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# STUDENT ORGANIZATION HANDBOOK

POLICIES & PROCESSES FOR GW'S REGISTERED  
STUDENT ORGANIZATIONS

THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON, DC

CREATED BY  
Office of Student Life

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## Welcome

Student organizations are an integral component of the GW campus community, hosting many of the most frequently attended programs and events on campus and providing students with an invaluable opportunity to glean the benefits of co-curricular involvement. Our large and diverse population of student organizations offers our students greater chances to find their place in an organization that provides them with a sense of belonging and community.

Thank you for giving your time, energy, and knowledge to one or more of GW's student organizations, and for taking the time to understand the policies and procedures by which GW student organizations operate. Your energy and passion results in a stronger and more vibrant community for our entire campus.

As a student organization, you are responsible for knowing, following, and educating others on the policies and procedures found here. If you have any questions about the following information, your assigned Staff Advisor or Org Help ([orghelp@gwu.edu](mailto:orghelp@gwu.edu)) will be more than happy to assist you.

Please note that the content of this document is subject to change. Notice of any major changes are generally distributed via email and updated on the Student Life website. Minor changes may be made without formal notification.

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Director of Student Involvement and Leadership

[awein@gwu.edu](mailto:awein@gwu.edu) | 202-994-0177 | [Book a Meeting](#)

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## Student Organizations at GW

Student organizations offer a critical avenue of involvement at GW and serve as a pillar to our GW community. Student organizations allow students to pursue their passions and interests alongside peers while developing critical leadership and organizational skills. Involvement in and leadership of a student organization has widely cited benefits, including greater affinity for the institution; positive relationships with peers, faculty, and staff; and a greater sense of belonging and community. Student organization leaders will glean knowledge and skills that are applicable in both academics and employment, including communication skills, relational skills, fiscal management, event planning, critical thinking, and more.

### The Office of Student Life

The Office of Student Life, within the Division for Student Affairs, serves as the home for all registered student organizations at GW. The Office of Student Life, and specifically the Student Involvement and Leadership team, works to ensure the success of your group in a variety of capacities. To learn more about the Office of Student Life and our mission to support and care for students, visit the [Student Life website](#).

### Org Help

Org Help is the collective term used for a wide variety of resources offered by the Office of Student Life to support student organizations and their leaders. Org Help includes a team of staff members and student coordinators trained on the most common policies, procedures, and issues that impact student organizations. For many groups, Org Help is the primary advising resource. These organizations will find Org Help listed as the “StaffAdvisor” on their [Engage](#) roster. Org Help is comprised of the following:

#### Org Help Office Hours

Located in the **University Student Center Room 433A**, student organizations are invited to drop in at their convenience with student organization questions and to complete financial transactions. Both general organization support and financial transaction assistance are housed under Org Help and maintain the same hours.

Visit our website for the most updated [Org Help Office Hours](#). If the hours do not fit your schedule or you prefer to meet virtual, please email us to schedule a meeting.

Common walk-in topics include using Engage, making a purchase or deposit, member recruitment and retention, conflict management, event planning and contracts, general policy questions, and new organization consultations.

#### Org Help Email

- For **general organization support** or inquiries, contact [orghelp@gwu.edu](mailto:orghelp@gwu.edu).

- For support with **purchase requests and financial transactions**, contact [orghelpfinance@gwu.edu](mailto:orghelpfinance@gwu.edu).

We will do our best to respond within two business days.

## Org Help Online Resources

You can visit the [Organization Policies & Resources website](#) for additional information on fundraising and alumni engagement, Engage support, training resources, and more.

## GW Engage

GW's gateway to all registered student organizations is [Engage](#), an online student organization directory and organization management platform. Student organization leaders utilize Engage as a tool to manage an organization's public profile, communications, and finances. Engage can also be used to publicize an organization's events and activities, connect with potential new members, host elections, and communicate with current members.

Access Engage with your NetID (you@gwu.edu email address without "gwmail") and password at <https://gwu.campuslabs.com/engage/>.

Registered student organizations are required to utilize Engage to maintain an accurate roster, including a current listing of officers (at minimum, all organizations must list a primary contact, president, and financial officer). The president and financial officer cannot be the same individual.

Student organizations should post all events open to the GW student community on Engage for maximum publicity potential. Only those events [posted on Engage](#) will be considered for cross-promotion on campus platforms such as The Newsletter (distributed weekly to all undergraduate students), University social media handles, GWToday and more.

Support for using Engage is available via Org Help or through [Engage Support](#), online articles and videos available 24/7.

## Registered Student Organizations

This section covers the benefits and privileges of a registered student organization (referred to throughout this handbook as "student organization" or "organization"), how to start a new student organization, and how to maintain your organization's status as a registered student organization.

### Registered Student Organizations

A registered student organization is a student group that is officially recognized by GW's Office of Student Life, with the rights, privileges, and responsibilities of that status.

Student organizations are required to re-register each academic year and must complete the appropriate annual requirements. Failure to register annually or complete the annual requirements may result in revocation of registered status.

Per the GW [Code of Student Conduct](#):

*“All student organizations shall be registered and recognized in accordance with university regulations in order to receive the benefits of the use of university facilities and other university benefits. Registration or recognition may be withheld or withdrawn from organizations that violate university regulations. Registration and recognition procedures shall require identification of responsible officers. On a case-by-case basis, upon request of the university, organizations may be asked to provide a list of all members of their group to the Office for Student Life. Once recognition of a student group or like organization has been withdrawn, no actions may be taken at or within the university in the name of that group or organization. Students who do so may be subject to student conduct action.”*

## Benefits of Recognition

Registered student organizations gain access to a number of benefits, including but not limited to:

- Ability to reserve classrooms, meeting rooms, and major event spaces across campus
- Ability to host major events on campus
- Opportunity to promote your organization at student organization fairs
- Ability to table in designated locations across campus
- Posting and advertising privileges
- Ability to apply for office space and/or storage space
- Use of the Student Association Student Organization Resource Center (SORC)
- Use of Student Association printing services
- Ability to use the Office of Student Life campus office for your organization address and package/mail delivery (800 21st Street NW, Suite 204)
- Ability to utilize the George Washington University name, brand, and registered trademarks
- Access to organizational support from Org Help (walk-in or online advising support)
- Automatic assignment of a dedicated Staff Advisor for student organizations that meet certain criteria
- Assistance in identifying a faculty advisor, if desired
- Access to Engage platform to manage organizational operations, communications, and finances
- Access to an @gwu.edu email account for your organization
- Access to Student Association student organization funds, including an annual allocation and co-sponsorship funds
- Purchase facilitation from the Org Help Finance team
- Use of the University’s tax-exempt status on most purchases and ability to partner with local/national businesses on fundraisers as a non-profit organization

## Registered Student Organization Annual Requirements

In order to retain status as a registered student organization, all organizations must complete the requirements outlined below by the stated deadlines. Organizations that fail to complete any of the requirements will be considered inactive and will need to go through the new student organization formation process to be considered for reinstatement as an active organization.

Relevant dates and additional information are available on the [Student Organization Requirements website](#). Organizations that are unable to complete a requirement must communicate with their Staff Advisor or Org Help no later than five business days prior to the posted deadline in order for an exemption or extension to be considered.

### Updated Engage Profile and Officer Listing

At the start of each academic year, every organization must update their profile information, roster, and officers in [Engage](#). At a minimum, student organizations must designate a primary contact, a president, and a financial contact in Engage. The president and financial officer cannot be the same individual.

Organizations may designate additional officers as appropriate for each organization. These designated leaders serve as the group's liaison to the University and are responsible for receiving essential communications from the Office of Student Life and ensuring the group retains its status as a registered student organization. Opting out, failure to read emails, and/or failure to maintain an accurate listing of officers does not excuse an organization from meeting stated deadlines or requirements. Officers should also be updated following any officer transition.

### Fall Advisor Meeting (if applicable)

If your organization has an [assigned Staff Advisor](#), you must schedule time with that staff member to hold the Fall Advisor Meeting. This meeting is an opportunity to set expectations and discuss goals and needs for the year. If your organization is assigned to [Org Help](#), you do not need to schedule a meeting.

## Required Training

### Modules

The president and one additional officer for every registered student organization must complete the following online modules annually in order to remain registered and retain eligibility for funding, space reservations, and more.

- **Org Officer Orientation (fall):** This module outlines student organization expectations, privileges, advising, resources, and the most common policies and processes that are critical to every organization.
- **Org Finance Training (fall):** This module provides an overview of financial policies, funding opportunities, and Engage finance tools.

- **Title IX at GW (fall-spring):** This module provides a basic overview of Title IX policies and relevant resources for students. Officers may also complete this requirement by attending a Title IX-related training by an approved campus office (when available).

### *Excellence in Leadership Sessions (ELS)*

All student organizations must attend at least **two** different [Excellence in Leadership Sessions](#) by the re-registration deadline in mid-March. Participants must complete an ELS post-event survey and be listed as an officer on Engage in order to receive credit for an organization. An officer may represent no more than two organizations per session.

At least one officer must attend a session to receive credit; however, sessions are open to all students. Excellence in Leadership Sessions are great engagement and training opportunities for your organization's members and officers. Consider utilizing the sessions for training and on-boarding of new officers or to allow younger members to build their knowledge prior to taking on a leadership role.

### *Updated Constitution with Required Clauses*

All organizations must maintain an up-to-date constitution, uploaded to its Engage portal. A constitution is a governing document of the organization -- an agreement among members of how the organization should be structured and how it should operate. A strong constitution provides direction and guidance to the membership and is a resource to resolve disputes about the organization's structure or operations.

Constitutions are meant to be enduring documents. Items or aspects that are subject to frequent revisions are more appropriately included in an organization's bylaws. Bylaws are typically easier to amend than a constitution and usually focused on procedures and operations of the organization, as opposed to the mission and structure. For most student organizations, a constitution alone sufficiently serves this purpose.

The following statements must be included in the constitution of every registered student organization. The statements must be included as-is (exact text in *italics*) and not edited.

1. **A non-discrimination clause:**

*[Insert student organization name] does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.*

2. **A statement that the organization will abide by University policies.**

*[Insert student organization name] will abide by all University policies.*

3. **Membership statement:**

*Only currently registered GW students are considered members of the organization; all others (alumni, friends, family, faculty, staff) are considered guests. Guests are welcome to attend events, but they cannot hold officer positions or handle money on behalf of the organization.*

4. **Conduct and University values statement:**

*The George Washington University values respect, communication, community, and diversity, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values may be subject to removal from the organization, according to the processes outlined in the organization's constitution and consistent with university policy and the Student Code of Conduct.*

Review our full [guide to writing your organization's constitution](#).

## Student Organization Annual Spring Registration

Registered student organizations must register annually through Engage. The annual registration process takes place in March of each year for the following academic year -- i.e. a group that is active during the 2021-2022 academic year will need to register in March 2022 in order to remain active for the 2022-2023 academic year.

## Organization Names

Registered student organizations may not use the name of any other registered student organization or campus office, department, or initiative. The Office of Student Life reserves the right to deny the use of organization names that are deemed inappropriate, denigrating, or misleading; that use trademarked references without written permission; or that are related to other student organizations and/or campus departments to an extent that may cause confusion.

GW student organizations connected with and/or using the name of local, national, or international parent organizations must receive and submit to the Office of Student Life written permission from the parent organization for use of the name. The Office of Student Life reserves the right to request this documentation as needed.

Registered student organizations must conduct business and promotions under the name which they are registered with the Office of Student Life and listed in Engage.

Requests for an organizational name change can be submitted to the Office of Student Life ([orghelp@gwu.edu](mailto:orghelp@gwu.edu)) and will be considered based upon the criteria stated above.

## Types and Categories of Registered Student Organizations

### Types of Organizations

There are four types of student organizations recognized at GW. These four types are based on the student populations which the group serves.

**Undergraduate:** Organizations composed mostly of members who are currently enrolled undergraduate students.

**Graduate:** Organizations composed mostly of members who are currently enrolled graduate students in GW graduate programs.

**Undergrad/Grad:** Organizations open to both current undergraduate and graduate students.

**Umbrella:** Umbrella organizations are groups affiliated with a specific area of interest, University academic department, or administrative department that have at least five constituent organizations (also known as **sub-organizations**) and that have been approved by the Office of Student Life. Each constituent organization must confirm in writing their affiliation with the umbrella organization. If an umbrella organization is representative of a University department, a department official must confirm in writing the affiliation and that the organization serves as the primary or lead student organization. Graduate student umbrella organizations are responsible for allocating Student Association funds to its constituent student organizations. Undergraduate umbrella organizations hold no financial responsibility.

### Student Organization Categories

Upon registration, student organizations may self-select the category(ies) they feel best reflect their organization's activities and mission. The Office of Student Life reserves the right to edit an organization's categories as needed. GW offers the following categories for registered student organizations:

- Academic
- Advocacy/Awareness
- Alternative Greek Council
- Civic Engagement
- Club Sports
- Cultural/Ethnic
- Event Programming
- Faith-Based
- Fraternity and Sorority Life
- Health and Wellness
- Honorary
- Interfraternity Council
- LGBTQIA+
- Media and Publications
- Multicultural Greek Council
- National Pan-Hellenic Council
- Panhellenic Association
- Professional
- Recreation
- Student Governance
- University Spirit and Tradition

### Political Student Organizations

These guidelines are meant to jointly recognize GW students' active participation in the political process and GW's institutional obligation, as a non-profit entity, to remain neutral in the political process. All political student groups (PSGs), regardless of candidate, political party, or political action committee ("PAC") affiliation, are prohibited from:

1. Coordinating university fundraising with the fundraising for any candidate for public office, political party, PAC, or any similar politically active organization.

2. Reimbursing GW administrators, faculty, or staff for campaign contributions.
3. Permitting candidates for political office to use GW facilities (including, but not limited to, mailing lists, office space, telephones, copy machines) to support the candidate or a campaign, political party, or PAC.
4. Placing GW registered visual trademarks (logos) on any communications (including, but not limited to, mailings, flyers, online, and social media).
  - a. Any PSG communications must unambiguously convey that messaging is on behalf of individual students or their PSG, and not GW. PSGs should include disclaimer language on their Engage profile, website(s), and social media profiles as follows: "The views expressed herein are purely those of the [PSG's Name], and its individual members, and do not necessarily represent the views of the George Washington University."
  - b. All group logos and merchandise, excluding flyers and posters, produced by the PSG should be approved by the office of Licensing and Trademark Programs (ltp@gwu.edu) in accordance with student organization guidelines.

In addition, all PSGs must utilize the following standard naming convention when created to support an individual candidate: "GW Students for XX" or "Students for XX." No other PSG naming convention will be recognized by GW.

## Student Organization Membership and Leadership

### Officer Eligibility and Responsibilities

Only currently enrolled students at GW students can hold office in a student organization. Individual organizations may have additional requirements for leadership roles.

Organization officers are responsible for providing all aspects of leadership for the organization and are responsible for their own actions as well as the actions of organization members. An officer is a member of an organization that accepts responsibility for the organization, including its actions, conduct, and activities. Responsibility includes, but is not limited to, ensuring payment for services and supplies, receiving communications from the University and disseminating information as appropriate, as well as ensuring that the organization abides by all University policies.

Each student organization [writes its own constitution and bylaws](#), which should outline the primary officer positions, term lengths, and mode of selection, as well as the basic roles and expectations of each organization officer.

Student organizations should have election and/or officer selection or appointment procedures clearly outlined in their governing documents. Organizations may utilize Engage to [facilitate their organizational elections](#).

## Required Positions

In order to retain registered student organization status, organizations are required to designate a president and financial officer, at minimum. Additionally, organizations must designate a primary contact, but this individual may serve dually in another position.

## Membership

### General Membership Criteria

All members of a student organization must be currently registered and enrolled students of the University. For an organization to form and be considered active, there must be at least 10 currently enrolled GW students who are members. Individuals who are not GW students (including alumni and family) are considered guests of the organization. Guests may attend events, but cannot hold officer positions, vote, or handle money on behalf of the organization.

### Types of Organization Membership

The University allows organizations to set their own membership qualifications, so long as criteria are consistent with University policy. Groups may choose to be open to all students currently enrolled at GW, or they may choose to add specific criteria that qualify members.

**Open:** The organization is open to all students currently enrolled in a degree-granting program with the University, with no other selection criteria for membership other than interest in the group.

**Selective:** The organization is not open to all GW students, but has established membership criteria that relates to the mission of the organization and abides by all University policies, including non-discrimination policies, with [limited exceptions](#) provided by Title IX:

*“Title IX exemptions are provided to social fraternities and sororities and contact sports in accordance with the Office of Civil Rights in the U.S. Department of Education guidance. Professional fraternities and sororities and service and honor societies do not qualify for this exemption and cannot use sex, gender, gender identity, or gender expression in their selection criteria. Affinity spaces are important for celebrating, relationship building, and support, especially for members of marginalized communities. We believe that this can be achieved through clear articulation of the student organization’s mission, values, and goals while avoiding exclusion based on any protected class.”*

Criteria for membership in a selective organization must be outlined in the student organization’s approved constitution on file with the Office of Student Life.

### Example of what can and cannot be used for membership criteria:

- **Does not meet criteria:** The membership of the Student Life Singers is open to all men and male-identifying students who are selected through tryouts conducted every September.

- **Meets criteria:** The membership of the Student Life Singers is open to tenor and bass singers who are selected through tryouts conducted every September.
- **Does not meet criteria:** The membership of the Student Life Young Professionals is limited to students who are 18-25 years old.
- **Meets criteria:** The membership of the Student Life Young Professionals is open to all students who seek to recognize, support, and empower young professionals in the field of Student Life.

## Student Organization Advising

Advisors provide support and guidance to your organization, its leaders, and its members on a range of topics from student organization policies and processes to conflict mediation, officer transition, fundraising, and recruitment.

All student organizations have full access to the support offered via [Org Help](#), as well as to guides and training. In addition to these resources, some organizations will be assigned a specific Staff Advisor based upon individualized needs and criteria such as levels of spending and programming. Some organizations may also opt to have a Faculty Advisor or External Advisor (optional).

Advisors are not an elected leader of the group and should act accordingly, providing support, recommendations, and guidance with the purpose of furthering the goals defined by the students in the organization and ensuring safety and compliance with policies. Advisors, both internal and external to the University, working with a student organization in any capacity shall not direct, coerce, or otherwise exert undue influence over an organization's or individual student's activities and conduct.

Organizations with concerns about the conduct of an advisor should [submit a report](#) via EthicsPoint managed by the Office of Ethics, Compliance, and Privacy.

## Staff Advisors and Org Help

Staff Advisors are trained and assigned by the Office of Student Life. All registered student organizations will be either assigned to Org Help or a specific individual. You can view your organization's Staff Advisor assignment in your organization's profile within [Engage](#) - if your group does not have an assigned staff advisor, the name will read "[Org Help](#)." This means that your organization should seek support from Org Help Office Hours and [orghelp@gwu.edu](mailto:orghelp@gwu.edu). These modes of support are staffed and monitored during weekdays by a team of trained staff and students.

## Staff Advisor and Org Help Expectations

Organizations can expect the following from any individual working with their organization in the role of Staff Advisor, including Org Help:

- Flexibility, accessibility, and adaptability
- A timely response to questions and inquiries
- A high level of knowledge on relevant policies and process

- An ability to connect your organization with the appropriate resource should they be unable to answer your question or support you in solving an issue

## Utilizing Advisors and Org Help

Organizations are encouraged to utilize their Staff Advisor as a knowledge resource on a wide variety of topics related to GW policies, organizational management, event planning, group dynamics and conflict, and more. Some things that your assigned Staff Advisor or Org Help can assist with include, but are not limited to:

- Offer information about critical deadlines and opportunities
- Meet with you about your events and organization concerns
- Process contracts on behalf of your organization
- Assist with event planning and risk management
- Assist your organization in adhering to GW policies and procedures
- Connect your organization with campus departments, offices, or other student organizations
- Provide support during difficult situations or intragroup conflict
- Offer ideas and answer questions about aspects of managing a successful organization including running effective meetings, planning retreats, motivating group members, recruiting new members, hosting elections, transitioning officers, fundraising, and more.

## Faculty Advisors

Organizations are not required to have a faculty advisor and the Office of Student Life does not assign faculty advisors. Student Organizations are encouraged to seek out a faculty member who specializes in their area of interest should this be beneficial. This is particularly helpful to organizations formed around a specific topic area that may be academically or professionally related. Faculty Advisors should be added to an organization's Engage roster and be assigned the "Faculty Advisor" position template.

Please note that there are specific policy and process-related duties that a Staff Advisor is responsible for overseeing with a student organization (contracts, conduct, event planning). The Office of Student Life offers training on these topics should a Faculty Advisor wish to serve both roles. In the case that the Faculty Advisor does not also wish to fill the roles of Staff Advisor, it is important that the organization maintain open lines of communication with both advisors.

## External Advisors

Organizations are permitted to have external, non-GW advisors or coaches, paid or unpaid. Coaches and other individuals that are paid must be contracted and registered as a vendor with GW via iSupply.

## Forming a New Student Organization

Students may form a new organization when a genuine need for the organization has been demonstrated. The Office of Student Life coordinates a New Organization Committee of students and staff to review requests, with the exception of social fraternities and sororities. Students must follow the steps outlined here in order for their organization to be considered for recognition. Additional resources for forming a student organization at GW are [available on our website](#).

### Timeline

The new organization application will open three times during the year, in the fall, spring, and summer. Steps 1-5 of the process for forming a new student organization must be completed prior to the application deadline in order to be considered during a given review cycle. The Office of Student Life will review new applications and forward the application to the New Organization Committee. You may be contacted if additional information is needed. Specific dates for the application process [can be found on our website](#).

### Steps

1. **Develop the initial idea and verify that no other registered student organization is filling that need.** Search Engage by keyword to see what other organizations may be similar in nature and ensure that there is no overlap with the mission of an existing registered student organization.
2. **Complete a New Organization Consultation meeting.** Complete a new organization consultation meeting with a representative at the Org Help Resource Desk to learn more about the process and receive feedback. Be prepared to talk about your idea, goals, resources, and a plan of action.
3. **Recruit initial members and potential officers.** In order to become a registered student organization at GW, you need at least 10 currently enrolled students to be members, and at least three of them must be officers.
4. **Draft your organization's constitution.** As a new organization, your members will need to write a constitution/bylaws document that aligns well with your stated mission and goals and includes GW's four required clauses. Refer to the [Constitution Guide](#) for requirements and examples.
5. **Submit Application via GW Engage.** Complete the registration application through [GW Engage](#) using the steps outlined in the [Registration for a New Student Organization guide](#). In order to submit your application, you must have a roster of members (minimum of 10) and your constitution completed.

A potential new organization that falls within the constituency of a graduate umbrella organization must receive approval from the appropriate umbrella organization before submitting an application. These organizations are: Student Bar Association (Law School), Medical Center Student Council (SMHS), MBA Association (GWSB MBA)

programs), Public Health Student Association (MISPH), GSEHD Student Association (GSEHD), and Elliott School Graduate Board (ESIA).

6. **Schedule a meeting with the New Organization Committee.** Approximately one to two weeks following the close of an application period, the Office of Student Life will reach out to confirm the time and date of your presentation to the New Organization Committee, which is composed of appointed undergraduate and graduate student representatives, including at least one designee from the Student Association.
7. **Present your proposed organization to the New Organization Committee.** Prepare a five minute presentation that addresses your group's action plan, organizational structure, purpose, and the unique needs the organization fills on campus. Following the presentation, the Committee will ask questions.
8. **Receive a decision.** Following your presentation, the New Organization Committee, in consultation with the Office of Student Life, will make a determination to approve, defer, or deny your request to become a registered student organization.
  - a. **Approved:** Once notified, your organization will have two weeks to complete the online student organization orientation and the finance training modules. Following the completion of the training, your organization's Engage portal will be activated. You will need to add members and update the organization profile with key information.
  - b. **Deferred:** If your organization showed potential to positively contribute to the GW community but your presentation failed to address key components of the scoring rubric. You may be deferred and invited to re-present at a later date, if desired. This allows your organization to strategize and address the areas of concern without needing to reapply. Presenting to the committee again does not guarantee approval.
  - c. **Denied:** A denial typically indicates that one or more similar organization(s) are already established at GW and/or that there were significant gaps in components of the scoring rubric. The committee will provide feedback and a justification for the denial. Potential new organizations may re-apply in the future but must wait for a new application cycle. Your organization may choose to appeal the Committee's decision by writing to the Office of Student Life at [orghelp@gwu.edu](mailto:orghelp@gwu.edu).

### Starting a New Social Fraternity or Sorority on Campus

All social fraternal organizations must be affiliated with and chartered by an inter/national fraternal organization. The student organization must also be approved by the appropriate fraternal governing body according to the process outlined in that body's constitution and bylaws. For more information, please contact our Fraternity and Sorority Life staff at [fsl@gwu.edu](mailto:fsl@gwu.edu).

### Starting a New Club Sport on Campus

In addition to completing the above new organization formation process, competitive recreational organizations that wish to be considered a GW Club Sport must be approved by the Office of Campus

Recreation and the Club Sports Council. In order to begin this process, the organization must contact [Aubre Jones](#), Director of Recreational Sports. A recreational or competitive sport organization may form without formal recognition as a Club Sport.

## Rights, Responsibilities, and Reporting

All events and activities sponsored, co-sponsored, or hosted by the organization on- or off -campus must comply in full with applicable University policies, including the regulations governing student organizations found within this Office of Student Life Student Organization Handbook, the [Code of Student Conduct](#), the [Title IX Sexual Harassment and Related Conduct Policy](#), and the [Student Association](#) governing documents, as well as any other agreements made with authorized University officials regarding such events and activities (see [Office of Ethics and Compliance](#)). Policies listed in the Student Association constitution or bylaws or an organization's constitution or bylaws do not supersede those of the University.

Sanctions for organization misconduct may include, but are not limited to, revocation and denial of registration, as well as other appropriate sanctions. Individual members, especially those in positions of leadership, might also be held accountable through a conduct process, depending upon the nature of the incident. There are many factors the University considers in evaluating an event that is potentially organizational. Each case is evaluated individually based on the totality of the information known. [Consult this guide \(PDF\)](#) to evaluate whether or not an event would be considered an 'organizational event' by the University.

[Policies](#) at GW are created and maintained with the purpose of encouraging a culture of ethical, social, professional, and legal behavior. Policies serve to communicate GW's values and mission while protecting its people and reputation.

Members of the University community are encouraged to [report violations](#) of the Code of Student Conduct and/or violations or non-compliance with laws, regulations, and University policies.

## Hazing

Hazing is defined, per the GW Code of Student Conduct, as:

*"Any action taken or situation created as part of a program to join, remain in, or receive new status within a group or organization which might reasonably endanger mental or physical well-being; or entail servitude, degradation, embarrassment, harassment, actual or perceived safety risk, or ridicule regardless of an individual's willingness to participate and regardless of the intent of those who create the situation or take the action.*

*Examples of hazing include but are not limited to: i. pressuring or coercing a student into violating university rules or local, state or federal law; ii. brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements; iii. Forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student; iv. any activity that would subject the student to unreasonable mental stress, such as sleep deprivation; v. forced/encouraged exclusion from social contact; vi. forced/encouraged conduct that could result in extreme embarrassment; or vii.*

*forced/encouraged activity that could adversely affect the mental health or dignity of the student.*

*Individuals may be charged, in addition to the group or organization itself, under this, as well as any other applicable violations.”*

To report any potential hazing incidents, please [submit an incident report form](#).

## Sanctioning Action for Member Misconduct

Any student organization sanctioning action for member misconduct must be consistent with University policy, including the GW Code of Student Conduct which states:

*“When a student or student organization has reportedly violated university policy, the adjudication, resolution, and assignment of sanctions regarding that conduct shall occur as described in the relevant university policy. Student organizations may only take adjudicatory or sanctioning action for violation of university policies with the written approval of the Director of Student Rights and Responsibilities or designee. Groups affiliated with national organizations that have established guidance and procedures over disciplinary matters, may follow the directive of those national organizations with regard to member conduct but must do so in consultation with the university.”*

Alleged violations of University policy that require referral to the University include, but are not limited to, discrimination, harassment, illegal activity, sexual assault, and violence or other abuse. Student leaders can reach out to Student Rights and Responsibilities, including reaching out anonymously, to discuss such matters.

To address alleged member conduct that does not violate university policy (e.g. meeting attendance, enrollment status, upholding organization mission, etc.), organizations should work with their Staff Advisor or Org Help to develop a process for addressing such behavior that is fair and equitable. Student organizations with concerns about the behavior of a member should submit a report through one of the various [reporting options offered by the University](#).

## Incident Reporting

Every report will be treated with respect and will be addressed by the appropriate University administrative office. You can [report a concern](#) 24 hours a day, 7 days a week via EthicsPoint managed by the Office of Ethics, Compliance, and Privacy, or utilize one of the reporting outlets below.

## Accessibility

The University is committed to making our physical and digital spaces accessible and usable to everyone, including people with disabilities. Barriers experienced that affect someone's ability to access GW facilities, services, websites, or other digital content should be [reported to the university](#).

## Bias Incident

Students who have been the target of, or who witness, a hate or bias incident may use [this online form](#) to make the University aware of these incidents. In addition, hate or bias incidents may be reported through other reporting options outlined on the [How To Report a Bias-Related Incident](#) page.

## CARE Referral

Students who are concerned about a member of the GW community can complete the [CARE Team Referral form](#). Referrals are monitored Monday through Friday between the hours of 9:00 am and 5:00 pm Eastern. If a report requires immediate outreach or follow-up or is an emergency, please contact GWPD at 202-994-6111. When a CARE Referral is submitted, a case manager reviews the information in the referral form, references any past referrals, and makes a determination about who is the most appropriate University official or office to reach out to the student. For more information about the CARE Team and outreach process, visit the [CARE referral website](#).

## Student Conduct Concern

To report a student organization policy violation, including hazing, discriminatory harassment, or unlawful discrimination, please submit an [incident report form](#).

To better inform decisions related to organizational membership, the Division for Student Affairs publishes a [list of student organizations with conduct violations](#).

## Student Grievance Procedures

The [Student Grievance Procedures](#) are promulgated to provide an adequate, reliable, and impartial channel for resolution of the grievances of students who feel they have been discriminated against on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identify or expression in any of the policies, procedures, programs, or activities of or by any individual employed by or acting in an official capacity for the George Washington University.

## Reporting of Sexual Harassment

Students are encouraged to [report](#) sexual harassment, sexual assault, domestic and dating violence, and stalking to the Title IX Office even if not directly involved in an incident and even if there is a preference to remain anonymous. All information submitted will be reviewed by the Title IX Office and a team member will reach out to the person affected by the incident to offer assistance and options. If you are reporting as a third party, someone other than the person affected by the reported conduct, please note that for privacy reasons, the Title IX Office may not inform you of the outcome of the report. Learn more and report an incident visit the [GW Title IX website](#).

## Enforcement and Accountability

For potential violations of the Code of Student Conduct, the Office of Student Life will work in partnership with the Office of Student Rights and Responsibilities on enforcement of the Code and organizational and/or individual sanctioning as appropriate. To better inform decisions related to organizational membership, the Division for Student Affairs publishes a list of student organizations with conduct violations on the [Office of Student Life website](#).

There are many factors the University considers in evaluating an event that is potentially organizational. Each case is evaluated individually based on the totality of the information known. [Consult this guide \(PDF\)](#) to evaluate whether or not an event would be considered an 'organizational event' by the University.

Violations of policies found in this handbook will be noted in organizational records by the Office of Student Life. Failure to follow the policies and processes outlined here may result in conduct action from the Office of Student Rights and Responsibilities or other sanctioning action by the Office of Student Life.

To better inform decisions related to organizational membership, the Division for Student Affairs publishes a list of [student organizations with conduct violations](#).

## Events and Programming Policies and Procedures

Student organization events are some of the most frequently attended and highly anticipated events at GW. There are a wide range of processes and policies applicable to organizational events in order to ensure the safe and effective execution of a program.

### Contracts

A contract must be completed through the Office of Student Life whenever a student organization is engaging with a vendor/performer and

- payment is being made for services,
- the event is on-campus, and/or
- the event is recorded or publicly distributed (ex. Zoom event livestreamed on Facebook)

Contracts are not needed when working with a GW employee or students unless the individual is being paid for their services. Common examples of when contracts are needed: performances, guest speakers, DJs, catering, venue rentals, and travel services (e.g. buses, hotel). Failure to adhere to this guidance may be a violation of the Code of Student Conduct.

Note the following when preparing for an event or activity that requires a contract:

- Allow at least six to eight weeks for a contract to be fully processed. A contract must be signed by the third-party before it can be submitted for a GW signature.
- The contract process must be completed before advertising an event.
- Student organization representatives are not permitted to sign contracts as they are not legal representatives of the University.
- There is no pre-payment of contracts for services (i.e. no deposits). Payment will be initiated upon completion unless otherwise stipulated in the contract. The University's standard payment terms are NET 30 (30 days from invoice date), however, other terms may be negotiated by the University. There are no cash payments and payment cannot be made to a personal Venmo/CashApp/Paypal account.
- Most vendors will need to register in GW iSupply to receive payment. Speakers may be paid by an honorarium (requires "paper" form and W-9) if the fee is no more than \$2,000 and they are being paid as an individual, not a business.
- Payment on a contract cannot be made without an Engage purchase request. Check payment on a contract can take six to eight weeks from the event date. Credit card payments can be remitted within one to two days following the event.

There are two main types of contracts: **GW Template** and **Vendor Provided**

- **GW Template** - Generated by your Staff Advisor or Org Help using a standard GW template. Typically used for on-campus or virtual events with a guest speaker, performer, etc. These contracts are reviewed and signed by the Office of Student Life leadership.

- Vendor Provided - Created by vendor. Typically used for catering, venue rentals, and transportation services. These contracts are reviewed and signed by the Procurement Office.
- Combination - Speakers and performers who work with a talent agency often have a standard agency contract. Your organization advisor will typically ask to have the vendor contract attached as an addendum to the GW template. These contracts are reviewed and signed by the Office of Student Life leadership.

Please note that a vendor provided contract or a GW template contract that includes an addendum or requested changes to pre-approved language will also be reviewed by the Procurement Office and the Office of General Counsel and require more time for review than the pre-approved template contract.

## Processing a Contract

1. The student organization, with support from the Staff Advisor or Org Help, should work with the vendor to determine the scope of services, including date, time, and cost. Agree upon program format, location or virtual platform, and whether the event will be recorded.
2. The student organization completes the [Contract Information Sheet \(CIS\)](#) with as much detail as possible. The CIS can be found on the [Student Organization Policy and Resources website](#) under “Events and Booking Space.” Send completed form to assigned Staff Advisor or Org Help. If the vendor has their own contract, forward that as well.
3. Upon receipt of the Contract Information Sheet and/or vendor contract, your Staff Advisor or Org Help will manage the rest of the process, keeping you copied on correspondence to the vendor.

**Note:** The Contract Information Sheet (CIS) is NOT a contract. The Staff Advisor will use the information from the CIS to draft the formal contract.

4. If payment is required, the student organization must submit a payment request via Engage. The contract should be copied to the request. Failure to submit an Engage request will result in a delayed payment.

## Booking Space on Campus

As an urban campus, finding available space can be a challenge. The University has several different offices that manage spaces on campus, with distinct reservation processes and policies. For an overview of all available spaces on campus and how to book, please view this [GW Venues overview](#).

## Spaces on Campus

### Division for Student Affairs

The Division for Student Affairs manages the following spaces:

- University Student Center (800 21st St. NW)

- Most outdoor space (e.g. Kogan Plaza, University Yard, Square 80, Anniversary Park, G St. Park, outdoor classroom)
- District House
- Mitchell Theater
- Lerner Health & Wellness Center through Campus Recreation (see below)
- Mount Vernon Campus Event Spaces (Hand Chapel, Post Hall, Pelham Commons, Eckles Auditorium, or the Quad)

**HOW TO BOOK:** For all of the spaces above except Lerner, visit the [Student Center website](#). Find the space that best suits your needs and then select the desired space(s). You will then be taken to the reservation system via Single Sign-On. Provide your event details and submit your request. The Division for Student Affairs' Student Center team will confirm your reservation or reach out to you for more information.

**WHO CAN BOOK:** Student organizations, GW departments, and external clients

For more information, visit the [Student Center website](#) or email [studentcenter@gwu.edu](mailto:studentcenter@gwu.edu).

## Events & Venues

Events and Venues, within the Division of Safety and Facilities, manages the following spaces:

- State Room & City View Room (1957 E Street NW)
- Jack Morton Auditorium & MPA 2nd Floor Lobby
- Lisner Auditorium
- Outdoor spaces for external clients

**HOW TO BOOK:** All spaces above must be booked 30 days in advance. To book, visit the [Events and Venues website](#), find the space that best suits your needs and then select the desired space(s). You will then be taken to the reservation system via Single Sign-On. Provide your event details and submit your request. The Division for Student Affairs' Student Center team will confirm your reservation or reach out to you for more information.

**WHO CAN BOOK:** Student organizations, departments, and external clients

For more information visit [the Events and Venues website](#).

## Athletics

GW Athletics manages the following space:

- Smith Center
- Mount Vernon athletic fields, tennis courts

**HOW TO BOOK:** Email [athsched@gwu.edu](mailto:athsched@gwu.edu) to inquire

**WHO CAN BOOK:** Student organizations, GW departments, and external clients

For more information visit the [Athletics facilities website](#).

### Academic Scheduling

Academic Scheduling, within the Office of the Registrar, manages classroom and lecture spaces in academic buildings. The best uses of academic space are for basic meetings, discussions, and lectures. Food is not permitted in classroom spaces. Please also take a moment to review [policies](#) related to reserving classroom space on campus as there are restrictions on what a student organization can do within academic space.

**HOW TO BOOK:** Submit a request through the [Office of the Registrar](#) website.

**WHO CAN BOOK:** GW departments, external clients during the summer, and student organizations. Only student organization leaders designated as “Scheduler” on their organization’s Engage roster will have access to booking academic space for their group. To designate a member as Scheduler, navigate to your organization’s roster on Engage, then select the pencil next to the name of the individual you wish to make a Scheduler and check Scheduler.

For more information visit the [Office of Registrar](#) website.

### Campus Recreation

Individuals and student organizations are able to reserve space in Lerner Health and Wellness Center for events (dance marathons, fraternity/sorority events, trivia nights, sporting events, etc.). Visit [the LHWC website](#) for more information or to submit a reservation request.

### Student Theater Council

Organizations belonging to the Student Theater Council (STC) are able to request campus performance space through STC. This process is outlined by STC and its leadership with the organizations who may utilize the group’s reserved spaces (i.e., Lisner Downstage and Mount Vernon Black Box). If you would like to use either of these two spaces and are not currently in the STC, you may contact the STC leadership to check the availability at [stc@gwu.edu](mailto:stc@gwu.edu).

### Cancellation of Space

Different spaces have different policies in regard to cancelling space. As a rule of thumb, your organization is responsible for canceling space if you know you are not going to be using it. Please be

considerate of other student organizations and campus partners who may be looking for space with very limited availability.

You may inquire about cancellation policies for other spaces by contacting the managers of those spaces directly. Most space managers ask that you cancel reservations when you know you will no longer use it. Repeatedly booking space without using it may result in losing your organization's privilege to book space.

## Single-Use Plastics

The University has committed to eliminating all single-use plastics at GW. This commitment includes all non-essential, non-compostable, single-use plastics with available alternatives. Eliminating single-use plastics on campus will require individual and collective action. The purpose of [this policy](#) is to set the expectations for the GW community, including student organizations, in order to meet this commitment.

The following are the University's expectations with respect to single-use plastics:

Individuals in the GW community should take all reasonable efforts to avoid using single-use plastics on GW property where alternatives are available. The University expects individuals in the GW community to contribute to the elimination of single-use plastics on GW property and comply with this policy to the greatest extent possible. Additionally, where appropriate, the GW community should also inform their visitors of the policy and encourage visitors to comply.

Single-use plastic items should not be procured using University funds for use in University operations and activities held on GW property (owned or leased) where alternatives are available. Purchases of single-use plastics for use in University operations and activities held on GW property (owned or leased) are also excluded from University reimbursement. The [GW Single-use Plastics Elimination Guide](#) provides information regarding options and alternatives to single-use plastics. In addition, the [GW Green Event and Catering Guide](#) provides information for planning events on GW property, and the [GW Green Office Network](#) is a resource to identify opportunities to eliminate single-use plastics in office settings.

Notwithstanding the foregoing, there may be situations where alternatives to single-use plastics may be prohibitive due to circumstance or situational challenges. Exceptions may include purchases for University events hosted off-site, emergency situations, clinical practices, or University research.

## Definitions

- **Non-compostable:** products that cannot be accepted by available industrial composting facilities. Compostable products must be BPI-certified.
- **Non-essential:** disposable, not absolutely necessary items with available alternatives.
- **Single-use plastics:** a non-essential, non-compostable disposable plastic product with an intended lifespan of one use, e.g., one meal, one drink, or disposed of within 24 hours. This includes but is not limited to:
  - single-use plastic utensils;
  - single-use plastic beverage bottles;

- single-use plastic straws & stirrers;
- single-use plastic food service ware (cups, plates, bowls, trays, sauce dishes, lids);
- single-use plastic clamshells & to-go containers; all polystyrene (Styrofoam™ and similar) food service products;
- single-use plastic-lined containers (coffee cups, soup bowls, snack boats, boxed beverages);
- single-use plastic-wrapped condiments, sauces, and seasonings (butter, jelly, peanut butter, creamers, sugars, salt, pepper);
- Individually-packaged items with bulk alternatives (napkins, oyster crackers; individually wrapped fresh baked goods, mints, toothpicks);
- single-use hot beverage packets unnecessarily packaged in plastic (K-Cups, plastic-wrapped tea bags);
- Plastic shopping bags;
- Plastic-wrapped giveaways; and
- Plastic layered sachets (small plastic packages containing small amounts of consumer goods such as condiments, detergents, or shampoos).

## Hosting an Event with Alcohol

There may be circumstances in which a registered student organization may be permitted to hold events at which alcoholic beverages are consumed, served, or sold. Student organizations wishing to host a student organization-sponsored activity at which alcoholic beverages will be served must comply with all University policies and all applicable federal, state, and local laws pertaining to the procurement, sale, and/or distribution of alcoholic beverages. **Organizations hosting an event with alcohol must submit their event for review and approval via Engage.** All events with alcohol must be approved by the Office of Student Life. Please note that submission on Engage does not indicate or guarantee approval. Once posted in Engage, each event will be reviewed individually and you will receive a notification when your event has been approved.

See [Appendix 1](#) for the procedures required to host a student organization-sponsored activity in which alcoholic beverages are consumed, served, or sold.

## Hosting an Event with Amplified Sound

Events that have amplified sound are subject to the rules and policies of the space in which the event is taking place.

Academic buildings do not allow for any amplified sound or loud activities as this may disrupt classes taking place in neighboring classrooms.

Meeting rooms around campus (specifically those in the University Student Center) do not allow for sound or loud activities as this may disturb activities in neighboring rooms.

Amplified sound is allowed in the two ballrooms within the University Student Center – organizations will work with their assigned University event planner to ensure their event does not impact other events happening at the same time within the building.

When scheduling programs outdoors, student organizations should keep in mind the impact that any amplified sound will have on campus and the surrounding communities. GW reserves the right to deny or limit programs that may pose a significant disturbance to the campus community or surrounding neighborhood. If you are planning an outdoor event with sound, your organization must indicate as such on the outdoor space request form and obtain approval from the Student Center team.

## Hosting an Event with Food

Student organizations may use a catering service of their choice. On-campus venues may require a copy of the caterer’s business license and certificate of liability insurance.

While organizations will not need a contract for every food order (Domino’s, Chipotle, etc.) many catering companies will issue a contract for services provided at an event. **Student organizations may not sign any contracts or formal agreements.** Follow the [contract process](#) outlined above and forward all contracts to your Staff Advisor or [orghelp@gwu.edu](mailto:orghelp@gwu.edu).

Food and beverage is not permitted in academic spaces, Betts Theater, Mitchell Theater, and the B132 multipurpose room in District House.

Note that the time needed for catering set-up and breakdown must fall within the event time.

### University Student Center Meeting and Major Spaces:

Groups may bring food and beverages into these spaces, but are responsible for cleanup. This includes disposing of all trash in designated receptacles. If a group leaves the space with excess mess or garbage, they may be charged for housekeeping fees.

If your event is in a public space or uses the street (e.g., food trucks), you may need to secure permits or reserved parking from the District of Columbia. Talk to your Staff Advisor or Org Help to see if your event will require a permit.

Food safety standards should always be a top concern for your organization. Make sure that if serving food, it is served in a hygienic environment, including using plastic gloves. If your organization is preparing food for others, ensure that the space in which food is prepared is clean and hygienic, the materials used are fresh, and the people cooking or baking are safely handling the food.

When planning a menu, consider those who may have varying food preferences, allergies, intolerances, or restrictions. Do your best to accommodate as many people as possible, including inquiring in advance about any dietary restrictions or concerns.

## Hosting a Fundraising Event

Fundraising sales and/or donation solicitations by registered student organizations are viable fundraising opportunities and may be conducted by a registered student organization on- or off- campus. Registered student organizations may solicit funds for organization-sponsored initiatives or with the intent to donate to an external charitable organization (see [Donations](#)). Organizations wishing to host or utilize off-campus vendors in an on-campus fundraising activity must include the name and type of vendor on space reservation forms (e.g. selling Krispy Kreme donuts). Sales and/or solicitation on campus are permitted only when the organization has received the approval of the venue in which sales/solicitation would occur.

Any funds raised must be deposited into the student organization's revenue account.

Registered student organizations may also partner with vendors to host fundraising events off-campus or with an on-campus food venue (see [Profit Shares](#)).

GW student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol or illegal drugs.

For all events where attendance will be controlled through ticketing or registration, there are a variety of internal and external registration platforms as well as various payment methods to consider. To better understand the different means of selling tickets, please see [Collecting and Depositing Funds](#).

## Hosting an Event with a Raffle or Charitable Game

If you choose to host a raffle or charitable game at, or as an event, you are required by District of Columbia law to obtain a permit. The raffle permit can be found at the [DC Fundraising and Charitable Games website](#). Organizations interested in obtaining a permit should consult their Staff Advisor or Org Help as early as possible.

The District of Columbia laws define the term "raffle" as one or more drawings from a single series of chances sold by means of chance tickets. Guidelines for raffles include the following:

- All proceeds from raffles must go directly to the organization or the designated charitable organization.
- Only currently registered members of the student organization or employees of the University may conduct, manage and operate raffles on campus.
- The District of Columbia requires a permit for conducting a raffle. A copy of the permit must be submitted to your Staff Advisor or Org Help and the appropriate scheduling office.
- Application and support documents must be submitted to the D.C. Charitable Games Commission at least 30 business days prior to the event. The student organization is responsible for completing and submitting the application and should do so in consultation with their Staff Advisor or Org Help.
- Alcohol may not be raffled off by student organizations.

## Hosting an Event with Minors

In the course of organizational activities, student organizations may interact with non-GW students that are minors (tutoring or mentoring, events, etc.). Minor is defined as any individual under the age of 18. The following guidelines for events with minors are offered as a complement to the [GW Protection of Minors](#) policy

- All persons must make all reasonable efforts to remove minors from dangerous or potentially dangerous situations
- Programs and activities involving minors on campus, off campus, or virtual, must be registered and approved with the University
- One-on-one physical encounters and one-on-one electronic communication between GW students and participating minors is prohibited
- One on one communications between minors and GW students, including email, texting and phone calls, outside of official program activities, is prohibited
- If there is a legitimate, program-related reason for communication to occur, contact should be limited to topics related to the sanctioned activities and prior approval must be granted from the minor's parent or guardian
- GW students must involve a third party (delegation chaperone/advisor or University administrator) as part of the conversation when/if electronic communications are occurring with minors.
- Private electronic communication between GW students and minors, including the use of personal social networking websites like – Facebook, Instagram, Twitter, Snapchat, instant messaging, texting, etc. – is prohibited. GW students should not “friend,” “follow,” etc. minors on social networking sites, communicate via internet chat rooms, send personal emails or text messages, or share personal or intimate information with minors.
- All participants (GW students, delegation advisors, and minors) must log in with a live camera. The use of still photos or a blank screen is prohibited.

Any incidents, concerns, or irregular interactions with minors must be reported to the Office of Student Life.

## Hosting an Event with Outside Sponsorship

Some organizations will raise money for events by asking for donations or sponsorships from community members and businesses outside of the University. This is a great way to garner financial (and sometimes logistical) support. However, who you partner with will influence your success and your image.

Accordingly, GW student organizations are not permitted to partner with any sponsors who primarily

promote, distribute, or sell alcohol or illegal drugs. If you are unsure if you should partner with a business for an event, reach out to your staff advisor or Org Help to see if a partnership would be appropriate.

Events that involve outside partners as a primary planner, facilitator, and/or attendee of an event may be deemed as “sponsored.” An event that is considered “sponsored” may be subject to room rental and set up charges. Student organizations retain full responsibility for their events. Outside sponsors and external entities shall not direct, coerce, or otherwise exert undue influence over an organization’s or individual student’s activities and conduct.

For further information on sponsored events, contact your staff advisor.

## Events Requiring University Police

Some events may require George Washington University Police (GWPD) due to the size or nature of the event. Events that require University Police include the following:

- On-Campus Events with Alcohol
- Late Night Party (Fraternity and Sorority Life organizations)
- Events taking place in on-campus buildings outside of the building operating hours

University Police may also be required at other events as deemed necessary by University officials. This may include events with high-profile speakers, concerts, events with large crowds, or events with the potential for protest. In line with its mission to prioritize student and community safety, the University reserves the right to evaluate and determine the need for University Police at on-campus events. The host organization is responsible for costs associated with GWPD presence. Financial support for these costs may be available from the Student Association via a co-sponsorship.

University Police must be scheduled to arrive one hour prior to the event start time and one hour after the event concludes with a four hour minimum. University Police also reserve final rights to determine the need and number of officers staffed for the event. For more information or to request University Police for an event, please visit the [University Police website](#).

## Insurance, Waivers, and Planning Events with Risky Activities

Organizations wishing to hire an entertainment vendor (production companies, inflatables, novelties, games, etc.) must work with companies GW has approved through the Office of Risk Management. A list of pre-approved vendors can be found on the [Office of Risk Management website](#); should your organization wish to utilize a vendor that has not been pre-approved, consult with your Staff Advisor or Org Help to seek review and approval.

Events with physical activities or other activities deemed to have an elevated level of risk may require participants to sign a waiver prior to participation. Consult with your Staff Advisor or Org Help to determine whether a waiver will be required.

Organizations for which risky activities are centric to the mission and purpose (rock climbing, club sports, SCUBA, hiking, etc.) may be asked to submit a risk management plan for review and approval by the University.

## Protest and Demonstrations

Per the GW Code of Student Conduct:

*“The George Washington University is committed to the protection of free speech, the freedom of assembly, and the safeguarding of the right of lawful protest at the university, including virtual, online and digital settings. Therefore, student organizations and individual students shall have the right to engage in behaviors such as distributing pamphlets, collecting names for petitions, and conducting orderly demonstrations provided these actions are not disruptive of normal university functions and do not encompass the physical takeover or occupation of university facilities and spaces, whether or not they are in use at that time.*

*While all students have the right to dissent and to protest, these rights shall not be exercised in such a manner as to obstruct or disrupt teaching, research, administration, conduct procedures, or other university activities. No one group or organization holds a monopoly on dissent or on freedom to hear all sides. Further, the fact that students may pursue their interests through speech and assembly at the university does not abrogate their accountability as citizens to the laws of the larger society, and the university is entitled to reflect these constraints in its own regulations.*

*Notwithstanding the foregoing, the university recognizes that protecting impromptu and spontaneous assembly for the purpose of expression, protest, and dissent is essential to fulfilling this commitment. Thus, the lack of a reservation to use space or other university resources is not by itself a basis for terminating any expressive activity, including impromptu activities, unless the protest or assembly conflicts with a previously scheduled event in the same location or is identified as engaging in behavior prohibited under university policy.”*

Organizations planning a protest, demonstration, or other advocacy activities are encouraged to consult their Staff Advisor, Org Help, or the Office of Student Rights and Responsibilities (SRR) for guidance on achieving the advocacy goals in a safe and effective manner. The Office of Student Rights and Responsibilities has [compiled a guide to outline key points](#) for student organizations to consider regarding student conduct and engagement with protest activities, demonstrations, and other similar events.

## Student Organization Travel

Individual members or groups of members may travel for student organization purposes, including competitions and conferences. Any individual or group of students traveling on behalf of a student organization and/or for student organization-related activities must register their travel with the Office of

Student Life and follow the applicable policies for traveling, conduct, and purchasing. Student organizations traveling should note that the Code of Student Conduct applies both on- and off-campus.

## Domestic Travel

All domestic student organization travel that takes place outside of the Washington, D.C. metro area (defined as outside the “Beltway” or I-495) must be registered with and approved by the Office of Student Life via the [Domestic Travel Registration form in Engage](#). Travel should be registered at least ten business days prior to the trip. Unregistered trips are not eligible for reimbursement and put the organization’s registration status at risk.

Travel registration must be accompanied by the [Travel Participation Waiver](#), which includes a signature and emergency contact for each student participant.

Travel accommodations are booked in Engage as part of a purchase request. For information on booking travel please see [Travel Reservations and Expenses](#).

## International Travel

International travel has a different procedure that must be completed at least eight weeks prior to travel.

For purposes of this policy, international travel is student organization-related when:

- the travel is undertaken because an individual is acting in an academic or professional capacity relevant to the person’s areas of responsibility, activities (including co-curricular and extracurricular ones), course of research, teaching, or study at GW, or
- the travel is undertaken with or organized by any GW organization, division, department, or office, even if not for an academic or professional purpose, and/or
- the travel is funded to any degree by the university.

A submitted and fully approved application through GW Passport is required for student organizations traveling abroad - this includes organizations traveling together as a group as well as individual travel that is affiliated with or through a student organization.

Organizations traveling as a group (same travel arrangements and itinerary) should designate one point of contact to submit one application on behalf of the organization. Once the GW Passport application is approved, each traveling member will be added to the application and notified of additional steps via email.

When completing the application for international travel, please take time to review the security and safety profile and provide thorough risk mitigation plans, even for areas of low to moderate risk “(n/a” is

not an acceptable response, regardless of the risk level). Organizations and individuals are not permitted to make travel arrangements until your application has been approved.

**DEADLINES:** The deadline to submit applications for student organizations wishing to travel internationally over winter break is November 15. The deadline for student organizations wishing to travel internationally over spring break is February 1. The deadline for student organizations wishing to travel abroad over the summer is May 15. Applications must be submitted at least eight weeks prior to the proposed trip's start date and should include as much detail as possible. Failure to complete and submit the information within the necessary timeline may result in forfeiture of your trip.

All applications for international travel affiliated with a student organization must be completed through the [GW Passport website](#). **Organizations must utilize [go.gwu.edu/internationaltravel](http://go.gwu.edu/internationaltravel) – applications submitted through other areas of the GW Passport system will not be accepted.**

Once your application has been submitted it will be reviewed by the Office of Student Life, then forwarded to the Senior Associate Dean of Students and the Office of Risk Management, before being sent for final approval by the Office of International Programs. At any point during the review and approval process, you may be asked to provide additional information, clarify details, or make adjustments to your plans. High-risk destinations may require an additional level of review and approval.

If your application is approved, you will receive communication from the Office of International Programs prompting you to view and complete your travel registration requirements online using GW Passport, the same system used to submit the proposal. You will need to log on and complete the registration, including purchasing the required travel insurance. **Do not make travel arrangements until your trip has been approved.** [Review this guide for more information](#) on the International Travel application and review process.

## Driving

Any student or staff member driving any vehicle (personal or rental) on behalf of a student organization must be an authorized driver. Students must complete the authorized driver application, sign it, and submit it to their Staff Advisor or Org Help along with a copy of their driver's license. Following submission, students will be prompted to complete an online driver safety training and the Office of Risk Management will conduct a Motor Vehicles Records (MVR) check. Students are not authorized to drive until they receive a notification stating approved driver status. The process can take several weeks -- plan accordingly. Drivers must be reauthorized once per calendar year. Parents, alumni, coaches, and other individuals not officially affiliated with GW may not drive for student organizations.

Review the [student organization travel information](#) on the Student Life website for details and to access the Student Driver Authorization Form.

## Peer-to-Peer Lodging Guidelines

Peer-to-Peer lodging (e.g. AirBnB, VRBO, etc), also known as Sharing Economy or Collaborative Consumption, have inherent risks that can jeopardize the safety of travelers. Lodging accommodations in this category are not inspected for cleanliness, fire safety or security and in some instances, travelers share accommodations with strangers, which eliminates privacy offered by traditional hotels and presents enormous safety concerns.

Students traveling on GW/student organization business that is funded or reimbursed by the University, including using student organization funds, are prohibited from using peer-to-peer lodging services. If the use of peer-to-peer lodging is deemed necessary for the completion of the organization's mission, students must obtain prior written approval from the Office of Student Life. The student advisor will consult with the Risk Management office to assess the request in advance of travel. Please note that a detailed response from the host is required to approve requests. The response should specifically address each of the items [listed on this guide](#).

# Finances and Fundraising

## Introduction

All student organizations are required to use the Office of Student Life (Org Help Finance) for banking and financial purposes. This section provides an overview of financial policies that impact registered student organizations. Organizations using Student Association (SA) funds should also refer to the [Student Association Bylaws](#) (level 300) for additional guidelines regarding SA funds.

As an organization, you are responsible for determining how much funding your organization needs and how you want to acquire that funding. A variety of funding sources are available and include, but are not limited to, the Student Association, member dues, and fundraising.

Select officers of your organization can access your organization's financial resources through Engage. This includes viewing accounts balances, requesting Student Association funds, initiative purchases, and tracking expenditures.

Plan ahead. **Payment processes can take anywhere from three business days to six or more weeks depending on the nature of the purchase and time of year.** Your patience is appreciated.

## Student Organization Finance Accounts

Student organizations have access to two main types of accounts - a Student Association (SA) Budget and a Revenue Account. Some organizations may also have a departmental account. All accounts are viewable under the Accounts section of an organization's Finance tool. An account will only be visible if funds are available.

### Student Association Budget

The Student Association raises student body funds through the [SA Fee](#) collected from all main campus students in on-campus programs each semester. Registered student organizations are eligible to receive a general allocation of SA funds on an annual basis. Additionally, organizations may request SA co-sponsorships throughout the academic year.

Both annual allocations and co-sponsorship requests are submitted through Engage. Funds from SA budgets do not roll over to the next year. Funds must be used before a specific date at the end of the academic year (typically in May). Organizations are informed of this date each spring.

### Revenue Account

All student organizations have access to a revenue account once funds are deposited with Org Help Finance. All monies, including fundraising revenue, must be deposited into this account. Donations to

the organization are also deposited into an organization's revenue account once received from GW's Office of Development and Alumni Relations. Revenue account balances roll over from year to year.

## Departmental Account

A select few organizations have departmental accounts. Money in these accounts is transferred from a University department. Departmental accounts are set up and closely managed by the Org Help Finance team in conjunction with the department serving as the funding source. Money in a departmental account does not roll over from year to year.

## External Bank Accounts

Student organizations are not permitted to have external bank accounts or other financial management accounts outside the University unless required by a national organization and approved in writing by the Office of Student Life.

## Fiscal Year and Downtime

The George Washington University fiscal year runs from July 1-June 30 each year. **All student organization purchases must be completed (contracts and necessary forms submitted, purchase made) by the annually specified deadline in mid-May.** Between mid-May and June, spending is only permitted for special circumstances and must be approved by Org Help Finance prior to purchasing. Organizations can spend from revenue funds beginning in July. The start date for spending from Student Association funds varies, but typically falls in mid to late August.

## Sources of Funds

### Student Association General Allocation

Student organizations can apply for a general allocation once a year in the spring semester as part of the annual registration process. Requests are for the entire following academic year's budget. Money requested in the spring will be available no earlier than July 1 for the next academic year and are typically accessible starting late-July or August.

### Mid-year audit

Organizations that receive SA funding may be required to submit an online form for the mid-year audit process. Failure to do so could result in deduction of available funds for the remainder of the year. The Student Association facilitates this process. The mid-year audit takes place at the conclusion of the fall semester to re-claim surplus funds from events designated to occur in the fall.

### Graduate Umbrella Student Organizations - Opt-In Process

Graduate umbrella student organizations must be approved by both the Office of Student Life and the Student Association. Graduate umbrella student organizations are responsible for re-allocating student body funds to their constituent student organizations. As such, sub-organizations should not submit an annual budget request to the SA.

Graduate umbrella student organizations that contain all the student organizations of a distinct graduate school may elect to receive a general allocation for the next fiscal year based on the previous academic year's enrollment.. This is also known as "opt-in."

Alternatively, graduate umbrella student organizations can elect to receive a general allocation via the budget submissions process, in accordance with the SA Bylaws.

Umbrella organizations will make their opt-in preference known to the Office of Student Life during the annual registration period and are responsible for distributing funds to sub-organizations. The graduate umbrella student organization is responsible for submitting a report detailing the reallocation of student body funds to the respective constituent student organizations.

Graduate umbrella and sub-organizations are only eligible for SA co-sponsorships if the funds will be used for an event or initiative open to the entire student body.

### Financial Co-Sponsorships

A student organization can receive co-sponsorships from the Student Association or from other student organizations. A financial co-sponsorship is a transfer of funding from one organization to another organization. A financial co-sponsorship typically does not involve a collaborative planning process; however, organizations should discuss expectations during the request process.

Organizations providing a financial co-sponsorship to another student organization must complete a purchase request via Engage for an org-to-org transfer.

In order to obtain an SA co-sponsorship, student organizations must submit a co-sponsorship application. Applications are reviewed by the SA Financial Services and Allocations Committee and may require Senate approval depending on the request total.

See a step-by-step guide on how to submit a co-sponsorship request on the [Student Organization Policy and Resource website](#).

Once the transfer has been completed, student organizations can utilize the funds through the standard purchase request process.

## Member Dues

Student organizations are permitted to collect dues from their members. Dues should be paid via cash, check to the organization, or via the [Office of Student Life credit card portal](#). The Office of Student Life discourages the use of Venmo, CashApp, and similar mobile payment applications.

## Donations and Fundraising

### Donors and Philanthropic Gifts to Student Organizations

Individuals can use a credit card to donate to student organizations through the online giving portal, [GW Giving](#), operated by the Division of Development and Alumni Relations (DAR). Within the giving portal, individuals can direct funds to a specific organization. Donations made through DAR are tax-deductible to the extent allowed by law. Donations can also be received via check. Checks should be made payable to the George Washington University and should note the designated purpose of the gift (student organization name) in the memo line. Check donations will be routed to the Division of Development and Alumni Relations for appropriate recording and gift acknowledgement.

Organizations that collect donations on a regular basis can request an individualized giving link that will pre-populate the organization's name on the giving portal site. Email [orghelp@gwu.edu](mailto:orghelp@gwu.edu) to request a link. If your organization has a donation link, it will be listed on your Engage profile.

Note that credit card payments received via the Office of Student Life credit card portal will NOT be considered tax-deductible donations, nor will funds received via cash or mobile payment applications.

### Utilizing the Office of Alumni Relations and Annual Giving

The Office of Alumni Relations and Annual Giving has tools and resources for student organizations to help fundraise and foster support for their cause. Alumni Relations and Annual Giving can help groups share their message with the GW community and create a pipeline for budget-additive funding and donations year after year. There are many resources available for students to partner with the office to create clear and concise messaging, open communications to the larger GW community, and engage their audience through different social platforms. The Office of Alumni Relations and Annual Giving [facilitates three forms of fundraising](#) for student organizations, including crowdfunding, Senior Class Gift, and ThankView.

The Office of Alumni Relations and Annual Giving also continues to connect current students with alumni to enrich the GW experience. [Please complete this form](#) if you would like to connect with GW alumni to assist with professional or personal development or if you would like assistance with fundraising initiatives. An OAR/AG staff member will contact your organization's leadership following your submission.

The Office is also able to assist with other fundraising projects or ideas. [Read more](#) about how the Office of Alumni Relations and Annual Giving can support student organization fundraising.

### Fundraising

Sales and/or solicitations by recognized student organizations are viable fundraising opportunities. Organizations wishing to have off-campus vendors participate in an activity must include the name and type of vendor on space reservation forms. GW student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol or illegal drugs.

### Profit Shares

To hold a fundraiser in conjunction with a local restaurant, also known as a profit share, organizations should complete the Memorandum of Understanding ([MOU information form](#)) and consult with your Staff advisor or Org Help before proceeding.

### Fundraising for Charitable Organizations

Student organizations may raise funds for nonprofit organizations. Please consult the policy for donations under [General Financial Policies](#).

## Collecting and Depositing Funds

There are five primary ways that funds can be deposited into an organization's account(s)

- Collecting Cash Payments
- Collecting Check Payments
- Collecting Credit Card Payment
- Collecting GWorld Payments
- Collecting a Student Organization or Departmental Transfer

### Collecting and Depositing Cash

Student organizations with cash on-hand from member dues or other fundraising activities should deposit it to their revenue account via Org Help Finance as soon as possible. Organizations and organization members are strongly discouraged from keeping cash in student organization offices, residence hall rooms, or private residences. Cash can be brought to the Org Help Finance Desk for deposit and will be reflected in your organization's revenue account.

A night deposit bag and night deposit drop safe may be available should a student organization need to deposit money after hours (for instance, following a ticketed event or cash fundraiser). Student

organizations should email [orghelpfinance@gwu.edu](mailto:orghelpfinance@gwu.edu) to request a bag. A cash box is also available for use from the Org Help Finance team.

## Collecting and Depositing Checks

Check deposits will be credited to the student organization's Revenue account once verified by Org Help Finance. The deposit is subject to reduction should a check be returned for nonsufficient funds. All checks must be written to "The George Washington University" and have the name of the student organization in the memo line. Physical checks may be brought to Org Help Finance for deposit. If received via mail, checks may be sent to:

[STUDENT ORGANIZATION NAME]  
800 21st Street NW, Suite 204  
Washington, DC 20052

## Collecting and Depositing Credit Card Payments

All student organizations can accept credit card payments via the [Office of Student Life credit card portal](#).

Payers will select the student organization they wish to pay and the funds will be deposited into the designated organization's revenue account on a weekly basis. Excel sheets outlining payments received are uploaded once per week to the Documents section of your organization's Engage portal, in the Online Deposit Sheets folder. The Excel sheet will capture all relevant information from the individual(s) making payment to your organization.

## Collecting GWorld Payments

Registered student organizations can rent a GWorld point of sale machine to collect GWorld Colonial Cash funds for an event or fundraiser taking place in an approved reservable venue space on campus. All GWorld machines incur a 6% rental fee, which is deducted from the overall amount credited to the organization. For more information visit [the GWorld reader rental website](#).

## Spending Money

Once there is money in your organization's accounts, you are ready to start making requests for purchases. There are several ways to make purchases. The policies and timelines associated with the different forms of payment vary, including what form of payment can be used for each good or service you are purchasing. All purchases must be requested and approved via Engage using the following workflow:

1. [Submit an Engage "Purchase Request"](#) with appropriate documentation included (see below)
2. Org Help Finance review
3. Submitter notified of next steps, if necessary
4. Purchase facilitated by Org Help Finance

## Submitting a Purchase Request in Engage

All purchases must be requested and approved via Engage. Each payment method has a corresponding PDF information sheet that you must upload as part of your Purchase Request. The information required in these forms allows the Org Help Finance team to better serve your organization and minimize delays in processing requests. You can find a full [step-by-step guide to submitting a Purchase Request](#) in the Org Help section of Engage.

If you plan to **split a request between accounts** (i.e. 50% from SA budget, 50% from Revenue) and/or Budgets (50% from SA co-sponsorship budget and 50% from SA general allocation budget), you must submit a purchase request from each account/budget for the corresponding amount desired.

Submitted requests can be found and followed on the Finance home page in your organization's Engage profile, under Purchase Requests. Once a request has been approved, an email will be sent with notification and further directions if necessary.

## Purchase Request Statuses

All purchases have a Status and Stage associated with them. The Status and Stage indicate where the request is in the review and approval process and can be found in the Finance section of your organization's Engage portal, under Purchase Requests.

| Type of Request             | Status     | Stage                          | Meaning  |
|-----------------------------|------------|--------------------------------|--|
| SA/Revenue/<br>Departmental | Unapproved | Finance Desk<br>Review         | Request just submitted by org and placed into the queue for review by Org Help Finance   |
| SA/Revenue/<br>Departmental | Unapproved | Approved-Fin<br>Desk           | Request has been approved by Org Help Finance. The individual who submitted the request will receive an email notifying them of the approval and instructions to visit the Finance Desk to complete the purchase |
| SA/Revenue/<br>Departmental | Unapproved | Approved-No<br>Action Required | Request has been approved by Org Help Finance. We do not require anything else to complete the request from the organization   |
| SA/Revenue/<br>Departmental | Approved   | Approved-No<br>Action Required | Request has been completed   |
| SA/Revenue/<br>Departmental | Approved   | Approved-Fin<br>Desk           | Request has been completed   |

## Prohibited Purchases and Expenditures

Student organizations may not use any University funds (funds associated with a GW sponsored/managed/affiliated bank or spending account, including organization revenue, SA funds, or departmental accounts) for the following reasons including, but not limited to:

1. To purchase drugs, firearms, ammunition;
2. To purchase gift cards and cash equivalents (GWorld debit cards, WMATA Smartrip cards, etc.) unless [approved in advance](#) in writing by the Office of Student Life;
3. To purchase laboratory animals (must be ordered by the Animal Research Facility);
4. To purchase special occasion items for individuals (flowers, fruit baskets, candy, balloons, etc.), unless approved in advance in writing by the Office of Student Life;
5. To purchase single-use plastics -- non-compostable, disposable bottled beverages or non-compostable, disposable tableware such as serving plates, silverware, serving silverware (i.e single-use plastic, styrofoam, paper);
6. To reimburse GW students, administrators, faculty, or staff for campaign contributions;
7. As a direct monetary or in-kind contribution to a candidate seeking elected office in an off-campus election;
8. To make payment to individuals via CashApp, Venmo, or PayPal;
9. To purchase financial securities or cryptocurrencies;
10. To make purchases connected to gambling.
11. To reimburse for unapproved travel or events
12. To reimburse for personal payment on a contract

Neither purchases nor reimbursements for items discussed above will be approved.

## Payment Methods

There are a variety of ways an organization can spend its funds. Work with Org Help Finance or your Staff Advisor to determine the most appropriate and effective purchase method.

### Credit Card / P-Card

If a student organization needs to purchase goods such as supplies or food, the student organization may utilize a GW credit card or procurement card (P-Card) via Org Help Finance. All P-Card requests must be submitted to the Office of Student Life by way of an Engage purchase request. Once the request has been approved (status will say Approved-Fin Desk), the organization will utilize the Org Help Office Hours to make the purchase(s).

The Org Help Finance team may travel to vendors in the immediate Fobby Bottom vicinity (CVS, GW Bookstore, Whole Foods) to swipe the card if needed by scheduling an appointment. Other vendors must be able to accept telephone or online orders.

Hotels, buses, caterers, etc. must have an invoice attached to the purchase request for approval.

All requests for food purchases must include marketing information for the event (social media post, email, or flier) or a guest list with first name, last name, and email of attendees.

The student organization is responsible for ensuring the Org Help Finance team receives itemized receipts for the purchase(s) within three business days. Should receipts not be submitted within three business days, the organization may lose the ability to utilize the P-Card.

### Check to Vendor / Direct Deposit

For check to vendor payments the individual or company being paid must be properly registered with the University through iSupply (this does not apply to GW students, staff, or faculty.) Vendors must complete the [new vendor registration process](#) online before payment can be issued.

The University's standard payment terms are NET 30 (i.e. 30 days from invoice date or from the date of services rendered/event, whichever is later). Checks are mailed to individuals. When registering as a vendor via iSupply, as well as for honoraria payments, vendors can choose to receive a direct deposit instead of a paper check.

Checks can take up to six to eight weeks from request approval to being paid out. This process may move faster if everything is in order by the time the purchase request is submitted. Payment cannot be initiated until after services have been fulfilled, unless stated otherwise in the contract. Vendors should be informed in advance about this timeframe.

Any request for payment via check must be submitted with an invoice/contract attached.

Common causes for delayed check payment:

- Vendor is not registered in iSupply before the purchase request is submitted and approved
- Engage purchase request is not submitted in a timely manner
- Engage purchase request does not include an invoice or contract

### Honoraria

An honorarium is a one-time nominal payment (\$2,000 or under) made to an individual (not a corporation, business, or partnership), who is not a GW employee, student employee, or a student of the University, for a special and non-recurring activity or event with a short duration for which a fee is not legally or customarily required and which fixed business price has not been set.

If the amount or timing of the payment is negotiated and agreed upon, it is considered a contractual agreement, and should be processed as a payment for personal services via contract or invoice, not an honorarium.

Honoraria are typically paid to persons of scholarly or professional standing expertise with the intent of showing good will and appreciation for a voluntary service to the university. Examples of allowable honoraria payments include:

- Payment to a guest speaker. A guest speaker is someone who possesses advanced knowledge of a particular subject area and speaks about that subject area to a group or organization with which he or she is normally not involved.
- Participation as a judge in a writing or photo contest
- Participation in a panel discussion
- A special lecture or short series of such lectures
- Appraisal of a manuscript or an article to be submitted to a professional publication
- Reviewing research findings prior to the final report being published

Please review this [GW Finance Division Honorarium Guidance](#) for more information.

Student organizations must consult their Staff Advisor or Org Help to facilitate an honorarium payment.

### Petty Cash

Petty cash is available to all student organizations with money in their accounts. Petty cash can be used for small purchases if the need is known in advance.

Petty cash is limited to \$150 per request. A purchase request must be submitted at least five business days prior to when the cash is needed. When demand is low, the amount may be increased to \$300 on a case by case basis.

Student organizations must return itemized receipts and remaining cash, equal to the amount they received, to Org Help Finance within five business days of when the cash was picked up. Itemized receipts must have the vendor name, date of purchase, items purchased, and amount of purchase clearly visible on the receipt. Legible copies of receipts are acceptable.

Petty cash not picked up within three business days of being notified will be cancelled. Petty cash cannot be used to purchase prohibited items or to pay a vendor for contract-able services. Any receipts returned with these items purchased will not be included in the total returned.

Use of petty cash can be revoked for the following reasons: a) cash used to make prohibited purchases, b) more than one receipt is lost during a semester, c) petty cash returned late for a third time during an academic year. It is up to the discretion of Org Help Finance to reinstate privileges within the given academic year.

Late returns are handled as follows: a) on the fifth business day late a reminder email is sent, b) on the 10th business day late another reminder email is sent with a notification of org finances being suspended, c) on the 15th business day late a notification of suspension of all finance accounts is sent. If

the matter is not closed out within 30 business days, it will be escalated to the Office of Student Rights and Responsibilities for theft.

## Transfers

Student organizations may need to make a payment to a GW department or another student organization for various reasons; this is done by submitting a purchase request for a transfer in Engage.

Student organizations can transfer funds the following ways:

- SA Account to SA Account
- SA Account to a University Departmental Account
- Revenue Account to Revenue Account
- Revenue Account to University Departmental Account

Organizations may not transfer funds from SA Account to Revenue Account or from Departmental Accounts to Revenue Accounts.

## *GW Space Reservations, Facilities and Other Institutional Charges*

In conjunction with hosting an event, student organizations may incur fees or charges for space usage, facilities, grounds, A/V tech support, University Police, or other auxiliary services. Upon notification of an institutional charge or fee, the organization is responsible for submitting a purchase request in Engage for a transfer to that University department. If an organization fails to submit the purchase request within 10 business days of notification, the amount will be automatically deducted from the organization's revenue or SA account.

## Reimbursements

Students can only be reimbursed for purchases they actually made, and the total must be equal to or less than the receipt(s) provided. The student being reimbursed can not be the student who also submits that reimbursement. All receipts must be itemized, which means it must include the vendor's name, items purchased, purchase total, and payment method. If someone is being reimbursed for food purchased, an attendee list or event marketing material must be included with the receipts.

Reimbursements will not be processed if any University policy was violated; such as payment to a vendor who required a contract, buying ammo/guns or drugs, and purchasing gift cards without prior approval. We highly recommend that reimbursements are submitted within the same semester the expense is incurred.

In order to be reimbursed, a student must complete their Expense Profile within the iBuy Concur system. The organization's officer who submitted the reimbursement will be notified of the steps needed to complete the profile setup and should share this information with the individual being reimbursed.

## Mobile Payment Apps

Student organizations are not permitted to make payments to an individual via mobile payment applications such as Venmo, Paypal, CashApp, etc. Requests to reimburse payments made by organization members via mobile payment applications will also be denied.

The Office of Student Life discourages the use of any mobile payment applications for the collection of organizational funds (dues, fundraisers, etc.), as they require the user to connect to a personal bank account. If an organization chooses to utilize a mobile payment application for the collection of dues or other purpose, it is recommended they designate one point of contact to manage the account, link their bank account, and create a written agreement for how and when the funds will be withdrawn and deposited into the student organization revenue account.

Organizations are not permitted to utilize mobile payment applications or individual bank accounts, for day-to-day business, and/or ongoing storage of organizational funds. Funds received through mobile payment applications are not considered tax deductible donations (see [Donations and Fundraising](#)).

## Preferred Vendors/iBuy

The University enters into special agreements with many suppliers who offer GW "best value" for its money. Student organizations can take advantage of this when purchasing office supplies, furniture, computers, and more. Preferred or best value vendors are [available via iBuy](#). An organization wishing to purchase from a vendor listed on iBuy should provide a list of items from the vendor website along with a purchase request for credit card use in Engage. Org Help Finance will facilitate the purchase(s).

Any student organization that wishes to purchase office supplies can utilize the University purchasing iBuy portal in order to take advantage of lower institutional prices. Student organizations can provide a list of supplies from the Staples website to the Org Help Finance team for purchase.

## Monthly Recurring Payments

When accompanied by a purchase request in Engage, an organization may utilize a GW credit card/P-Card to set up a recurring payment (subscription, etc.). If your organization uses a GW P-Card to pay for any monthly or annually recurring charges, the finance officer is responsible for providing receipts after each new charge. The finance officer is also expected to keep track of the expenses to make sure your organization has the funds to cover the expenses. In the case where these recurring expenses exceed the initial request, a new one will need to be submitted in order to keep accurate financial records. Organizations can set up recurring payments with [Org Help Finance](#).

## Travel Reservations and Expenses

Student organization activity such as competitions or conferences may necessitate group or individual travel away from campus. Individuals and groups traveling on behalf of their student organization and

utilizing organizational funds must make arrangements and reservations via Org Help Finance. This section details policies related to making reservations and facilitating travel-related expenses. Note that all student organizations that are travelling must follow the general travel policies discussed in the Handbook.

**Club Sport teams** will still submit purchase requests but will work with their Staff Advisor/Campus Recreation to make travel arrangements and reservations instead of Org Help Finance.

### Hotels

Hotel reservations are mainly booked through hotels.com unless your organization has special rate or block booking already in place at the hotel. To utilize organizational funds for a hotel reservation, the organization must submit an Engage purchase request at least two weeks prior to the travel date.

If the booking is reserved directly through the hotel, the student organization is responsible for contacting the hotel, requesting the hotel's credit card authorization form, and submitting the form to Org Help Finance for completion. The completed form will be returned to the hotel by Org Help Finance, allowing the organization to check in without the physical credit card.

Note that some hotels may request an individual's credit card be on file for room charges and incidentals. The University credit card will only be authorized to cover the cost of the room (including hotel feels and taxes).

Student organizations must email the itemized hotel receipt to Org Help Finance within five business days following their return.

### Airfare/Bus/Train

To utilize organizational funds for an airfare reservation, the organization must submit an Engage purchase request at least two weeks prior to the travel date. When searching for airfare rates we advise student organizations to use the [GW iBuy travel portal](#). Purchases will be facilitated by Org Help Finance via the P-Card.

Requests to utilize the organizational funds for bus or train fare should also be submitted via an Engage purchase request.

### Vehicle Rentals

Student organizations may need to rent a vehicle for transportation to an event, competition, or other purpose. Student organizations wishing to rent a car for organizational travel must do so through Org Help Finance and utilize Enterprise, the only rental car company authorized for use by GW student organizations. Only students who are age 20+ and an authorized driver may drive Enterprise rental cars for their student organization.

All Enterprise car rental requests must be submitted via an Engage purchase request. Rental vehicle availability is limited due to low inventory and cannot be guaranteed. Requests should be submitted 3-4 weeks in advance. All vehicle rental bookings and confirmations will be available during the week of the rental.

Any student driving any vehicle on behalf of a student organization must be an [authorized driver](#).

Purchase requests, including reimbursement requests, for costs related to non-Enterprise rental cars, or for driving expenses (fuel, tolls, etc.) for unauthorized drivers will be denied.

### Charter Bus/Bus Rental

Organizations wishing to charter a bus or other form of transportation must utilize a transportation vendor [approved](#) by the Office of Risk Management. Student organizations should work with Org Help or their assigned staff advisor to reserve the bus and complete any contracts.

## General Student Org Financial Policies

### Contracts

Students and organizations are not permitted to sign contracts. Payment will not be made on contracts that are not executed following the GW process. In addition to a fully executed contract, a purchase request in Engage is required to make a payment on a contract. The student organization is responsible for submitting the purchase request in a timely manner. Please see [Contracts](#) under Events and Programming Policies.

### Donations

Student organizations may donate funds to nonprofit organizations from their revenue account. Student Association funds may not be used for donations. Organizations wishing to use revenue funds for a donation should submit an Engage purchase request (for credit card or check) and must include a donation memo and a copy of the organization's W-9 tax form (for domestic nonprofit organizations). The donation memo must include non-profit name, address, amount being given, and purpose for donation. Please note that different/additional documentation may be required for internationally-based non profit organizations.

For information on soliciting and accepting donations for your student organization, please see [Donations and Fundraising](#).

### Gift Cards

Organizations may request an exception to the policy prohibiting the purchase of gift cards by contacting Org Help with the request and rationale (including why there are no suitable alternatives to the gift

card). Requests are reviewed on a case-by-case basis and approval is not guaranteed. Student organizations should plan alternative options in case a request is denied.

## Negative Accounts

If a student organization's revenue account goes into negative, the organization will receive notification and must meet with Org Help Finance to develop a plan for repayment by the conclusion of the current academic year. No purchases will be approved until the account balance has been restored. If repayment is not made according to the agreed upon plan, the organization may be forwarded to the Office of Student Rights and Responsibilities.

If a student organization's Student Association account goes into the negative, the Student Association Treasurer will notify the SA Financial Services and Allocations Committee. Should the organization's revenue account be insufficient to cover the amount overspent, the organization must create a repayment plan. Until the repayment plan is created, the organization is ineligible to receive additional student body funds. For more information on negative balances in a Student Association account, consult the SA bylaws.

## Tax Exempt Status

All registered student organizations may utilize the George Washington University's tax-exempt status when making organizational purchases. If a vendor or entity requests your organization's tax ID number or W-9, simply provide them with GW's Tax ID number (53-0196584) and W-9 ([found on the GW Tax Department website](#)).

## Vendor Registration

In order to receive payment for services provided via check, direct deposit, or electronic wire payment, a vendor must be registered with the University via iSupply. Vendor registration is not complete until the vendor receives an email confirming the registration as an active supplier with GW and providing the assigned GW supplier registration number. An organization's Staff Advisor or Org Help can support the organization in guiding vendors through the registration process. For more information on iSupply or to register, visit <https://procurement.gwu.edu/new-supplier-registration>.

## Publicity and Marketing

There are a number of tools available to student organizations to support promotion and recruitment activities. For assistance or guidance in this area, contact your Staff Advisor or Org Help.

### Content Guidelines

Posters, banners, chalking, digital displays, and other publicly posted content must meet the following criteria:

- Must clearly display the name or logo of the sponsoring student organization.
- May not be printed on orange paper, as this color is reserved exclusively for emergency/GWPD notices.
- Posted content must promote a specific event, program, or initiative. Content should include the event name, date, time, location, cost, and a contact name and phone number/email address for questions.
- Content may not include discriminatory language or any content that promotes actions contrary to GW policy.
- Content must not promote alcohol or other drug consumption.
- Materials may not be displayed until 20 days before the event, and all postings relating to an event must be removed within two business days of the event's completion.
- Postings on bulletin boards cannot exceed 11" x 17" in size.
- Posting is limited to one posting per event on any bulletin board and must not overlay other materials.
- The posting must be attached by masking/painters tape, push pins, or staples only.
- No content may be attached to trees, bathroom stalls, doors, windows, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, GW signs or statues, or gates.
- Posting to painted, wallpapered, plastic, metal, or glass surfaces is prohibited.
- Some University spaces have their additional posting policies specific to that space. Student organizations must follow the posting policies for the specific building.
- Failure to comply with content guidelines or location-specific posting policies may result in withdrawal of posting privileges.

### Posting Mediums and Locations

#### Banners

There is one space in the University Student Center designated for banners (located off of the H Street Platform hanging over the stairs leading to the Ground Floor H Street Entrance). All banners cannot be larger than the size of a full bed sheet and cannot be weighted in any way. All lettering/art on banners must be with non-water soluble ink or paint (acrylic paint, sharpie markers, etc.). Banners that leave

stains on the building will result in the student organization being assessed the cost of removing the stains. Banners are to be hung with string or tape only. You can go online to the [Student Center webpage](#) to reserve the banner space.

## Chalking

Student organizations may not use chalk on any building walls or walkways composed of bricks. No chalking is permitted on any step, stoop, or vertical surface (vertical surface to include, but not limited to, pillars, risers, or windows). Please be sure that the area you are chalking on can be reached by rain.

Cleaning charges as a result of chalking on buildings or bricks or places other than cement sidewalks will be billed to the individual or student organization responsible. No spray chalk is permitted on campus.

## Digital Displays

**University Student Center / District House:** Student organizations hosting events in the University Student Center, District House, outdoor spaces, or online may submit a request to advertise their upcoming events for display on the Student Center and District House digital signage screens. [Visit the digital advertisement page](#) for more information and request form. For more information on digital displays, visit the [Student Center Venue Policies](#) page.

**Milken Institute School of Public Health:** Digital screens located in the lobby and next to the elevators at the Milken Institute SPH building. Email [gwsphweb@gwu.edu](mailto:gwsphweb@gwu.edu) with questions about the screens.

## Engage

Student organizations are encouraged to post their events on [Engage](#). Only organization events posted on Engage will be considered for promotion in The Newsletter, the weekly e-newsletter distributed to all undergraduate students by the Office of Student Life. Additionally, only organization events posted in Engage will be considered for cross-promotion on the Office of Student Life and other official GW social media accounts. Posting an event on Engage does not represent a space reservation.

All student organization events with alcohol must be posted on Engage and approved by the Office of Student Life. Posting the event on Engage does not represent a [space reservation](#).

For information on how to post an event in Engage, please refer to the [Engage Guide to Adding Events](#).

## Lisner Vision

The Office of Student Life has the ability to project information and publicity about a registered student organization's event onto the H Street exterior side of Lisner Auditorium. The projector operates daily from 7pm-midnight. The projector can be booked for up to a three day period for an event by a student organization. Projector cancellations must be made at least 24 hours in advance or the group will be

unable to register for the projector for the remainder of a semester. Visit the [Student Center website](#), under Venue Policies, for more information.

## Posting/Flyers

Student organizations may hang flyers in designated areas around campus. Some posting locations may have their own policies; the [content guidelines](#) noted above apply in all posting locations.

### Posting Locations

Organizations may post flyers in the following locations in compliance with the policies listed above, as well as any additional building-specific policies:

- [University Student Center](#)
  - Bulletin boards in stairwells
  - **Elevators:** Organizations wishing to have advertisements placed in the elevator display cases should bring three copies of the advertisement to Student Center Suite 304 for approval and posting, pending availability. Elevator postings must comply with general posting guidelines listed above and the following:
    - Portrait orientation
    - Size 8 ½ x 11 inches (Letter)
    - Should advertise an event taking place in the University Student Center
- [District House](#): Bulletin boards on B1 and B2 levels
- [Gelman Library](#): Consult the [Gelman Library building use guidelines](#)
- **Residence Halls:** Registered student organizations and campus departments can hang posters in the residence halls by bringing an original copy of the poster to the Campus Living and Residential Education office in Amsterdam Hall 106 and/or the Mount Vernon Campus Living and Residential Education Hub in Academic Building 113 to receive approval. [See the residence hall poster policy here](#).
- **Academic Buildings:** Organizations wishing to post in academic buildings should consult with the Office of the Dean responsible for the building. There is no posting allowed inside of classrooms.
- **Mount Vernon Campus:** Student Organizations may post on any public bulletin board. Each Friday, MVC staff will remove postings that are no longer applicable. All boards are labeled: "MVEvents & Activities Public Posting Board." The boards are inclusive of non-residential spaces, and include Eckles Library, Academic Building, Ames Hall (Main Entrance way), West Hall B1 Level (Near B108), and the Clock Tower Building (Outside the elevator)."

## Campus Press

### GW Hatchet

Student organizations can submit letters to the editor, opinion pieces, and story ideas, as well as place advertisements in the GW Hatchet. For more information on GW Hatchet advertising, go to

<http://www.gwhatchet.com>. Also consider tapping into other student media organizations on campus such as ACE Magazine or [GWTV](#).

## WRGW

GW's campus radio station has a strong and devoted followership. Capitalize on this by working with WRGW on your event, pitching a blog, or advertising with WRGW. For more information on WRGW District Radio advertising, visit <https://gwradio.com/contact-us/>.

## University Calendar

The University Calendar is used to populate several GW websites, campus social media accounts, as well as official University communications to the student body. To add an event to the University Calendar [complete this online form](#). Adding your organization's event to the University Calendar is the best way to get it promoted by the primary University social media handles.

## GWToday

GW Today is the official online news source for the University. The newsletter typically publishes interesting stories that highlight the accomplishments or activities of a wide variety of campus community members. In order to be considered for a story in GWToday, contact External Relations at [gwtoday@gwu.edu](mailto:gwtoday@gwu.edu).

## Tabling

Student organizations may reserve outdoor space and indoor space in the University Student Center and District House for the purposes of tabling. Tabling is commonly used to promote an organization or conduct fundraising activities. To reserve tabling space, visit <https://studentlife.gwu.edu/student-center>.

## GW Brand Guidelines

Maintaining a strong, consistent brand is a vital part of maintaining GW's strength as an institution. Student organizations should ensure materials reflect the GW brand and follow [GW's Identity Standards and Guidelines \(PDF\)](#), a guide in creating a distinct look for your materials.

Student organizations are permitted to create their own logos. Organizations must not misuse the GW logo (i.e. adding text to the GW logo, changing the color of the GW logo, overlaying graphics on the GW logo, etc).

## Using the GW Trademarks and Logos

The University's trademarks are intended to present a positive image of GW and may not be altered in any way. GW has registered the trademarks that are shown on the [Approved Logo Sheet \(PDF\)](#) with the

United States Patent and Trademarks Office. GW requires all individuals, groups, departments and organizations to submit their artwork for approval before using the trademarks for merchandise.

All student organizations that use University funds and/or desire to purchase merchandise that includes a GW institutional mark must follow the below guidelines and process. Examples of “merchandise” include t-shirts, hats, pens, backpacks, mugs, etc.

- All merchandise must include the language “The George Washington University,” “GW” or one of the institutional logos in at least one prominent location (e.g., back, front, pocket, or sleeve).
- The registration mark symbol “®” must appear in the lower right area of the GW verbiage or logo. For merchandise versions of the GW logos, please email [LTP@gwu.edu](mailto:LTP@gwu.edu).
- The GW Athletics Marks are restricted to use only by the Department of Athletics, Intramural/Club Sports, and the Lerner Health and Wellness Center programs.
- The University Seal is reserved for Restricted Use only. Request permission to use the University Seal from the Licensing and Trademarks Program at [LTP@gwu.edu](mailto:LTP@gwu.edu).
- Merchandise must be purchased through an [approved vendor](#).
- After you design your artwork, you must have it approved by GW Licensing and Trademarks Program either by [submitting online](#) or emailing [ltg@gwu.edu](mailto:ltg@gwu.edu).

Review the full Licensing and Trademark Programs [Merchandise Guidelines for Student Organizations \(PDF\)](#).

## GW Email Address

Registered student organizations are eligible to create an organizational email address via GW IT. The Office of Student Life does not monitor or maintain student organization email accounts or passwords.

Before requesting an email account, please read the [Code of Conduct for Users of Computing Systems and Services](#) and the [Network Usage and Security Policy](#).

To request an email account, please [complete a request form](#). You will be asked to list the name and email of a sponsor that authorized the creation of an account. Student organizations may list their assigned Staff Advisor or reach out to Org Help for assistance.

## GW Listserv

GW provides an email list management service using the L-Soft Listserv product. Listserv provides everything you need to manage all of your opt-in email lists, including email newsletters, announcements, discussion groups, and email communities. It is frequently used for distributing announcements and holding discussions. Student organizations with a GW organizational email address and Staff Advisor or Org Help approval may own a Listserv. All list owners are required to adhere to the [GW Email Policy](#) and [Acceptable Use Policy for Computing Systems and Services](#). To request a new list, please visit <https://hermes.gwu.edu> and click "Request a New List."

Additionally, organizations may [utilize Engage](#) to message all members or subsections of members.

## Media - Campus Press and External Press

Student organizations are permitted to speak to the media, both internal and external to the University. Organizations are encouraged to consult their Staff Advisor or Org Help for guidance upon receiving a media inquiry. Students may speak on behalf of their student organization, but may not represent the University or a GW department without written permission from the University.

## Using Copyrighted Materials

Copyright is a form of protection provided by U.S. law to authors of “original works of authorship” from the time the works are created in a fixed form. Copyright protection in the United States exists automatically from the moment the original work of authorship is fixed. A work is “fixed” when it is captured (either by or under the authority of an author) in a sufficiently permanent medium such that the work can be perceived, reproduced, or communicated for more than a short time. A copyrighted work cannot be copied, performed, distributed, or displayed without permission from the copyright holder. Examples of copyrightable works include literary works, musical works, dramatic works, choreographic works, pictorial and graphic works, and more.

Registered student organizations, students, and other members of the University community are expected to know what is permitted or not under copyright law, to respect the rights of copyright holders, and to exercise their rights, including their right of fair use, in compliance with laws, University policies, and any binding agreements. In addition to consulting with their Staff Advisor and Org Help, student organizations should review [Copyright Basics](#), a publication of the U.S. Copyright Office and other publications of the [U.S. Copyright Office](#) to better understand U.S. copyright law.

Users of copyrighted works ultimately bear the responsibility for complying with the law and any permissions, licenses or other agreements granting a right to use a work. Violation of a holder’s rights in a copyrighted work may result in statutory or other damages, fines, or more severe penalties.

The University may require the presentation of proof that permission to use a copyrighted work, as planned, had been obtained. The University reserves the right to bar the showing of a film, playing of music, or other use of a copyrighted work if there are reasonable concerns that the showing, playing, or use likely violates the rights of the holder of the copyright.

## Fair Use

Generally, fair use is any copying of copyrighted material done for a limited and “transformative” purpose. (“Copying” can mean both creating a physical copy of a work or an excerpt of it, or inserting a work or excerpts of it into another work.) The most common recognized “transformative” purposes are commentary, criticism, and parody. Whether or not a student organization’s use of copyrighted work falls within the boundaries of fair use is determined by weighing several factors. Student organizations

should consult with their advisor before using copyrighted material to determine whether fair use applies.

## Public Domain and Creative Commons

In general, U.S. copyright lasts for the life of the author plus seventy years after the author's death at which point the work becomes part of the public domain. Works can also enter the public domain if they are factual (charts or calendars), they are published before a certain date, or the creator has assigned their work to the public domain. When something is in the public domain, the work is owned by the public and organizations do not need to seek permission to use it. There are many places online to find books, images, audio, and videos in the public domain, including:

- [Project Gutenberg](#): 60,000+ eBooks that can be downloaded
- [Metropolitan Museum of Art](#): includes more than 400,000 images from The Met collection.
- [Smithsonian Institution Public Domain Images](#): a collection of 3,000+ images housed on Flickr.
- [Prelinger Archives](#): thousands of public domain films (advertising, educational, industrial, and amateur).

A creator can also place a Creative Commons license on their work. Creative Commons licenses are free copyright licenses that creators can use to indicate how they'd like their work to be used. Creators can choose from a set of six licenses with varying permissions and restrictions. You can find Creative Commons-licensed content at [search.creativecommons.org](http://search.creativecommons.org). You can utilize a [Google Advanced Search](#) to filter by usage rights. Learn more about the different [Creative Commons Licenses](#) here.

## Common Copyright Situations

Each use of a copyrighted work raises unique questions. See below for common situations in which a student organization may need to obtain permission from a copyright owner. Note that this is not an all-inclusive list and student organizations are ultimately responsible for ensuring compliance with copyright laws.

### Images

Most photographs/images are copyrighted, and use of them is subject to copyright restrictions. **Student organizations must only utilize images for which they have confirmed permission** either because the image is in the public domain, a Creative Commons license exists, or a license was obtained directly from the copyright owner.

### Films and Movies

**Films and movies can be played publicly only with a proper license.** Generally, no film or movie rental, purchase, or stream carries the right to exhibit it outside an individual's home.

In order to show a film as a public performance a student organization must purchase a Public Performance License for each instance they would like to show a film/movie. This can be done by contacting one of the following agencies that handle public performance licenses for many different film companies. If a license is not available through these agencies, the student organization will need to contact the film/movie creator to obtain license purchasing information.

- [Swank Motion Pictures, Inc.](#)
- [Criterion Pictures USA](#)
- [Motion Pictures Licensing Corp.](#)

Some Netflix original educational documentaries are available for one-time educational screenings. Titles that are available for educational screening will display a grant of permission on their details page. For more information [visit help.netflix.com](https://help.netflix.com).

### Music Licensing

GW has agreements with Broadcast Music, Inc. (BMI), the American Society of Composers, Authors and Publishers (ASCAP) and the Society of European Songwriters, Artists and Composers (SESAC). These agreements allow University faculty, student groups and staff to play or perform music at University events and functions on the University's campus at no cost to you. Please check the music catalogs with these companies before playing music at your events:

- [Broadcast Music, Inc \(BMI\)](#)
- [American Society of Composers, Authors and Publishers \(ASCAP\)](#)
- [Society of European Songwriters, Artists and Composers \(SESAC\)](#)
- [Global Music Rights \(GMR\)](#)

For questions about music licensing, please contact Licensing and Trademark Programs at [ltp@gwu.edu](mailto:ltp@gwu.edu).

## Resources and Other Information

### Awards and Recognition

The annual [Excellence in Student Life Awards](#) is GW's largest celebration of student life and a beloved campus tradition, honoring the individuals and organizations that work tirelessly to enhance student life on campus and work alongside our surrounding community.

As a complement to the Excellence in Student Life Awards, we host Day of Excellence, a community-wide celebration of appreciation and acclamation. This program provides all members of the community the opportunity to engage directly with a personalized act of recognition that is meaningful to them, from sending an anonymous compliment of appreciation, to posting recognition messages on social media. The Day of Excellence is hosted annually in late April.

Organizations recognized by an Excellence in Student Life Award receive the following benefits:

- Priority table space at any in-person student organization fair during the academic year
- Advanced space reservation for one org outdoor event or table space taking place in September
- Feature on the Student Life website
- Feature in the Student Life newsletter (the Newsletter)
- Feature on Student Life social media

### Conflict Resolution

The Office of Student Life and the Office of Student Rights and Responsibilities are available to assist student organizations in the resolution of organizational conflict. Organizations may contact [orghelp@gwu.edu](mailto:orghelp@gwu.edu).

### Mail and Packages

Student organizations may direct mail and packages to their local address or utilize:

[Student Organization Name]  
800 21st Street NW, Suite 204  
Washington, DC 20052

Mail and packages sent to the above address will be collected by Org Help. If mail is received for your organization, an email will be sent to the organization's Primary Contact, President, Financial Officer, and organization email (if applicable). Mail can be picked up during Org Help Office Hours in University Student Center 433A.

Mail not picked up within 10 business days will be opened by Org Help staff. Checks will be deposited into the organization's revenue account, important information will be scanned and emailed to officers, and mail determined to be junk mail (e.g. magazines, advertisements, donation requests) will be

discarded. Checks must be made payable to the George Washington University with the organization name in memo line or accompanying documentation.

Student organizations should not use a student organization office address (i.e. USC 4th floor room numbers) as packages cannot be reliably delivered or tracked using these room numbers.

## Officer Transition

Upon the transition of officers, the organization is responsible for the timely and effective transition of documents, passwords, and other materials and information. The Office of Student Life does not maintain this information on behalf of student organizations. The organization must also update Engage to accurately reflect the officers in its portal within 10 business days of transition. For more information on [updating positions in Engage](#), consult this guide (PDF).

## Student Association Student Org Resource Center

### Printing and Copying Services

The Student Association offers free use of their printing and copying services to registered student organizations wanting to make pamphlets, flyers, and posters for general use around campus.

For requests that are over 500 pages, organizations must either supply their own printer paper (dropped off at our University Student Center 427 office), or opt to deduct funds from their revenue or SA account for requests

To have your materials printed, please submit the [printing request form](#) through GW Engage at least 48 hours before desired pickup. Once your request has been approved, please look for an email from GWSA SORC regarding a pickup time.

Need assistance? Visit us during our [student org office hours](#), or email [gwsa.sorc@gmail.com](mailto:gwsa.sorc@gmail.com) to have your questions answered!

### Supply Rental

The SA also offers a wide variety of reusable goods and office supplies that are free of charge to student organizations.

Items available to rent include bluetooth speakers, coffee makers, folding tents, paper shredders, paper cutters, toolboxes, and various craft supplies. To borrow these items, please [submit the form on GW Engage](#) and allow up to 48 hours for your request to be processed.

If you have any questions about supply rentals, please email us at [gwsa@gwu.edu](mailto:gwsa@gwu.edu) or visit us during student org office hours, listed above!

# Appendix 1: Procedures for Events with Alcohol

## Procedures

1. Student organizations wishing to host an activity at which alcoholic beverages will be served must register the event by creating an event for their organization in GW Engage, then completing the accompanying questionnaire regarding the presence of alcohol. The questionnaire is found within the Engage event creation form. The event must be registered, reviewed, and approved by the Office of Student Life before it can be advertised or take place. Student Organizations must submit an Event registration form for any activity at which alcoholic beverages will be served, including but not limited to, those that are advertised by, partially or wholly funded by, hosted or co-hosted by, or facilitated on behalf of the Student Organization(s) which take place on or off University premises.
  - a. Event registration must be submitted in GW Engage at least nine (9) business days in advance of the event.
  - b. Student Organizations will receive an email from the GW Engage system once the event registration form is submitted confirming registration. **Events are not considered approved until the organization's Staff Advisor (or Org Help) communicates final approval.**
2. Student organization-sponsored activities at which alcoholic beverages are served may not take place during the time frame to include the day after the last day of classes until the conclusion of final exams. These days include, but are not limited to, the published University reading days, make-up days, or final exam days Undergraduate organizations' timeline will follow the published University academic calendar. Graduate and professional student organizations will follow the academic calendar for their designated school if it is different from the University academic calendar (the school-based calendar must be provided in writing from the School website or School authority).
3. The presence of an Event Authority is required at any student organization-sponsored activity at which alcoholic beverages are to be served.
  - a. Any activity which is held on University premises must utilize the GW Police Department (GWPD) as the Event Authority. GWPD will determine the number of Event Authorities needed for the sponsored activity.
  - b. An Event Authority must have the ability to monitor all areas of the University-sponsored activity, to include all entrances, designated spaces for the activity, and the distribution of alcoholic beverages.

- c. Event Authorities must identify all persons who are 21 years of age or older to confirm that those persons are eligible to be served an alcoholic beverage. Only those persons identified as being over the age of 21 shall be permitted to deliver or consume alcoholic beverages at a sponsored activity and a system, such as wristbands, shall be used to identify those individuals of legal drinking age.
  - d. If the sponsored activity is taking place at a Third-Party Vendor site or with a University-Approved Vendor, regardless of location, employees from the respective vendor must be identified as Event Authorities and those individuals will have the same responsibilities as university officials, GWPD officers or representatives of a D.C.-certified security agency.
  - e. Event Authorities must be notified by the sponsoring organization(s) of the authorized system and procedures pertaining to the distribution of alcoholic beverages prior to the activity taking place (i.e. notification of the "cash bar" system or the "drink ticket" system).
4. Student Organizations intending to host or co-host a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold must identify the "Primary Contacts" and "Secondary Contacts," for the sponsored activity, on the registration application.
- a. The "Primary Contact" will be responsible for the Sponsor(s) overall adherence to university policy and the law at the sponsored activity. This student will oversee the implementation of the authorized system for the distribution of alcoholic beverages at the sponsored activity (i.e. the "cash bar" system, or the "drink ticket" system). This individual will work with Event Authorities and any university official in addressing any violation(s) of university policy and the law and in circumstances when the health and safety of attendees may be at risk.
  - b. The Secondary Contact student will assist the "Primary Contact" in complying with university policy and the law at the sponsored activity and working with Event Authorities and any university official in implementation of the authorized system for the distribution of alcoholic beverages at the sponsored activity (i.e. the "cash bar" system or the "drink ticket" system). Examples of responsibilities for the "Secondary Contact" could include the delivery and distribution of alcoholic beverages in exchange for a "drink ticket."
  - c. "Primary Contacts" and "Secondary Contacts," who fail to adhere to their respective responsibilities at a university-sponsored activity at which alcoholic beverages are served may be subject to removal from the sponsored activity, be ineligible to participate in a sponsored activity in the future in the same role or be subject to administrative and/or disciplinary action by the university. Should this occur, the student organization(s) that sponsored the activity may also be subject to administrative and/or disciplinary action by the university.

- d. "Primary and Secondary Contacts" can count towards the number of required sober monitors.
5. Student Organizations intending to host or co-host a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold must identify the required number of sober monitors for the sponsored activity.
  - a. Sober monitors are enrolled students, listed on the Engage roster of the sponsoring organization(s) who will refrain from consuming alcoholic beverages the day of and during the sponsored activity.
  - b. Undergraduate Student Organizations must identify at least one (1) sober monitor for every twenty five (25) anticipated attendees at a sponsored activity. Graduate Student Organizations must identify at least one (1) sober monitor for every fifty (50) anticipated attendees at a sponsored activity.
  - c. The responsibilities of a sober monitor will include but are not limited to, assisting the "Primary Contact," the "Secondary Contacts," Event Authorities, and any university official in addressing any violation(s) of university policy or the law, or assisting in circumstances when the health and safety of attendees may be at risk. A sober monitor must be aware of and follow the authorized system for the distribution of alcoholic beverages at the sponsored activity (i.e. the "cash bar" system or the "drink ticket" system) and must stay at the sponsored activity throughout its duration. A sober monitor will also ensure that food and non-alcoholic beverages are available for consumption at the sponsored activity.
  - d. Sober monitors, who fail to adhere to their respective responsibilities at a student organization-sponsored activity at which alcoholic beverages are served may be subject to removal from the sponsored activity, be ineligible to participate in a sponsored activity in the future in the same role, or be subject to administrative and/or disciplinary action by the university. Should this occur, the student organization(s) that sponsored the activity may also be subject to administrative and/or disciplinary action by the university.
6. Unless otherwise specified by other published university policies, alcohol may only be served during the following hours: Sunday through Thursday, 11:00 a.m. - 11:30 p.m., and Friday and Saturday, 11:00 a.m. - 1:30 a.m.
7. Food and non-alcoholic beverages must be provided by the host for consumption throughout the duration of the sponsored activity. Food provided should be substantial and must be appropriate for the number of guests and the duration of the event. Specific details for quantity and what type of food and non-alcoholic beverages offered must be provided on the event registration form. Adherence to this standard will be evaluated by the event reviewer(s) and approved or denied at the discretion of designated review(s).

8. Drinking contests or games of any kind are not allowed at registered events.
9. Alcohol cannot be donated for a university-sponsored activity at which alcoholic beverages are consumed, served, or sold.
10. Businesses or companies in the alcohol industry cannot co-sponsor university-sponsored activities at which alcoholic beverages are consumed, served, or sold.
11. **Advertisements:** All advertisements, promotions and social media campaigns for registered events must include the following statement: "Alcohol will be available via the (INSERT DISTRIBUTION METHOD) for individuals 21 and over with a valid, government-issued ID." Events with alcohol may not be advertised until it has been registered and approved.
12. **Beverage Distribution:** Alcoholic beverages may be served or sold to individuals who are over the age of 21 at university-sponsored activities under a "cash bar" system or a "drink ticket" system as described within these procedures.
  - a. Only one system of alcoholic beverage distribution may be utilized at a university-sponsored activity.
  - b. Alcoholic beverages may only be served by personnel of a University-Approved Vendor or a Third-Party Vendor that is certified/licensed to serve alcohol and must follow the authorized system for the distribution of alcoholic beverages (i.e. the "cash bar" system or the "drink ticket" system).
  - c. The vendor/server must provide written acknowledgment of its understanding, compliance, and enforcement of these procedures and its respective jurisdictional laws, to include D.C. laws, governing the service of alcohol as part of the registration process.
  - d. The university expressly prohibits the use of an "open bar" to serve alcoholic beverages at a university-sponsored activity when sponsored by undergraduate, graduate, or professional student organizations.
  - e. Individuals attending the sponsored activity may not bring alcoholic beverages to or remove alcoholic beverages from the designated area of the sponsored activity.
  - f. If the sponsored activity is a fundraiser, the "cash bar" distribution system must be utilized. Monies collected from alcohol sales cannot be counted towards funds raised.
13. **Drink Ticket System Activities:**
  - a. A drink ticket must be purchased from/provided by a Third-Party Vendor or a University-Approved Vendor to be exchanged for one alcoholic beverage during the university-sponsored activity.

- b. Whenever drink tickets are sold, the Third-Party Vendor or a University-Approved Vendor must have a current license or certification within the appropriate jurisdiction associated with the lawful procurement, sale, and/or distribution of alcoholic beverages.
  - c. Graduate Student Organizations, if authorized by their Staff Advisor, may pre-purchase alcoholic beverages from a Third-Party Vendor or a University-Approved Vendor for distribution to persons of legal age during a university-sponsored activity. In these circumstances, a person of legal age must be provided a drink ticket in order to obtain an alcoholic beverage during the sponsored-activity.
  - d. A person can purchase/distribute up to six (6) drink tickets at the university-sponsored activity. Drink tickets can be purchased/distributed only at the time of an individual's arrival. The number of drink tickets available for distribution to each person attending a sponsored activity shall be limited depending upon the intended and/or remaining duration of the sponsored activity. The number of tickets available declines in line with the remaining time of the sponsored activity (i.e. if a guest arrives for the final hour of a four (4) hour event, they may only receive two (2) drink tickets).
    - i. Events less than one (1) hour in length or remaining: 1 drink ticket
    - ii. Events one (1) hour in length or remaining: 2 drink tickets
    - iii. Events two (2) hours in length or remaining: 3 drink tickets
    - iv. Events three (3) hours in length or remaining: 4 drink tickets
    - v. Events four (4) hours in length or remaining: 5 drink tickets
    - vi. Events five (5) hours in length or remaining: 6 drink tickets
14. The Third-Party Vendor, University-Approved Vendor, Event Authority, and the host organization(s), are responsible for managing the property during the sponsored activity and have the authority to supervise the delivery, storage, service, consumption, and removal of alcoholic beverages to and from the location of the activity.
- a. If the host organization(s) violates this Policy or other university policies, or if public safety concerns so warrant, the Third-Party Vendor, the University-Approved Vendor, Event Authority, a university official, and law enforcement officials shall have the absolute right to terminate the activity or the service of alcoholic beverages at the activity.
  - b. If directed to terminate the sponsored activity, the host organization(s) must immediately cease the activity.
15. The host organization(s) are responsible for the behavior and conduct of their members and their guests at any sponsored activity at which alcoholic beverages are consumed, served, or sold. Violations of law, these Procedures, or other university policies at an activity at which alcoholic beverages are consumed, served, or sold may result in administrative or disciplinary action for the hosting or co-hosting student organization or the respective individual students.

16. Should a violation of university policy be determined prior to a sponsored activity taking place, the Office of Student Life, the associated Academic College or university department, or the Office of Student Rights & Responsibilities shall have the right to revoke approval and immediately cancel the sponsored activity's registration. Should this occur, the host organization must immediately cancel the sponsored activity.
17. Should violations of university policy or the law occur at a sponsored activity at which alcoholic beverages are served, which are observed by the host organization(s), Event Authority, university officials, including GYPD officers, a law enforcement agency, representatives of a D.C.-certified security agency, a Third-Party vendor, or a University-Approved Vendor, those individuals are authorized to take appropriate action to resolve the violation, to include the termination of the sponsored activity.
18. Pursuant to university policies governing undergraduate and graduate Student Organizations entering into binding contracts with non-university companies, contracts between Third-Party Vendors & University-Approved Vendors and Student Organizations must be submitted to the assigned Staff Advisor/Org Help at least 6-8 weeks prior to the intended activity's date. All contracts are to be reviewed by the Staff Advisor and must comply with these procedures.
19. Promotion and publicity of sponsored activities cannot occur until the activity is registered and approved and must follow these procedures and the other published guidelines of the university, including but not limited to the following policies:
  - a. Promotion and publicity material for a sponsored activity including, but not limited to, banners, posters, palm cards, flyers, or any form of electronic media, may not advertise personal messages, promote or emphasize illegal activity, drugs, alcohol, sexual situations, or contain sexual innuendos.
  - b. Publicity in the residential facilities must follow the guidelines of the Poster Policy, published by GW Housing.
20. The George Washington University reserves the right to update and modify any of the terms and regulations contained within these Procedures, at any time and in our sole discretion. The Office for Student Life is the responsible university office for these procedures. If you have any questions about the most up to date procedures, please contact your staff advisor.

All reported violations of these Procedures pertaining to student organizations or groups shall be referred to the Office of Student Rights & Responsibilities, which may investigate the matter for administrative and/or conduct action pursuant to the Code of Student Conduct.

- Individual students who violate these Procedures may be charged and sanctioned, if found in violation, in accordance with the procedures set forth in the Code of Student Conduct.
- Student organizations or groups that violate these Procedures may be charged and sanctioned, if found in violation, in accordance with the procedures set forth in the Code of Student Conduct.

- Student organizations or groups that violate these Procedures may face sanctions, including but not limited to, required educational sessions or meetings for its membership, the revocation of the organization's eligibility to sponsor activities with alcoholic beverages, the restriction of the organization's ability to sponsor activities with alcoholic beverages, and/or revocation of the organization's official registration with the university.
- While an alleged violation of these Procedures is being investigated, the university, which includes but is not limited to, an academic college or university department, the Office of Student Life, and the Office of Student Rights & Responsibilities reserves the absolute right to revoke the approval for any pending university-sponsored activity at which alcoholic beverages may be served for the sponsoring organization(s).
- During the investigation and/or as the result of administrative or conduct action taken against the sponsoring organization(s) by the Office of Student Rights & Responsibilities, the sponsoring organization(s) shall be informed of the decision regarding their ability to host, co-host or register a future university-sponsored activity at which alcoholic beverages are consumed, served, or sold.

## Definitions

- "Event Authorities" of a student organization-sponsored activity, include but are not limited to university officials (for example, GWPD officers, or other university employees), representatives of a D.C.-certified security agency, and individuals employed by a Third-Party Vendor or a University-Approved Vendor, who will provide services (for example, age verification) at such activities.
- The "cash bar" system approved by the university is defined as the purchase of an alcoholic beverage from a Third-Party Vendor or a University-Approved Vendor with cash, to include the use of a credit/debit card, whether the activity is to take place on or off university premises.
- The "drink ticket" system approved by the university is defined as a single ticket exchanged for a single alcoholic beverage.
- "Legal age" means 21 years of age or older.
- An "open bar" system approved by the university is defined as university-sponsored activity at which consumption is not limited and distribution of alcoholic beverages is provided at no cost to individuals.
- The "Primary Contact" is sober and responsible for the student organization's overall adherence to university policy and the law at the sponsored activity.
- "Staff Advisor" is the staff member assigned as the staff advisor to the student organization. Advisor assignments are made by the Office of Student Life. Student Organizations that do not

have a staff advisor should utilize the Student Organization Resource Desk and [orghelp@gwu.edu](mailto:orghelp@gwu.edu).

- The "Secondary Contact" is sober and will assist the "Primary Contact" in complying with university policy and the law at the sponsored activity.
- "Sober monitor" is a member of the student organization that is sponsoring the activity. They are required to refrain from consuming alcohol the day of and for the duration of the sponsored activity.
- "Sponsors" of a university-sponsored activity means the student(s), or student organization(s) initiating, conducting, directing, or supervising the activity.
- "Student" means any currently enrolled person, full-time or part-time, or on continuous enrollment, pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or any form of certificate of completion.
- "Student group" means students who are associated with each other, but who have not complied with formal university requirements for registration as a student organization.
- "Student organization" means any number of students who have complied with university requirements for registration with the Office for the Student Experience as a student organization.
- "Third-Party Vendors" means business establishments maintaining a current license or certification associated with the lawful procurement, sale, and/or distribution of alcoholic beverages in their respective jurisdictions.
- "University" means the George Washington University and all of its undergraduate, graduate, and professional schools, divisions and programs.
- "University-Approved Vendors" means Third-Party Vendors that have been approved by the university for work at university-sponsored activities.
- "University premises" means buildings or grounds owned or leased by the university, or in which the university has an ownership interest, including, but not limited to, buildings or grounds in which students reside and university food service facilities are located; Marvin Center facilities; Columbia Plaza; and facilities operated in the name of any officially registered student organization. This definition is not limited to buildings or grounds owned or leased by the university at the Foggy Bottom campus.
- "University-sponsored activities" means events and activities initiated by a student, student organization, or university department, faculty member, or employee that: Are expressly authorized, aided, conducted, or supervised by the university; or Are funded in whole or in part

by the university; or Are initiated and conducted or promoted by an officially-registered student organization, university department, faculty member or employee.