letter organizations may not be permitted to colonize until these guidelines are followed.

e. If an organization is issued an invitation of colonization, that inter/national organization must submit a written timeline and guidelines of expansion program through the chartering process, which also includes financial obligations of first-year members. A deadline must be established for chartering.

f. No recruitment efforts may begin until Wichita State University receives and approves these written materials. A final approval including the start date for colonization efforts must come from Student Involvement. An immediate withdrawal from campus is required of any colonized organization that does not meet its chartering deadline, including not reaching:

   i. The five-person minimum to become a chapter in the Multicultural Greek Council, or
   ii. The council chapter average size for the Interfraternity Council and Panhellenic Council set by each Council

g. All University recognition procedures, as outlined by Student Involvement and the Student Government Association, must be followed and successfully completed. All inter/national Greek organizations wishing to colonize at Wichita State University must require, as written in their constitution and bylaws, campus recognition for a charter to be awarded. Should removal of such campus recognition occur, the inter/national organization must remove the charter and withdraw from campus?

h. Any inter/national Greek organization requesting colonization or chartering at Wichita State University must be an organization in good standing of all risk management and liability policies or have proof of current liability insurance.

i. All questions regarding expansion procedures should be directed to Student Involvement.

4.11 Chapter Facilities Environmental Health and Safety

The following shall serve as a guide when addressing any local, state or federal entity that conducts a safety or wellness inspection at any chapter residential facility owned and operated by an officially recognized Fraternity or Sorority at Wichita State University.

1. Notification of Violations
   a. When any local, state or federal entity conducts a safety or wellness inspection at any chapter residential facility, the entity will notify the Wichita State University Department of Environmental Health and Safety of any violations and an appropriate deadline for the violations to be addressed (see 4.11 C)
      i. The payment of any and all fines issued by a local, state or federal entity resulting from violations reported in a safety or wellness inspection are the sole responsibility of the owners of the chapter residential facility.
   b. Upon the receipt of a notification of violations and appropriate deadlines for the violations to be addressed, the Wichita State University Department of Environmental Health and Safety will notify the Coordinator of Student Programs- Student Involvement responsible for Student Organizations (hereafter referred to as Coordinator of Student Programs- Student Involvement) who will communicate the violations and timelines to the chapter leadership, chapter advisors, and if applicable, the chapter organization(s) responsible for the management of the chapter residential facility (i.e. House Corporation).
   c. Once all pertinent parties have been notified of the violations as reported by the local, state or federal entity, the Wichita State University Department of Environmental Health and Safety, Student Involvement staff and chapter leadership will meet within ten (10) business days to develop and initiate an action plan to address the violations.
2. Notification of Compliance

a. Once violations have been addressed, the chapter is responsible for communicating compliance to the Wichita State University Department of Environmental Health and Safety and designee from Student Involvement.

b. The Wichita State University Department of Environmental Health and Safety will review the violations, confirm compliance, and will notify the appropriate local, state or federal entity of compliance.

3. Timeframe of Compliance

a. Unless specifically noted to be completed within a shorter, specified time frame, violations must be completely addressed within 30 days from the date the violation was issued.

b. Should a chapter be unable to address the violations within 30 days from the date the violation was issued, the chapter leadership must provide Wichita State University Department of Environmental Health and Safety and designee from Student Involvement with a plan of action to remedy the violations.

c. A chapter may request that Wichita State University Department of Environmental Health and Safety make the necessary steps to address the reported violation.

    i. The cost of all materials and labor will be the sole responsibility of the owners of the chapter residential facility.

    ii. Failure to pay for work completed by Wichita State University Department of Environmental Health and Safety to address report violations will result in, but is not limited to:

        1. a referral to the Office of Student Conduct and Community Standards for the initiation of a conduct case for failure to adhere to Fraternity and Sorority Life policies

        2. the immediate suspension of Fraternity and Sorority Life privileges, including the ability to participate in Fraternity and Sorority Life events and activities and take part in new member recruitment

        3. a referral to Wichita State University Accounts Receivable for the collection of the debt

4. Failure to Comply

a. Failure to address the violations within an approved timeframe, with or without communication to the Wichita State University Department of Environmental Health and Safety and designee from Student Involvement may result in, but is not limited to, any or all of the following:

    i. a shutdown of the property by the local, state or federal entity

    ii. the referral to the Office of Student Conduct and Community Standards for the initiation of a conduct case for failure to adhere to Fraternity and Sorority Life policies

    iii. the immediate suspension of Fraternity and Sorority Life privileges, including the ability to participate in Fraternity and Sorority Life events and activities and take part in new member recruitment.

SECTION 5:   CONSTITUTIONAL REQUIREMENTS

5.1   What is a constitution?

A constitution is a document that describes an organization and how it operates. All attempts should be made to articulate all the variables, which may affect the operation of the organization. Please email student.orgs@wichita.edu for a Sample RSO Constitution.

5.2   Constitution Guidelines

A constitution is the basic framework of an organization. It is used to provide an administrative structure for your group. Every organization is required to have a constitution on file. Newly ratified constitutions must be submitted to Student Involvement via ShockerSync. Below is a list of both required and recommended components for RSO constitutions.

5.3   Required Items

- The name of the organization
- Purpose Statement
    - Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.
- Qualifications of membership
    - What does it take to be a member of your RSO?
- State that the President and Executive members must be a WSU student currently enrolled in good standing.
- Officer position and structure
    - How are your officer positions selected and organized?
- Ratification date
    - When did you ratify your constitution?
- Inclusion of WSU faculty or staff advisor information
- Inclusion of this statement: "The Organization and its members agree to adhere to city/state/national laws and University policies."
- How to remove a member, officer or advisor from the organization
- Officer qualifications and duties
- How to amend the constitution
- How often meetings are held and how they are run
- Statement defining specific executives and advisor with signatory power
- Non-hazing Statement
- Anti-discrimination Statement

5.4   Roles and Responsibilities of an Executive Board

Just as advisors have specific roles and responsibilities within the organization, so do the executive board members. It is important for officers to understand these roles and responsibilities in order to better serve the organization. These roles can include, but are not limited to, the following:

1. **President**
    a. Preside at organization meetings
    b. Facilitate executive board meetings
    c. Be aware of all money matters
    d. Assist all executive officers
    e. Provide motivation for the organization
    f. Prepare for all meetings

g. Be open to all opinions and input
h. Provide follow-up to organizational tasks
i. Inform the executive board of other meeting information
j. Coordinate the executive board transition

2. **Vice President**
   a. Preside at organization meetings in the absence of the President
   b. Direct constitutional updating and revision
   c. Serve as liaison to committees
   d. Perform other duties as directed by the President

3. **Treasurer**
   a. Prepares organizational budget
   b. Prepare budget/fee requests for Student Government Association
   c. Audit books twice per term with advisor
   d. Maintain a financial history of the organization
   e. Inform executive board of all financial matters
   f. Coordinate fundraisers
   g. Make quarterly reports of all receipts and disbursements
   h. Perform other duties as directed by the President

4. **Secretary**
   a. Record and maintain minutes of all organization meetings
   b. Send minutes to all appropriate members and institutional staff
   c. Prepare an agenda with the President for all meetings
   d. Maintain attendance at all meetings
   e. Keep the organization informed
   f. Maintain a calendar of events
   g. Maintain a phone and email directory of all members
   h. Reserve meeting rooms for the term and year
   i. Gather and document historical information pertinent to the RSO
   j. Perform other duties as assigned by the President

On the following pages, you will find a SAMPLE constitution. Use the sample as a guide to create your own constitution.

SECTION 6.   PARLIAMENTARY PROCEDURE

What is Parliamentary Procedure?

Parliamentary procedure is a set of rules for conducting meetings. It allows everyone to be heard and to make decisions without confusion. There are two recommended means of conducting a meeting: *Robert's Rules of Order* & the Consensus Model. Students may decide what form of governance is used for the operation of their organization, but this must be clearly documented.

6.1   Abridged Version of Robert's Rules of Order

Today, *Robert's Rules of Order, Newly Revised Edition 12* is the basic handbook of operation for most clubs and organizations. *Robert's Rules* can be found in most libraries or online. The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of *Robert's Rules of Order*, which may be helpful for Organizations that need a degree of normality in conducting business.

The Motion

You may make a motion when you want the group to take some action: to send a letter, to accept a report, to hold a special meeting, to spend money for some special purpose, etc.

Introduce the motion by saying, "I move that…" followed by a statement of the proposal. You cannot discuss the motion until someone has seconded it. This is done to reduce the number of discussions on a subject in which no one else in the group is interested.

The Amendment

Amendments are offered in the same way as a motion. You may offer an amendment when you agree substantially with the motion that has been made, but want to make some changes before it is adopted.

Amending the Amendment

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Substitute Motion

The substitute motion is sometimes used when there is a motion and two amendments on the floor in order to save time in the meeting. If there does not seem to be substantial disagreement with the motion and the two amendments, a substitute motion incorporating all three into one motion may be made and accepted by the chair.

Note: If you disagree with a motion or an amendment, you do not defeat it by trying to change the context of the motion through amendment. You speak against the motion or amendments and urge the membership to vote against them. Then new motions calling for a different action may be made and considered.

Speaking on Motions and Amendments

When you want to speak at a meeting, you raise your hand and ask the chair (often the organization's president) for the floor. As soon as you are recognized by the chair, you may proceed to speak either for or against the motion or amendment being considered.

When several members wish to speak at the same time, these guiding principles should determine the decision of the chairman:

1. The President/Chair should show preference to the one who made the motion.

2. A member who has not spoken has first choice over one who has already spoken.

If the chairperson knows the opinions of members discussing the measure, they should alternate between those favoring and those opposing it.

Motion to the Table

If you wish to postpone or end debate on an issue, you may make a motion to table the motion. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate vote by the chair. The chair may discuss the reason for tabling with the member.

Calling a Question

In order to speed up the meeting and eliminate unnecessary discussion, a member can "call the question." The chair will call for dissent. If you want the motion to be discussed further, raise your hand. If there is no dissent, voting on the motion takes place.

Voting

Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of yays and nays. Only members present at the time may vote unless the rules of the organization allow for proxy or absentee ballots. Quorum must be met to conduct business.

A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your organization rules should specify whether a majority or plurality (75% or more) is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

When the President Can Vote

Assuming that the chairperson is a member of the organization, they have the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the chair, they should vote only when it will change the outcome; for example in the case of a tie.

Point of Information/of Order

If at any time during the meeting you are confused about the business being discussed or if you want the motion that is being considered more clearly explained, you may raise to ask the chairman for a point of information. After you are recognized, ask for the explanation which you desire.

If you disagree with any of the chair's rulings, or if you believe that the person who is speaking is not talking about the business being considered, you may raise a point of order and state your objection to the chair. The chair then is required to rule one way or another on your point of order.

6.2   Consensus Decision-Making

Consensus decision-making is a group decision making process that seeks the consent, not necessarily the agreement, of participants and the resolution of objections. Consensus is defined by Merriam-Webster as, first, general agreement, and second, group solidarity of belief or sentiment. It is used to describe both the decision and the process of reaching a decision. Consensus decision-making is thus concerned with the process of reaching a consensus decision, and the social and political effects of using this process.

Please Note: Consensus should not be confused with unanimity or solidarity.

Objectives

As a decision-making process, consensus decision-making aims to be:

- **Agreement Seeking:** A consensus decision-making process attempts to help everyone get what they need.
- **Collaborative:** Participants contribute to a shared proposal and shape it into a decision that meets the concerns of all group members as much as possible.
- **Cooperative:** Participants in an effective consensus process should strive to reach the best possible decision for the group and all of its members, rather than competing for personal preferences.
- **Egalitarian:** All members of a consensus decision-making body should be afforded, as much as possible, equal input into the process. All members have the opportunity to present, and amend proposals.
- **Inclusive:** As many stakeholders as possible should be involved in the consensus decision-making process.
- **Participatory:** The consensus process should actively solicit the input and participation of all decision-makers.

Decision Rules

The level of agreement necessary to finalize a decision is known as a decision rule. Possible decision rules for consensus vary within the following range:
- Unanimous agreement
- Unanimity minus one vote
- Unanimity minus two votes
- Super majority thresholds (90%, 80%, 75%, 2/3, and 60% are common).
- Executive committee decides
- Person-in-charge decides

Some Organizations require unanimous consent (unanimity) to approve group decisions. If any participant objects, he can block consensus according to the guidelines described below. These Organizations use the term consensus to denote both the discussion process and the decision rule. Other Organizations use a consensus process to generate as much agreement as possible, but allow decisions to be finalized with a decision rule that does not require unanimity.

Process

There are multiple stepwise models of how to make decisions by consensus. They vary in the amount of detail the steps describe. They also vary depending on how decisions are finalized. The basic model involves

- collaboratively generating a proposal,
- identifying unsatisfied concerns, and then
- modifying the proposal to generate as much agreement as possible.

After a concerted attempt at generating full agreement, the group can then apply its final decision rule to determine if the existing level of agreement is sufficient to finalize a decision

Consensus Decision-Making with Consensus Blocking
Organizations that require unanimity commonly use a core set of procedures depicted in the above flow chart. Once an agenda for discussion has been set and, optionally, the ground rules for the meeting have been agreed upon, each item of the agenda is addressed in turn. Typically, each decision arising from an agenda item follows through a simple structure:
- **Discussion of the item:** The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.
- **Formation of a proposal:** Based on the discussion, a formal decision proposal on the issue is presented to the group.

Call for consensus: The facilitator of the decision-making body calls for consensus on the proposal. Each member of the group usually must actively state their agreement with the proposal, often by using a hand gesture or raising a colored card, to avoid the group interpreting silence or inaction as agreement.

- **Identification and addressing of concerns:** If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern.
- **Modification of the proposal:** The proposal is amended, re-phrased or reordered in an attempt to address the concerns of the decision-makers. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made.

Roles

The consensus decision-making process often has several roles which are designed to make the process run more effectively. Although the name and nature of these roles varies from group to group, the most common are a facilitator, a timekeeper, an empath and a secretary or notes taker. Not all decision-making bodies use all of these roles, although the facilitator position is almost always filled, and some Organizations use supplementary roles, such as a Devil's advocate or greeter. Some decision-making bodies opt to rotate these roles through the group members in order to build the experience and skills of the participants, and prevent any perceived concentration of power.

The common roles in a consensus meeting are:
- **Facilitator:** As the name implies, the role of the facilitator is to help make the process of reaching a consensus decision easier. Facilitators accept responsibility for moving through the agenda on time, ensuring the group adheres to the mutually agreed-upon mechanics of the consensus process, and, if necessary, suggesting alternate or additional discussion or decision-making techniques, such as go-arounds, break-out organizations or role-playing. Some consensus organizations use two co-facilitators. Shared facilitation is often adopted to diffuse the perceived power of the facilitator and create a system

whereby a co-facilitator can pass off facilitation duties if he or she becomes more personally engaged in a debate.

- **Timekeeper:** The purpose of the timekeeper is to ensure the decision-making body keeps to the schedule set in the agenda. Effective timekeepers use a variety of techniques to ensure the meeting runs on time, including giving frequent time updates, ample warning of short time, and keeping individual speakers from taking an excessive amount of time.

- **Empath or 'Vibe Watch':** The empath, or 'vibe watch' as the position is sometimes called, is charged with monitoring the 'emotional climate' of the meeting, taking note of the body language and other non-verbal cues of the participants. Defusing potential emotional conflicts, maintaining a climate free of intimidation and being aware of potentially destructive power dynamics, such as sexism or racism within the decision-making body, are the primary responsibilities of the empath.

- **Note taker:** The role of the note taker or secretary is to document the decisions, discussion and action points of the decision-making body.

SECTION 7.   RECRUITMENT AND RETENTION OF MEMBERS

7.1   Recruitment

The key to an outstanding organization is excellent members. Recruitment of new members should be an ongoing goal of an organization. All members of an organization should help with recruitment.

Know your Organization

Potential members know nothing about your organization. They are relying on current members, who are knowledgeable, to answer their questions. You need to clearly present who you are and what you do. A simple fact sheet with the following information may be helpful:

- Organization's purpose
- Past successes
- Types of activities
- Future plans
- Expectations of members
- Benefits to members

Develop a Recruitment Plan

You should attempt a variety of ways to attract members. Know what types of people you want to recruit for your organization. As you develop a recruitment plan consider the following questions:

- **WHO?** Are there any specific types of students you want to reach? Is there any set of criteria one must meet to belong to your organization? Publicize to the population you want joining your organization.
- **WHAT?** What is your goal? How many students do you want in your organization? Make sure to set a reachable goal.
- **WHEN?** When are you going to recruit? Recruitment is a full-time commitment. All members of your organization should be involved. While recruitment is ongoing, fall is the best time to recruit new members.

- **WHERE?** Where is your target population located? Where you are going to recruit is determined by who you are recruiting.
- **HOW?** Have your members discuss all the ways in which they were attracted to join. Everyone has a different reason why they joined.

Other things to keep in mind while recruiting:

- Know what sets your organization apart from the others. What makes it special?
- Escort people to their first meeting. Remember, it can be intimidating to meet with a new group for the first time!
- Make a good first impression. Help new members feel like they are a part of the organization.
- Get their attention! Use different marketing techniques to sell your organization. Be creative.

7.2   Retention

A goal for any organization is to keep their members. Retention of members is an ongoing, daily process. You are not going to please everyone and occasionally a member may decide that the organization is not a good match or they simply want to experience another type of involvement. Here are a few ideas to keep your members interested and excited.

Orientation

The faster they get to know what the organization does, the sooner they will become effective, contributing members. Have a special orientation for new members. Help them get to know the organization and what is expected of them as members. Fit jobs to people, not people to jobs. Individuals have different talents. Let them do a job they are going to like and succeed at. Get them involved right away. Give them responsibility.

Rewards

Positive reinforcement is very important to maintain motivation, both for individuals and the group. Have social gatherings as a reward for accomplishing your goals. Make the organization a fun, positive environment.

Group Relations

Get to know new members, not just as members, but as friends. A big reason people join organizations is to meet others. Listen to everyone's ideas and opinions. Treat each member equally.

Teambuilding

Social events, retreats, icebreakers and team builders are a great way to make the organization stronger.

Feedback

When a member does leave the group, ask if your group could be granted an "exit interview." Conduct the conversation in a low-key, friendly manner and discuss the reasons why the individual is leaving. Departing members may give you excellent information to improve your organization.

7.3   Student Organizations Personal Identifiable Data Request Policy

Any Recognized Student Organization may request student information once a semester for the purpose of recruitment and membership development. The Registrar's Office will not release data that can identify a student or employee without the expressed approval from Student Involvement and the university divisional owner of such data. For this purpose, student organizations interested in getting student data may request the information by completing an Office of Planning and Analysis (OPA) Personal Identifiable Data Request Form and submitting it to the Coordinator of Student Programs- Student Involvement who will be responsible for approving all requests and submitting it accordingly. Personal identifiable data (PID) includes identification codes, names, addresses, emails, telephone numbers, demographic status, academic standing and test scores, employment status and aggregate data in which cell counts are low enough to make it possible to identify a person. **Please allow up to 2 weeks for processing.**

Requests for personal identifiable data are to be submitted to the Coordinator of Student Programs- Student Involvement and require a *statement of intent* that includes a declaration of:

- The reason for the data request and how the data will to be used or deployed?
- The target population and parameters for the data (i.e., undergraduate/graduate students, time period, certain majors)
- The data fields you would like to see in the file (i.e. major, student ID, E-mail)?
- Who will have access to the data?
- Where and how the data will be stored.
- The procedure for deleting the data once the project is complete.

In addition to the statement of intent, the requestor and those accessing the data may be required to have FERPA training and/or Institutional Review Board approval (IRB). Office of Planning and Analysis (OPA) will review and send to the appropriate data custodian for approval. Once the statement of intent has been approved by the appropriate data owner(s), data will be delivered via the University Drop Box.

Only data/lists that include **and** are generated based on directory information (as defined by WSU) can be shared with any third-party. Directory information includes a student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, degrees, honors and awards received, and the most recent educational agency or institution attended. The Family Educational Rights and Privacy Act (FERPA) allows that an institution may release directory information but does not require it. All determinations as to the release of directory information are made by Wichita State University. No non-directory information can be provided.

Once the statement of intent has been approved by Student Involvement, the appropriate data owner(s) and the Registrar's Office or Office of Planning and Analysis, data will be delivered via the University Drop Box. Please email getinvolved@wichita.edu for the required form.

Please note that violation of policies or mismanagement of data is a sanction-able offense.

7.5   Yard Sign Guidelines

Recognized student organizations and campus departments are permitted to post yard signs on the property of the University in order to publicize an event they are sponsoring, a component of the event to promote student participation or to market the sponsoring group or organization. "Yard Sign" refers to a temporary sign placed in the ground in an outdoor space. For posting yard signs, the following guidelines have been established:

1. Recognized student organizations and campus departments <u>MUST</u> obtain approval from Student Involvement prior to posting yard signs.

2. Sign panels may be no larger than 24 inches by 24 inches, must be placed in metal "H" stands, and may contain content on both sides. RSO's must provide their own yard signs. These cannot be checked out from Student Involvement.

3. All wording on signs must be written in and/or have a translation in the English language.

4. All yard signs <u>MUST</u> clearly identify the sponsoring organization's name.

5. Signs may not be placed within five feet of trees, flower beds, fire hydrants or impede the flow of traffic.

6. All signs must be placed at least five (5) feet apart and at least three (3) feet from the edge of sidewalks.

7. Yard signs are only allowed on the main campus (including the Hughes Metropolitan Complex).

8. Up to ten (10) signs are permitted per event, per organization.

9. Reservations to use signs on campus must be made one month in advance of anticipated placement. Signs may be left in place for a two (2) week period and must be removed by the end of the reservation date.

10. If weather conditions destroy or damage a sign, the sponsoring organization must remove it.

11. Yard signs may not be used for commercial purposes by non-university groups, including advertising or other promotion.

12. Signs must adhere to WSU Policy 11.10 and the Student Code of Conduct. Signs may not contain any obscene, derogatory or defamatory words or images, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.

13. The University may remove, without notice, any signs that do not comply with University policies and regulations.

14. Signs placed in compliance with these guidelines cannot be removed or relocated without prior permission from the sponsoring organization unless done so by University personnel.

15. Student organizations which violate these yard sign guidelines will be referred to Student Conduct and Community Standards.

SECTION 8.   FINANCES AND FUNDING

8.1   Organizational Safekeeping Account (OSA)

Each RSO has the option of collecting dues from members or holding fundraisers in order to pay for supplies for events, meetings, or to attend conferences. Each group must establish an Organizational Safekeeping Account (OSA) through WSU. OSAs, formerly known as Service Funds, operate just like bank accounts, only WSU serves as your bank.

Advantages of an OSA
- SGA can directly deposit money into the account if they are providing an organization with funding through the funding approval process.
- Campus departments will bill this account as default for expenses.
- Easier transition of officer names on accounts.
- WSU advisor has online access to account balance at any time.
- If applicable, WSU will assist with sales tax preparation and payments.
- There are no maintenance fees charged to the account and organizations are allowed to make deposits and withdrawals.

Students are not allowed to open outside accounts for an RSO using personal social security numbers because this leaves those individuals liable for the accounts until they are closed. This would also obligate the individual and organization to file taxes on the account each year.

To establish an OSA, visit the office of Financial Operations and Business Technology located in Room 201 of Jardine Hall or call (316) 978-3070. Please note that it is the responsibility of the organization to update the information on the account each year.

After two full years of being inactive, any money in an RSO safekeeping account will be transferred to a general use RSO fund. That money can then be applied for and used by any RSO to aid them in buying food, resources, sponsoring events, etc.

Safekeeping Prepaid Visa

In order to aid student organizations in the purchasing process, Wichita State University Financial Operations and Business Technology has a prepaid Visa program. The prepaid Visa can be directly loaded with funds from the organization's Safekeeping account. Any organization wishing to take part in this program must adhere to the following stipulations:

- Organizations must have a Safekeeping account set up with the university.
- Organizations must have adequate money in their Safekeeping account to cover money transferred to the prepaid Visa.
- Organizations must request the use of a prepaid Visa from Financial Operations a minimum of three (3) business days prior to the proposed date of check-out.
- Only students and advisors named as signatories on the Safekeeping account may request the use of a prepaid Visa.
- Organization advisors must approve and sign-off on any use of the prepaid Visa.
- Organizations may load up to $500 onto the Visa for any event or travel expenses. Additional funds may be loaded with pre-approval from Financial Operations.
- Any funds not used by the organization will be transferred back to their Safekeeping Account when the card is checked in.
- All purchases made with the prepaid Visa must be in compliance with all university policies and procedures, including those written into the Student Organization and Advisor Handbook.

- Any purchases made violating university policies and procedures or the Student Organization and Advisor handbook will be charged back to the student or staff member that checked out the card from Financial Operations.
- In some circumstances, receipts must be turned in to Student Involvement within two (2) business days of purchase for event expenses or within two (2) business days of the date of return for travel expenses. Be sure to take this into consideration when stating the check in date for the prepaid card.
- The circumstance would be when SGA funding has been approved.
- The university has blocked certain types of retailers like liquor stores, casinos and adult entertainment locations.
- Careful attention should be given to over-the-phone purchases. Make sure the merchant uses the correct zip code, otherwise, it could be declined.
- The organization will reimburse Financial Operations the full cost of replacing any card(s) should they become damaged, lost or not returned.

Procedures for Handling Money at Meetings and Events

Money may be handled for various reasons within a RSO. Below are some guidelines to protect your organization when handling money:

- A record should be kept of all sales and admission fees.
- If a cash box is needed, they may be requested through Student Involvement.
- Two (2) people should be with any money at all times.
- Money should be deposited as soon as possible. If an individual (advisor or member) holds organizational funds, this can result in personal liability.
- If taking checks, make sure the address and phone number are on the check and that it is current. If the patron is affiliated with Wichita State University, write their MyWSU ID on the check.
- If credit cards are taken, PCI standards must be followed. You may not use a SQUARE or similar app for credit card sales. University policies regarding credit cards can be found under WSU Policy 13.14 / Security of Credit Card Data.

8.2   SGA Organization Funding Guidelines

The Wichita State University Student Government Association (SGA) grants funding to RSOs based on classification and eligibility. RSOs must apply for funding through the SGA Budget and Finance Committee (BFC).

Privileges are as follows:

- Recognized Student Organizations are eligible to receive SGA funding up to $2000 per fiscal year.
- Provisional RSOs are eligible to receive SGA funding up to $700 per fiscal year.

This section represents an outline of the process. As SGA regularly updates their procedures, please check with the SGA Treasurer (SGATreasurer@wichita.edu) for the most up to date policies and procedures regarding allocated fund requests.

Funding Request Process
1. RSO files a funding request with SGA through ShockerSync. The Funding Request Application can be found on the ShockerSync funding module and must be submitted (with all required documentation) to the SGA Treasurer 45 days prior to any event date or prior to the date of travel.[1]
2. The SGA Treasurer may schedule a meeting with the RSO to review and request any germane information.
3. The SGA Treasurer determines, regarding adherence to S027, whether to accept or decline the request.
   a. Upon acceptance, the SGA Treasurer shall set a date to hear the request before the BFC.
   b. Upon declination, the Treasurer shall communicate the decision to the RSO.
4. The BFC will meet with the RSO, and the RSO is expected to present their funding request and answer any questions the BFC may have. If the RSO cannot be present, a phone meeting will be arranged.
5. The BFC decides whether to recommend the funding bill for the following week's SGA Senate meeting.
6. The RSO is notified of the decision of the BFC. If needed, the RSO may choose to appeal this decision directly to the SGA Vice President and Treasurer
7. If the funding bill is submitted to the SGA Senate, the Senate will vote to approve or deny the request.
8. The process and updates will be tracked through ShockerSync. If the RSO is granted funding, they will be reimbursed for the approved purchase(s) upon submitting receipts.
   a. Receipts for approved expenses must be submitted to the SGA Treasurer.
   b. Any receipts not submitted within seven business days of return from travel or last day of event shall not be reimbursed. No reimbursement may be made in excess of the amounts indicated on these receipts.

SGA Provided Funds may be used for the following:

1. Conference Registration up to 50 percent of the cost of registration per person, up to $250 with no one participant exceeding $100 in allocation.
2. Travel more than 50 miles outside of Wichita, and may be reimbursed according to University Travel Office rates, up to:
   a. Air Travel: $300 per student for up to four students
   b. Car Travel: $400
   c. Bus Travel: $1200
3. Lodging for up to $400, with no one participant exceeding $200 in allocation.
   a. If an organization is not requesting lodging, they must provide additional proof of attendance.
4. Programming or projects that primarily serve members of the association, up to:
   a. $100 in advertising costs.
   b. $1000 in honoraria for speakers or special presenters.
   c. $700 in venue reservations.
5. Operational expenses up to $500 per year.
   a. These expenses include newsletters, website maintenance, supplies, etc.

SGA Funding Stipulations
- Only one funding request per organization may be considered per semester.
- All goods and services purchased with organization funding must be purchased on campus whenever possible.
- All purchases must be made within 30 days of approval or organizations forfeit reimbursement.

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[1] Priority for completed Organization applications shall be on a first come, first serve basis.

- Any advertisement, promotional materials, postage, correspondence materials and websites supported by organization funding shall include the note: "Partially funded by the Student Government Association."
  - Any organization not complying with this regulation may have its funding suspended or revoked.
  - Proof of the note shall be submitted to the Treasurer

Documentation required for all Organization Funding Applications:
- A description of the intended use of funds and the ways in which they benefit the University and members of the organization.
- An itemized budget.
- A completed W-9 form for the party being reimbursed.
- A completed DA-130 form and a cancelled check should the applicant be a University employee.
- Proof of registration cost (if applicable).
- For travel funding:
  - Completed University Sanctioned Travel Form
  - Letter of recommendation from an advisor, professor or administrator
  - Notice of acceptance to the conference
  - Official description of the conference
  - For air travel, submit confirmation of the flight
  - For bus travel, submit confirmation of the bus travel
  - For car travel, submit mileage itinerary using the University as the point of origin.
- Agendas for projects must be submitted in writing.

SGA Provided Funds may not be used for the following:
- Inherent costs of being a student
- Programs or projects intended to raise any funds or other material support for the organization or for third parties
- Donations or other material support to third parties
- Chapter dues to national or international organizations
- Banking charges, maintenance fees, or utilities expenses
- Gifts, competitive awards, gift cards, or unapproved honoraria
- Food, except where food is the principle focus of the event and serves the function of cultural education
- Firearms, ammunition, weapons, or any devices whose primary function could be used for violence or destruction
- The cost of any alcohol
- Petty cash or cash-on-hand
- Clothing
- Any recreation or entertainment pursued during travel
- Telephonic expenditures
- Multiple members of a RSO requesting individual rather than organizational funding for a group function

8.3   Foundation Accounts

Foundation accounts should be used only for donations, gifts, certain grants made specifically to WSU entities or other purposes specifically designated by the WSU Foundation, or if any group is seeking more than $10,000 in donations. Opening new accounts for student organizations and/or any exceptions to this policy by the Foundation require advance approval. All student organizations collecting any type of donations must work with Delinda Royse, Director of Development for Student Affairs, Campus Box 95, (316) 978-6675.

8.4   Student Organization External Fundraising Guidelines

Wichita State University strives to support student organizations and their programs through on-campus funding sources, such as the Student Government Association and Departmental support options. There are also several training seminars which educate students on financial money management. The policy and guidelines below define the expectation and requirements for fundraising efforts, specifically current use funds, grants, endowed funds and gifts in kind.

WSU is currently working to streamline the process for recognized student organizations to explore off-campus support. Approved, recognized student organizations may, at times, engage in various forms of off-campus fundraising. Off-campus fundraising will require prior approval from Student Involvement to ensure no conflict of interest over solicitation of community partners. Depending on the nature of the fundraising venture, student organizations will be asked to collaborate with Delinda Royse, Director of Development for Student Affairs.

Please note that student organizations are recognized by Wichita State University and therefore gifts to student organizations are not tax deductible unless prior approval is given.

Permitted forms of Fundraising
The following are not considered off-campus fundraising, and are therefore permitted anytime:

- Sales
    - o Selling advertising in publications, printed programs, on tickets, and t-shirts.
    - o Charging admission for attendees at on-campus events run by your group.
    - o Selling of merchandise on campus including t-shirts, baked goods, water bottles, etc.
    - o Note: All advertising and events must support the University's mission and the group's activity must follow event registration guidelines.
- Solicitation
    - o Solicitation of family, friends and alumni (via direct mail and phone calls) RSOs may solicit donations from family, friends and alumni under the following criteria:
        - ▪ An organization must possess their own internal list of contacts. Wichita State University will not provide a list or database of alumni, friends or family.
        - ▪ Organizations may not solicit donations exceeding $1000 from each donor.
        - ▪ Letters requesting gifts must say that gifts to the student organization are not tax deductible unless the organization has received non-profit status or has gotten prior approval to deposit funds into a Foundation Account.
    - o Notes: It must be clearly indicated that an organization's solicitation is from the student organization, not from Wichita State University. There may be limitations on which alumni

targeted donors may be approached. Tax-deductible receipts from the University will not be provided for these activities unless there is prior approval.

Prohibited Fundraising

The following forms of fundraising are not allowed at any time:

- Soliciting corporate, community and family foundations or grants.
- Signing contracts that include ongoing funding agreements on behalf of WSU or a WSU-sponsored student organization.
- Using PayPal on the Wichita State University server as a means for online donations or online sales. This is against WSU's e-commerce policy.

8.4.1 Grants Applications

The following criteria will be used in evaluating a proposal for external fundraising:

Your student organization must:

- Be currently recognized and in good standing with the University
- Have a successful history, including sound financial management. Provisional student organizations are not allowed to seek outside funding by grants or solicitation
- Be capable of successfully executing the fundraising effort
- Be able to successfully complete grant requirements with university obligations
- Have previously sought funding from on-campus sources

The proposed event, activity, or program must:

- Be compatible with the University's and group's missions
- Be executable within WSU's event planning policies and all other requirements of student events
- Have a detailed and realistic budget

The fundraising effort must:

- Be targeted toward individuals and corporations related to the group or activity
- Have a specific and reasonable timeline
- Include a contingency plan, should efforts not be as successful as expected

Timeline for solicitations that require approval

Obtaining Student Involvement approval for certain forms of off-campus fundraising may take many weeks. The length of the process is dependent upon many factors, including the complexity of the proposed event, the number of proposed targeted donors, and the amount of the proposed fundraising effort. You must initiate a request within the following timelines:

Approval Process

Step 1: Read the entire Student Organization External Fundraising Guidelines above.

Step 2: Submit a formal request to Student Involvement 40 days prior to the deadline of the grant.

Step 3: Once a proposal is received and approved, the student organization will be required to work with the Office of Research and Technology Transfer (ORTT) in the preparation of the grant application.

Step 4: Revise your proposal as needed. Many organizations end up making changes to their activity, budget, and/or fundraising approach, based on the recommendations of ORTT.

Step 5: If ORTT approves your general proposal, the grant must be approved for external distribution and then filed in Student Involvement.

Step 6: Once the organization receives notice on the status of the grant, it must be included in their file with Student Involvement.

Step 7: Student Organizations must then follow the ORTT grant distribution guidelines in the implementation of the grant.

Step 8: Semesterly updates must be filed with Student Involvement until the grants are completed.

8.4.2 Fundraising Guidelines

Student organizations seeking to support the operation of their organization may seek support through the following options. Any solicitation greater than $250 must have prior approval from Student Involvement and must be done in collaboration with Delinda Royse, Director of Development for Student Affairs.

Current Use Funds

- Cash donation given for a specific effort or given without restrictions
- Funds available immediately with minimal guidelines

Endowed Funds

- Cash donation given for a specific project without restrictions to provide ongoing support for the program
- Each year a percentage of a five (5) fiscal year average is paid out to the RSO for use
- Endowed funds are assessed an annual fee for administrative and management costs
- Any income earned in excess of the amount made available shall be reinvested and become a part of the endowment
- A minimum account balance to create an endowment may be named for a donor or designated individual
- Funds may be created with less money, but total funding must be reached within 5 years

Gift in Kind (GIK)

- A non-monetary gift, may include but is not limited to art, books, equipment, software or space which has a designated value
- GIK value is generally less than $5,000
- If greater than $5,000, the donor must provide an independent appraisal

General Considerations

Students are encouraged to promote a win-win situation for all involved. Donations to the WSU Foundation provide advantages for the donors and RSOs;

- RSO receives donation
- Donor gains tax deduction
- RSO gains relationship with community member
- Donor relays positive view of program to community
- Student has positive relationship with the community
- Donor has possible link with future leaders and young professionals

8.5   WSU Foundation Crowdfunding Project Policy

We are excited to provide the campus community with a way to raise money for University related projects that may not be within the scope of normal budgetary dollars. The WSU Foundation has partnered with GiveCampus, a leading provider of social media fundraising platforms for institutions of higher education, to help turn your need-based projects into a reality.

1. Information Regarding Crowdfunding
    a. Cost of Program
        i. There is no upfront cost associated with use of the platform. There is a 10% fee on each dollar raised, which is simply the cost being paid to GiveCampus for use of the platform (this is the only cost passed on to the project team - the standard 5% Foundation gift fee is being waived). Please take the 10% fee into consideration when establishing your project goal.
    b. Reaching Your Goal
        i. We will not approve campaigns that refund money, so each project must have an alternative plan. If you are unable to raise the total amount you can use the money raised for the project anyway, after a discussion with RSO staff and RSO leadership.
    c. What is your best chance for success?
        i. A great idea with a committed and connected project team!
        ii. If you do not have a group of people willing to promote your project both inside and outside of their network of contacts, you likely will not be as successful as you would like to be.
        iii. Encourage your team and anyone else you can think of-to become Advocates! The most successful projects are the ones that have lots of people officially signed up as Advocates. This allows for increased accountability from the project team and easier communication throughout the campaign process.
2. Starting a Campaign
    a. Meet with RSO Staff
        i. In order to get a campaign started, you will need to set up a meeting with RSO staff by emailing student.orgs@wichita.edu
    b. Approval Form
        i. After your meeting with RSO staff, you will be given the approval form to begin completing. Each form must be typed, and each group will have to complete the approval form including the name of the project, project description, campaign promotion plan, total amount of funding and budget justification.

ii. After you have completed the above section, you will meet with the RSO staff member to obtain the signature.
   c. Signatures
      i. Project Manager: The project manager will be the Coordinator of Student Programs- Student Involvement. While the Coordinator of Student Programs- Student Involvement will not directly manage your project, they will sign off verifying you are an organization in good standing and approved to host the campaign.
      ii. Faculty/Staff Sponsor: The Faculty/Staff Sponsor must be a University employee and must be your on-campus advisor that is verified by Student Involvement. The Advisor will be given the administrative rights, which allow for project maintenance and campaign updates while the campaign is live.
      iii. Vice President/Dean: The Vice President for Student Affairs will sign off on this section AFTER the campaign has been signed and approved by the Advisor and the Coordinator of Student Programs- Student Involvement have approved the campaign.
      iv. Foundation Approval: The point of contact for the Foundation will sign off of the campaign after submitted to the Foundation by RSO staff.
3. Campaign Completed
   a. Each campaign will last for thirty (30) days. An extension to the campaign for an additional fifteen (15) days to equal a total of forty-five (45) days total, must be submitted in writing to the Project Manager for approval.
   b. The Foundation will charge the campaign 10% which is simply the cost being paid to GiveCampus for use of the platform from the total dollars raised.
   c. The funds raised will be set to Student Involvement via a check to be placed in a special safekeeping account that will hold the total dollars raised of all student organizations utilizing the platform
   d. If you cannot complete the project without full funding, all funds raised should be used as closely to the intended purpose as possible. The Coordinator of Student Programs- Student Involvement and RSO leadership must approve these requests.

SECTION 9. ELECTION ETHICS

During the academic year, student leaders delegate responsibilities to members of the organization. Students who perform the best in all aspects of leadership should be encouraged to run for an elected position. Choosing a leadership position should not be done hastily. Student leaders can help their members decide by advising them to follow the steps outlined below.

9.1 Choosing a Leadership Position

1. Encourage a student considering a leadership position to learn as much as possible about the position from as many sources as possible.
   a. What is the nature of the position and what are the time commitments?
   b. How does the position relate to the organization as a whole?
   c. Is the position elected or appointed?
   d. Does the position have a membership requirement?
   e. How long is the term of office?
   f. Does the position include budget responsibilities?
   g. Does the organization offer workshops to train new leaders?
2. Encourage the student to evaluate his or her personal qualities, interests, and skills for the position. The student should decide whether they
   a. Are a good candidate for the position

b. Has or intends to develop the necessary skills for the position
c. Is confident in his or her ability and will be able to transmit this confidence to others
d. Is interested sincerely in the growth of the organization rather than self-centered motives
e. Has the time to devote to a leadership position

3. Allow the prospective student leader to read the organization's constitution, including the position description, and to review its files. The more information a student gathers about a particular position, the better able they will be to make a mature decision.

9.2 Running an Election

1. Read your constitution to clarify election procedures.
2. Elections should be held by in advance to allow for an adequate transition period for the new officers. We recommend that elections happen at least one month before the sitting officers leave office.
3. Notification about the election meeting date and information about nomination procedures should be sent out 4-6 weeks before the elections (no later than mid-February).
4. The Executive Board should establish an impartial election committee/chairperson to oversee the elections. The election committee can be composed of current officers not running for re-election. The election committee should determine guidelines for the election meeting and absentee voting.
5. There should be a lengthy and well-advertised nomination period so that all members have an opportunity to nominate themselves. This is one of the more important steps in the election process to make sure that good candidates are interested in the positions. It is helpful if job descriptions are published or if the club holds an information meeting where potential candidates can talk to current officers about their position responsibilities and time commitments.
6. Ensure the election meeting is well publicized by mailing to the active members and posting flyers. Your Advisor should also be invited.
7. At the election meeting:
    a. The election committee should be at the door and use the membership list to verify that only active members receive voting ballots. Only voting members should be allowed in the room.
    b. If the nomination period ended prior to the elections, have preprinted ballots available with the names of the candidates under each position.
    c. If candidates are nominating themselves at the election meeting, have preprinted ballots available with the names of the positions and a line to write in the name of the person being voted for.
    d. The candidates should give a 3-5 minutes speech about their qualifications and interest in the club and the position.
    e. After voting, the election committee counts the votes.
    f. Follow the procedures for breaking a tie vote as delineated in the constitution.
    g. Notify all members of the club and the Advisor of the election results within 24 hours.

Here are some of the areas you might want to include in your election process:

1. Election Committee: scope of power; membership (selection and removal process); responsibilities
2. Election Schedule: timeline for nominations, filing, election, runoff
3. Offices Available: number and descriptions of positions
4. Candidates: qualifications for office; nomination/filing procedure
5. Ballots: order of candidate names
6. Polls/Voting Sites: when/where does voting take place (at a specified meeting or site); eligibility of voters (who is qualified to vote)
7. Campaign Activities and Materials: What, where, when and how
8. Vote Tabulation: who counts; how votes are counted (winner- majority, simple majority, and runoffs)

9. Certification and Authority: when and who certifies election results
10. Enforcement of Election Rules: violations and complaints; process for deciding if violation has occurred; penalties
11. Appeals: who to appeal to and by when
12. Replacement of Vacant Seats: process if a seat becomes vacant (appointment or election)

Special points to consider:

1. Elections Committee members must be IMPARTIAL! They must not endorse any candidate by attending campaign functions, wearing buttons, or campaigning. They cannot publicly denounce any candidate. They are not to discuss with anyone, especially candidates, the confidential information discussed at committee meetings until that information is provided to all candidates or the general public. It is extremely important that the committee is unbiased.
2. It is important to develop a process for conducting a new election if tampering of the results has occurred. Reasons for annulment of an election must be serious, as should the penalty for those involved in the tampering.

Student Involvement Support during Organizational Elections

1. It is important that your rules be clear and fair to all involved in the election. Remember the key words are IMPARTIAL, FAIR, CONSISTENT, AND ORGANIZED!
2. Student Involvement is able and willing to assists organizations with running their election in terms of ballots. Student Involvement is able to utilize University services to create and manage an Election ballot if so requested. To request assistance with Elections, please contact student.orgs@wichita.edu to set up a meeting with RSO staff for assistance.

SECTION 10. EVENTS

10.1   General Event Registration Guidelines

Any group planning to host an event, which meets any and/or all of the following guidelines, must submit a completed RSO event registration form at least ten (10) business days prior to your event.

Events cannot be advertised until final approval from Student Involvement has been received as coordination of activities and management of space is essential with the end goal being a safe and successful event. This form ensures all University officials, student organizations, event services, University Police Department agree on the expectations and execution of the plans for the event.
1. Two hundred (200) or more people will be attending
2. Money will be exchanged (includes selling tickets)
3. The event is open to and purposefully marketed to the general public (more than three of the following items are used: Facebook, poster, handbill, texting message, website, formal invitation, Twitter, organizational calendar, information table)
4. Alcohol will be served
5. Food will be served or sold
6. The event requires the RSO to enter into a contract with another entity
7. A controversial/political/1st Amendment topic may be discussed
8. The event is outdoors and on-campus

10.2 Event Registration that requires University Police Department Approval

Any group planning to host an event which meets any and/or all of the following guidelines must submit a completed RSO event registration form at least ten (10) business days prior to your event and must be approved by Student Involvement and the University Police Department.

1. Two hundred (200) or more people will be attending
2. Money will be exchanged (includes selling tickets)
   a. An exception may be low risk fundraisers as determined by policy *2.11 Food Guidelines for Recognized Student Organizations* in this Handbook or in secured areas as determined by Student Involvement and/or University Police
3. Alcohol will be served
4. A controversial/political/1st Amendment topic may be discussed
5. The event is outdoors and on-campus

10.3 RSO Event Approval and Committee

Event Approval
Before for your student organization can proceed with hosting or advertising an event, each event must be approved. At minimum, the approvals are granted by the RSO President, RSO Advisor, and University Event Services (or depending on event location, i.e. Heskett Center, MetroPlex, etc.), and Student Involvement. Please note that additional approvals may be necessary depending on the scope of the event

The RSO Event Committee

The RSO Event Committee exists to ensure that the proper guidelines are adhered to for the University and to assist student organizations in the planning and preparation of their event. Members of the committee represent Student Involvement, University Event Services, MetroPlex, University Police Department, Campus Recreation, and Performance Facilities. Based on several aspects of the event student organizations are planning, organizations may or may not be required to meet with certain members of the RSO Event Committee. If required, the RSO President will receive an email indicating the date and time of this meeting.

10.4 Event Security and Procedures

Security may be required to help assure the safety of event attendees and to mitigate the damage to property or locations. Generally, the larger the event, the more required security. Events, meetings and/or lectures with fewer than 200 attendees typically will not require security although requirements can vary depending on time and location of the event. Events held in Wichita State University buildings after regular working hours may require police officers hired through the Wichita State University Police Department to unlock the building and remain present throughout the duration of the event. This policy is explicitly intended to support the right and ability of student organizations to host events on campus and will be applied without regard for perspectives or positions expressed in connection with those events. All criteria for assessing events must be applied in a viewpoint-neutral manner.

Any event that is planned including, but not limited to, celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences will be automatically designated as a Major Event. A Major Event designation may significantly increase the cost of the event, so Major Event hosts

are encouraged to plan for this expense in the event's budget. Major Events are events at which one or more of the following conditions apply:

1. Campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the Wichita State University Police Department) or significantly affects campus services (including kiosk guards, service roads, or parking);
2. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
3. The event is a concert, regardless of how many attendees;
4. Outdoor amplified sound is requested.

10.4.1 Security Procedures
Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing additional law enforcement; imposing controls or security checkpoints; and creating buffer zones around the venue. The goals of security recommendations will be to:

1. Minimize risks to the health and safety of the event participants and audience;
2. Minimize risks to the campus and surrounding community;
3. Maximize the ability of the event sponsors to successfully hold the event; and
4. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

10.4.2 Risk Management
The WSU Police Department in consultation with Student Involvement will assign event security based on the following risk assessment considerations

1. The proposed location of the event
2. The estimated number of participants
3. The time of day the event is to take place
4. The date and day of the week
5. The proximity of the event to other activities or location that may interfere, obstruct or lessen the effectiveness of the security measures being implemented
6. The resources needed to secure the event
7. The anticipated weather conditions
8. The estimated duration of the event
9. Similar content-neutral considerations relevant to assessment of security needs

Level of Risk

1. *High Level Events:* One officer per 100 guests plus security to properly secure the event site. The assignment of security officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
2. *Medium Level Events*: For medium level events 0 to 4 security officers. Again, the assignment of security officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
3. *Low Level Events*: No police or security will be assigned to the event.

Responsibilities: In order to ensure the clear line of administrative authority with student organizations the following areas/positions are listed with responsibilities and duties when managing/handling major events

1. Coordinator of Student Programs-Student Involvement or Student Involvement Designee:
    a. Takes primary responsibility for working with student organizations holding events on campus

b. Reviews event registration forms submitted by student organizations.
c. Reviews event details with student organizations, as necessary.
d. Assists in making the final decision on appeal in the event the University Police Department and student organization cannot agree on implementation of security measures or recommendations.
   1. **Additional security review:** In the event the organization would like the number of security assigned to the event to be reviewed, the "certified event planner" may submit a written request to the Coordinator of Student Programs-Student Involvement or Student Involvement Designee five or more business prior to the event. Upon review, the Coordinator of Student Programs-Student Involvement, in consultation with the University Police Department, reserves the right to increase or decrease the security assignments based on the parameters of the event.

2. RSO Event Committee
   a. Using ShockerSync and EMS, review and (if appropriate) approve applications for the use of their space by recognized student organizations
   b. Promptly contact University Police Department and Coordinator of Student Programs- Student Involvement about any events in their space that may qualify as Major Events.

3. Wichita State University Police Department
   a. Coordinates and/or provides safety and security services at campus events held by recognized student organizations
   b. Reviews Police Services Request Forms submitted by recognized student organizations
   c. When required by this policy, conducts security assessments for events held by recognized student organizations
   d. Informs City of Wichita partners of impending Major Events.
   e. Searches event participants for weapons and other contraband as necessary or authorizes a security team to perform those services on its behalf.
   f. The police have the authority to uphold all local, state and federal laws. The police play a specific role with securing an event and assigning security personnel.

4. Organization's Advisor:
   a. The organization's official advisor, a WSU full-time faculty, or staff member must approve and sign off on all events.
   b. The official advisor is required to be present for the duration of high-level events. Advisors are strongly encouraged to also attend medium level events.
   c. If an advisor does not attend their organization's medium level events, decisions at the event will default to the highest authority at the event including University Police, security or facility manager.
   d. The advisor may designate a substitute who must be approved in advance by Student Involvement. The designated substitute must be a full-time WSU faculty or staff member. The event may be cancelled, delayed or attendance reduced if the advisor or designee is not in attendance at the event.

10.4.3 Liability Insurance
Any group hosting an event designated as "high risk" by Student Involvement, UPD, Event Services, or others are urged to purchase liability insurance for the event. If the group is required to purchase insurance for an event, they will receive notification via email.

10.5 LATE NIGHT EVENTS POLICY

Recognized student organizations (RSOs) are eligible to host a Late-Night Event as set forth in this policy. Individual students and non-RSOs are not eligible to host a Late-Night Event, except as otherwise authorized by WSU policy.

Definition of Late-Night Event
A Late-Night Event is defined as any event is scheduled to occur past 12:00 a.m. that is hosted by an RSO and is held in a WSU Approved Location (defined below).

Approved Locations
A Late-Night Event may only be approved to take place at the following "Approved Locations":

1. Rhatigan Student Center Ballroom

2. Metroplex 180

Requests for a Late-Night Event
All SRO requests to host a Late Night Event must be submitted to Student Engagement, Advocacy and Leadership (SEAL) at: student.orgs@wichita.edu no later than thirty (30) business days prior to the event and must be fully approved by SEAL at least twenty (20) business days prior to the event. No Late-Night Event will be approved if the Late-Night Event is not submitted to SEAL at least 30 business days prior to the event.

Event Restrictions
The following restrictions shall apply to all Late-Night Events:

1. All Late-Night Events must be held in one of the Approved Locations as set forth in this policy.

2. A Late-Night Event is only permitted on Friday or Saturday nights. If an RSO wants to sponsor an event on another night, the event must conclude by 12:00 a.m.

3. To ensure adequate resources and supervision of Late-Night Events, there shall only be one (1) Late-Night Event per weekend on campus.

4. Only one (1) Late-Night Event may be held by a sponsoring SRO per evening, per weekend.

5. All Late-Night Events must end by 2:00 a.m. and the facility must be cleared of attendees, equipment, and cleaned up no later than 2:30 a.m. Special arrangements must be made with SEAL in advance for longer breakdowns where necessary due to additional equipment, staffing, or other exceptional circumstances.

6. Late-Night Events are automatically considered Major Events as stated in 10.4 of this Handbook, requiring additional approvals and consideration under that policy.

7. Alcohol is prohibited at Late-Night Events. This means that no alcohol is allowed to be consumed or served during the Late-Night Event or on campus property outside of the Approved Location.

8. Third party promoters are not permissible for Late-Night Events.

9. Third-party promotional events, such as musical artist concerts or social media entertainers, are not allowed under this policy.

10. Loitering at the Approved Location entrances and parking lots, and on sidewalks outside the Approved Location is prohibited.

RSO Obligations and Restrictions

Sponsoring RSO's, and their members, must:

1. Meet with SEAL staff and review their registration form, this policy, and applicable WSU Policies and Procedures, and to discuss the needs of their event.

2. Ensure that they, and all event attendees, comply with all WSU Policies and Procedures, including applicable event and facility usage policies, during the event .

3. Collect and properly secure all admission fees, if any.

4. Deposit all funds collected from the Late-Night Event by the first business day following the Late-Night Event.

5. Record all event attendees' names and their identification information (for students, this must be their WSU Student ID number, and for student guests who are not WSU Students, this should be a valid photo identification that includes the guest's date of birth and unique identification number). The RSO's Advisor must sign off on the attendee record and submit it to SEAL no later than one (1) business day after the event.

6. Partner with UPD to keep all entries, exits, and hallways clear and prevent loitering on the sidewalks and parking areas outside of the Approved Location.

7. Assist with the dispersion of guests during and immediately following the event. At the end of the event, a general statement must be made informing all guests that the event has ended and that they should immediately vacate the premises. UPD will assist the sponsoring RSO in vacating the premises.

RSO Responsibility for Costs and Liability
The sponsoring RSO is responsible for all costs incurred, directly and indirectely, in planning, promoting, hosting, monitoring, securing, cleaning, and breaking down their Late-Night Event. This includes, but is not limited to, equipment and furniture rental, advertisements, music and sound equipment and services, security, insurance, cleaning, after-hours charges, or any costs incurred as a result of any damage to property or injury to person that occurs during Late-Night Event or in the course of any set up or tear down.

Admission and Removal
1. Entry to Late-Night Events is restricted to WSU students with a valid MyWSU ID card and non-student guests provided they are at least 18 years of age and have a valid photo identification that includes a unique identification number the individual's date of birth (such as a driver's license, passport, or state-issued identification card). No Admittance will be permitted without a valid photo identification.

2. No guests shall be admitted after 1:30 a.m.

3. Event capacity will be based on the venue. Once capacity is reached, no one will be admitted or readmitted to the event.

4. WSU reserves the right to refuse admission and/or remove anyone attending a Late-Night Event ("Invitee"). The University Police Department ("UPD") will enforce this right. Reasons for a refusal of admission or removal, may include, but are not limited to, conduct demonstrated by an Invitee that, in the opinion of an SRO sponsor or any University official, such conduct demonstrates that the:

   a. the Invitee is under the influence of drugs or alcohol; or

   b. is engaging in, has threatened to engage in, or is believed to likely engage in, violent, disruptive, or belligerent conduct; or

   c. is violating University policy and such conduct is not remediated or remediation would not be appropriate under the circumstances,

5. An SRO Advisor (or approved designee by SEAL) must be present for the duration of the Late-Night Event. Advisor must enforce all WSU policies and this Late-Night Event policy.

6. At least one (1) person must be designated to check in attendees and one (1) person to collect money who is a current WSU faculty, staff, or student, or is a designated advisor of the sponsoring RSO.

7. A pre-event meeting with the pre-appointed volunteers, security and/or appropriate facility personnel is required no later than thirty (30) minutes prior to doors opening. All pre-appointed volunteers must be present with a picture ID at the pre-event meeting, or the event will be subject to cancellation with penalties for failure to meet volunteer requirements.

Safety and Security

1. Security shall be required pursuant to policy 10.4 Major Events as set forth in this handbook. If security is deemed necessary for the Late-Night Event, such security shall be provided by UPD. All costs for security shall be at the expense of the SRO.

2. All "Weapons," as defined in WSU Policy 11.19 / Weapons on University Property, are prohibited at all Late-Night Events. Because of this, adequate security measures must be in place, which shall mean, at a minimum, that electronic equipment shall be used at all entrances to detect and restrict the carrying of any Weapons into the Approved Location. This may include, but not be limited to, metal detectors, metal detector wands, or any other equipment used for similar purposes.

3. WSU reserves the right to adjust the venue, date and/or time of the event, provide additional law enforcement, impose additional controls or security checkpoints, create buffer zones around the Approved Location, or take any other measures deemed necessary to ensure the safety and security of all Invitees and participants.

Marketing

All marketing and advertisements for Late-Night Events must include the following statement: "All guests must be 18 years or older with valid photo identification. No weapons, backpacks, purses/containers or outside food or drink will be allowed in the event."

SECTION 11.   FOOD GUIDELINES

11. 1   Food Service

WSU Dining is the recommended caterer for all on-campus events on WSU property or in a WSU facility. WSU Dining is not the exclusive provider of food on campus. With some qualifications, WSU maintains an open catering policy throughout the campus. A reserving party may choose catering from WSU Dining *or* a list of approved caterers on the following website, www.wichita.edu/WSUCatering. For the complete Food and Beverage Policy please refer to policy 20.16 or visit wichita.edu/ESPolicies. Please be advised that any off-campus caterer must follow the University's Beverage Contract with Coke. For more information about the Coke Contract please contact Rich Renollet, rich.renollet@wichita.edu.

11.2   Donated Food

Donated food can be used for meetings or events. The organization must submit the donated food form through the ShockerSync form during the event registration. Donated food must be provided and prepared by a licensed food provider. Low, Medium and High Risk Foods* are accepted but Food Safety Guidelines** must be followed.

11.3   Food Fundraisers

Food fundraisers that take place on campus, where food is prepared, served or delivered, can only be sponsored by recognized student organizations. The fundraising form must be completed as part of the event registration

process through ShockerSync 10 business days in advance. Only one food fundraiser per building per day will be approved. With the exception of events within the Rhatigan Student Center, this guideline can be waived if the first organization to apply for a space agrees to have another organization present on the same day. Fundraisers can have home-made, purchased or donated food. All food sold and/or distributed at a food fundraiser must follow the Food Safety Guidelines.** In the RSC, all food used for fundraisers must fall into the low-risk category and items cannot compete directly with food sold by vendors in the RSC.

Food Risk Categories

- **Low Risk** foods are ambient, stable foods requiring no refrigeration. They are often prepackaged or, if home-made, should be individually wrapped. Low-risk foods include candy, chips, cake, cookies, brownies and popcorn.
- **Medium Risk** foods are food items requiring special handling, such as refrigeration or heating. Medium risk foods are potentially hazardous and should be prepared on site (except for pizza). Medium risk foods include hot dogs, sandwiches, nachos and pizza.
- **High Risk** foods are defined as foods that may become harmful to the consumer if not stored or handled properly. Such high-risk foods are generally high in protein and require strict temperature controls. When served, high risk foods should only be handled by certified food handlers to further protect against contamination. High risk foods include, milk and milk products, poultry, tofu and soy, raw sprouts and seeds, shelled eggs, fish, meats, shellfish, melons, baked potatoes, cooked rice, cooked beans, garlic and oil mixtures.

Food Safety Guidelines

In order to serve donated Medium and High-Risk Foods for events and meetings, the following guidelines must be followed:

- All food must be from a licensed vendor operating under the license and inspection of the local health department. Suitable vendors include but are not limited to retail grocery stores, wholesale providers, commercial restaurants, delicatessens and caterers.
- Before handling or preparing food and each time after using the bathroom, individuals must wash their hands for at least 20 seconds. A different serving utensil for each dish must be used to avoid cross-contamination.
- Those who are ill must not handle, prepare or serve food.
- Confine hair longer than shoulder length either using a hair tie, hat or hair net. *Facial hair must also be covered using a beard net.*
- The food must be cooked to and maintained at the proper temperature using warming trays, chafing dishes, ice, refrigerators, slow cookers, etc.
  - Cold food must be kept at or below 40°F until served and can only be left out for a maximum of two hours.
  - Hot food must be kept at or above 140°F until served and can only be left out for a maximum of one hour.
- The food must be stored properly. Meats should be wrapped securely and stored in a separate space to prevent meat juices from getting into other food. Any products used in the preparation of meat should be washed with hot soapy water after use.
- The ingredients in the food must be clearly labeled for participants to see.
- Extensive food preparation at the meeting or event is not permitted, i.e., making a dish from scratch, cooking etc. Limited food preparation actions such as slicing, grilling, assembling and serving are permitted.

- Condiments must be in either squeeze-bottle type containers or individual self-serve packets.
- Only disposable eating and drinking utensils can be used.
- Hand sanitizer must be provided for participants to utilize.
- Smoking or use of tobacco of any kind is not allowed in food preparation or serving areas.
- If a gas-fired grill, barbeque or other open flame is going to be used, the Fire and Safety Coordinator must sign off on the event and their recommendations must be followed.

SECTION 12.   PERFORMANCE FACILITIES

For your audio or special lighting requirements in represented locations, you will need to contact Performance Facilities at 978-3587. It is mandatory that you contact and make arrangements with Performance Facilities a <u>MINIMUM OF TEN DAYS PRIOR TO THE DATE SUPPORT IS NEEDED</u>. Failure to do this will result in a late fee. In addition, there will be no guarantee that your event will be staffed, which is dependent upon the availability of the

Performance Facilities personnel and other previous event commitments.

Prior to contacting Performance Facilities, please be sure to complete and submit a Safekeeping Account form (entitled "A Transfer from Student Group to a Department Invoice"). Under the DEBIT section of the form, you will need to provide your organization number (beginning with 100XXX) and an account number (beginning with W10XXX). Your advisor will need to sign in the appropriate area at the top of the form prior to submitting to Performance Facilities where it will be processed after the completion of the event and submitted directly to WSU Financial Operations for payment. Your organization will qualify for a discount rate if you are a university recognized student organization.

For non-recognized student organizations, a pre-payment for an amount relative to the estimate of services provided by Performance Facilities will be due <u>seven (7) days prior to</u> the event. Failure to submit pre-payment will result in a cancellation of all Performance Facilities services. Payments are typically due 30 days from the invoice date. Non-payment will result in the charges being applied to the account of the student making the reservation and a block will be placed on future requests for services from Performance Facilities until the account has been settled.

<u>Cancellations</u>: Event cancellations must be reported to Performance Facilities a minimum of 24 hours prior to the scheduled event so that appropriate action may be taken to notify staff scheduled to work the event. Failure to do so will result in a $50.00 penalty being charged to the organization reserving for the event.

Section 13.   CAMPUS FACILITIES

Wichita State University offers a variety of locations on campus to host meetings, workshops, events and programs. Spaces available for RSO use include indoor, outdoor and athletic facilities. Some fees will be applied to certain locations. Please review the following information carefully and contact the offices who handle the spaces for more information.

Athletic Facilities
Athletics offers many great options for special events. Rental spaces available include the All-American Club at Eck Stadium, Champions Club at Charles Koch Arena, Preferred Health Systems Multi-Purpose Center at

Charles Koch Arena, Charles Koch Arena and Cessna Stadium. For availability and rental information, contact Athletics Event Management: (316) 978-7591.

CAC Theater
This 483 seat venue is a great space to host lectures, performances or variety shows. The theater features adequate lighting, sound and audio/visual equipment, which is coordinated through Performance Facilities (316) 978-3587. For availability and reservations, contact University Event Services: (316) 978-3475.

Classrooms and Academic Auditoriums
Meetings, presentations and small lectures fit well into many of the academic facilities on campus. RSOs have free access to many of the classrooms and auditoriums that are available. For availability and reservations, contact University Event Services: (316) 978-3475.

Campus Expressive Activities
Designated by University Police, free speech areas are available to the University and Wichita community for events with anticipated participation of 40 or more persons. For more information , contact the University Police: (316) 978-3450. See University Policy Section 11.12 for further details.

Grace Memorial Chapel
With seating for 100, the chapel offers an intimate venue for special events at no cost to RSOs. For availability and reservations, contact University Event Services: (316) 978-3475.

Heskett Center
The Heskett Center offers a variety of spaces for athletic events or general meetings. Classrooms, dance rooms, gymnasium, courts, intramural fields and the pool are all available to rent. For availability and pricing, contact Campus Recreation: (316) 978-3082.

Marcus Welcome Center
Rental fees apply to reservations taking place outside of regular office hours for the Marcus Welcome Center. Available spaces include a small theater and a dividable multi-purpose room. For availability and reservations, contact University Event Services: (316) 978-3475.

Metroplex (Eugene M. Hughes Metropolitan Complex)
The Metroplex is located at 5015 E. 29th Street North, approximately one mile north of the University's main campus. Spaces available include a 1,750 seat auditorium, Welsbacher Theater and classrooms. Facility use fees apply to events where admission fees are charged, and an additional rental fee is applied to events held outside of normal business hours. Weekend events require security, which is arranged through University Police. For availability and reservations, contact the Metroplex Reservations Coordinator: (316) 978-3258.

Outdoor Venues

There are a variety of outdoor spaces on campus to hold events. Duerksen Amphitheater should be reserved through Performance Facilities (see Theatrical Facilities) and parking lots are reserved through the University Police (316) 978-3450. For information regarding additional outdoor spaces, contact University Event Services: (316) 978-3475.

Residence Halls

The residence halls offer a variety of spaces including private dining rooms, meeting spaces and outdoor courtyards. All reservations are coordinated through Housing and Residence Life: (316) 978-3693.

Rhatigan Student Center
The Rhatigan Student Center offers a variety of meeting and dining facilities to meet the needs of WSU students, faculty, staff and community members. We welcome the opportunity to host your special event, dance, meeting, meal, reception or private function. We also schedule for nonacademic use of many Wichita State University buildings and classroom spaces. For all information about the RSC or to make reservations, contact University Event Services: (316) 978-3475 or letsmeet@wichita.edu.

Theatrical Facilities
Wilner Auditorium, Wiedemann Hall, Welsbacher Theater and Miller Concert Hall are all managed by Performance Facilities. Priority for use of the four spaces is given to the College of Fine Arts. For availability and rental fees, contact Performance Facilities: (316) 978-3587.

SECTION 14. SI EQUIPMENT RENTAL

Student Involvement has equipment for checkout to WSU campus organizations, clubs and departments on a first come, first served basis. Equipment is for use mainly on the Wichita State main campus. Reservations must be made *at least three business days in advance of the event* by completing the Equipment Use Form via ShockerSync. Equipment requests are considered on a timely basis and must be signed before getting approval. Once a decision is made, Student Involvement will contact the group by phone or email.

Precedence for equipment use is given as follows:

- Tier 1: Student Involvement staff and student groups directly advised by Student Involvement
- Tier 2: Recognized Student Organizations
- Tier 3: Campus Departments

Advanced reservations will be taken no more than one semester in advance. Any special requests will be considered on a case by case basis according to the availability of the equipment. Equipment used after normal office hours should be returned to the Student Involvement office by contacting an RSC Building Manager at (316) 978-3028. Overnight check-out of SOME equipment is allowed, but the student organization advisor or a full-time departmental staff member must also sign the equipment request form. Damage to equipment during use due to negligence will be the responsibility of the reserving party, who will be billed for the cost of repair or replacement, and forfeit the group's equipment use privileges for the remainder of the semester.

Equipment not returned on time will be charged a fee of $5.00 per hour for the first three hours. After three hours, a charge of $40.00 will incur. If the equipment is not returned within 24 hours of the original return time, the responsible party will be charged the cost of the equipment. If the responsible party fails to pay any incurred fees or fines within 30 days, the debt will be transferred to the individual checking out the equipment.

Equipment not returned on time may result in forfeiture of equipment use for the entire group for six months. Specific dates are determined at the discretion of the Student Involvement office Manager. Student Involvement reserves the right to approve or reject any request.

SECTION 15. FILM SCREENING GUIDELINES

All film events scheduled by RSOs must comply with federal copyright law, which regulates the public exhibition of films. Screenings for public display on campus do not qualify as "educational fair use" exemptions

granted by the federal code. To ensure that the University complies with federal law, permission or license from the copyright owner must be obtained for any film that will be displayed to the public. To obtain a license or permission, sponsors of screening events must follow procedures described by the three criteria below. Only one of these three criteria must be met to authorize a screening event.

It is the sole responsibility of the RSO to ensure that one of these criteria has been met prior to their screening event. The failure of a RSO to fulfill these obligations will result in the cancellation of their screening event. A cancellation for this reason will not absolve the RSO of its financial obligation for the event.

Criteria for permissible screenings:

1. Provision is made with the Student Activities Council or its program advisors to obtain a license and rent the film through a theatrical or non-theatrical vendor. SAC and its advisors will then obtain a license and, in most cases, provide the film to be exhibited. Unless other arrangements are made with SAC, the RSO will be billed for the licensing fee.

2. The RSO will assume responsibility for obtaining the license from the film's non-theatrical distributor. Contact information for most distributors may be obtained from Student Involvement. A copy of the distributor's invoice and a record of payment for the license are required to be submitted to Student Involvement prior to the screening. All text on these copies must be legible, including the distributor's contact information.

3. Permission to publicly display the film is obtained from the copyright holder or their agent or acquired from Ablah Library's collection. A letter providing clearance is required for Student Involvement files. Each letter should be under a letterhead, indicating the discoverable titleholder for the film's copyright. Letters should describe the specific circumstances of the screening, including place, date, time, number of screenings allowed, and whether an admission charge is permissible. Letters should clearly state that Wichita State University and the sponsoring organization, are granted permission to screen the film under the specific circumstances described.

Proof of Licensing or Copyright Clearance Required:

The necessary paperwork required by criteria #2 and #3 should be provided to Student Involvement with the organization's event registration form. Should the RSO fail to provide a record of licensing or similar clearance for a screening with their event registration, Student Involvement has the right to cancel the booking and the event. Any public notice of a screening that has not yet met one of the preceding criteria shall likewise make the event subject to cancellation. (Such cancellation will not affect any reservation fees or other billable expenses associated with the event).

SECTION 12. CAMPUS DEPARTMENTS

(All campus phone numbers start with 316-978-xxxx)

- Campus Recreation (Heskett Center), x3082, http://www.wichita.edu/campusrecreation
  - Intramural sports
  - Building rental
  - Equipment rental-camping and outdoor sports
- Career Development Center, x3688, http://careers.wichita.edu
  - Career counseling
  - Job search assistance

- Interview assistance
- Workshops and presentations tailored to your organization
- Central Services and Duplication Station, x3546 http://www.wichita.edu/printing
  - 3 full service copy centers
  - Binding services
  - Printing services for brochures, posters, etc.
  - School and office supplies available for purchase
- Counseling and Prevention Services, x3440, http://www.wichita.edu/services/counseling
  - Individual/Group counseling
  - Workshops/seminars
  - Make-up tests
  - Credit by exam
  - Test preparation materials

- Eugene M. Hughes Metropolitan Complex, x3258, http://www.wichita.edu/thisis/home/?u=metroplex
  - Meeting rooms, theater, and auditorium available for events and meetings
- Housing and Residence Life, x3693, http://www.wichita.edu/housing
  - Opportunities for co-sponsorship
  - Spaces for programming
- Media Resources Center, x3575, http://www.wichita.edu/mrc
  - Reserve equipment for events
  - Submit events to the Campus Information Channel
- Office of Disability Services, x3309, Office of Disability Services (wichita.edu)
  - Interpreting services
  - Escorting services
  - Accessible classrooms
  - Note-taking services
- Office of Diversity and Inclusion, x3034, http://www.wichita.edu/odi
  - Opportunities for co-sponsorship
  - Multicultural Student Mentoring Program
  - Diversity programming and resources
  - Safe Zone Training
- OneStop for Student Services, x7440 "https://www.wichita.edu/services/onestop/index.php
  - 24/7/365 student support and service
  - Real-time technology
  - Immediate and personalized assistance
  - Self-service options via easy-to-use website and automated phone service
  - Face-to-face service option at the physical OneStop location in Jardine Hall, Room 112

- Performance Facilities, x3587, https://www.wichita.edu/academics/fine_arts/performance_facilities
  - Help with sound and lights at various venues on campus (CAC Theater, Miller Concert Hall, Hughes Metroplex)
- Rhatigan Student Center, x3475, http://www.wichita.edu/rsc
  - University Event Services, x3475

- Meeting rooms and ballroom available for events and meetings
- WSU Bookstore for Shocker gear and textbooks, x3490
- Sports Grill and Lanes with billiards, games and food, x3479
- Student Government Association, x3480, http://www.wichita.edu/sga
  - Recognition of RSOs
  - Funding for RSOs
  - Providing a voice for students to campus administration
- Student Health Services, x4792, http://webs.wichita.edu/?u=shc&p=/index/
  - Medical information and services
  - Educational workshops and programs
- Student Involvement, x3022, http://www.wichita.edu/csl
  - $5 worth of copies every month for RSOs
  - Workstations, mailboxes and lockers
  - Assistance with planning events and meetings
  - Leadership development opportunities
- Student Success, x3209, http://www.wichita.edu/studentsuccess
  - Supplemental instruction
  - Financial literacy training
  - Workshops and study tips, time management, note taking, etc.
- Undergraduate Admissions, x3085, http://admissions.wichita.edu/
  - Coordinates orientation and helps with first year experience
  - Holds recruiting events throughout the year
  - Sponsors scholarship competitions
- University Dining Services, x347, http://www.wichita.edu/student_housing/diningservices.php
  - Provides catering services for events
  - All food items donated must be approved in advance by Vice President Student Affairs
- University Police Department, x3450, http://www.wichita.edu/police
  - Parking permits for guests
  - Safety escorts
  - Crime prevention programs
  - Traffic control
  - On campus event security

SECTION 16. UNIVERSITY POLICIES

There are many policies and procedures RSOs need to adhere to. Below is a reference list of some of these polices. If an RSO does not adhere to any Student Involvement, Rhatigan Student Center or Wichita State University policy or procedure they may be subject to disciplinary action. http://webs.wichita.edu/inaudit/ch8_05.htm

Cereal Malt Beverage and Alcoholic Liquor

http://webs.wichita.edu/inaudit/ch11_07.htm

Hazing

The University strictly prohibits any form of hazing. Hazing is an act or acts involving any activity which endangers the health or safety of a person, or subjects him or her to onerous, degrading or hazardous tasks, for the purpose of admission into, or affiliation with any organization. Said acts are considered hazing regardless of an individual's willingness to participate in the activity.

Kansas Hazing Law Statute 21-3434 - Promoting or permitting hazing:

(a) No social or fraternal organization shall promote or permit hazing.

(b) Hazing is intentionally, coercing, demanding or encouraging another person to perform as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.

(c) Promoting or permitting hazing is a class B nonperson misdemeanor.

(d) This section shall be part of and supplemental to the Kansas criminal code.

Hazing is a violation of the Wichita State University Student Code of Conduct. Examples of hazing include, but are not limited to: paddling, creating excessive fatigue, work sessions, behavior or activities that promote physical or psychological intimidation/gaming, embarrassment, discomfort, harassment, wearing apparel which is conspicuous or intended to embarrass the wearer, public stunts, acts of buffoonery, any act(s) that are morally degrading, humiliating games/events, encouraging illegal or abusive use of alcohol/drugs, or acts that in any way distract from an individual's academic pursuits. Excerpt from the Student Code of Conduct: http://webs.wichita.edu/inaudit/ch8_05.htm

11. 22 Policy: Political Activities and Campus Facilities

Purpose:
The purpose of this statement is to set forth University policy with regard to the use of campus facilities for political purposes.

Preamble:
Wichita State University is committed to the free expression of political views by members of the campus community and to the value of discourse and debate as an important part of the education experience. On the other hand, Wichita State University must comply with provisions governing its tax exempt status as a state educational institution of Kansas, is mindful of the need to comply with policies of the Kansas Board of Regents and understands the importance of neutrality with regard to politics and political campaigns.

Policy Statement:

1. Campus facilities shall not be made available for campaigning, electioneering or fundraising events for candidates for political office or for political parties.
2. Political office holders and candidates may not be introduced or recognized on campus unless they are participating in a campus event[2] which they are attending.
3. Politicians and/or political parties may hold political meetings[3] in University facilities provided that:
   a. There is no interference with regularly scheduled functions or activities of the University;
   b. Other facilities in the community[4] are not otherwise available;
   c. Students are permitted to hear speakers without charge; and
   d. Sponsors of the meeting pay, in advance, the regular fees assessed for use of said facilities.
4. The distribution of handbills or political leafleting is subject to the requirements of Section 11.12
5. Student organizations may sponsor an event which involves candidates for political office for educational purposes as long as all candidates are given an opportunity to be present and provide information on a neutral and non-partisan basis. Such events must be open to the public.
6. Student organizations may advocate publicly a position on a political issue, provided the organization clearly identifies itself as a student organization and communicates in any public statement that it does not represent or speak on behalf of the University.
7. Students, faculty and staff may engage freely in commentary on political issues or public policy as individual citizens, provided they clearly identify that the opinions expressed are their own and do not represent the official position of Wichita State University.
8. Use of the University's name, letterhead, logo and/or resources (including University computing and information technology resources) for partisan electoral purposes such as solicitation of funds or other contributions in support of a political party or candidates, endorsement of candidates for public office, or advocating a position with regard to a public issue (other than an authorized spokesperson on behalf of the University) is strictly prohibited.
9. It is recognized that political office holders and candidates may contribute greatly to the education of students and said individuals may be requested to provide classroom instruction. Faculty should be vigilant and cognizant of the need for neutrality and fairness in seeking classroom visitors.

3.17 / Political Activity

The Board of Regents has adopted the following policy regarding political activity.

a. Faculty, administrators and other unclassified personnel are eligible to accept any public or political party position which does not involve any conflict of interest and does not require substantial time away from assigned duties or in other respects infringe upon them. Such eligibility covers membership on a city commission, school board, planning group, and county, state and national party committees and like organizations, by either appointment or election.

b. The filing of a declaration of intent to become a candidate shall not affect the status or appointment of an unclassified member of a college or university staff; provided, however, such person at all times, while a candidate shall properly and fully perform all of his or her assigned duties; provided further, however, that

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[2] This would include a meeting exclusively sponsored by students for their own political education.

[3] Minutes of the Kansas Board of Regents would suggest that such meetings would include "partisan political gatherings."

[4] The individual or organization requesting meeting space must reasonably establish that all other facilities of comparable size to accommodate the expected audience in the City of Wichita are already booked or are, for some other reason, unavailable.

should such person, while he or she is a candidate for office fail to perform all of his or her assigned duties, such person shall not receive any salary or benefits from the date of filing for office.

c.   Leave without salary or other benefits will be granted to those elected or appointed to public office requiring full time or lengthy sustained periods away from assigned duties, such as Congress, the State Legislature, and state and county offices or appointments to office falling within this category; effective, as to a person elected or appointed to Congress or the State Legislature, from the date such person takes the Oath of Office or the first day of the Legislative session and continuing until the adjournment of Congress or to a date no sooner than the last adjournment in April or sine die adjournment, whichever occurs first, of each regular and special session of the State Legislature; effective, as to other state and county offices, during the entire time a person serves as such officer. Leave without salary or other benefits shall not be required for any person serving in the State Legislature or for service on any committee during a period when the Legislature is not in regular or special session, provided that such person shall decline to accept all legislative compensation for such service, but such person shall be entitled to mileage and other expense allowances as provided by statute and paid by the Legislature.

d.   In the interest of the fullest participation in public affairs, the same personnel is free to express opinions speaking or writing as an individual in signed advertisements, pamphlets and related material in support of or opposition to parties and causes. There will be the commensurate responsibility of making plain that each person so doing is acting for himself and not on behalf of an institution supported by tax funds drawn from citizens   of   varying   political   and   economic   views.

Kansas   Board   of   Regents,   Policy   Manual   (1995   edition),   item   15   beginning   on   page   16F

Displays and Notices

Wichita State has various places that Organizations can use to publicize themselves and their events. Buildings and offices will have designated places to post notices, permanent display cases and designated areas where tables can be set up. For help in locating places to have a table or post information, talk to a member of the Student Involvement staff.

See Policy 11.10 Posters/Flyer Policy for university Grounds and Facilities

http://webs.wichita.edu/inaudit/ch11_10.htm

See Policy 17.04/ RSC Displays and Notices

http://www.webs.wichita.edu/inaudit/ch17_04.htm

Event Security

All requests for law enforcement officers to provide security and/or crowd control for special events held on the Wichita State University campus must be coordinated through the Wichita State University Chief of Police or the Chief's designee. This will be done through the RSO Event Approval Committee. The employment of armed or unarmed security officers to work on the WSU campus must be approved by the Wichita State University Chief of Police. Recognized Student Organizations will not be charged for the cost of any event security for on-campus events provided by WSU PD. RSOs must submit the security invoice with the approved event registration form to Student Involvement for the expense to be paid. 18.01 / Campus-Wide Law Enforcement

Federal Anti-Lobbying Law

The University, as a recipient of federal funds, is subject to anti-lobbying rules that restrict contact by mail, telephone or in person with employees of federal agencies or congressional offices, and with members of congress. Any RSO interested in these efforts must first get permission from Student Involvement. 9.04 / Federal Anti-Lobbying Law

Food Service

Organizations must use University Dining when providing food at an event on WSU property or in a WSU facility. Donated food can be used at events, however it must be donated from the licensed restaurant or wholesale or retail manufacturer of the donated food item. The organization must submit the donated food form and get approval from the Vice President for Student Affairs at least 15 business days in advance of event.

Organizations may sell or dispense food on campus; however they must follow the guidelines established by the Vice President Student Affairs and any applicable building requirements. 20.16 / Food Service

Information Tables at the RSC

Any on campus information table sponsored by an RSO must have at least one student present during the entirety of the event. Hawking, defined as "advertising or peddling by shouting", is not permitted. Organizations reserving table space must identify the table as being sponsored by their organization. A sign for the table must be provided by the organization.

Mandatory Reporting of Sexual Abuse of Minors

Sexual abuse of a minor will not be tolerated by the University. Any incidents of sexual abuse of a minor which are witnessed occurring on University property or in connection with a University event or activity are to be reported immediately to the Vice President and General Counsel's Office, the Wichita State University Police Department or a local law enforcement agency.

A minor is anyone under the age of eighteen. "Sexual abuse" should generally be considered as any contact or interaction with a minor in which the minor is being used for sexual stimulation of the perpetrator, the minor or another person.

If you, or someone you know, have witnessed a minor being sexually abused immediately contact the University Police Department.3.44 / Mandatory Reporting of Sexual Abuse of Minors

Notifications of Sexual Misconduct 20.24 / Designating University Title IX Coordinators

Wichita State University does not tolerate acts of sexual misconduct related to any member of the campus community including students, staff and faculty. The term "sexual misconduct" as used by WSU is a broad term that encompasses Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

If you believe that you, or someone you know, have experienced an instance of sexual misconduct, we encourage you to contact the Vice President for Campus Life and University Relations or University Police Department for assistance and resources.

Please refer to the Wichita State University Policies and Procedures manual for a detailed explanation of policies related to Sexual Misconduct.

3.06 / Prohibiting Sexual Harassment

8.11 / Prohibiting Sexual Harassment of Students

8.16 / Sexual Assault

Tailgating

If an organization wishes to host a "tailgating" event, they must gain the necessary approvals. Decisions regarding athletic venues and areas immediately adjacent thereto, including parking lots, will be made by the Director of Intercollegiate Athletics. Decisions regarding the Campus Recreation intramural fields will be made by the Director of Campus Recreation. All tailgating events must be in full compliance with applicable laws and University policies and procedures, including the University's policy on cereal malt beverages (see Section 11.07). Students or student organizations are not allowed to have events, programs on campus with alcohol. No bonfires or other open fires are permitted.

18.05 / Reservation of University Parking Lots

11.17 / Activities and Events Associated with Athletic Contests

Travel

When an organization is traveling as a group to an organization event or for the purposes of the organization, when they are using University resources to fund the travel, in whole or in part, or when they are using a vehicle owned or leased by the University, they must complete University-Sanctioned Student Travel Registration Form This form lists all travelers and is to be completed and signed by a University employee serving in his or her official capacity, in this case the Coordinator of Student Programs- Student Involvement. The form must then be submitted to the Office of the Vice President for Student Affairs no less than 10 business days prior to the departure date. 8.13 / Travel

University's Name, Seal, Logos or Marks

If an organization wishes to use the University's Name, Logos or Marks, they must follow the WSU https://www.wichita.edu/services/strategic_communications/brand_standards/visual_standards.php and receive prior approval before production by following 20.11 / Use of the University's Name, Seal, Logos or Marks. The University considers its name, seal, logos and marks, whether registered or not, to be University property and subject to University control relative to usage. Any use of the WuShock image must adhere to the ICAA requirements. For approval of designs and merchandise please email proofs to the Coordinator of Student Programs- Student Involvement.

Section 17.   STUDENT ORGANIZATION ADVISORS

An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please stop by Student Involvement or call (316) 978-3022.

Section 17.1   Benefits of Advising

- Becoming an advisor can be very beneficial to both the advisor and the students of the organization. These benefits include but are not limited to:
  - Working with students as they learn and develop new skills.
  - Sharing one's knowledge and experiences with others.
  - Developing a personal relationship with students.
  - Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.
  - Helping a disparate group come to an understanding of differences.
  - Coming together to share common interests and working toward a common goal.

Section 17.2   Becoming an RSO Advisor

Advisors to RSOs must be full-time WSU faculty or staff members. Undergraduate students may not advise RSOs; however, Graduate students who are also employed by the university may co-advise student groups with a full-time WSU faculty or staff member, as long as the group has the express written permission of Student Involvement. All graduate interest RSOs may not be advised by graduate students. All new advisors are required to fill out the RSO Advisor Statement before they will be recognized by Student Involvement.

There are three major ways to become an RSO advisor:

1. Assignment: An advisor who is assigned to advise a group based on their job description and responsibilities.
2. Student Request: Student leaders may request a WSU faculty or staff member to voluntarily serve as their advisor.
3. Request Assignment: WSU faculty or staff interested in voluntarily advising RSOs can send their information and interests to Student Involvement at getinvolved@wichita.edu.

Section 17.3   Advising Styles

There are many ways to advise student organizations. Great advisors use a multitude of styles that can be flexible to the culture of the leadership of the RSO. A few types of styles and descriptions are below:

- Developmental: The advisor provides guidance in the decision making process and opportunities for growth.
- Administrative: The advisor provides the organizational structure of events and focuses on policy and budget.

- Delegator: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.
- Coach: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.
- Supporter: The advisor facilitates and supports the efforts toward accomplishments, and shares responsibilities for decision making with the students. Use this style with groups that are just starting to understand the concept that will lead to success - with a group that is just starting to "get it."
- Director: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness. Use this style with newly formed organizations or organizations that did not have a smooth officer transition from the previous year.
- Programmatic: The advisor provides skill development for students and event planning.

Section 17.4   Kinds of Advisors

Mentor

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in their professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students or to have conversations about their ideas and thoughts on different subjects.

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process.

As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have a conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that their actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how their attitudes are impacting other people and how those attitudes or actions can be changed to help the organization. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive, and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just do not like to ask for help. Remember to have students reflect on their successes and failures.

Educator

As an advisor, your role as educator will often come through modeling the behavior, guiding the student in reflection of their actions and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their "cheerleader" to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change and to connect their experiences at the University to the experiences they will have in the community.

Policy Interpreter

Student organizations operate under policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advice you can give to the students.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key point to remember is that you are an advisor not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student organization. The students make the decisions, and they are accountable for those decisions and for the successes and failures of their group.

Section 17.5   Expectations

Student organizations are just that - "student" run organizations, and should be operating from that perspective. However, every RSO is required to have a full-time Wichita State faculty or staff member serving as an advisor. An advisor is a valuable asset to your organization. It is crucial for members of an RSO and the advisor to communicate what their expectations are of each other so they can effectively work together. This conversation should happen when there are new officers, a new advisor or, at minimum, a couple of times a year.

The key role of the advisor is to serve as a resource for the organization. Therefore, it is important to spend time establishing a working relationship. An advisor can help provide continuity and will need to serve as a signatory on official forms in addition to the RSO President. An advisor can also assist in designing and evaluating organization goals and activities. Also, in most cases, your advisor will have more familiarity with the University and its extensive community of services. The knowledge, leadership and guidance that an advisor can provide your organization are priceless.

Below are some expectations Student Involvement has of RSO advisors:

- Complete the online advisor training via Blackboard.
- Serve as a liaison between old and new officers and the University administration, thus providing continuity of operation. To assist with the development of organizational programs, maintaining organizational goals and direction.
- Monitor the financial status of the organization including the identification of problems, their potential solutions, the identification of financial strengths and foreseeable challenges.
- Discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the officers with resolving any difficulties.
- Be available to meet with organization officers and/or members when they request help.
- Familiarize oneself with the organizations' national structure and services, if applicable.
- Articulate campus policies and procedures of the University and assist the organization in understanding these policies.
- Provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.

- Be aware of the fact that at times they will be called upon to serve as a personal confidant in organization-related matters. This is a particularly sensitive role. The advisor will want to assist the person seeking advice (usually in regard to a problematic situation). To serve as chaperon or supervise organization programs or projects when deemed necessary.
- Utilize the right to access University-maintained financial records of respective organizations. These records can be periodically reviewed by coordinating with the Student Government Association Treasurer.

Section 17.6   Mutual Expectations

The organization-advisor relationship is not a one-way street. The organization should have defined responsibilities to the advisor as well. It is a good idea to have an initial meeting with the new officers at the beginning of year to establish these expectations from the beginning.

Here are some tips to guide the advisory capacity:

- Establish Lines of Communication:
    - Define the best method (i.e. email, text, phone call)
    - What days and times are good for meetings?
    - Establish regular meetings (bi-weekly, monthly etc.)
- Articulate what club information you would like to receive regularly (club minutes, being Cc'd on organization emails, event promotion materials, etc.)
- Advisors are not members. You can coach and guide, but should not perform tasks for the group
- Understand the organization's expectations of you as an advisor
    - Continuity semester to semester
    - Networking
    - Fresh and Creative Ideas
- Establish common goals that both you and the officers have for the student organization

Section 17.7   Commitment

Each advisor will have to renew their commitment to the student organization through the RSO renewal process. Advisors will be prompted to agree to the following:

I have consulted with this Student Organization _____ concerning their programs and initiatives for the year and agree to act as Advisor for the group. I will familiarize myself with the regulations governing student organizations as shown in the Student Involvement Handbook. I will attend events and seminars required by the University as well as maintain applicable national standards and assist the organization in conducting its affairs accordingly. This will include, but is not limited to, BEING PRESENT or providing a designee for ALL activities sponsored by this organization. As the advisor of this organization, I understand that it is my responsibility to ensure that the organization adheres to all University policies and procedures.

Furthermore, I understand that failure on my part to comply with this statement of acceptance may result in suspension of all activities by this organization or dismissal from the University's approved list of campus organizations.

Section 17.8   Healthy and Unhealthy Student Organizations

As an advisor it is important to help aid the student organization in being successful. One of the ways that this is attained is by healthy group dynamics. This section can assist when evaluating the health of a student organization and is even helpful in openly discussing with the leaders of the group. How do you think our club is doing? Here are some characteristics of healthy versus unhealthy clubs.

A group is often viewed as healthy when:

1. All members feel comfortable saying what they think
2. Decisions are worked through until a consensus of agreement is reached
3. Well-informed members contribute their ideas in the area of their competence
4. The whole group handles questions that concern the whole group
5. Major issues get a large chunk of time
6. Major issues invoke mature approaches to change
7. Minor issues are settled concisely with only the attention they deserve
8. Decisions reached through participation are final and satisfactory
9. Members really understand one another's idea, plans, proposals
10. The group carries forward in performing tasks and the achievement of goals
11. The group is solution oriented
12. Rewards and feedback are shared among the entire group

A student organization is often as unhealthy when:

1. A few members do all the talking
2. Members mumble agreement
3. Competent people sit silent
4. Decision making is quickly put off
5. New people with good ideas are not listened to
6. Minor issues consume the majority of the group's time
7. Minor and simple issues make people angry and resentful
8. Major issues are passed over
9. The same subjects, supposedly previously settled, keep coming up again
10. Quick judgments are passed on issues people do not understand
11. Members subjectively talk about people in the scapegoat manner
12. The group accomplishes little in absence of the leader
13. The group avoids change
14. Rewards and criticism are concentrated on a few people

The advisor must be aware of what aspects of the group dynamic make the group healthy and successful, and which ones are not conducive to group success. By assessing these areas of group function, the advisor can decide what roles and advising styles they need to adopt.

Section 17.9   Stages of Group Development

Bruce Tuckman developed four cyclical stages of group development—forming, storming, norming and performing. These stages are interconnected, and all groups go through these stages of development continually throughout their process of developing on campus.

Stage One: Forming

Behaviors:

- Purpose and goal are unclear
- Members feel varying degrees of commitment
- Members are cautious with initiating
- Members avoid responsibility
- Communication is low and a couple members usually dominate

Tasks:

- Build a common purpose and clear expectations
- Clarify accountability, recognition, and rewards
- Assess resources, see who can contribute what
- Find a leader and advisor to provide direction

Stage Two: Storming

Behaviors:

- Differences and confusion arise over goals and roles
- Struggles erupt over approaches, direction and who is in control
- Team members react toward leadership with counterproductive behaviors
- Team is uncertain how to deal with communication and solve conflict

Tasks:

- Involve everyone in discussion

- Include all ideas and opinions
- Seek further clarity about purpose and develop a common approach to meeting objectives
- Define norms
- Leaders raise difficult issues and coach team through struggles

Stage Three: Norming

Behaviors:

- Team gains confidence and momentum
- What, How, Who, When has been clarified
- Agreements on goals, communication, leadership roles, and approaches
- Team builds relationships with each other and external people and groups

Tasks:

- Develop processes for information sharing and feedback
- Have open forums on tasks and relationships
- Build appropriate feedback loops
- Work toward consensus on overarching issues
- Leaders use a facilitative style to create the opportunity for others to lead

Stage Four: Performing

Behaviors:

- Members take full responsibility for tasks and relationships
- Team achieves effective and satisfying results
- Team facilitates itself easily
- Members work proactively for the benefit of the team

Tasks:

- Continuously seek to improve
- Assess and evaluate results
- Celebrate success
- Continuously try out new and better methods

Section 17.10   Identifying Group Dynamics

The advisor must examine the specific dynamics of the student organization to better understand where the group is developmentally. This involves looking not only at the overall function of the group (as outlined above) but at the individual members of the group and their intrapersonal interactions.

1. Verbal Participation:
   a. Who speaks a lot? A little?
   b. Are there certain people dominating conversation?
   c. Is there a hostile dynamic of interruption, disagreement, or superiority?

2. Decision-Making:
   a. Are there self-authorized decisions being made?
   b. Is there an attempt for democracy and consensus?
   c. Who primarily makes the final decision? Is it always the same person? Does the President go with the majority, and not just their opinion?

3. Task Function:
   a. Is the group able to focus on the topic at hand? Do they get sidetracked easily? Who/what is causing this distraction?
   b. Are meetings structured and productive?
   c. Does anyone discuss and give feedback on activities and events that the organization holds?

4. Group Atmosphere:
   a. Is the atmosphere friendly or conflictive?
   b. Do certain members provoke conflict? Resolve conflict?
   c. Does the group seem to have an "in" and "out" crowd?
   d. Are disagreements formed? Are there always certain members pitted against each other?

Section 17.11   Assessing Leadership Styles

The advisor should be aware of the leadership style of the organization's president. Helping the president grow and aiding in the development of leadership skills is one of the qualities of a good advisor.

The following are general leadership styles:

Autocratic:

- Pushes to get support for their ideas
- Passes judgment on other members' ideas

- Rejects ideas that do not bring about personal desired results
- Dictatorial

Peacemaker:

- Eagerly supports other members' involvement and participation
- Consistently avoids conflict
- Divides up the power
- Only gives positive feedback

Democratic:

- Includes all members in discussion
- Expresses feelings openly without judging others
- Attempts to deal with conflict by means of problem solving
- Is open to feedback and criticism from others

Laissez-Faire:

- Gains attention by lack of involvement
- Goes along with decisions
- Does not commit one way or the other
- Does not initiate action or progress
- Does not facilitate-only responds

17.12   Motivating Organization Officers and Members

In order to establish a successful club, it is important to motivate the officers and members to be involved and invested in the club and its mission. As an advisor, it is important to motivate members so that their energy will carry over into the student body and encourage new membership and fresh and creative programming ideas. Some ways to motivate your officers are:

- Give credit when credit is due
- Use "We" instead of "I" or "You"
- Play up the positives and successes of the group
- Make meetings and projects appear attractive and interesting
- When you are wrong, admit it
- Call officers and members by name
- Be fair, honest, and consistent-do not show favoritism
- Set high expectations and celebrate when the group achieves them
- Give praise and status-create a "member of month" award or something similar
- Develop purpose. Always make sure to explain "why." If members have purpose, they will be more motivated

Section 17.13   Liability

Student organization advisors should understand how a court of law may establish liability on the part of an individual or organization. With this general knowledge, RSO advisors can create a framework in which they proactively manage their risks and effectively resolve problem situations. There are two main theories of liability under which students and their organizations may be held liable: tort law and contract law.

A "tort" is a civil wrong in which someone either intentionally or negligently causes harm to another person and that person seeks compensation for their injuries. The most common tort is "negligence," which occurs when someone breaches a duty that they have to another person, and the person to whom the duty is owed suffers an injury or damages as a result of the breach.

Contract is a binding agreement between two parties in which each gives something in return for something else. For example, a job contract indicates an exchange of skills or services for a salary and benefits, and an apartment lease indicates an exchange of space and maintenance for the payment of rent. Student organizations regularly enter into contracts for such things as speakers or performers, apparel sales, car or bus rentals, facilities rentals and catering services. A contract should be used any time there is a need for a clear understanding of responsibility, any time you are paying for a person's services or providing travel, lodging, meals, etc. for a performer/speaker or any time any duties are being performed in exchange for payment.

If a faculty/staff member were to be sued for an act or omission in connection with their service as an advisor to a Recognized Student Organization in good standing with Wichita State University, the University General Counsel has opined that such service would be within the scope of their employment as an employee of the State of Kansas, thereby providing them with protection under the Kansas Tort Claims Act. However, if the faculty/staff member serves as an advisor for an organization that is not officially recognized by the University, there may not be coverage under the Kansas Tort Claims Act as it becomes difficult to argue that such service is on the behalf of the University. Any litigation or threat of litigation should be brought to the attention of the University's General Counsel immediately.

Of course, if an advisor engages in intentional or grossly negligent behavior or conduct, i.e. providing alcohol to minor at an organizational event, she/he will not be covered by the Kansas Tort Claims Act. Also, if an advisor engages in conduct which she/he has specifically been directed not to engage in by the University, they will likely be considered to have taken themselves outside of the course and scope of their employment and they will not be covered by the Kansas Tort Claims Act.

Section 17.14   Cleary Act Information

One particular requirement of student organization advisors falls within the purview of The Student Right to Know and Campus Security Act of 1990, or more widely known as the Clery Act. Because of this piece of federal legislation WSU is required to report "statistics concerning the occurrences of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a 'Campus Security Authority.' Student Organization advisors are considered a campus security authority because they have "significant responsibility for student and campus

activities." What does this mean for advisors? This means advisors have the authority and the DUTY to take action or respond to particular issues on behalf of the institution should they know of a crime that has taken place.

Section 17.15   Advisor Evaluation

Advisors are encouraged to continually evaluate themselves and their progress as RSO advisors. At the beginning of each spring semester, RSO presidents will be prompted to answer a short survey on ShockerSync about their advisors.

The questions students will be asked are as follows:

Advisor Evaluation: Please answer the following questions as they relate to your advisor's role as an RSO advisor. Please use the following scale:

5 = all the time; 4 = most of the time; 3 = some of the time; 2 = almost never; 1 = never

My advisor:

- _ Actively provides motivation and encouragement to members.
- _ Knows the goals of the organization.
- _ Knows the organization's members.
- _ Regularly attends scheduled executive board meetings.
- _ Regularly attends organizational meetings.
- _ Meets regularly with the officers of the organization.
- _ Attends the organization's special events.
- _ Assists with training and orientation of new officers.
- _ Provides continuity for the organization.
- _ Confronts negative behavior of members.
- _ Understands the principles of group development.
- _ Actively seeks to help group members grow and learn.
- _ Understands how to effectively run meetings.
- _ Understands and can articulate the group's constitution and bylaws.
- _ Recommends and encourages ideas without imposing preferences.
- _ Successfully monitors the organization's financial records.
- _ Understands and assists in good fund raising.
- _ Understands and articulates the importance of diversity in an RSO.
- _ Attends conferences with the organization's members.
- _ Knows the steps to develop a program or event.
- _ Can identify member learning and help create meaningful learning outcomes.
- _ Can help the group find assistance when problems are encountered that cannot be easily solved.

_ Helps navigate and can articulate WSU policies and procedures.

Section 18.   SHOCKERSYNC

18.1   Getting Started

Each organization has its own site where members can collaborate in discussion posts, events, photos, and other online features. As a student leader, you control the majority of these features. To get started you will first need to create your own profile – you will only need to do this the first time you log in.

Creating your individual profile

1. Log on to ShockerSync- shockersync.wichita.edu
2. Log in using your WSU email account (X123A456@wichita.edu)
3. Input your vital information – name, interests, and profile picture.

Access your organization's site

1. Log on to ShockerSync- shockersync.wichita.edu
2. In the top bar, click on My Organizations to view all current organizations you are a member of.
3. Click on the name of your organization and you will be taken directly to your organization's site. OR
4. Go to My Involvement at the top of the page. Your current Organization Memberships are listed by default.
5. Click on the name of your organization to expand the options.
6. Click on "Organization Site" to the far right.

18.2   Registering Your Student Organization

All student organization registrations and renewals will take place through ShockerSync. If you are a new student organization, you will need to submit a new organization request. For RSOs that hold elections April – June your renewal period will be April 15- June 15. For RSOs that told their elections July- September your renewal period will be August 16- October 15. For RSOs that hold their elections October-December, your renewal period will be November 15- January 15. **The user that completes the registration process will automatically become the primary contact.**

1. Log on to ShockerSync- shockersync.wichita.edu
2. Go to your organization's site.
3. Click "Register".
4. Follow the steps outlined by your campus, updating any information as needed.
5. Click "Next" at the bottom of each page to continue to the next step.
6. You will have the opportunity to review each step prior to submitting the completed registration.
7. Click the link associated with each step to review and update the information.
8. Click "Submit for Approval" when all information has been included.

Please note that all registration submissions must be reviewed and approved by Student Involvement. You can view the status of your submissions and/or update any submissions still in "In Progress" status. Additionally, if you previously created a page and your organization must register, a Register button will display during the appropriate time period in the top right corner of the Home page for your organization. If you have not yet created a page, click "Register a New Organization" on the left hand side of the Organizations page

View/Update Submissions

1. Log in to your campus site.
2. Go to the My Involvement tab at the top of the page.
3. Go to the My Submissions option on the left side of the page.
4. Select the Organization Registrations tab.
5. Locate the submission you would like to view/update in the list.
6. The current status is listed in the second column.
7. Click "View" to the far right of the submission to review your submission and/or any comments a campus administrator made regarding your submission. OR If still "In Progress"
8. Click "View" to the far right of the submission.
9. You will be taken to the final review screen where you can return to any step to make the appropriate updates.
10. Once all steps have been updated, click "Submit for Approval".

18.3   Registration Steps Walkthrough

ShockerSync offers the ability to customize your organization registration process to fit your campuses needs. We have built custom forms to be included within the registration process, but there are also several built-in steps the system provides. In this section, you will find a description of each of these available steps, whether you are an admin building out your process or a student or user navigating the process of submitting a registration request.

Organization Profile

The Organization Profile step allows users to provide basic details and information about their organization, such as the organization description, contact information, and social media links. The Organization Profile step is required for every organization registration process and cannot be removed by campus administrators. The profile step is where any organization additional fields will appear for users to complete.

Organization Profile Picture

Organizations are also required to upload a profile photo to show in the organization directory and on their organization's page. The profile picture step is required for all organizations and cannot be removed by administrators. The image you select will automatically run through an image resizer, so the larger the better! Your profile photo will appear in a circular shape in the directory and on your organization page, so expect the edges of the photo to be cropped.

Organization Categories and Interests

As a user submitting the registration request, keep in mind that potential members will be able to sort through all organizations on campus by category when looking for organizations to join, so you'll want to pick the categories most relevant to your organization. Organization interests are used to recommend your organization and your organization's events with users who have identified similar interests in their personal profiles.

Organization Roster

The Roster step allows Student Involvement to hold organizations accountable to having a certain number of required and optional Positions, and/or a certain number of members on their organization roster when registering. All RSOs are required to have:

1. A President
2. A Treasurer
3. On-Campus Advisor
4. Papercut MT Access *(those you would like to have access to print from your organization account.*
5. Five members

Organization Constitution and Bylaws

The Upload Constitution step requires your users to submit their organization's constitution or bylaws when they submit the registration request.

Organization Acceptance of Polices

During the process there are also additional forms and acknowledgements that users need to complete and will be integrated into the organization registration process. registration process includes an anti-hazing agreement, an involvement fair sign-up, or an advisor agreement form.

18.4   Managing Your Organization's Roster

To be a recognized student organization, you must have at least 5 students on your roster. It is absolutely important that you keep your roster up-to-date with your members. This is not a Facebook Fan Page – only accept members that are actually in your organization. You can update the status of current members, whether removing them or identifying their role in specific positions. You can also invite other people on campus to become members of your organization.

Access your Organization's Roster from your organization's page:

1. Go to Roster on the left side of the page.
2. The complete Roster for your organization is now displayed. The Officers are listed at the top with their position identified.

Invite New Members to join from the Roster option on your organization's page:

1. Click "Roster" at the top of the page.
2. Click on "Invite People" at the top of the page.
3. As you select people and add e-mail addresses, they will be moved below the tabbed module to the complete list of people to be sent invitations.
4. Select a position for specific users to join the organization as, including Member.
5. Click "Send Invitations" when all people have been added to this list.

Approve New Members

New members can join by locating your organization on the campus site. You must approve these new members before they are added to the organization's roster.

1. Go to Roster on the left side of your organization's page.
2. Click "Manage Roster" at the top of the page.
3. Go to the Prospective tab. Pending members are those you invited and must accept your invitation. Prospective members are those who found the organization and indicated they wanted to join.
4. Review the users who are awaiting membership approval.
5. Click "Approve" or "Deny" next to each user.
6. Confirm each action

Create New Positions Specific to your Organization from the Roster option on your organization's page:

1. Click the "Manage Positions" link.
2. A list of all the current positions available for your organization will be listed. Some of these may be organization created, while others may system-wide positions.
3. Click the "Create New Position" button at the top of the page.
4. Identify the name of the new position.
5. Select the type of position most appropriate for the new position.
6. Set the following options as appropriate:
   a. Show holders of this position on the organization's roster: The user holding the position is visible on the organization's roster.
   b. Active: The position is available for a user to hold. If this is not checked, the position will only be available to be added as held in the past.
7. Grant the position No, All, or Limited access to the organization's site. Limited access allows you to select each aspect of the organization's site that the position should not access, have Full access to, or only be able to View.
8. Click "Create".

Promote Members to Positions from the Roster option on your organization's page:

1. Click on "Manage Roster" at the top of the page.
2. Locate the member you would like to promote to an officer position on the Current tab.
3. Click "Edit Positions" to the right of the member's name.
4. Select each Position that the member should now have.
5. Click "Save".

Update Primary Contact from the Roster option on your organization's page:

1. Click on "Manage Roster" at the top of the page.
2. Click "Change" to the right of the current Primary Contact.
3. Select the new primary contact from the drop-down menu.
4. Click "Save".

Remove Members from your Organization from the Roster option on your organization's page:

1. Click on "Manage Roster" near the top right corner of the page.
2. Locate the member you would like to remove.
3. Check the box on the far right of the member's name.
4. Click "Delete" at the top of that tab.
5. Confirm deletion. This will remove the user completely from your organization. To remove Positions" for that user and uncheck the appropriate positions.

18.5   Re-registering Your Student Organization

You can view which of your organizations might be up for registration by accessing your Action Center for the organization. To access Action Center, click the Switchboard Icon on the top right hand corner of ShockerSync and click "Manage". From your Action Center home page, you will see a list of your organizations.

Select a single organization to view

1. Click the name of an organization to navigate to the management section for that organization. If the organization is eligible for registration, you will see the following message: Click *"Re-Register this organization"* to start the re-registration process.

Keep in mind that we have set up the process so that only certain Positions, such as Primary Contacts or Presidents can complete the re-registration process. If you do not have permission to Register, it means you do not have the appropriate permissions. If you think you should be able to re-register your organization, please contact student.orgs@wichita.edu

When you re-register an existing organization, many of the steps might already be complete if they were also included in your initial registration process. Click through the process and update any information that needs to be changed, or complete any new steps we are requesting of you. When you are finished, hit *Submit* to submit your re-registration for approval.

18.6   Adding Content to your Site

Specific content can be added to round out your organization's site. These include wall posts, news articles, photos, and documents.

Wall posts

1. Log in to your campus site.
2. Go to your organization's page.
3. Type in the text field below "Wall".
4. Click "Post".

Your post will automatically be added to your organization's wall. Anyone in your organization can post/comment on your organization's wall. However, only primary contacts and other officers can remove any post or comment that is inappropriate or unwanted.

News articles

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to "News" in the left navigation
4. Click on "Create Article"
5. Enter the Title, Summary, and the full Story (text) of the article. You can use the text editing features to customize the style of the Story of your article.
6. Upload an image to be displayed with the Summary in the News ticker.
7. Specify who can view the article.
8. Click "Save Article".

Only officers of your organization can post News Articles. Your article will automatically post to your organization's wall and will appear in the news ticker on the Home page for members of your organization only.

Photos

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Photo Gallery on the left side of the page.
4. Click "Create Album".
5. Enter a name for the album and a brief description.

6. Indicate who can view the photo album.
7. Click "Create Album".
8. Click on the title of the album
9. Click "Add Photo".
10. Select the file from a saved location and include a caption.
11. Click "Save Photo."
12. Repeat steps 9-11 for each photo to be added.
13. Click "Back to Photo Gallery" once all photos have been uploaded to the album.

Documents, such as your meeting minutes

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Documents on the left side of the page.

To upload a new document:

1. Click "Upload" in the upper right corner.
2. Click on "Choose File" to select a file to upload. Files must be less than 4 MB in size.
3. Provide a title and brief description of the document.
4. Indicate the type of document from the drop-down menu.
5. Update the Security options for who can view the document if applicable to the type of document.
6. Click "Submit Request".

To edit the information associated with a document:

1. Locate the document you would like to update information for.
2. Click the "Edit" icon on the far right side of the document listing.
3. Update the title, description, and/or type of the document.
4. Update the Security options for which positions can view the document.
5. Click "Update Document".

To replace existing documents:

1. Locate the document you would like to replace.
2. Click "Delete" on the far right side of the document listing. Once a document is deleted, it cannot be recovered.
3. Confirm deletion.
4. Upload the new version of the document you were replacing.

18.7   Registering Your Events

Events can only be created by student leaders and must be associated with an organization. Events that have an image or flyer uploaded along with it will appear on the Event Flyerboard on the Home page.

1. Log in to your campus site and go to your organization's page.
2. Go to Events on the left side.
3. Click on "Create Event".
4. Enter the Name, Location, Start Time, and End Time. These fields are required.
5. Enter a brief description of the event.
6. Attach a flyer to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf. **

7. Specify the type of event:
    a. **Public:** Anyone who accesses the site will be able to view this event.
    b. **Campus Only:** Any logged-in user can view this event.
    c. **Organization Only:** Only members of your organization can view this event.
    d. **Invitation Only:** Only those invited to this event can view it.
8. Identify any Categories that the event falls under. You can add as many Categories as appropriate by continually selecting them from the drop-down menu.
9. Specify the RSVP Option for the event: None, Open, or Invite.
10. Indicate if anyone is able to self-report their attendance to the event.
11. Add any additional information that your campus requires.
12. Click "Create".
13. Identify who you'd like to invite to the event: by username, or e-mail address.
14. Click "Add" to include those you selected/identified in the invitee list.
15. Click "Send Invitations".

Based on the type of event, you may need to provide additional information about your event. Your event may also need to be approved by a Student Involvement prior to sending invitations. You will be notified when your event has been approved or of any changes that you'll need make to the event.

Edit Existing Events

1. Click on the name of the event you would like to edit.
2. Click "Change" below the name of the event.
3. Update any of the details of the event, include date, time, or location.
4. Click "Next" at the bottom of the page.

We have implemented an Event Form, you will have to update any of the information originally submitted on this form. Click "Next" to continue through the form.

5. Click "Submit". Your changes may need final approval before it is posted.

Cancel Existing Events

1. Click on the name of the event you would like to edit.
2. Click "Cancel" below the name of the event.
3. Include any comments that you would like sent to any individual who RSVP'd to the event.
4. Confirm cancellation.

18.8   Messaging Members

As a Student Leader, you have access to the messaging page for your organization. From this area messages can be composed and delivered to various combinations of organization members and officers. There are two criteria that you can use to define the message recipients:

1. Positions (Primary Contact, Member, President, etc.)
2. Specific Members

Messages can be sent to all members of your organization, excluding specific individuals as appropriate. Using these two criteria, you can construct a delivery statement that reads as follows:

Send this message to the following [positions] as well as any of these [specific members].

To create a message:

1. Log in to your campus site.
2. Go to your organization's page.
3. Go to Roster on the left side of the page.
4. Click on the "Messaging" link.
5. Click "Send Message" under the appropriate delivery method.
6. Create a delivery statement using the criteria lists by clicking "Edit" on each component.
7. Enter a Subject line for the message and the body of the message.
8. Click "Preview" to send yourself the message for review.
9. Click "Send" to send the message to your indicated recipients.

Please note, that only those who have permission to send messages can actually send them. Remember that messages are sent within the system and then out to an e-mail address if the user has not opted out of receiving messages via e-mail in their notification settings. The same process and options are available to send text messages to those users who have identified a mobile phone number in their notification settings. Access the Texts (SMS) tab on the Messaging page to send/view text messages. Due to the nature of SMS messaging, this method of communication is not instantaneous and should not be used as the only means of communication when you need to ensure delivery of a message.

18.9   Elections

Organization officers have the ability to create elections within their organizations, either for the entire community to vote on, or exclusive to organization members. To create an organization-based election, follow the instructions below.

Defining Election Parameters

1. Head to the Action Center for your organization,
2. Click on *Elections* in the organization tool drawer. **If you do not see this tool, either you do not have access to manage this tool for your organization, or the tool has been disabled by your campus administrators.**
3. Click the *Create Election* button.
4. Identify the Name of the election, if it should include instructions, and any additional (custom) instructions that should be included.
5. Choose if your election should be active and the date range your election should be available. When the election is set to *Active* and it falls within the date range, users will be allowed to access the ballot. You can also choose to display an alert on the organization homepage when the election is active, and voting is open by checking the next box.
6. The last option is whether or not to allow users outside your organization should be allowed to vote in the election-- checking the box will limit it to only users within your organization roster.
7. When you are finished with these settings, hit *Create*.

Setting up the ballots

You can create as many ballots as needed. Each ballot can be accessible to the general user population or any number of eligibility lists. A user will see each ballot they are designated to see.

1. To start creating your ballots, click *Create Ballot*.
2. Enter the name of your ballot, then determine if the ballot should be general access by selecting *Enable* or *Disable*. If you select *Disable*, you will be prompted to enter settings for each of the available eligibility lists.
3. Eligibility lists are set up by campus administrators and are shared to organizations. If you are not seeing an eligibility list that you expect to see, contact your campus administrator.

Setting	Definition
Allow	Users on the list can access the ballot
Deny	Users cannot access the ballot, and supersedes being on an allowed list
Ignore	List will not be used for the ballot, users cannot access the ballot

4. Once you're fine with your eligible users access, click *Create* to advance to the next page.
5. You'll now be taken to the form builder with a limited selection of question types. Please see [Form Building](#) for complete instructions on creating or editing questions.
6. The builder will automatically save your progress as you create questions.
7. At any time, you can revise the title and access of your ballot by clicking *Form Properties* in the upper right corner.
8. When you are finished, click *Back to Ballots* in the upper left corner.
9. Repeat this for any additional ballots you need to create within the same election.
10. Once all your ballots are ready, be sure to set your election to *Active* to ensure users can vote when the election starts and the prompt to vote will display on your organization homepage, if requested.

STUDENT ENGAGEMENT, ADVOCACY AND LEADERSHIP

POLICIES & PROCEDURES

SEAL Policies and Procedures are general guidelines and instructions set forth. They may be changed, modified, suspended, or canceled, in whole or part, at any time according to the needs of the Office. The Diversity, Equity, Inclusion and Belonging and Policy Review Committee is responsible for oversight of policies and procedures. Additions or revisions to the manual must be proposed by the Committee and approved by the Director.

Policy 1: Computer Usage

Student Engagement, Advocacy and Leadership computers are to be used primarily for student group related work. Students may use the computers for personal use, but if another student, office assistant or staff member needs to use the computer for Student Engagement, Advocacy and Leadership related work, this will take precedence.

Student Engagement, Advocacy and Leadership computers are not to be treated as personal computers. Do not download programs onto Student Engagement, Advocacy and Leadership computers without permission. Do not save files on the desktop or create folders under My Documents. Documents related to Student Engagement, Advocacy and Leadership areas should be saved under the appropriate folder on the appropriate network drive. The Activities Share drive (T:) is to be used for documents, information, Excel sheets, etc. pertaining to Student Engagement, Advocacy and Leadership areas. The Photos Share drive (V:) is to be used for saving quality event photos/serves as an archive for photos over time.

When printing from a Student Engagement, Advocacy and Leadership computer, students must use the appropriate print code/group name. If printing items that are unrelated to Student Engagement, Advocacy and Leadership let the Front Desk know and they will provide assistance. Black and white copies, for personal use, are $.05 per page and color copies are $.15 per page.

> **Laptops:** Laptop usage follows the same guidelines as above in addition to:
> 1. Laptops must be reserved on the equipment calendar
> 2. Laptops may not be reserved or kept overnight without prior authorization
> 3. Laptop 7 is reserved for staff use only

Policy 2: Display Cases

The Student Engagement, Advocacy and Leadership display cases, located on the first floor of the Rhatigan Student Center (RSC), are a service provided by Student Engagement, Advocacy and Leadership for student groups, organizations and departments of Wichita State University (WSU) to promote their activities and/or recruit membership for their areas. Reservation of these cases is handled in Student Engagement, Advocacy and Leadership, RSC 216 according to the following guidelines:

> **Reservations**
> 1. The display cases can be used by any recognized WSU organization or department at no cost.
> 2. Reservations are made on a first-come, first-served basis.
> 3. Reservations of either case are limited to a one week period of time, beginning and ending on a Friday at 2 p.m. The previous group must have items removed from the display case before 2:00 p.m. The next group has from 2:00 – 4:30 p.m. to prep the display case for the following week.
> 4. Due to a high demand for use of the cases, each group can only reserve one case during a semester. However, discretion of use and length of use can be determined by the Student Engagement, Advocacy and Leadership Office Manager.
> 5. To reserve a display case, the name of the group, a contact name, telephone number, email address and dates needed must be provided.

6. Cancellations should be made at least one week in advance by calling 316-978-3022 or emailing getinvolved@wichita.edu.
7. The display cases are to be used exclusively by WSU organizations and departments. Exceptions require approval by the Student Engagement, Advocacy and Leadership Office Manager.
8. If a display case is reserved and the group does not call/email to cancel in a timely manner or does not use the display case at the reserved time, the group will forfeit display case privileges for their entire organization for the remainder of the semester.

Set-up/Tear down
1. All displays must be put up sometime between 2:00 p.m. and 4:30 p.m. on the Friday afternoon before the reserved week. If an exception is needed, this must be discussed in advance with the Student Engagement, Advocacy and Leadership Office Manager.
2. All displays must be removed between 8:00 a.m. and 2:00 p.m. on Friday (at the end of the reserved week). If a display is not taken down by this time, Student Engagement, Advocacy and Leadership reserves the right to remove the display for the next group. Student Engagement, Advocacy and Leadership cannot assume responsibility for damage or theft while taking down or storing the display items.
3. Keys to the display cases may be checked out by leaving a WSU Shocker Card or valid driver's license with Student Engagement, Advocacy and Leadership. Keys must be returned immediately after any exhibit is put up or taken down. *Keys cannot be checked out overnight.*

Guidelines
1. The cases do not come with accessories. Groups must provide their own display materials and accessories.
2. Nails, screws, or any material causing permanent marring of the display cases are not to be used. Peel-off stickers are not to be applied to any part of the case. No materials should be placed on the outside of the cases.
3. Usable Internal dimensions of the cases are…
   a. 43" high x 95" wide x 14" deep across from Groover Lounge.
   b. 43" high x 95" wide x 14" deep across from Shocker Store.

Display Materials Policies
1. The display cases cannot be used to promote, advertise or otherwise advocate an illegal activity or violation of any WSU policy.
2. All materials in the case must be written in and/or have a translated copy displayed in the English language.
3. Any group using the display case must identify the display as being sponsored by their organization/department and include a telephone number, email and website for further information.
4. If a group violates one or more of these policies, Student Engagement, Advocacy and Leadership will notify the group to rectify the situation immediately. In the event a member of the sponsoring group cannot be reached, Student Engagement, Advocacy and Leadership reserves the right to take down the display and will notify the group of the action taken. Student Engagement, Advocacy and Leadership reserves the right to deny future use of the display cases to any group who has previously violated policies.

Damages/Liability

1. Wichita State University, the Rhatigan Student Center and Student Engagement, Advocacy and Leadership are not liable for damages to items in the display cases.
2. Any damages to the display cases done by a group using the cases will be charged to the organization or department.

Policy 3: Dress Code

The personal appearance of every staff member is an important component of maintaining a student centered learning environment. In order to achieve the total educational process an appropriate dress code which promotes a positive image of the university must be presented at all times. Staff are expected to dress business casual Monday-Thursday and may wear casual dress on Fridays, unless their schedule dictates otherwise. Student staff are not expected to dress business casual, but must also follow the standards set in the table below. While at events, student councils governed by Student Engagement, Advocacy and Leadership are also expected to maintain appropriate dress, which will be dictated by the staff member that advises the group. The following standards shall apply and will be enforced:

Acceptable	Unacceptable
Tops	
- Polo/Oxford Shirts - Collared, collarless, or sleeveless blouses/shirts - T-shirts/sweatshirts - Sweaters & Cardigans - Sport Coats - Jackets	- T-shirts with prejudicial content, political statements, jokes, suggestive content, or other university logos/designs. - Tank/Tube/Halter/Crop tops - Bare midriff - Fishnet/mesh shirts - Fully or partial bare back tops/dresses
Bottoms	
- Casual pants - Skirts - Pant suits - Leggings (must be worn with a long shirt that at least reaches mid-thigh)	- Mini skirts - Athletic warmups/jogging suits/sweat pants - Coveralls - Stirrup pants/stretch pants /yoga pants - Strapless Dress - Short/Cutoff/baggy/walking shorts - Pants which hang below the waistline, exposing undergarments or body
Shoes	
- Sneakers/tennis shoes - Sandals - Boating/deck shoes - Flat Shoes/loafers - Boots - Socks - Flip-flops	- Bare feet - Shoes with cleats - Slippers
Head Gear	

- Head Scarf	- Hat/baseball cap - Handkerchief/bandanna/sweatband - Shower cap
Jewelry	
- Pierced ears - Tie clip - Finger Rings - Bracelet/watch (with no obscene or offensive content)	
Hair	
- Hair/facial hair/sideburns must be neatly groomed/trimmed/styled	- Ungroomed hair/facial hair/sideburns
Miscellaneous	
- Undergarments - Bras/Sport Bras - Tie - Belt/Belt buckle - Perfume/cologne used in moderation - Deodorant	- Wrinkled/faded/soiled/torn clothing - Bathing Suits - Scanty/see-through attire - Spaghetti straps - Shoes that are extremely worn in appearance.

Accommodations: In the event that the above policy causes religious concerns or concerns based upon any other legally protected class, an employee should contact their supervisor to discuss an appropriate accommodation. If a student or staff member has any questions on the policy or exceptions to this policy, they should speak with their direct supervisor.

Policy 4: Equipment Use

Student Engagement, Advocacy and Leadership recognizes the need for student organizations and university departments in their pursuit of equipment to enhance their events, activities and functions. The purpose of this policy is to articulate the rights of those requesting materials, the responsibilities of Student Engagement, Advocacy and Leadership and requesting groups and the procedures for requesting equipment. Student Engagement, Advocacy and Leadership has equipment available for checkout to WSU campus organizations, clubs and departments on a first-come, first-served basis. Equipment is for use mainly on the Wichita State main campus.

- Main Campus - Buildings, facilities, grounds, or property controlled by the University and located at 1845 Fairmount St; between Oliver and Hillside and 17th and 21st Streets
- Business day – A business day is each day, Monday through Friday of any given week excluding any Federal holidays.
- On-time – within 30 minutes prior and 30 minutes following the time originally agreed upon.

1. Equipment Requests
   a. Requests for equipment must be submitted **_at least 3 business days in advance of the group's pick-up time for the event_** by completing the Equipment Use Form

available through ShockerSync. Once an approval/denial decision is made, Student Engagement, Advocacy and Leadership will notify the group via ShockerSync.

     i. Advanced reservations will be taken no more than three months in advance.

     ii. Any special requests will be considered on a case by case basis according to the availability of the equipment and at the discretion of the Student Engagement, Advocacy and Leadership Office Manager.

     iii. Overnight check-out of some equipment is allowed, but the student organization advisor or a full-time departmental staff member must check out the equipment.

   b. Student Engagement, Advocacy and Leadership reserves the right to approve or reject any request.

2. Available Equipment

   a. The following equipment is available for checkout; this does not include all items. For a complete list, please contact Student Engagement, Advocacy and Leadership:

     i. For use only on RSC property only: large sound system

     ii. For use only on Wichita State campus: small sound system, microphone, mic equipment, electrical cord, power strip, projector, projection screen, sporting equipment

     iii. Equipment is rarely loaned for off-campus use. All off-campus requests are at the discretion of the Student Engagement, Advocacy and Leadership Office Manager and must include approval from organization advisors or department heads.

3. Precedence for equipment use is given as follows:

   a. Student Engagement, Advocacy and Leadership has established 3 tiers for requesting groups to determine priority when loaning out equipment

   b. Tier 1 groups can utilize any equipment available in Student Engagement, Advocacy and Leadership. Tiers 2 & 3 may only use equipment listed on the approved equipment loan list.

   c. Priority List

     i. Tier 1: Student Engagement, Advocacy and Leadership staff and student groups directly advised by Student Engagement, Advocacy and Leadership

     ii. Tier 2: Recognized Student Organizations

     iii. Tier 3: Campus Departments

4. Administrative Procedures

   a. Pickup of Equipment

     i. Equipment must be picked up on time (see above definition)

   b. Return of Equipment

     i. Equipment used after normal office hours should be returned to the Student Engagement, Advocacy and Leadership office by contacting an RSC Building Managers at (316) 978-3028 and may be left in the front desk area for check-in on the next business day.

     ii. Equipment not returned on time will be charged a fee of $5.00 per hour for the first three hours. After three hours, a charge of $40.00 will incur. If the equipment is not returned within 24 hours of the original return time, the responsible party will be charged the cost of equipment replacement.

   c. Damage of Equipment

     i. Damage to the equipment during use due to negligence will be the responsibility of the reserving party.

ii. The responsible party will be billed for the cost of repair or replacement

    d. Payment of Fines/Loss of Equipment Use Privileges

        i. If the responsible party fails to pay any incurred fees or fines within 30 days, the debt will be transferred to the individual checking out the equipment.

        ii. Three violations of the Student Engagement, Advocacy and Leadership equipment policy within a single fiscal years' time (July 1 – June 30) will result in the loss of equipment use privileges for the entire group or department of a specified time frame. Specific dates are determined at the discretion of the Student Engagement, Advocacy and Leadership Office Manager.

        iii. If a group or department would like to appeal a fine or loss of equipment privileges, they must reach out to the Assistant Director, at Gabriel.fonseca@wichita.edu. The Assistant Director will respond to the appeal within one week of receipt.

Policy 5: Office Access

1. **Staff Access:** All full-time Student Engagement, Advocacy and Leadership staff will be issued a master office key. The office key provides access to all Student Engagement, Advocacy and Leadership offices, storage closets, workroom and Cadman Art Gallery. Full-time Student Engagement, Advocacy and Leadership staff will also have access to the Rhatigan Student Center beyond regular operating hours. Access may be gained through use of the Shocker Card and an access code provided by RSC Administration.

2. **Student Employee and Graduate Assistant Access:** Student Assistants employed to work the front desk of Student Engagement, Advocacy and Leadership and Graduate Assistants employed within Student Engagement, Advocacy and Leadership will be issued an office key to be used only in accordance with their scheduled work hours on a case by case basis. This key will provide them access to offices, storage closets, workroom and Cadman Art Gallery. Other students employed by Student Engagement, Advocacy and Leadership will be issued keys to access Student Engagement, Advocacy and Leadership if deemed necessary by their immediate supervisor.

3. **Student Volunteers:** Students who hold a position on one of the executive councils or who serve as an SI Ambassador will have access to the Student Engagement, Advocacy and Leadership office after hours and during RSC operating hours. If no full-time staff are in the office, these students can gain admittance to the office by contacting the RSC Building Managers. Students in the office after regular office hours are responsible for the security of the space and for any other students they allow into the office. Any other student may be in the Student Engagement, Advocacy and Leadership office anytime during the regularly scheduled office hours.

Policy 6: Office Supplies

1. **Staff Usage:** Office supplies are available for staff use on a regular basis. If a staff member's office is unequipped with certain items, items should be ordered by the Office Manager. Supplies that are requested for events or projects should also be requested by the Office Manager, but should be made available for all staff use if any items are leftover. Supplies specifically purchased for reoccurring programs should be appropriately stored and labeled with the contents of the container. Office supplies should not be used for personal use.
2. **Student Workroom:** A general resource room is equipped with office supply items/project materials and is available for student use. Items should be used for Student Engagement, Advocacy and Leadership/RSO project-related tasks and should not be removed from the office. Consumable office supplies are meant for SI advised student groups. Office supplies will be refreshed on a semesterly basis. Requests can be made to the office staff for items not available in the community supply area.

Policy 7: Opening and Closing Procedures

Student Engagement, Advocacy and Leadership

Opening	Closing
1. Turn on the front desk computer. 2. Unlock front desk cabinets. 3. Unlock copier room door. 4. Unlock mail room door. 5. Turn on lounge computers and television. 6. Take front desk phone off "Send All Calls" & check messages. 7. Check GetInvolved e-mail and Calendars (including staff). 8. Check the Work Request folder. 9. If the front door is unlocked and/or open when you arrive, notify the Student Engagement, Advocacy and Leadership Office Manager immediately.	1. Make sure that the front desk, office and copy areas are neat and well-kept. 2. Turn phone to "Send All Calls." 3. Shut down computer. 4. Lock front desk cabinets. 5. Shut the copier room door. 6. Turn off the lounge computers and television. 7. Make sure light(s) and fan are turned off at the front desk. 8. If someone is in the office, let them know you're leaving and are locking the door. SAC, CSB, SI Ambassadors and Greek Council exec members can be left in the office. Other students should be asked to leave unless they are working directly with the exec members. 9. Lock the front door. 10. Make sure the work room is picked up, empty, closed and locked. **11.** If any tickets are being sold, count ticket sales at the end of each day and place them in a separate envelope. Write the event name, today's date and your name on the envelope. Then place the envelope in the safe.

Cadman Art Gallery

Opening	Closing
1. Do a walk-through of 'The Looking Glass' and check all art work and labels to make sure none or damaged or falling apart. 2. Complete a check of inventory supplies and return any items to their specific location. 3. Open main entry all the way 4. Make sure gallery is clean and tidy. 5. Check lighting and fix any broken lights or inconsistent lights. 6. Check all art work and labels in the main gallery to make sure none are damaged or falling down. 7. Make sure comment book is set up properly and has a working writing utensil.	1. Make sure gallery clean and tidy. 2. Make sure attendant desk and counter top organized. 3. Check all art work and labels to make sure none are damaged or falling down. 4. Display "CLOSED" sign. 5. Close and lock glass door.

Policy 8: Leave

For all types of leave, Student Engagement, Advocacy and Leadership staff members should refer to University Polices. For unclassified staff, refer to WSU Policies and Procedures Manual, Section 6.08 and for University Support staff, refer to WSU Policies and Procedures Manual, Section 7.07.

1. Vacation and medical appointment requests must be in writing 3 business days in advance using the WSU Leave and Overtime Request Form. Employees must receive approval from their supervisor before leave can be taken. An email should be sent to the staff team 2 business days in advance to let them know they will be out on certain days. Staff should also designate they are out on their calendar.

2. Employees should request all leave types as early as possible from their supervisor, but no more than three months prior to the date requested for leave. If special circumstances warrant (e.g., travel plans, medical procedures), employees can request vacation/sick leave from their supervisor sooner than three months out. When in doubt on the appropriateness of the request, the employee should make the request to their supervisor.

3. When a Student Engagement, Advocacy and Leadership staff member is sick, they should contact their supervisor via phone or text to request a sick day. An email should be sent to the staff team to let them know they will not be in. In addition they should set up an out of office notification on their email. For full-time staff, when they return from sick leave, they should fill out a WSU Leave and Overtime Request Form and turn in to their direct supervisor.

   a. If a staff member is out more than three sick days a doctor's note will need to be provided to their supervisor.

Policy 9: Student/Staff Relations

While in a work situation, full-time staff members should maintain professional conduct in the representation of Student Engagement, Advocacy and Leadership and Wichita State University. Staff should avoid inviting solitary students to private areas such as their homes and from consuming and/or providing alcohol or illegal/illicit drugs while working or supervising students in any capacity.

At events sponsored by Wichita State student organizations or groups, Student Engagement, Advocacy and Leadership staff shall not partake in alcoholic beverages. It is recommended that staff members attending events with alcohol do so with another WSU staff person.

Policy 10: Visitation

Family and friends should not visit work unless allowed by a supervisor. If by chance a family member or friend does visit, keep the visit brief. No personal communication should be used on office equipment without the permission of the supervisor. Communication includes:
1. Phone calls
2. Online chatting
3. Email
4. Faxes
5. Facebook/Social Media
6. Personal work/homework while working is not permitted unless allowed by a supervisor. This includes, but is not limited to, the following: Studying and/or homework, work related to an outside job, student organization, or volunteer group.
7. Use of any device unrelated to your job should be approved by your supervisor.
8. Personal belongings should be kept secure, speak with supervisor about obtaining a secure location.
9. Cell phone use is not permitted unless allowed by a supervisor.
10. Headphones are not permitted with any device without the approval of your supervisor.

Policy 11: Travel

The purpose of the policy is to provide guidance to full-time staff, graduate assistants and student staff about using state dollars for officials travel on behalf of Wichita State University. Any time Student Engagement, Advocacy and Leadership staff must travel for state-related business or sponsors a trip outside the Wichita metropolitan area, the following procedures
1. For staff members, a Request for Out-of-State Travel form with estimated costs must be filled out and turned in to the Office Manager at least four weeks in advance. It is to be noted additional paperwork is needed for the reduced stipend. An itinerary or schedule of events should be emailed to the Office Manager. After this information is entered into the Travel and Expense Management System, the system will generate a Travel Authorization with a TA number assigned. The Travel Authorization will be automatically forwarded to the

traveler for review and electronic submission to the Budget Officer the TA number will be used to make any travel reservations.

2. A copy of the documents should be made for the Office Manager. If a staff member charges the cost to a personal credit card, they will not be reimbursed until after the conference. Please follow all WSU Travel procedures

3. Within three days of returning from a trip, all receipts must be turned into the Office Manager. Receipts smaller than 8.5 x 11 should be taped down to a sheet of paper, and all receipts should be in "portrait" layout (versus landscape). The information provided will be entered into the Travel and Expense Management System for any necessary reimbursement to the staff member. After the information is entered, the system will generate a Travel Reimbursement, which will be automatically forwarded to the traveler for review and electronic submission to the Budget Officer. In addition, the SI Travel Expense form must also be filled out and saved to the SI Share Drive.

4. For students traveling, the Participant Agreement, Emergency Contact, Medical Form and if they are to be reimbursed a W9, must be filled out for each participant. A WSU University-Sanctioned Student Travel Registration Form should be completed at least one week prior to the date of departure and provided to the Vice President for Student Affairs office and the Student Engagement, Advocacy and Leadership Office Manager. The online registration information can be submitted with an updated list provided later of checked in participants. A copy of each Student Engagement, Advocacy and Leadership Emergency Contact form needs to be turned into Office Manager at least one business day before departure. It is recommended to have one staff member for each 20 participants.

5. If transportation is provided by an outside company, a copy of the company's Certificate of Liability Insurance must be obtained and Wichita State University needs to be listed as the Certificate Holder.

Policy 12: Compensatory Time Accrual Guidelines

All employees, regardless of exempt (salaried) or non-exempt (hourly) status, are expected to complete and submit actual timesheets (Exception Reporting or WSU In-Out Positive Time Reporting) to their supervisor for approval and signature, then to the designated timekeeping data entry staff member by the prescribed bi-weekly deadline. An Exception Reporting form should be signed and submitted even when leave is not used during that pay period. It is expected that employees will be truthful and forthcoming concerning time worked on their timesheet. It is the responsibility of the employee to ensure that time reporting is accurate and that leave time is used appropriately. All Exception Reporting forms submitted with leave should include in the Comments section the following statement: "Timekeeper has my permission to adjust my time."

1. Exempt (salaried) employees cannot use fewer than four hours of any type of leave at any given time. Exempt employees should receive approval from their supervisor for all leave requests.

2. For unclassified staff, Section 6.06 of the WSU Procedures and Policies Manual applies. For university support staff, Section 7.09 of the WSU Policies and Procedures Manual applies. In summary, hourly (full-time nonexempt university support staff and nonexempt

unclassified) staff are expected to work 40 hours per week and adhere to these practices. Regular work hours for non-exempt employees are 8 a.m.-5 p.m., Monday-Friday.

Regular hours for exempt employees are outlined in their job description. These hours are subject to change based on the needs of the department and the position. Exempt employees are expected to report to work no later than 9:30 a.m. on weekdays unless they have been approved by their supervisor to come in later.

1. Employees are expected to record their time worked honestly and accurately. Employees must track their time in 15 minute intervals. Please refer to the WSU Positive In-Out Time Reporting sheet for guidelines on recording time in and time out.
2. Any time worked beyond 40 hours per week should be accounted for on the employee's timesheet as compensatory time.
3. Extra time beyond 40 hours per week (e.g., compensatory time) is credited at 1.5 hours for each extra hour worked.
4. For an employee to earn compensatory time, the employee must physically work at least 40 hours in that week. In other words, any sick, vacation or other non-working hours incurred in the same week will not count towards working 40 hours for a given week.
5. If an employee physically works less than 40 hours in a week, hours will be accrued on a straight time basis.
6. For each eight hour day worked, employees can take a 30 minute to 1.5 hour lunch. Exceptions to the length of lunch can be made when lunch time is used for Extra time hours (E-hours). Lunches should be taken between 11a.m.-2 p.m. Employees should work with their supervisor to schedule this time accordingly so that the office can be adequately covered during normal business hours.
7. For university support staff, a maximum of 120 hours of accrued compensatory time can be carried forward for a period not to exceed twelve months (see Section 7.09 of WSU Policies and Procedures Manual). For unclassified staff, a maximum of 120 hours of accrued compensatory time can be carried forward for a period not to exceed twelve months (see Section 6.08 of WSU Policies and Procedures Manual).
8. Any hours worked beyond 40 hours per week must be approved in advance in writing by their supervisor. In other words, employees cannot simply plan to work more than 40 hours to earn compensatory time at their own discretion, without any prior authorization from their supervisor.
9. Their supervisor reserves the right to adjust work schedules and possibly enforce mandated leave in order to ensure utilization of compensatory time.
10. Running errands, responding to text messages, social media and email outside of established work hours is not acceptable. Exceptions are in emergency situations. If an emergency situation occurs, their supervisor should be notified.
11. Employees are expected to report in to the office at the start of their work day. An exception to this is if the employee is out of town on work sponsored travel.
12. Staff should keep in mind the following:
    a. E-hours are to be utilized to meet the needs of the employee's position, the department and the constituents they serve.
    b. E-hours should be utilized during the same week they are earned, when possible. For example, if employee X works an E-hour on Monday, they should work with their supervisor to find a time in their schedule in the same week to work one hour fewer.

Adjustments are to be made in the following order: day of, days preceding E-hour day and days after E-hour day, but within the same work week.

c. When adjustments to the regular work schedule are needed, employees should keep in mind what schedule best meets the needs of the students, staff, department and other entities they are serving.

d. Official work related travel which occurs during regular work hours is considered compensable work time. An exception is traveling to and from an airport terminal or train station, which is not considered hours worked. Time spent waiting at a terminal until arrival at the destination is considered hours worked. Travel while a passenger in a vehicle is not considered work time, but if driving the vehicle, it is considered work time.

e. Travel outside the Wichita metro area for work must be approved in writing by their supervisor at least a month in advance. An itinerary of the conference/retreat/etc. must be submitted and reviewed with their supervisor at least two weeks in advance of the trip.

f. Conducting official business over a meal-time is considered to be work time. Meals for social occasions and during retreats/conferences/traveling/etc. are not considered work time unless the meal has a featured speaker.

g. During retreats and conferences, time spent in educational programs is considered work time. Time spent in social endeavors and non-educational components are not considered to be work time.

h. Conducting business or volunteering outside the scope of the employee's job responsibilities or responsibilities of the department is not considered work time. Exceptions can be made with the approval of their supervisor.

i. The nature of unclassified positions is that some of the required work cannot be done during a typical 8 a.m. to 5 p.m. workday. What is critical to note is that full-time employees are expected to work 40 hours per week, be on time for work and work the schedule they have outlined in their proposed work schedule.

13. These guidelines are in no way meant to be exhaustive and may be modified or added to at any time.

Policy 13: Educational Release and/or Scholarships for Students

The release of an employee to attend University classes during regular work hours is subject to the requirements of the employee's department. Release time may be granted to regular and probationary employees (full-time or part-time) to take up to six credit hours per semester. Makeup time is not required for academic classes related to job duties or as preparation for promotion within the University. Release time for classes unrelated to the employee's job or performance must be unpaid, made up or charged to vacation leave with supervisor's approval. Regular work hours: defined in the employee's position description.

1. Before registering for any courses during regular work hours, the employee should have a conversation with their supervisor to discuss:
   a. Goals of the course/degree program,

        b.   Relation to the employee's goals,

        c.   Personal development and connection to their position.

2.   Any class taken during regular work hours needs to be approved in advance by the employee's supervisor. If there are multiple course offerings, preference should be given to courses which fall outside the employee's regular work hours.

3.   Staff members may be granted flex time up to five hours a week (no more than four hours for one day per week) to attend a course related to their job responsibilities or degree completion. These hours cannot be accumulated over time. The regular work hours missed by attending class must be made up and the employee should work with their supervisor to develop a plan to make up these hours.

4.   Any time above five hours a week or four hours in one day, the employee will have to take vacation or unpaid leave. If an employee is taking a class not related to their job responsibilities or degree completion, they will have to take vacation or unpaid leave.

5.   Employees/Students must maintain a cumulative GPA of 2.0 or greater for Undergraduate Programs and 3.0 or greater for Graduate Programs to maintain eligibility for educational release Employees/Students receiving tuition assistance for their own coursework must pass all courses with a "C" or better to maintain eligibility for educational release.

6.   When taking a class during the regular workday, the job responsibilities of the employee always outweighs class obligations. If an employee is required to be at or attend to an aspect of their job, which conflicts with class time, the employee should comply with the needs of the department. The employee should be cognizant that class work/projects should not be done during regular work hours.

7.   Educational release is not guaranteed and the employee's supervisor and/or the director can choose not to grant educational release time for the employee.

8.   Application of this policy is similar policies apply to Graduate Assistants or student assistants who received financial support from Student Engagement, Advocacy and Leadership, at the discretion or adaption

Policy 14: Crisis Plan

I.   **Communications Procedures**

      a. SI Communication Tree

           i. After contacting appropriate first responders. Staff should immediately report the emergency to their supervisor. If their Supervisor is not on site it should be communicated to the Assistant Dean/Director

II.   **Expectations**

      a. SI Senior Leadership-Senior Staff are responsible for reporting information to the Director.

      b. SI Professional Staff-Staff should report all information to the Supervisor.

      c. SI Student Staff-Student Staff should report all information to their Supervisor.

      d. SI Student Leaders-Student Leaders should immediately report all information to their advisor.

III.   **Mandatory Reporting:**

a. Policy Statement: All Wichita State University staff are required to report any incidences of sexual abuse witnessed by an employee following, WSU's policy 3.44. An additional explanation of this may be found at.
https://www.wichita.edu/about/policy/ch_03/ch3_44.php

IV. **Crime Reporting:** Wichita State University encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

a. **Administrative Procedure**: Contact the UPD by calling (316) 978-3450 or, if calling from a campus phone, dial 911. Time is an extremely important factor in reporting and can mean the difference between a suspects being apprehended or successfully evading law enforcement personnel. In addition to reporting to the UPD, crimes or incidents may also be reported to the Wichita Police Department. To reach the Wichita-Sedgwick County Emergency Communications dispatcher dial 9-911 from a campus phone or 911 from a cell phone or outside line.

b. After contacting appropriate first responders. All Staff, Student Staff and Student Leaders should immediately report the emergency to their supervisor. If their Supervisor is not on site it should be communicated to the Assistant Dean. If Cleary reportable, please make note on annual report from Student Engagement, Advocacy and Leadership. Speak to your Supervisor for questions about this.

V. **Student Conduct Doc:** Filing a report of misconduct involving the Student Code of Conduct, Housing and Residence Life Handbook, Academic Integrity, Discrimination, Title IX, etc., or to submit a concern to the Care Team or the Student Advocate may be done through the WSU website at: https://www.wichita.edu/reportit

a. **Administrative Procedure:** Upon hearing or knowing about a conduct violation, staff members are required to submit a report through the WSU website. Following that, the staff member should notify their supervisor of the violation.

VI. **Injuries:**

a. **Administrative Procedure:** First aid kits are located in the office mailroom. There is a blood borne pathogen kit located in the RSC. Call Event Services or RSC Building Manager for assistance.

   i. **Minor Injuries:** First aid kits are used to supply individuals with products for handling minor injuries such as small cuts, scrapes and bruises.

   ii. **Major Injuries:** If the person is lucid, ask them if they want help first. If they want help or are unresponsive, call Campus Police immediately by dialing 316-978-3450. They will notify the appropriate authorities. Call Event Services (316-978-3475) or RSC Building Managers (316-978-3028) if the event is taking place in the RSC. Keep the area around the injured person clear. Do not make contact with any bodily fluids. Do not leave the injured person alone.

   iii. In the event of a severe medical emergency, do not administer first aid. If you administer first aid, you may be held liable.

VII. **Major Emergencies**

a. **Active shooter Emergencies:** When an armed hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, we recommend the following procedures be implemented:
b. **Flee the Area**
    i. Run away from the threat and seek shelter (cover and concealment); avoid open areas and run in a staggered way if possible
    ii. Call the University Police Department (UPD) by dialing (316) 978-3450 if on campus or 911 if off campus.
    iii. Give your name
    iv. Provide the location of the incident (be as specific as possible)
    v. Describe what is happening
    vi. Describe or identify the shooters
    vii. Provide your current location (stay on the line, if possible)
    viii. Put obstacles or cover between you and the hostile person(s) while you are running away; i.e. vehicles, bushes, trees, buildings, etc.
    ix. If the shooting is occurring outdoors, run away from the sounds of shooting, and/or find cover and concealment
c. **Shelter in Place**
    i. If you are unable to flee, SHELTER IN PLACE:
    ii. Conceal yourself in a locked or barricaded room.
    iii. Cover any door windows
    iv. Keep quiet
    v. Spread out around the space
    vi. Silence your cell phone
    vii. DO NOT answer the door
    viii. Call the UPD by dialing 978-3450 if on campus or 911 if off campus
d. **Comply, Play Dead or Fight For Your Life**
    i. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to be compliant, play dead, or fight for your life.
    ii. If you are caught by the armed hostile intruder and choose to be compliant, do not stare at the intruder, but obey all commands. Do not pose a challenge - be submissive.
    iii. The last option you have may be to fight back. This is dangerous, but depending upon your situation, this may be your best option.
    iv. Active Shooter procedures taken from: https://www.wichita.edu/services/emergency/emergency_guide/armed_shooter.php

I. **Bomb/chemical threat:** Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording. Two logical explanations for reporting a bomb threat are:
a. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information;
b. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the facility where the device is purportedly placed. Whatever

the reason for the report, there will certainly be a reaction to it. Through proper planning, the wide variety of potentially uncontrollable reactions can be greatly reduced.

   c. **Administrative Procedure:** If you receive a bomb threat by telephone:
- I. Remain calm
- II. Listen carefully – be polite and show interest
- III. Try to keep the caller talking so you can gather as much information as possible about the device, the validity of the threat, or the identity of the caller
- IV. Use the ["Explosive Device Data Record" sheet](#) as a guide to question caller and gather as much relevant information as possible. Form is located on the Activities Share Drive:/!Student Engagement, Advocacy and Leadership/Policies
- V. If a threat has been received by another individual, get as much information as possible
- VI. Upon completion of the call, immediately notify the University Police Department at 911 (from a campus phone) or 978-3450

   d. In the event you discover a suspicious object:
- I. Keep anyone from handling it or going near it
- II. Do not use portable radio or cellular equipment within 100 yards of a suspicious item
- III. Notify the University Police Department <u>IMMEDIATELY</u>
- IV. Remain calm
- V. Guide all those in the vicinity to a safe location at least 100 yards away.
- VI. After contacting appropriate first responders. Staff should immediately report the emergency to their supervisor. If their Supervisor is not on site it should be communicated to the Assistant Dean.
- VII. Senior Staff should then relate information to the Assistant Dean

VIII. **Chemical Spill or Hazardous Material Release:**
- a. If you are in the direct area of a significant chemical spill or hazardous material release, call the University Police Department immediately.
- b. If a chemical spill or hazardous material release is inside the Rhatigan Student Center and evacuation is necessary or an alert from the university has been issued, calmly exit the building and lead yourself and others away from the site of the hazard to a safe location at least 100 yards into the wind.
- c. If the chemical spill or hazardous material release is in another building on campus, remain inside the building until the all clear has been given. In either case, do not leave the area until you have been cleared to do so by the proper authorities.

II. **Explosion Response**
- a. In the event of an explosion, keep away from windows, mirrors, overhead fixtures bookcases and electrical equipment.
- b. If an evacuation is required, lead yourself and others away from the explosion. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.). Upon exiting the building, open doors carefully and move at least 100 yards from the exit.

III. **Fire:**
- a. In the event of a fire emergency, all building occupants should evacuate the building by using the stairway, **NEVER AN ELEVATOR**, and follow the emergency exit signs to the stairs. Occupants must evacuate **into the wind at least 200 yards** for fire emergencies and hazardous materials release emergencies.
- b. SI staff and students should note that there are two exits from RSC 216, the fire exit should only be used if deemed safe and exits to the south of the RSC, lot 7.

IV. **Tornado:** If there is a tornado warning, anyone in the office must either exit the office and go to the Shocker Sports Grill and Lanes or exit the building. It is an individual's choice to not seek shelter, but if they are not going to follow procedure, they must leave the Rhatigan Student Center.
   a.   If there is a tornado warning at an event or after hours, seek the closest, open tornado shelter. If the event is in the CAC Theater, individuals must seek shelter under the stage, in the Shocker Sports Grill and Lanes or exit the Theater.

V. **Flood/Water Damage:** If flooding or a water leak occurs, the following administrative steps should be taken.
   a.   Remain calm.
   b.   Call the Gaddis Physical Plant service desk, Mon- Fri 7:45 a.m. to 4:30 p.m. at 978-3444 immediately to report the exact location and severity of the leak. After business hours and on weekends call the University Police Department (UPD) at 978-3450 or 911 (Campus telephone).
   c.   Use extreme caution. Do not use any electrical appliances or outlets near the leak. Evacuate the area.
   d.   Turn the water source off if you are confident of your ability to stop it - i.e., unclog the drain; turn off the water, etc.
   e.   Protect objects that are in jeopardy. Take essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.
   f.   Procedure taken from: https://www.wichita.edu/services/emergency/emergency_guide/flood_waterdamage.php

VI. **Earthquake:** Even in a severe earthquake, there is much you can do to prevent or minimize injuries or damage to property.
   a.   If you are inside:
      v.   Stay calm
      vi.   Drop and cover
      vii. Avoid falling objects
      viii. Crawl under a sturdy table or desk, or stand in a doorway
      ix.   Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
   b.   If you are outside:
      i.   Move to an open area away from buildings, trees and power lines.
      ii.   Drop and cover.
      iii. If forced to stand near a building, avoid falling objects.

XVII. **Disorderly conduct** Filing a report of misconduct involving the Student Code of Conduct, Housing and Residence Life Handbook, Academic Integrity, Discrimination, Title IX, etc., or to submit a concern to the Care Team or the Student Advocate may be done through the WSU website at: https://www.wichita.edu/about/student_conduct/conduct.php

XVII. Death of a student- In the event of a student death if the death occurred on campus, campus police will respond and notify the Dean of Students.
   a.   **If the death occurred off campus, when a university office or staff member receives information of the death they will notify the Dean of Students. Procedures taken from:**
      https://www.wichita.edu/services/careteam/assets/docs/deceased-student-protocol.php

XVIII. **Intoxicated individual**: If you come across a person who exhibits symptoms of intoxication on campus or during an event, **if you believe the student needs medical attention, call UPD immediately.**
   a. **Allow emergency personnel to complete their job; the medical personnel may allow the resident to deny transport or the medical personnel may determine that the individual needs medical attention immediately.**
   b. **Speak with any witnesses that may know information pertaining to the student's situation and his/her whereabouts previously.**
   c. **Submit a CARE report and file a report with the Office of Student Conduct. Reports may be filed at:** https://www.wichita.edu/about/student_conduct/

XIX. **Vandalism: Call UPD to respond to the situation if needed**
   a. **Gather pictures of the scene and damage**
   b. **Report vandalism to your supervisor.**
   c. **Submit an incident report.**

XX. **Mental Health Concern: Speak with the student and ask if they are thinking about or if they have hurt themselves or others; be specific and ask if they are thinking of killing themselves**
   a. **Provide support to the student; let them know that you are there to help, and gather as much information as possible (this may take a couple/few hours, be patient)**
      I. **If the student becomes violent, do not try to physically restrain them; call UPD immediately**
      II. **Submit a CARE Team report**

XXI. **Use of and appropriate responses to Red or Purple Folder Situations**
   a. Student Engagement, Advocacy and Leadership has developed a code system to assist staff and students finding themselves in difficult or concerning situations. Red and Purple folders have been positioned throughout the office (front desk, copy room and mail room). If a staff member or student finds themselves in a difficult situation, they can call the SI front desk and simply ask for the red folder or purple folder to be brought to their location. This allows a staff member or student to ask for assistance without alerting the people around them that the situation has been elevated.
   b. The student or staff receiving a request for a red or purple folder should follow these guidelines.
      i. Try to gather just the basic information
         1. Who is calling?
         2. Is it a red or purple situation?
         3. Where is the individual located?
         4. Do not ask very many additional questions as that could alert the people around the person calling for assistance.
      ii. After gathering basic information, immediately locate the nearest red or purple folder (depending on the request) and take it directly to an available staff member highest in the chain of command. Give them the folder, tell them the name of the individual and their location.
         1. Director
         2. Associate/Assistant Director
         3. Full Time Coordinator/Manager
            c. Red folder situations represent high level emergency situations. These are situations where the person calling is fearful of their safety or the safety of

another person. This could also be a situation where the person calling feels powerless, trapped or unsure how to diffuse a situation.

i. Purple Folder Situations
   1. Purple folder situations represent a call for back-up, are a bit less urgent than a red folder situation but still signify a request for assistance.
   2. Purple folder situations should be treated the same way as a red folder situation as they could quickly progress to a higher level of emergency or risk of harm to those involved.

ii. Other considerations
   1. It is imperative that one act fast when receiving these requests.
   2. These situations are considered emergencies. Therefore, it is appropriate to interrupt meetings to deliver the message to a staff member.
   3. If the staff responding to the request is not the Director, be sure to notify them (via phone or text) of the situation after delivering the folder.
   4. The staff or student calling for assistance, should not spend much time determining the situation level. If they feel frightened in anyway, they should go ahead and request the red folder. If they feel uncomfortable but don't feel the situation is excessively emergent, they may choose to request the purple folder.