

**Nicholls State University**  
**Registered Student Organization Manual**

## Letter from Student Activities Coordinator

Welcome!

I am genuinely excited that you are interested in the student activities and organizations here at Nicholls State University! Getting involved in a college setting is proven to increase your overall well-being through the connections and experiences you will have by being a part of a group of peers that share the same interest as you. Whether you live off or on campus, I hope that Nicholls becomes your home away from home. By being involved in an organization you are not only networking and building your resume, you are becoming an integral part of the history of Nicholls State University and community. Our Student Activities and Organizations department prides itself in furthering the development of existing and new organizations, with over 80 active student organizations, you are guaranteed to find a group that is a good fit for you, and if not, you can always start a new group!

If at any time you have questions or concerns regarding the content in this manual, please reach out by contacting me by phone at 985-448-4523 or by email at [carly.clark@nicholls.edu](mailto:carly.clark@nicholls.edu). The below information is intended to guide new and existing student organizations on a wide variety of functions. I hope that you find the information you need and that your club, group or organization flourishes during your time here at Nicholls State University. Best of luck with your semester and feel free to reach out.

Sincerely,

Carly Clark, MA  
Student Activities Coordinator  
Student Programming Association

## **Introduction**

Nicholls State University is committed to enhancing the college experience and provides opportunities for students to pursue their personal, professional, and academic goals by recognizing the rights for students to join, lead and establish organizations in those areas of interest. It is the mission of Nicholls State University to deliver accredited degree programs and comprehensive learning experiences to prepare students for regional and global professions with a spirited campus environment immersed in Bayou Region culture. It is the aim of the Department of Student Engagement to provide customer-focused student services and to provide meaningful student activities. The Student Engagement Office supports more than 80 student organizations in several categories: departmental/professional, honorary, religious, service, special interest, University-sponsored groups, and social organizations.

The purpose of this guide is to serve as a comprehensive resource outlining policy and procedures pertaining to student organizations, detailing the “how to” of successful management and operation of student organizations, and answering many of the commonly asked questions about events and resources available to student organizations. It is the responsibility of the student leader to be familiar with campus policies and ensure that student organizations work within the policies and procedures to achieve its goals.

The Student Engagement Office staff at Nicholls State University is 100 percent committed to ensuring that your organization succeeds. Should you have any questions after reviewing this manual, please contact our office

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## **Section I: Operations**

1. Student Organizations Committee
  - a. The Student Organizations Committee is a standing committee of the University as defined in University governance documents and is charged to review the activities of all student organizations to recommend organizations for chartering, continued recognition, probation, suspension of recognition, or revocation of a charter.
  - b. The committee may also handle disciplinary matters as outlined in the Code of Student Conduct and Appeals procedure
  - c. Organizations may appeal decisions of the Student Organization Committee to the Vice President of Student Affairs.
2. Standards for Student Organizations
  - a. Student organizations at Nicholls State University are grouped into several categories: departmental/ professional, honorary, religious, service, special interest, and social.
  - b. The principal aim of these organizations is the personal development of their members through a variety of activities, programs, and services which complement the academic offerings of the University and contribute to the cultural, intellectual, physical, emotional, and social development of its students.
  - c. Standards for student organizations have been established to assist student organizations, their members, officers, and advisors, in fulfilling their responsibilities to each member, the University, its governing organization, and the general community.
  - d. The standards have been written to address all categories of student organizations.
  - e. The specific purpose and function of each organization will determine the level of application of each standard.
3. Organization Identity and Vitality
  - a. The standards in the section draw attention to each organization's need to reiterate its purpose and distinctive characteristics; to ensure that its ideals, purposes, traditions, and procedures are understood and accepted by all members; and to maintain its distinctive characteristic and traditions in the context of the policies and position statements of Nicholls State University and the organization's national or international affiliate.
    - i. Standards:
      1. Organizations encourage positive intellectual and/ or social development of the organization and its members.
      2. Organizations preserve unique characteristics of the organization through the use of educational programming to instill a knowledge of history, ideals, policies, and procedures of the organization.
      3. Organizations provide training in leadership skills, personal and social skill development, and awareness and appreciation of different lifestyles and cultural heritage.

4. Organizations promote individual and organization behavior that is representative of the high standard of conduct expected of Nicholls State University Students and the founding ideals of the organization.
5. Organizations educate members regarding Nicholls State University policies and procedures including the Code of Student Conduct.
6. Organizations foster a community spirit through programming and participation in a variety of campus activities and interaction with other groups. Each organization promotes involvement in extracurricular activities.
7. Organizations develop and implement individual and organization community service programs.
8. Organizations remain in close contact and maintain a working relationship with faculty and staff of the University, alumni and their national or international affiliate.

#### 4. Membership

- a. The strength of any organization is derived from its members. The skills, abilities, aptitudes, and attitudes of each member define the levels of attainment possible for the organization in scholarship, leadership, community service, social awareness and involvement, and career preparation.
- b. These qualities of individual members also are indicative of the way the organization maintains its traditions and passes them on to future generations.
- c. The standards of this section provide a focus for an organization's membership selection decisions, its process for assimilating new members into the full life of the organization, and its programs for developing the full potential of each member.
  - i. Standards:
    1. Organizations select members consistently with the purpose and distinctive identity of the organization as established by its constitution and/ or by-laws.
    2. Organizations maintain a minimum membership of 10.
    3. Organizations adhere to all Nicholls State University and national or international affiliate guidelines regulating membership recruitment.
    4. Organizations follow practices for educating and initiating new members according to University and national or international affiliate guidelines regulating membership recruitment.

#### 5. Management

- a. The organization and administration of an organization have both direct and indirect effects on the vitality of the organization. An optimal environment for all members is achieved through sound fiscal management and efficient administration of organization operations.

Standards of this section detail the elements requisite to responsible, efficient, and effective organization management.

i. Standards:

1. Organizations demonstrate a commitment to efficient and prudent organization management by officers' and members' compliance with operating policies established by the University and their national or international affiliate.
2. Organizations practice effective risk management as directed by policies of the University and their national or international affiliate.
3. Organizations demonstrate a commitment to good management by maintaining a close working relationship with their faculty or staff advisor.
4. Organizations demonstrate a commitment to sensible financial operations by adhering to policy and procedures specified in Section Eight of the Manual for Student Organizations.
5. Organizations operate within the rules and regulations of the University, as well as all local, state and federal laws.

6. Scholarship

- a. The fundamental reason for enrolling in a university is to acquire the educational foundation necessary to function effectively as a citizen.
- b. The range of academic programs offered by Nicholls State University provides the opportunity for all students to prepare themselves to assume roles as adults in government, in business and industry and in the professions.
- c. The major indicators of the progress are the course selection decisions made; achievement levels attained in each course; major and minor areas of study; and in the graduate programs, occupations, or profession each member enters upon graduation.
- d. The academic progress of all members considered collectively indicates the relative strength and vitality of the organization.
- e. The standards in this section reflect the central importance of academic achievement should occupy in the life of each organization at Nicholls State University.

i. Standards:

1. Organizations nurture academic excellence within the campus community by providing continuing and new members with appropriate incentives and resources to facilitate scholastic achievement.
2. Organizations create an environment conducive to academic success by offering education programs to members maintaining acceptable academic standing and to members confronting academic distress.
3. Organizations maintain a minimum overall organization grade point average of 2.0 on a 4.00 scale.
4. Organizations require individual members to maintain at least a 2.0 internal grade point average.

5. Organizations select and work closely with a faculty or staff adviser who is an employee of the institution and whose influences are directed primarily toward organization scholarship and secondarily toward other organization obligations at the host institution.

## 7. Social Responsibilities

- a. The basic purpose of any student organization is the constant development of its members in the areas of scholarship, leadership, community service, social awareness, and career preparation.
- b. The standards of this section center on the social realities of the broader contemporary contexts for student life and provide guidelines for addressing issues associated with our racially and culturally diverse society, with interactions between the sexes, with substance abuse issues, and with other social issues of the University and general community.
  - i. Standards:
    1. Organizations demonstrate a commitment to the University's stated ideal of an inclusive campus by achieving an organization environment where students of different race, ethnic origins, and religions are welcomed and included.
    2. Organizations promote the kinds of diverse social interactions that their members will encounter throughout the University, and upon graduation, as active participants in their communities and as socially responsible citizens.
    3. Organizations stress social activities which are conducive to dignified interaction among people and are not degrading or demeaning to any person or group.
    4. Organizations maintain effective alcohol and drug abuse awareness programming, intervention and referral procedures for members, and disciplinary measures that ensure that violators are punished but that also provides due process for any member who violates organization standards.
  - ii. Organizations sponsor activities that are conducted within the following guidelines:
    1. Activities are not scheduled during midterm or final exam period.
    2. Activities are within the guidelines of the University and their national or international affiliate.
    3. Activities are not scheduled off campus during orientation week.
    4. All activities whether sponsored on or off campus are registered with the Office of Student Life and the organization's advisor. The registration process includes verification that the planned activity will comply with the organization, state or national, and University regulations

## **8. Recognition and Chartering**

- a. A group formed in good faith for a lawful purpose may seek recognition as long as the stated aims of the organization do not violate any policy of the University or any law. Groups are recognized on the basis of their own statement concerning the aims, nature, and purpose and program, and their applications are evaluated accordingly.
- b. Recognition by the University authorizes the organization to exist and function but does not constitute approval or endorsement of the organization's aims and activities.
- c. The organization's contribution to the overall goals of the University is important to gaining recognition as a student organization and for maintaining active status. The Student Engagement Office upon receipt of the necessary documentation may grant probationary approval for Intent to Organize.
- d. A student organization is officially recognized when it receives its official charter from Nicholls State University.

## **9. Forming New Student Organizations**

- a. Forms requesting recognition as a student organization can be obtained in the Student Engagement Office or on the student organization's webpage.
  - i. The Intent to Organize form must be completed and accepted by the Student Engagement Office.
  - ii. With approval, the group may begin the organization process.
  - iii. Within 30 days, the following must be completed and submitted to the
    1. Student Engagement Office:
      - a. Student Organization Questionnaire Form
      - b. An acceptable constitution or set of by-laws which has been approved by the Student Organizations Committee.
      - c. A letter of acceptance from the person who will serve as the advisor and perform the duties listed.
      - d. A membership list consisting of a minimum of 10 charter members who have completed at least one regular semester at Nicholls.
        - i. The group applying for recognition must have an overall grade point average of 2.5
- b. All forms must be submitted to the Student Activities Coordinator, and an appointment must be made with the staff to meet with the advisor and officers of the proposed organization to discuss the group's plan for the organization.

## **10. Membership Requirements for Charter**

- a. Active members of student organizations are usually full-time students.
- b. Part-time students and students enrolled in special programs, who meet their individual program hourly requirements may participate in a student organization if permitted by the organization's approved constitution.
- c. Organizations may be required to meet a higher standard set by national affiliations and their coordinating bodies.

- d. A 2.5 organization grade point average is required at the time of chartering and must be maintained through active continuance.
- e. Officers must maintain a 2.5 cumulative average throughout the term of their office.
- f. The Student Organizations Committee will take grades and service of a member into strong consideration during its review of student organizations and activities.

#### **11. Advisors**

- a. All student organizations must have at least one faculty/staff advisor employed by the University and approved by the Student Engagement Office.
- b. The expectations of advisors include the following:
  - i. To ensure that all activities of the organizations are conducted in compliance with University regulation, local, state, and federal laws.
  - ii. To ensure that the organization adheres to its constitution and bylaws.
  - iii. To attend activities sponsored by the organization.
  - iv. To meet with the organization and its officers regularly to ensure that the organization is committed to academics, personal development of each member, member education, recruitment of members, strong alumni relations, and good University and community relations.
  - v. To ensure that organizational objectives are accomplished through sound fiscal management and efficient administration of organization operations.
  - vi. To assist the organization in meeting accreditation and annual reporting requirements discussed in this manual.

#### **12. Chartering**

- a. Upon completion of procedures required for recognition, the Student Engagement Office may recommend to the Student Organizations Committee to grant the group probationary status.
- b. Probationary status is usually granted for a period of no longer than one year.
- c. Student groups approved for probationary status are granted the rights and privileges of student organizations at Nicholls State University.
- d. At the end of that period, the Student Organizations Committee will evaluate the organization and a recommendation will be made to the Vice President of Student Affairs to issue the group its official charter.
- e. Student groups approved for chartering by the Vice President of Student Affairs will be issued a charter from the Office of Student Affairs.
- f. Receipt of the charter grants the organization all rights, privileges, and honors pertaining to student organizations at Nicholls State University.
- g. Specific rights and privileges are specified in departmental and program policy manuals and in each coordinating organization's constitution and by-laws. Groups denied recognition by the decision of the Vice President of Student Affairs may appeal to the President of the University.
- h. All appeals must be made in writing within ten (10) school days.

### **13. Annual Reporting Requirements**

- a. Student organizations must submit annual reports to the Student Engagement Office.
  - i. Spring Semester - President's Annual Report, Treasurer's Annual Report
  - ii. Fall Semester - Annual Registration, Membership and Officer Roster Updates
  - iii. Constitution and Bylaw changes and updates
- b. Student organizations failing to file required documents with the Student Engagement Office will be denied rights and privileges granted to recognized organizations.
- c. At the request of the Student Engagement Office or the Student Organizations Committee, an organization may be requested to appear to discuss annual reports, current activities, financial standing, or other matters related to the accomplishment of its purposes.

### **14. Probation and Suspension**

- a. If an organization does not operate according to its purpose, violates organization or University policies and procedures, or does not meet accreditation and reporting obligations, the Student Engagement Office will work with the organization to address the problem and develop a corrective action timeline.
- b. If the corrective action is not taken, the Student Organizations Committee may hold a hearing to review the organization's recognition status.
- c. Hearings are conducted according to procedures outlined in the Code of Student Conduct.

### **15. Finances and Records**

- a. Student organizations accept all financial responsibilities incurred by the organization.
- b. Organizations with a negative balance may be subject to disciplinary action.
- c. It is important for organizations to maintain good financial record keeping.
- d. Records must be made available for review as requested by the Student Engagement Office.
  - i. The following practices should be used to maintain good financial records:
    1. Elect a student treasurer or other financial officer to work with the advisor in maintaining the financial records and preparing the necessary reports.
    2. Require two signatures on all checks which are issued from the organization's checking account. It is recommended that the advisor and another officer other than the treasurer be authorized to sign checks.
- e. It is the duty of the treasurer and all officers to follow accepted accounting procedures and keep all financial records accurate.
  - i. Organizations should maintain the following practices:
    1. A cash journal summarizing all cash activity.
    2. If the organization has very few transactions, a 14 column pad may be used.

3. Records of all paid invoices and receipts.
  4. Records of all income deposits.
  5. Deposits should preferably be made on the same day money is collected.
- f. Student organizations also have the option to set up a Nicholls Foundation Account with the Office of Development located in Picciola Hall.

#### **16. Funding**

- a. Organizations may acquire money by assessing their members according to its constitutional provisions, sponsoring fundraising activities, and soliciting donations from 3<sup>rd</sup> party organizations.
- b. The number and types of activities may be limited by the University.
- c. Organizations may sponsor fundraising activities limited to support of approved activities of the organization.
- d. Requests for approval of fundraising activities are submitted to the Student Engagement Office for approval at least two weeks prior to the scheduled date of the activity (six weeks for raffles, bingo, and other gaming activities).

#### **17. Gaming Activities**

- a. State law governs gaming activities such as raffles.
- b. Guidelines for fundraising and charitable gaming are listed in the Student Activities and Events section of this manual.
- c. Solicitation of funds from businesses or individuals must have prior approval of the Office of Institutional Advancement.
- d. Fundraising activities sponsored by campus organizations may not unfairly compete with or undermine business operations on the campus and within the local community.

#### **18. Anti-Discrimination Policy**

- a. The University is ethically committed not to discriminate and allow individuals/groups to discriminate against students, faculty or staff on the basis of their gender, sexual orientation, race, religion, national origin, age, marital status, disability or veteran's status. A member of the Nicholls community who believes that he or she has experienced discrimination by being denied equal rights with others or by being forced to work and learn in an environment that is hostile to members of his or her class may file a complaint with either the Dean of Student Life (student complaint) or the Director of Human Resources (faculty or staff) or any other appropriate officer of the University, including Confidential Advisors. The complaint will be processed according to the procedure set forth below. Some special instances of discrimination prohibited by the University are described in the following paragraphs. In all cases, it is a violation of the Code of Student Conduct and therefore the University to retaliate against any complainant or witness.
- b. For more information on the Nicholls State University Anti-Discrimination Policy, please refer to Section Seven of the Code-of-Student-Conduct.

#### **19. Anti-Hazing Policy**

- a. Students at Nicholls are expected to be partners in the process of fulfilling the mission of the University by creating and maintaining standards within student groups, teams and organizations that are conducive to personal

growth and development. If student groups, teams, and organizations are to play an integral part in the University's plan, they must set standards that challenge each individual to achieve his or her greatest potential. Hazing is the antithesis of this goal, in that it attempts to tear down the feelings of individual pride and self-esteem of the individual, supposedly in order to create some esprit de corps in the group. Furthermore, Nicholls State University adheres to the UL System Statement on Hazing- Revised 8.23.18 and upholds all LA statutes related to hazing. Student organizations and/or individual members found to have engaged in hazing shall be in violation of the Code of Student Conduct and Louisiana Revised Statute R.S. 14:40.8.

**20. Hazing Definition**

- a. Hazing is defined here as any activity sponsored by or any method of initiation into a group, team, or organization which is likely to cause, or does cause mental or physical discomfort or embarrassment, or places any person into a demeaning or physically dangerous situation.
  - i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
  - ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

**21. Sexual Assault, Sexual Harassment, Relationship Violence, Stalking & Retaliation**

- a. Sexual assault, stalking, domestic violence, and dating violence are criminal offenses that are inconsistent with the mission and values of Nicholls State University. Such offenses are prohibited and will not be tolerated in any manner, any setting related to the University, or by any individual(s) associated with the University in any way. The University is fully committed to maintaining a respectful, healthy, and safe environment for all members of the campus community and its constituents.
  - i. For more information and to read the policy in full please refer to the Nicholls State University Policy Regarding Sexual Assault, Stalking, Relationship Violence, & Sexual Harassment.
  - ii. Please contact the Office of Student Support Services at 448-4080 with any questions.

## **Section II: Student Activities**

### **1. Campus Activities**

- a. All activities on or off campus must be approved and registered with the Student Engagement Office.
- b. Approval and registration are required for verification of compliance with campus policies and procedures.
- c. Each individual student organization and its members are responsible for assuring that the organization's activities held off campus are conducted in accordance with its governing policies and the law.
- d. Student organizations may not schedule an event open to the public on Crawfish Day, during finals week, or the day of commencement.
  - i. For more information regarding event planning please refer to the Nicholls Events webpage

### **2. Conduct of Student Organizations**

- a. All organizations are responsible for complying with all University regulations including the Code of Student Conduct, Manual for Student Organizations, and all federal, state, and local laws.
- b. Responsibility for the general conduct of an organization's members at activities sponsored by the organization is assumed by the organization sponsoring the function, specifically upon the officers and the person(s) in charge and each individual member.
- c. The University does not authorize student organizations to sponsor events open to the public at an off-campus site where alcoholic beverages are sold or consumed as the primary business of establishment.
- d. Student Engagement staff and the Student Organizations Committee in accordance with the Code of Student Conduct handle conduct violations.

### **2. Off-Campus Events**

- a. Student organizations may host events at off-campus sites provided that the proper notification is provided to the University.
- b. Complete the Off-Campus Activity Form (Red Form) and submit it to the Student Engagement Office to host an event off campus.
- c. Please note that the signature of the manager or owner of the establishment is required prior to submission to the Student Engagement Office.

### **3. Events Open To the Public**

- a. An open event is one which is not limited to Nicholls Students, their social dates and close family members, and appropriate faculty or staff, and to which the general public may be invited.
- b. Organizations may not sponsor events open to the public at any off-campus site where alcoholic beverages are sold and consumed as the primary business of establishment.

### **4. Tailgate Parties/Bonfires**

- a. Tailgate parties and/or bonfires are limited to a designated area.

- b. The reservation form reserving the area for a tailgate party and/or bonfire and copies of all permits associated with the event must be submitted to the Student Engagement Office prior to the event.
  - c. A map of this area can be obtained in the Student Engagement Office.
  - d. Written approval must be obtained from the Student Engagement Office and the University Safety Officer for all bonfires held on campus.
  - e. Permits must also be obtained from the City of Thibodaux and the Thibodaux Fire Department.
  - f. All tailgate parties will end 15 minutes before game time.
  - g. The sale of food items or beverages to the general public is strictly forbidden.
- 5. Seafood Boils**
- a. Seafood boils sponsored by student organizations on the Nicholls State University campus are limited to areas underneath the stadium surrounding the Century Club Room.
  - b. Student organizations must follow state and local health regulations.
  - c. Organizations are responsible for bagging seafood shells and disposing of the bagged shells in the appropriate receptacles.
  - d. Overtime charges for personnel services at seafood boils are mandatory since the University reserves the right to clean the facility immediately following the event.
- 6. Fundraisers/Solicitations**
- a. Organizations may sponsor fundraising activities which have been approved by the Student Engagement Office.
  - b. Requests must be submitted to the Student Engagement Office at least two weeks prior to the scheduled date of activity and six weeks for gaming activities (raffles, bingo, etc.).
  - c. Solicitations of funds from local businesses or individuals must be approved by the Office of Institutional Advancement prior to any solicitations being made to businesses or off-campus individuals.
  - d. Student organizations can reserve only one fundraising event one semester in advance.
  - e. Beginning the first day of class of each semester, student organizations can start reserving the second fundraising or private event on a first-come, first-serve basis.
- 7. Charitable Gaming**
- a. Student organizations may use gaming as an opportunity to fundraise.
  - b. It is the organization's responsibility to obtain the correct permits from the Louisiana Office of Charitable Gaming for all charitable gaming requests.
  - c. Requests to hold a fundraiser on campus must be submitted to the Student Activities Office along with an application to the Department of Revenue to receive a temporary gaming license.
  - d. To apply for a license, student organizations must have a validated tax identification number or EIN issued by the Internal Revenue Service.
  - e. Applications can be obtained from the [Office of Charitable Gaming](#) website or from the Student Engagement Office.
  - f. Approved charitable games include Raffles, Bingo, and Keno.
    - i. Exemptions from Raffle Licensing Requirements:

1. A license and payment of a fee to conduct charitable gaming shall not be required of an organization to conduct a raffle if the organization is one which:
    - a. would qualify under Louisiana law to conduct charitable gaming; all net proceeds are dedicated to purposes allowable under the charitable gaming law;
    - b. the games are conducted within a parish or municipality which allows charitable gaming under the provisions of R.S. 33:4861.3;
    - c. the cost of a ticket which makes the purchaser eligible to win any prizes is not greater than \$1;
    - d. the raffle is not conducted at a time and place other games of chance allowed under the act are being conducted;
    - e. the total number of tickets sold or available for sale does not exceed \$3,000;
    - f. the total value of all prizes to be awarded does not exceed \$2,000, and the prizes or merchandise have either been donated or purchased prior to the sale of any chances thereon and that the organization conducts no such raffle or other game of chance more often than twice any calendar year or the raffle is a door prize raffle available only to members or bona fide guests present at a regularly scheduled meeting of the organization that is not conducted more than once a month and the value of the prize does not exceed \$100 or one half of the value of the tickets sold at the drawing whichever is lesser.
  2. All organizations conducting such raffles exempt from licensing requirements must maintain records for a period of one year from the date of the raffle which accurately shows at a minimum, the gross revenue from each activity, details of the expenses of conducting the activity, and details of the uses to which the net proceeds are used. Such records shall be available for inspection by the division upon request.
  3. All organizations conducting raffles exempt from licensing requirements shall give the division written notice at least 15 days prior to any such activity, stating the organization's intention to conduct a raffle, date, and location of drawing, prizes to be given, cost of tickets and the number of tickets printed.
  4. Organizations may conduct any charitable game of choice twice per year. The total gross from all gaming fundraisers conducted during the school year may not exceed \$5,000.
- ii. Records related to charitable gaming must be kept for at least three years from the date of the raffle. The following regulations must be observed once a temporary license has been granted:

1. Tickets are to be sold at one price and not exceed \$1.00 each.
  2. Tickets shall be pre-numbered in sequential order and contain the following information: organization's name, license number, date, time, and locations of the raffle, cost of the ticket to participate, and prizes to be given away and their value.
  3. Value of the total number of tickets sold may not exceed \$3000 per game.
  4. The total value of prizes may not exceed \$2,000.
  5. A financial report must be submitted to the Student Engagement Office showing gross revenue from the raffle, detailed expenses of conducting the raffle, and a detailed report of how the proceeds from the raffle were spent.
    - iii. If your organization does not fall within the exemption guidelines please refer to the [Office of Charitable Gaming](#) website.
- 8. Fundraiser Events**
- a. Student organization events, for which a fee is charged, must use the campus contract company (Sodexo) for all food and beverages provided, served or sold, at the event.
  - b. Organizations must follow all approved money-collection and accounting procedures for each event.
  - c. Admission fees can be collected throughout the event until the end.
    - i. Reentering can require additional payments.
  - d. University Police are required to monitor these events when money transactions are occurring.
  - e. Co-promotional events with off-campus entities are not allowed.
- 9. Bake Sales**
- a. Student organizations may sell baked food items.
  - b. All bake sales, whether held in the Student Union, academic facilities, or outdoor areas, must be reserved in the Student Engagement Office.
  - c. To ensure proper health and sanitation observances, student organizations are required to adhere to the following:
    - i. A menu must be presented at the time of the reservation.
    - ii. Items should be sold in servings pre-wrapped as much as possible, and any other foods will need to be in containers that have covers on them.
- 10. Barbecue Cookouts for Fundraising**
- a. Each student organization is permitted one (1) barbecue cookout per semester.
  - b. Due to Health Department standards, organizations are limited to hamburger and hot dog sales.
  - c. The reservation can consist of a one or two day request (in the same week) each semester.
  - d. Rainout dates can be rescheduled based upon availability.
  - e. The Health Department may conduct inspections to ensure that proper sanitation requirements are met.

- i. Barbecue set-up requires four tables, soap and water, bleach water, serving equipment, and non-food supplies from the cafeteria.
- ii. Tables and equipment must be wiped with the sanitizing equipment.
- iii. All food handlers and cooks must wash hands prior to cooking.
- iv. Raw meat handlers are not allowed to handle buns and condiment wrappers, and food handlers are not allowed to handle money.
- v. Food is to be cooked and put into a holding pan on the grill with the lid covering the cooked meat as much as possible.
- vi. The prep person should take buns out of the plastic wrapper and put the cooked burger on the bun.
- vii. The burger is then wrapped and given to the customer along with condiments.
- viii. At the close of the event, all equipment should be returned to the dining hall, trash is picked up in the area and disposed of in the proper receptacles, and the BBQ pit should be cleaned after it cools.
  1. Please note that missing equipment will be charged to the organization.

## 11. Organization Travel

- a. Off-Campus Activity Form
  - i. Organizations seeking approval for group travel must submit an Off-Campus Activity Form (Red Form) with a list of all students traveling.
- b. Trip Insurance
  - i. Trip insurance must be purchased for each traveler, and a receipt is to be submitted to the Student Engagement Office prior to departure.
  - ii. The Request for Student Travel and Trip Insurance Form can be found with the Student Activities Coordinator
- c. Transport
  - i. Student organizations using University transport (vehicle/bus) must be accompanied by an approved University personnel.
  - ii. All drivers of vehicles, personal or University vehicles, must complete the defensive and safe driving training with the Campus Safety Office.
- d. General Expectations
  - i. Participants are expected to adhere to the University's regulations while on official travel.
  - ii. Alcoholic beverages are prohibited while traveling.
  - iii. Organizations are responsible for sharing with each travel participant of the procedure for emergencies and proper communication with appropriate University officials.

## 2. Advertising

- a. Advertisements cannot "go up" for an event until all necessary approvals have been obtained.
- b. Signs for approved activities may be posted only on bulletin boards or areas designated by the approving authority. The posting of signs on

trees, painted surfaces, brick surfaces, and glass surfaces is PROHIBITED. Signs on bulletin boards generally should not exceed 11” by 17”.

- c. The University reserves the right to set time, manner, and location restrictions on advertisements by any organization.
- d. Penalties for violation will be determined by the University.
- e. Approval authority for posting signs is as follows:
  - i. General campus and general bulletin boards – Reservations Office
  - ii. Department bulletin boards - Individual Department Head
  - iii. Housing facilities - Director of Residential Living
  - iv. Student Union building and surrounding area - Reservations Office

### Section III: Facilities and Reservations

#### 1. Reserving Facilities

- a. Recognized organizations may use the facilities and services of the University, its buildings, grounds, and equipment subject to the regulations which govern their use. These groups must be in good standing with the University and owe no outstanding debt from the previous semester.
- b. The Campus Reservations Office at Nicholls State University helps ensure the successful planning of events hosted by students, campus organizations and departments as well as off-campus customers.
- c. To ensure that campus events run smoothly and are well executed, our staff is available to guide you through the planning process – from selecting a date/time and reserving a campus facility to connecting you with university resources such as audio-visual equipment, catering services, and decorative plants. We also work closely with the Office of University Marketing and Communications to ensure that events for the campus or general public are promoted through the online university calendar, Inside e-newsletters, social media, the university marquee, and other promotional avenues.
- d. If you have any questions about how to get started planning your next event, contact us at [reservations@nicholls.edu](mailto:reservations@nicholls.edu).
- e. All activities must be booked using the Student Activities and Fundraiser Form.
- f. Forms must be completed and submitted to the Reservations Office at least two weeks prior to the date of the proposed event.
- g. The approval of a request for use of a University facility carries with it the acceptance to comply with regulations concerning the activity and the responsibility of the advisor or designated representative to be present at the activity.
- h. Organizations may book weekly meetings, banquets, parties, and other functions one semester in advance.
- i. All reservations are taken on a first-come, first-serve basis. Be sure to plan meeting schedules and other events well in advance.
- j. If an emergency booking is needed during the regular business hours, the organization's advisor may obtain approval from the Director of the Student Union.
- k. Setup will be done if the staff is able to accommodate the request; otherwise, the room must be used "as is." Events occurring outside of normal operating hours will be subject to a rental fee.
- l. The University reserves the right to approve all facility decorations.
- m. A complete description and diagram are required in advance of the event.
- n. This should be done as soon as plans are made and no later than two weeks prior to the event.
- o. All decorations, props, or equipment must be removed immediately following the event unless prior written approval is on file in the Student Engagement Office. The University is not responsible for items stored or

left in the facilities without prior approval or without the appropriate security measures taken.

## 2. Reservation Procedures

- a. The campus organization must submit a Student Activities and Fundraiser Form (Gold Form) completed and signed by the organization's president, advisor, and either the Student Activities Coordinator for student organizations and the Director of Greek Life for Greek organizations to the campus reservationist at least two weeks in advance of the event.
- b. Requests should include all setup and equipment needs.
- c. The Reservations Office will inform the organization of any additional documents needed based upon the details of the event and set up needs including Maintenance Work Order Requests, Overtime Request forms, etc.
- d. The organization will receive an email confirming the date, time, and location of the event.
- e. Reservations are not complete until a confirmation has been issued.
- f. An event is a closed function when admission is limited to members of the organization, appropriate university personnel, social dates, and close family members. Persons not affiliated with the organization shall not be admitted; general invitations and advertising to persons of the community are not permitted, and admission may not be charged for the event.
- g. An open event is one which is not limited to Nicholls students, their social dates and close family members, and appropriate faculty or staff, and to which the general public may be invited.

## 3. Personnel & Setup Fees

- a. Fees for services of university personnel (e.g. custodians and maintenance personnel), equipment usage and setup, and food services are determined in accordance with University policy which can be found on the [Nicholls Events](#) webpage.
- b. Fees will be assessed for events held outside of normal business hours.
- c. If fees for services are charged, the organization will receive its final billing through the Office of the Controller.
- d. All fees must be paid at the end of each semester, or the organization's officers will be held responsible for the charges and lose booking privileges for future reservations.

## 4. Security

- a. The Director of University Police will determine the need for officers to work each event and the need of metal detectors.
- b. The general practice is that no fewer than two officers will be required for an event open to the public.
- c. Officer requirement will be determined by the specifics of the event.
- d. The sponsoring organization is responsible for the cost of officers.

## 5. Cancellation

- a. When cancellations are anticipated, the Reservations Office should be notified at least 24 hours in advance.
- b. A warning will be issued for the first offense.
- c. Overtime fees may still be assessed.

- d. Repeated cancellations without notice may result in disciplinary action which could lead to loss of reservation privileges and payments of overtime fees that apply.
- 6. Food and Beverages for Student Organization Events**
- a. Student organizations may self-cater “closed” organization events.
  - b. A closed organization function is one in which only members and their guests will be present.
  - c. Self-catering refers to food that is provided by members (not purchased from an off-campus vendor).
  - d. The campus food service contractor must always provide alcoholic beverage service.
  - e. Student organizations may not self-cater for events open to the public.
  - f. The contracted food service company must cater all events open to the public.
    - i. This means that the campus food service contractor must provide all food and beverage service (including alcohol).
    - ii. The campus food service contractor will not serve donated food, beverage or alcoholic beverage.
  - g. For fundraising events, student organizations are allowed to give away donated non-perishable food and non-alcoholic beverages.
  - h. Any organization found in violation of this policy will be subject to disciplinary action including being charged rental fees, set up fees, and clean up fees.
- 7. Beer/Alcohol Policy**
- a. The sale and/or consumption of beer and other alcoholic beverages on Nicholls campus is permitted only in the Student Union and shall be limited to students, faculty, staff and their guests who are of legal drinking age.
  - b. In addition with respect to university events, beer and other alcoholic beverage sales are allowed at athletic events and with the permission of the university president at special events (such as Crawfish Day and Alive at 5).
  - c. The approved university vendor to serve alcohol is Sodexo.
  - d. Food in sufficient quantity must be served in conjunction with alcoholic beverage sales. Alcoholic beverages are not allowed to be served at any student organization event open to the public without the approval of the university president.
    - i. The University reserves the right to require wristbands and/or other methods of age identification and the right to refuse to serve alcohol to any patron.
- 8. Facilities Available to Students**
- a. The University has designated which academic and non-academic facilities are available for student use.
  - b. The facilities are reserved through the Reservations Office. These facilities include some academic buildings and auditoriums, the Student Union, Century Club Room, Ayo Swimming Pool, Tennis Courts, Harold J. Callais Memorial Recreation Center, John L. Guidry Stadium, and outside lawn

areas and parking lots. Information on reserving facilities can be found at the [Nicholls Events](#) webpage.

c. The below facilities are the most commonly reserved areas.

**9. Lobby Tables**

- a. Each organization is allowed a maximum three days use per week for fundraising.
- b. Lobby tables are limited to one table with three chairs and will be set up in a manner not to impede traffic flow.
- c. If sound or A/V equipment is required, volume must be kept to a minimum.
- d. The Student Union Director may grant exceptions on a case-by-case basis.
- e. Posters or signs cannot be taped to lobby walls.
  - i. Damages caused by such displays will be assessed to the student organization.
  - ii. Sign stands are available from the Reservation Office upon request.

**10. Bayou Suite**

- a. The Bayou Suite is located on the upper level of the Student Union. Reservations for this area are limited due to lack of access to the upper floor area. Food and beverage are not allowed in this area without prior approval from the Student Union Director. Dances are not allowed in this area.

**11. Le Bijou Theater**

- a. Le Bijou Theater is located in the lobby of the Student Union. Le Bijou Theater is used as a movie theater, performance hall, and workshop/meeting area. The Student Programming Association features movies on scheduled days and evenings throughout the week. Food and beverages are not allowed in the theater.

**12. Bollinger Suite**

- a. The Bollinger Suite is located in the Cotillion Ballroom entrance at the back of the Student Union. The suite consists of the Bollinger Room A and Bollinger Room B which have portable walls separating the rooms. The suite can be reserved as one large or two smaller facilities. A catering kitchen is located behind the suite area. Dances are not allowed in this area.

**13. Bowie Room**

- a. The Bowie room is located in the Student Union hallway opposite the Food Court. Food and beverage are not allowed without prior approval.

**14. Lafitte Room**

- a. The Lafitte room is located in the Student Union hallway between the Food Court and Post Office.

**15. Cotillion Ballroom**

- a. The Cotillion Ballroom is located in the Student Union and is utilized for banquets, receptions, meetings, dances, and functions requiring a large, modern facility. The Cotillion Ballroom has access to a catering kitchen located at the back of the building.

**16. Captain's Room**

- a. The Captain's Room is located off of the Cotillion Ballroom.

**17. Carnival Room**

- a. The Carnival Room is located off of the Cotillion Ballroom

**18. Century Room**

- a. The Century Room is located beneath the John L. Guidry Stadium. The Century Room is used for meetings, workshops, seminars, and private functions. This room offers a limited kitchen facility. It is available from 8 AM - 10 PM, Sunday through Thursday and 8 AM - 1 AM, Friday and Saturday.
- b. University Police are responsible for opening and securing this facility for all functions and may be reached at (985) 448-4746.

**19. Tennis Courts**

- a. Nicholls State University students, faculty, and staff are not charged for court use. However, priority is given to court usage for athletic events and academic classes.

**20. Ayo Swimming Pool**

- a. Ayo Swimming Pool can be rented. Prices include lifeguard charges and facility rental fees. A scale of charges can be obtained from the Reservations Office. Additional fees may be charged if the event request exceeds normal pool operations. The Reservations Office verifies availability of the pool. The Reservations Office in conjunction with Crawfish Aquatics determines minimum staffing requirements for all pool functions including lifeguards, custodians, maintenance personnel, etc. Individuals or groups reserving the pool are responsible for paying charges associated with the function.

**21. Outdoor Areas**

- a. Outdoor areas (lawns, parking lots, and quadrangle) can be reserved through the Reservations Office. Charges (if any) for Nicholls State University students, faculty, staff, and organizations will be determined by the specifics of the request.

## **Section IV: Resources for Student Organizations**

- 1. Bulletin Boards/Electronic Bulletin Boards**
  - a. Bulletin boards are available for use with the proper approvals in various buildings across the campus to post approved advertising and information.
  - b. Bulletin boards are located in the Student Union, academic buildings, and administrative buildings.
  - c. Residence hall bulletin boards require approval from the Director of Housing/Residence Life.
  - d. Electronic bulletin boards are available in the Student Union.
  - e. Flyers should be submitted to the Student Engagement Office to be uploaded.
- 2. Funding Service**
  - a. Funding opportunities are available through the Student Government Association and Student Programming Association for programming, advertising, travel, and other appropriate expenses.
  - b. Request for Funding proposals must be submitted for approval to each of the organizations based on the specifics of the request.
  - c. Student organizations should contact the departments for more information and guidelines for funding proposals.
- 3. Portable Sound System/ LCD projector**
  - a. The Student Union makes available portable sound systems and LCD projectors that can be checked out for a fee for programs and events that are on campus.
  - b. Sound system use should be requested when requesting approval for events.
  - c. Organizations assume full responsibility for all equipment checkout and are required to return equipment at the agreed upon date and time.
- 4. Post Office Box**
  - a. The University Post Office offers mailbox rentals for any student organization at a rate of \$35.00 per year.
  - b. The University Post Office is a full-service post office.
- 5. Printing/Copy Service**
  - a. Limited printing and copying services are available for Student organizations in the Student Engagement Office.
- 6. Student Organization Website**
  - a. Student organizations have a website located on the Nicholls State University website, which includes a list of all registered organizations, deadlines, guidelines, and resource file information.
- 7. Student Organization Workshops**
  - a. At least one (1) time per semester, the Department of Student Engagement will host a Leadership Workshop.
  - b. At least one student organization representative is required to attend the workshop on behalf of their organization.
  - c. The Leadership Workshop is an opportunity for officers to learn how to use the resources available to them, to meet and exchange ideas with other officers, and to gain leadership knowledge.