Advisor Handbook for Student Clubs and Organizations
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What is an Advisor?

For each of our student organizations at Wilmington University, being an Advisor may mean very different things. You could assume numerous roles and become very involved with your group. Some examples of roles you may fill are: Mentor, Team Builder, Conflict Mediator, Educator, Motivator and Policy Interpreter.

You may, however, decide to be “hands off” and allow your students to lead the organization. By guiding students and allowing them to take on challenges, you help them to grow while allowing them to make decisions and mistakes on their own.

Ultimately agreeing to be an advisor you are accepting responsibility for the development of the students you oversee and the organization you assist. In addition, it is your responsibility to inform the students of policies and procedures that have been put in place to promote the progress of the University as a whole.

**Student Life Mission**: The purpose of the Student Life division is to provide student services that will enhance student learning and develop the student as a whole. We will expose students to social, cultural, and co-curricular programs that will promote student learning, personal growth and opportunities to connect with other students. Our department will operate as a cohesive group where professionalism and respect for each other is vital.

We are dedicated to collaborating with other key stakeholders of the University, an essential support group to enhance the student experience. We are passionate about making our students’ college experience a positive one and are committed to consistently improving services to ensure programs are at the highest quality possible and which meets our diverse students’ needs. Innovation, higher education best practices, and care and concern for students will be guiding principles for our operations.
ROLE OF THE ADVISOR

- Must be full-time staff or faculty of Wilmington University
- Must be present at all events, activities, and trips. If the advisor is not able to attend, it is their responsibility to designate another chaperone (full-time employee of Wilmington University) or the event, activity or trip must be cancelled.
- Must be aware of all organization meetings. During meetings, advisors must be available if students have any questions or concerns.
- Liaison to the Office of Student Life (OSL). The advisor must communicate regularly with the Office of Student Affairs regarding events, activities and fundraising.
- All events and fundraising activities must be approved through the OSL. Requests for events should be submitted at least two weeks in advance and fundraising activities should be submitted one month in advance and proper documentation must be furnished for all.
- Monitor/approve treasurer’s report and minutes of every meeting.
- Keep a file of pertinent information regarding the organization such as minutes, treasurer’s reports, by-laws, current member list, etc.

“The rung of a ladder was never meant to rest upon, but only to hold a man’s foot long enough to enable him to put the other somewhat higher.”

Thomas Huxley
RECRUITING MEMBERS

Without members, there would be no organization! This makes recruiting one of the most significant activities your group participates in. So what are the keys to making your group successful and highly participatory?

“In the great mass of our people there are plenty of individuals of intelligence from among whom leadership can be recruited”

Herbert Hoover

Successful Recruiting

Recruitment Should be:

✓ Personal
✓ Specific
✓ Meaningful
✓ YEAR ROUND
✓ The responsibility of all of the members

How do you Make Recruitment Personal?
Know your group and its purpose. What is the passion behind the group? What are the ambitions and goals of the group? Define who you are and who you want to be and that will make it easier to “sell” your group to perspective members.

How do you Make Recruitment Specific?
Knowing who you want to be a member of your group will help you as well. We have an extremely diverse population here at Wilmington University that offers a wide variety of personal interests and needs. Analyze different characteristics of members (major, interests, age, etc.) and target that group of students.

How do you Make Recruitment Meaningful?
The activities and involvement of the students should be both beneficial to the members as well as the organization.

Make Recruitment Year Round
We cannot stress enough the importance of making recruitment year round. With semesters and blocks starting and ending so many different times throughout the year, we are constantly seeing new faces. It is important to make sure students hear about your organization throughout the year and even in the summer!

How do you Make Recruitment the Responsibility of all Members?
Word of mouth is the best recruitment tool you have; why not use all the assets in your group? Have members tell friends and peers about the group and even host “bring a friend” meetings. It is also important for all of your members to understand how important it is to make new members feel welcomed. Everyone wants to feel like he or she belongs.
What is Team Building?

“When a team in an organizational development context embarks upon a process of self assessment in order to gauge its own effectiveness and thereby improve performance it can be argued that it is engaging in team building, although this may be considered a narrow definition.” (Wikipedia)

The process of team building includes:

- Clarifying the goal and building ownership across the team.
- Identifying the inhibitors to teamwork and removing or overcoming them, or if they cannot be removed, mitigating their negative effect on the team.

To assess itself, a team seeks feedback to find out both:

- Its current strength as a team.
- Its current weakness.

To improve current performance, a team uses the feedback from the team assessment in order to:

- Identify any gap between the desired state and the actual state.
- Design a gap-closure strategy.

Points to Enhance Team Effectiveness

- Determine a specific team goal
- Learn the strengths of each team member
- Clarify group expectations and discuss University policies
- Identify barriers that may keep the team from achieving its goals
- Use effective communication skills
- Develop a plan to accomplish the goal
- Put the plan into action
- Evaluate the plan and the procedure
RETAINING MEMBERS

In order to retain members your group will need to acquire member loyalty, interest, and best effort. One of the best ways to do this is by giving your members a sense of belonging. Letting all members know that they are welcome and needed by allowing them to be part of your planning and execution of objectives will help them feel respected and appreciated.

Communication is also an important element in retaining members. By being upfront with students about goals, objectives and policies you give members important tools. They will be able to decide if the group values are consistent with their own and how they will contribute to the total outcome of the group.

As with recruiting, retention should also be an ongoing objective for your group. Current members of your organization that drift away take with them good experiences or leadership that could benefit your group. Keep seniors involved by remembering that their goals have changed from when they first joined so the organization needs to be sensitive to that.

The Key to Retaining Members: Information

Make sure to give your members all of the information they need to develop into fully functioning team members. It is important to establish rules and recognize policies to set standards for your organization early on. This will minimize “surprises” for members and give them both boundaries and goals.

“The teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

Henry Ford
GUIDELINES FOR STARTING A NEW STUDENT CLUB

All student organizations fall under the Student Government Association (SGA). In order for a group of students to be recognized as an organization under SGA auspices, it must submit an application (attachment A) to the Director of Student Affairs stating:

A. The proposed name of the student organization
B. Its purpose and mission of the organization
C. Its requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.
D. Meeting times
E. The name of its advisor (required), and his or her approval of the organization. The advisor must be full-time staff or faculty member of Wilmington University.

The Director of Student Affairs and the SGA Executive Board (SGA officers and class presidents) will review the proposed student organization’s application. If the organization is approved, it becomes an officially chartered organization of the Wilmington University Student Government Association.

You must have written approval from the Office of Student Affairs prior to formation of the club. The advisor of the new organization will receive notification from the Office of Student Affairs no later than one week from the date the application is submitted.

All new organizations will have a 60 day probationary period immediately following the approval of the club. There must be a minimum of at least 5 members (students currently enrolled at the University) to officially maintain charter status. Within this 60 day period, the organization must submit the following:

1. List of all members
2. Club’s executive board including their office (i.e. president, vice president, secretary and treasurer)
3. By-laws
4. Meeting times, dates, and locations.

All student organizations must abide by the Guidelines for Student Organizations and all University policies. Failure to do so could result in disciplinary action including disbandment of the club.
GUIDELINES FOR STUDENT ORGANIZATIONS

In order to maintain chartered status, organizations must be comprised of at least 5 currently enrolled students at the University of which two students must hold positions on the Executive Board (President and Secretary). Furthermore, each organization must maintain at least a President and a Secretary. Finally, organizations are also required to submit Club/Organization Information Form (see attachment B) by October 15th of each academic year.

A chartered organization of the Student Government Association (SGA) is responsible for having a representative report to the Executive Board (SGA officers and class presidents) at least once a month. The SGA advisor will inform all active organization about meetings information at least three weeks in advance.

If an organization is going to have dues, raise funds, levy fines against its members, make expenditures, etc., the treasurer will be responsible to track these funds and a report must be given at each monthly SGA meeting.

Minutes must be recorded for each student organization meeting and distributed to all members and the advisor. The Secretary should be responsible for keeping all minutes throughout the year.

Students must follow the Wilmington University Code of Conduct (see Student Handbook – www.wilmu.edu/studentlife/handbook) at all official University and organization sponsored events.

To disband an organization due to lack of members or funds, notice of the circumstances must be given to the Director of Student Affairs by the Advisor of the said organization. All funds and real property purchased by the organization will be held in escrow for a period of no less than twelve (12) months, and then becomes the possession of the SGA. The organization will be responsible for all debts it incurs.

In the event that an organization disbands, it must re-file for charter before it is again recognized by the SGA.

“The Building is a special place because of its architecture, but it is people who make it special by participating while in it”.  
Charlie Chaplin
All activities, trips or events must be cleared through the Office of Student Affairs at least 2 weeks in advance. The Student Event/Travel Approval form (attachment C) must be submitted for each activity, event or trip.

Obtain emergency contact information on every person attending the trip and leave with someone that is not traveling with the group. See attachment I for a sample.

Read over the Transportation Policies and make sure that the Student Emergency Contact Sheet and Group Trip Itinerary are filled out. See attachment J for a sample.

Do Your Paperwork Now to Make Next Year Easier!

After an event, evaluate and follow up. Request feedback from staff and attendees. Fill out and submit an Event Report to the Office of Student Affairs (attachment D). Schedule a follow up meeting to discuss what went well and areas of improvement.

Tips for Planning Successful Events/Activities

- Plan an initial meeting with the event committee.
- Choose a date. Have at least two (2) dates in mind: a preferred date and a just-in-case alternative date. That way, when you start checking out available facilities, you’ll be able to choose the best option. Be sure to factor in national and religious holidays, school vacations, and semester breaks.
- Select a location.
- Apply for and be sure to have written confirmation of approval from the Office of Student Affairs.
- Determine your audience—Students, Faculty, Staff, Alumni and/or Off-Campus Guests.
- Determine a realistic expectation of the number of people who will attend the event. Requiring RSVPs is a great way to determine a more accurate number of attendees.
- Identify one person who will be the main contact for the event.
- Develop a detailed preliminary agenda. Be sure to include a timeframe of the various components of the event.
- Promote your event. Advertise the event through flyers, website, bulletins, video messaging TVs, Calendar of Events, word-of-mouth etc.
- Reconfirm Everything! A couple days prior to the event take some time to reconfirm everything.

Giving Back!

We highly encourage each organization to participate in at least one community event each school year. Please contact Christyn Rudolf to submit your event form (attachment C). For ideas of event to participate in or help with scheduling community service events please contact LeAnne Barnhart at leanne.e.barnhart@wilmu.edu or 302.356.6717.
All fundraising activities must have approval from the Office of Student Affairs. An approval form (attachment E) must be submitted one month in advance for each fundraising activity. Approval must be granted to ensure the activity doesn’t violate any University policies.

All required monies for any trips or activities, including those that require fundraising, must be deposited and be available at the time of the trip departure. No trips will be approved unless all required funds have been deposited by the predetermined deadline.

All checks must be made payable to Wilmington University and mailed to the University address. All money raised will be deposited into the Student Activities account and earmarked for the particular club. No outside accounts may be kept for any student club/organization.

Helpful Websites for Fundraising Ideas

fundraisingideas.com
Fundraising.com
Fund-raising.com
GuideToFundraising.com
<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Advisor</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Criminal Justice Association, Lambda Alpha Epsilon Alpha Delta Chi Chapter</td>
<td>Kirk Trate, Advisor Joseph Aviola, Asst. Advisor</td>
<td>295-1165 356-6766</td>
<td><a href="mailto:joseph.p.aviola@wilmu.edu">joseph.p.aviola@wilmu.edu</a> <a href="mailto:kirk.r.trate@wilmu.edu">kirk.r.trate@wilmu.edu</a></td>
</tr>
<tr>
<td>Behavioral Science Club</td>
<td>Dr. Deb Berke</td>
<td>356-6760</td>
<td><a href="mailto:Debra.l.berke@wilmu.edu">Debra.l.berke@wilmu.edu</a></td>
</tr>
<tr>
<td>Behavioral Science International Honors Society, Pi Gamma Mu Delaware Beta Chapter</td>
<td>Johanna Bishop</td>
<td>356-6759</td>
<td><a href="mailto:johanna.p.bishop@wilmu.edu">johanna.p.bishop@wilmu.edu</a></td>
</tr>
<tr>
<td>Business Honor Society, Sigma Beta Delta</td>
<td>Stephanie Narvell &amp; Jack Cunningham</td>
<td>356-6784 356-6921</td>
<td><a href="mailto:stephanie.b.narvell@wilmu.edu">stephanie.b.narvell@wilmu.edu</a> <a href="mailto:john.l.cunningham@wilmu.edu">john.l.cunningham@wilmu.edu</a></td>
</tr>
<tr>
<td>Criminal Justice National Honor Society, Alpha Phi Sigma Eta Beta Chapter</td>
<td>Kirk Trate, Advisor Joseph Aviola, Asst. Advisor</td>
<td>356-6766 295-1165</td>
<td><a href="mailto:kirk.r.trate@wilmu.edu">kirk.r.trate@wilmu.edu</a> <a href="mailto:joseph.p.aviola@wilmu.edu">joseph.p.aviola@wilmu.edu</a></td>
</tr>
<tr>
<td>Education International Honor Society, Kappa Delta Pi</td>
<td>Thelma Hinds</td>
<td>356-6799</td>
<td><a href="mailto:Thelma.m.hinds@wilmu.edu">Thelma.m.hinds@wilmu.edu</a></td>
</tr>
<tr>
<td>Green Team</td>
<td>Mark Paris</td>
<td>356-6829</td>
<td><a href="mailto:mark.s.paris@wilmu.edu">mark.s.paris@wilmu.edu</a></td>
</tr>
<tr>
<td>Human Services Honor Society-Tau Upsilon Alpha National Organization, Nu Chapter</td>
<td>Adrienne Bey</td>
<td>295-1224</td>
<td><a href="mailto:adrienne.m.bey@wilmu.edu">adrienne.m.bey@wilmu.edu</a></td>
</tr>
<tr>
<td>Multicultural Student Association</td>
<td>Verlin Alexander</td>
<td>356-6956</td>
<td><a href="mailto:Verlin.j.alexander@wilmu.edu">Verlin.j.alexander@wilmu.edu</a></td>
</tr>
<tr>
<td>Nursing International Honor Society, Omicron Gamma Chapter of Sigma Theta Tau</td>
<td>Denise Westbrook &amp; Dot Baker</td>
<td>856-5780</td>
<td><a href="mailto:denise.z.westbrook@wilmu.edu">denise.z.westbrook@wilmu.edu</a> <a href="mailto:dot.e.baker@wilmu.edu">dot.e.baker@wilmu.edu</a></td>
</tr>
<tr>
<td>Photography Club</td>
<td>Susan Gregg</td>
<td>356.6865</td>
<td><a href="mailto:Susan.l.Gregg@wilmu.edu">Susan.l.Gregg@wilmu.edu</a></td>
</tr>
<tr>
<td>Professional Counselors Honor Society, Delta Chi</td>
<td>James Walsh</td>
<td>295-1195</td>
<td><a href="mailto:james.m.walsh@wilmu.edu">james.m.walsh@wilmu.edu</a></td>
</tr>
<tr>
<td>Reading Association</td>
<td>Kathi Brown</td>
<td>295-7173</td>
<td><a href="mailto:kathryn.m.brown@wilmu.edu">kathryn.m.brown@wilmu.edu</a></td>
</tr>
<tr>
<td>Society for Human Resource Management</td>
<td>Stephanie Narvell</td>
<td>356-6784</td>
<td><a href="mailto:stephanie.b.narvell@wilmu.edu">stephanie.b.narvell@wilmu.edu</a></td>
</tr>
<tr>
<td>Student Athlete Advisory Committee</td>
<td>Linda Andrzejewski &amp; Clint Robertson</td>
<td>356-6754 295-1148</td>
<td><a href="mailto:linda.m.duran@wilmu.edu">linda.m.duran@wilmu.edu</a> <a href="mailto:clinton.d.robertson@wilmu.edu">clinton.d.robertson@wilmu.edu</a></td>
</tr>
<tr>
<td>Student Government Association</td>
<td>LeAnne Barnhart, Advisor</td>
<td>356-6717</td>
<td><a href="mailto:leanne.e.barnhart@wilmu.edu">leanne.e.barnhart@wilmu.edu</a></td>
</tr>
<tr>
<td>Wildcat Cheerleaders</td>
<td>Jeff Martino</td>
<td>356-6986</td>
<td><a href="mailto:cheerleading@wilmu.edu">cheerleading@wilmu.edu</a></td>
</tr>
<tr>
<td>Wildcat Dance Team</td>
<td>Dana Moore</td>
<td>356-6951</td>
<td><a href="mailto:Dana.d.moore@wilmu.edu">Dana.d.moore@wilmu.edu</a></td>
</tr>
</tbody>
</table>
Student Event & Transportation Policies and Procedures

Introduction

The safety of our students at Wilmington University is very important. Statistics have shown that travel by student groups can pose risks. With this in mind, Wilmington University has instituted the following policies and procedures for student group travel. All student groups must abide by these procedures.

I. Student Event/Travel Approval

Student groups must go through the following procedures when planning any event or trip while representing Wilmington University.

Non-athlete student groups who wish to take a trip or host an event must first complete the Student Event/Travel Approval Form. The form is available from the Director of Student Affairs. This form includes general event/trip information (date(s), destination, and distance round-trip), the preferred mode of transportation, hotel names and contact information, names of University staff who will be supervising the trip, and a description of how the trip will be funded. This form must be submitted to the Director of Student Affairs for approval at least two weeks before the event/trip. No events or trips may be scheduled before they have been approved by the Director of Student Affairs.

Travel by student-athletes must be approved through the Director of Athletics. The Student Event/Travel Approval Form will only need to be completed for any overnight trips that are for non-conference games and must be submitted at least two weeks before the trip.

All groups must show that they have the funding for the event or trip prior to be approved.

In cases of inclement weather, the Director of Student Affairs has the final authority to cancel any general student events/trips, and the Director of Athletics has the final authority to cancel any student-athlete trips.
II. Policies and Procedures for Road Travel with Chartered Bus Companies and Air Travel by National Airlines

All student travel must use a chartered bus for group travel for any trip under 6 hours from the campus of origin. Student groups must use a national airline for any travel that is over 6 hours from the campus of origin.

Student groups shall book their travel through the Assistant Director of Student Affairs. All athletic travel shall be booked through Brian August, Assistant Athletic Director.

Once the company has been booked, a copy of their insurance information will be requested and kept on file in the proper office.

Prior to departure, all student organizations shall complete the following forms:

<table>
<thead>
<tr>
<th>Type of Form</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Event/Travel Approval Form</td>
<td>All student groups who wish to host an event or take a trip.</td>
<td>Submit to either the Director of Athletics (athletic events only) or the Director of Student Affairs (all non-athletic events) at least two weeks before the event/trip.</td>
</tr>
<tr>
<td>Private Vehicle Use Form</td>
<td>Required to complete if students request to travel using their personal vehicle</td>
<td>Prior approval must be secured by the Vice President of Student Affairs one week prior to the trip.</td>
</tr>
<tr>
<td>Student Emergency Contact Information Sheet</td>
<td>Required for all student group travel. All travelers must list an emergency contact person and their phone numbers.</td>
<td>This form must be completed no earlier than 36 hours before each trip and submitted to either the Director of Athletics or Director of Student Affairs.</td>
</tr>
<tr>
<td>Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement</td>
<td>This form must be completed for all minors (under 18) traveling on a University sponsored trip.</td>
<td>Submit to the event/trip coordinator 48 hours prior to departure.</td>
</tr>
<tr>
<td>Health Form and Consent to Receive Treatment</td>
<td>Required for all travelers.</td>
<td>Submit to the event/trip coordinator prior to departure. A copy of each form will need to be left with the Director of Athletics (team travel), the Director of Student Affairs (non-athlete, non-academic travel), or the Assistant Vice President of Academic Affairs (academic related travel).</td>
</tr>
<tr>
<td>Team/Student Group Trip Itinerary Form</td>
<td>Trip itinerary information.</td>
<td>One week prior to the departure date.</td>
</tr>
</tbody>
</table>
For student groups, these forms will be kept on file in Office of the Director of Student Affairs; the Athletic Director will keep the forms for all student-athlete travel. In addition, copies of the Emergency Contact forms will also be given to Jennifer Hearn (for student groups) and Linda Andrzejewski (for athletic trips). They will keep these forms in case of any unforeseen emergency.

The transportation companies used for each trip will be given a list of emergency contact information. For student groups the list will include contact information for the Director of Student Affairs, the Student Affairs Administrative Assistant, and the Vice President of Student Affairs. For athletic trips, the list will include contact information for the Director of Athletics, Assistant Athletics Director/Compliance Coordinator, and the Vice President of Student Affairs. The transportation companies will be instructed to contact these people IMMEDIATELY in case of any catastrophe.

III. Use of Rented Vehicles While on University Trips

In some cases, teams or groups may need to rent vehicles for University trips. Prior approval from the Director of Student Affairs or Director of Athletics is required. In these cases, the following policies and procedures must be followed.

Only paid University faculty or staff members who are over the age of 25 may drive the rented vehicles. In addition, the driver must have at least two years of driving experience. Prior to driving a rented vehicle, the University MUST have on file a copy of the person’s drivers license and driving record. Individuals must have a good driving record. Driving records may not contain the following:

1. More than 6 points;
2. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
3. Any chargeable accidents within the last 24 months.

When driving rented vehicles, the driver may not drive over 200 miles (or more than 4 hours) without stopping.

No vehicles may be rented that are larger than a “15 passenger van”. In addition, the following occupancy standards apply:

1. In vehicles listed as 15 passengers, no more than 10 passengers are permitted.
2. In vehicles listed as 12 passengers, no more than 8 passengers are permitted.
3. In mini-vans or full-size SUV’s, no more than 5 passengers are permitted.

The driver and all occupants in the vehicle must wear safety belts at all times. All equipment must be stored properly and not loose. The driver must obey all posted speed limits.
IV. Emergency/ Catastrophe Information

As stated in the above policies and procedures, copies of Emergency Contact Information sheets and Team Trip Itineraries will be kept by the appropriate personnel during all trips.

Depending on the nature of the catastrophe, the transportation company, chaperone/ head coach and/or athletic trainer must contact a person listed on the emergency contact sheet (Director of Athletics or Director of Student Affairs, Student Affairs Secretary or Assistant Athletic Director/ Compliance Officer, and Vice President of Student Affairs) immediately.

Upon notification of the incident, the person who is notified will contact the Vice President of Student Affairs. The Vice President will notify the President of Wilmington University. Any media questions will be referred to the Assistant Vice President for University Relations. Staff of the University shall not make any statements to the media in regards to the incident.

A decision to visit the accident site will be made by the President, Vice President of Student Affairs, Assistant Vice President for Academic Affairs, and/ or the Director of Student Affairs or Director of Athletics (as appropriate).

The Student Affairs Administrative Assistant and the Assistant Athletic Director/ Compliance Officer and other appointed staff members will contact all student emergency contacts and inform them of the situation as known at that time.

V. Use of Student Vehicles for Transportation on University Sponsored Trips

In isolated cases, students may be permitted to use their own private vehicles to drive to a University-sponsored event within 15 miles of the campus of origin. However, student-athletes may not use their personal vehicles to travel to University sponsored events/trips over 5 miles from the campus of origin. Use of private vehicles beyond 15 miles will be approved ONLY by the Vice President of Student Affairs.

Travel over 15 miles: Students traveling over 15 miles of the campus of origin must be driven by paid University faculty or staff members who are over the age of 25. The driver is permitted to use their own private or rented vehicles. The driver must have at least two years of driving experience. Individuals must have a good driving record. Driving records may not contain the following:

1. More than 6 points;
2. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
3. Any chargeable accidents within the last 24 months.

Once the trip has been approved, students who wish to drive on the trip must submit the Private Vehicle Use Form and the following will need to be provided:

1. Copy of driver’s license;
2. Copy of liability insurance;
3. Copy of driving record. (Available at the Department of Motor Vehicles). Individuals must have a good driving record. Driving records may not contain the following:
   a. More than 6 points;
b. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and

c. Any chargeable accidents within the last 24 months.

4. Statement signed by the student with the understanding that he/she is liable for any injuries sustained by passengers in the vehicle.

5. A list of all passengers in the vehicle. Student drivers are limited to three passengers traveling in their cars on University-sponsored trips.

Students who wish to drive shall not use alcohol 24 hours prior to departure or during travel.
NEW STUDENT CLUB/ORGANIZATION REQUEST FOR APPROVAL FORM

You will receive notification from the Office of Student Affairs no later than one week from the date submitted.

Submitted by: ____________________________ Date: __________________________

Proposed name of student organization: ____________________________

Purpose and mission of the organization: ____________________________________________

Requirements for membership: If the organization will be a chapter of a national organization, you must include charter guidelines as well.

List dates, times and locations for this organization’s meetings.

Advisor Information: The advisor of any student organization must be a full-time staff or faculty member of Wilmington University.

Name of advisor (required): Phone #: Email: 

I understand my role and responsibility of being an advisor and agree to abide by the Guidelines for Student Organizations and all University policies.

________________________________________
Signature of Advisor

□ Approved
□ Not Approved

________________________________________
Signature of SGA President

________________________________________
Signature of Director of Student Affairs

__________________________
Date

__________________________
Date
## 2009-2010 CLUB/ORGANIZATION INFORMATION FORM

Submit to the Office of Student Affairs by October 15 in Order to Maintain Charter Status

Organization Name: ____________________________________________________________

Advisor Information:
  Name(s) ________________________________________________________________
  Emergency Contact Number (cell) ________________________________

Meeting Dates: ____________________________ Time: ____________________________

Member Information: Please note, in order to maintain active status, each organization **must have at least 5 members** of which two students must hold position on the Executive Board. All must be currently enrolled at the University.

<table>
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<tr>
<th>Executive Board</th>
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<tbody>
<tr>
<td>President (mandatory):</td>
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<tr>
<td>Vice President:</td>
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<tr>
<td>Secretary (mandatory):</td>
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<tr>
<td>Treasurer:</td>
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<th>Members</th>
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Wilmington University
Student Event/Travel Approval Form

THIS FORM MUST BE COMPLETED TWO WEEKS BEFORE
THE EVENT/TRIP MAY BE SCHEDULED

Submitted by:______________________________________Date:______________________________

Name of Student Group:______________________________________________________________

Date(s) of Event/ Travel:______________________________________________________________

Travel Destination/Location:___________________________________________________________

Description of Event/ Trip:___________________________________________________________

Number of People Participating:_____________________Approximate cost?___________________

How will the event/ trip be funded?___________________________________________________

Who will staff the event?____________________________________________________________

Name of person that will supervise the event:___________________________________________

Are there any people traveling who are not Wilmington University staff members or students?
□ NO □ Not applicable □ YES (If “YES”, explain):____________________________________

Preferred Method of Transportation:
□ Chartered Bus □ Airline □ Rented Vehicles □ Student Vehicles □ Not applicable

Lodging (List names, addresses and phone numbers):____________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Head Coach/Advisor Signature (Required) Date

Program Coordinator Signature (Required for academic events/ trips) Date

□ Approved □ Not Approved:___________________________________________________________

Signature (Director of Student Affairs or Director of Athletics) Date

List any conditions of approval:_______________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
EVENT REPORT

Please fill out and submit to the Office of Student Affairs no later than one week after each event.

Name of Club/Organization: ___________________________________________________
Event: _______________________________________________________________________
Date: __________________________ Time: __________________________
Location: _______________________________________
Coordinator(s): ____________________________            __
Attendance (total):____________________________
Cost (total): __________Cost (from budget) _________Cost (to students) __________
Participants (check all that apply: Faculty ____Students ____Staff ____ Alumni ____Other ____

Event Description:
________________________________________________________

Goal of Event:

Strengths of Event:
________________________________________________________

Weaknesses of Event:
________________________________________________________

How do you feel this event went? Are there any changes that you would make to improve the event?
________________________________________________________

Would you host this event again next year? Why or Why not?
________________________________________________________
FUNDRAISING ACTIVITIES
REQUEST FOR APPROVAL FORM
A separate request form needs to be completed for each activity. You will receive notification from the Office of Student Affairs no later than one week from the date submitted.

Submitted by: ____________________________________________ Date:________________________

Name of student organization: __________________________________________________________

Description of fundraiser: _____________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Reason for raising funds :_______________________________________________________________
_____________________________________________________________________________________

Timeline of fundraiser: _________________________________________________________________

Any additional information: _____________________________________________________________

Estimate of amount needed to rise: _____________________________________________________

________________________________________________________ Date

Signature of Advisor

☐ Approved

☐ Not Approved: _________________________________________________________________

________________________________________________________ Date

Signature of SGA President

________________________________________________________ Date

Signature of Director of Student Affairs
This form must be completed and submitted to the Vice President of Student Affairs with all required documentation one week prior to scheduled departure.

I ____________________________ have volunteered the use of my private vehicle to transport Wilmington University students to __________________________ on _____________.

In the event of an accident, I am fully aware that the private insurance on this vehicle will be the primary insurance named for any claims made as a result of the accident. If I am not the owner of the vehicle and the insurance policy, I have notified the owner of the intended use and liability.

I understand that I must submit a copy of my driver’s license, liability insurance and driving record with this form. I verify that I have a good driving record that does not have more than six points, any major violations or any chargeable accidents within the last 24 months.

I also understand that I may only travel with a maximum of three passengers in my vehicle.

I will not use alcohol 24 hours prior to departure and during travel.

I have read, understand and agreed to the statements above.

___________________________________________
Student’s Name (Print)

___________________________________________
Student’s Signature  _______________________

(OVER)
## List of Passengers in Vehicle:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status (Student, family member, etc.)</th>
<th>Minor? Yes or No</th>
<th>Emergency Contact Number</th>
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### For Office Use Only

Copy of Driver’s License Received?  □ Yes  □ No

Copy of driving record received?  □ Yes  □ No

Number of points___________

Major violations?  □ Yes  □ No

If yes, please list dates and description:___________________________________

Chargeable accidents in last 24 months?  □ Yes  □ No

Approved  □ Yes  □ No

__________________________________________  Date

Signature of Vice President of Student Affairs
Wilmington University

Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement

- TO BE COMPLETED FOR ALL MINORS TRAVELING ON A WILMINGTON UNIVERSITY SPONSORED TRIP OR ACTIVITY.
- FORM SHALL BE SUBMITTED TO THE PROPER STAFF MEMBER 48 HOURS PRIOR TO DEPARTURE

Name of Trip:__________________________________________________

Date(s) of Trip:_________________________________________________

Trip Description:___________________________________________

Mode of Transportation:______________________________________

I, _________________________parent/guardian of __________________________ give my child permission to participate in the Wilmington University sponsored trip listed above on the above listed dates.

I understand that with this trip, there are risks involved, in consideration of this, I specifically release and forever discharge Wilmington University and its staff from any and all liability claims for an injury, illness, death or loss of or damage to property which my child suffers while participating in the above activity.

In signing this document, I fully recognize that if injury, death or damage occurs to my child or his/her property while he/she is participating in the above activity, I will have no right to make a claim or file a lawsuit against Wilmington University or its staff.

I have carefully read this agreement and understand its contents. I aware this is an assumption of risk, waiver and a release of liability and I sign it voluntarily. I also understand that this is a permission slip for my child to participate in all of the above activities.

Child/Participant’s Name (Print):___________________________________________________

Child/Participant’s Signature:______________________________Date:______________

Parent/Guardian’s Name (Print):___________________________________________________

Parent/Guardian’s Signature:___________________________________Date:______________
AGREEMENT TO TRIP CONDITIONS

Trip Location: _____________
Date: _____________

I understand all of the conditions provided by Wilmington University regarding this trip. In addition, I agree to accept responsibility for myself while participating in this excursion. I will not hold Wilmington University or other associated companies responsible in any way for damage, loss, injury or accidents. Further, I will abide by local, state and federal laws.

Smoking and alcoholic beverages are not permitted on the bus. The Wilmington University Code of Conduct, Student Handbook, p. 84 states, “The University prohibits the manufacture, distribution, dispensation, possession, or use of a controlled substance either on University-owned or controlled property or at a University-sponsored event”. Students in violation of this policy will be subject to disciplinary actions which could result in suspension or expulsion from the University. Non-students are also requested to abide by these rules.

I agree to the above conditions of this trip.

Name: ______________________________________________________________________
First Last
Address: _____________________________________________________________________
City State Zip
Phone: ______________________________________________________________________

Signature: __________________________ Date: __________________________

Emergency Contact:
Name: ______________________________________________________________________
Phone #: _____________________________________________________________________
Wilmington University
Student Emergency Contact Information Sheet

This form must be completed no earlier than 36 hours before each trip. Copies must be turned into either the Director of Athletics or Director of Student Affairs IMMEDIATELY.

Student Group Name: __________________________ Date of trip: __________________________

Traveling to: __________________________ Departure time: __________________________

Expected time of return to Wilmington University: __________________________

<table>
<thead>
<tr>
<th>Traveler’s Name</th>
<th>Emergency Contact/Relationship</th>
<th>Emergency Contact #</th>
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Wilmington University
Team/Student Group Trip Itinerary Form

This form is to be completed and submitted by the head coach to the Director of Athletics, by the club advisor to the Director of Student Affairs, or the faculty member to the Assistant Vice President of Academic Affairs one week prior to the departure date.

Team:___________________________________Date of departure:_____________________

Time of departure from Wilmington University:____________

How will the team be traveling? □ Charter bus □ Airplane □ Other__________________

If flying, from which airport will you be departing:__________________________________

Is the team taking a charter bus to the airport? If not, how will team members get to the airport?_____________________________________________________________________

Name of airline carrier:_________________________________________________________

Flight Information (include all departure and arrival times and airports, including connecting flights):

<table>
<thead>
<tr>
<th>Departing Airport:</th>
<th>Time of Departure:</th>
<th>Arrival Airport:</th>
<th>Time of Arrival:</th>
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27
Please list all hotels in which the student group/team is staying as well as the phone numbers at each hotel.

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th>Phone Number</th>
<th>Date Arriving</th>
<th>Date Departing</th>
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**ATTACH COPIES OF ROOM LISTS FOR ALL HOTELS.**

Per University policy, you may only put up to 3 teammates in one room.

Did the students receive meal money for the trip?  □ Yes  □ No

How much meal money did each student receive? ____________________________

List all tournaments, games or activities in which the team/group will be participating.

<table>
<thead>
<tr>
<th>Date</th>
<th>Game or Tournament/ Activity</th>
<th>Site</th>
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Date of arrival back to Wilmington University: ____________________________

Estimated time of arrival back to Wilmington University: __________________

Contact phone numbers for coaches, advisors, or faculty members traveling with the team/group:

<table>
<thead>
<tr>
<th>Coach, Advisor or Faculty Name</th>
<th>Coach, Advisor, or Faculty Cell Phone Number</th>
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</table>
Participant’s Name_________________________________________Date of Birth:___________

Home Phone:_________________________________Cell Phone:_________________________________

Address:____________________________________________________________________________________

City:________________________________________State:___________Zip:____________________

Emergency Contact:__________________________________Relationship:______________________________

Cell Phone:___________________________________Other Phone:____________________________________

Other Emergency Contact:___________________Relationship:_________________________

Cell Phone:___________________________________Other Phone:____________________________________

**Insurance Information:**

Insurance Carrier:________________________________________Carrier’s Phone #:___________________

Policy #:________________________________________Group #:_____________________________________

**Medical Information:**

Family Doctor:_________________________________________Phone #:___________________________

Allergies?:________________________________________________________________________________

Medications:__________________________________________________________________________________

Medical Conditions:____________________________________________________________________________________

I,______________________________________ give the staff of Wilmington University permission to assess any accident, illness, or injury that may occur to me/my child while participating in activities/trips. I also give them permission to seek medical treatment for me/my child if their assessment of the situation deems medical treatment is necessary. I also give any medical personnel permission to treat me/my child as they deem necessary.

Participant’s Name (Print):___________________________________________________

Participant’s Signature:___________________________________Date:______________

Parent/Guardian’s Name (Print):______________________________________________

Parent/Guardian’s Signature:___________________________________Date:______________

(Required for Participants Under 18)