

STUDENT CLUBS & ORGANIZATIONS HANDBOOK

2026-2027

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GENERAL

Being involved during your college experience can offer you an array of benefits that extend far beyond the classroom. Clubs and organizations can create opportunities to make meaningful connections with fellow students who share your passions, interests, and goals. They can provide invaluable leadership experience, teamwork, and communication skills. On top of the professional benefits they can also enhance your personal growth, boost confidence, and expand your perspectives. Overall, clubs and organizations are designed to help foster connections and creativity outside of the classroom and create a more well rounded college experience. Coe makes it possible, you make it happen. There are dozens of clubs and organizations available to get involved in, but if the specific thing you're looking for doesn't exist you can start your own!

To be in good standing with the college, all clubs, organizations, and members must abide by the following policies:

- Campus Civility Statement
    - We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, equitable, and accepting of all its members. In addition:
        - We acknowledge and encourage the academic experience to extend beyond the classroom and into our living and social environment, where all persons can work and learn together to promote high-level collaboration.
        - We expect a campus free of incidents that create a hostile environment.
        - We expect a healthy and responsible attitude to accompany all classes, programs, social gatherings, etc.
        - Intoxication will not be an excuse for inappropriate behavior or policy violations that occur while under the influence.
        - We expect that diversity of opinion will be encouraged and respected with honor and dignity; students should be able to disagree without being disagreeable.

        - Everyone has the right to be respected for their individuality.
        - The members of our campus community shall respect the rights of other persons, including, but not limited to, regard to their actual or perceived age, color, creed, able-bodiedness, neurodiversity, gender identity, gender expression, national origin, race, religion, sex or sexual orientation.
        - The Coe community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual is responsible and accountable for their own actions and words, and should use [The Student Handbook] as a guideline.
- Student Handbook
- Political Activity Policy
- Hazing Policy

General rules of holding leadership positions within clubs

- The Student Body President cannot be SAC President
- The Student Body Treasurer cannot be a treasurer for any other club
- The President and Treasurer of a club are financially responsible for the clubs finances and transactions. More information about this can be found in the funding section of this handbook.
- Students within these roles are expected to maintain good standing with the institution by demonstrating strong integrity in their conduct and consistent academic efforts. This ensures they serve as positive and responsible leaders within their organizations and for the college as a whole.

CLUB FORMATION AT COE

Students can create new clubs on campus at any point during the academic year. There are 5 key elements that must be present for a club to be created. Below they are outlined:

Step 1: Idea — A new student organization should be unique and intentional. Think about the goals of your organization and what you will bring to the Coe community. If there are other student groups that are similar and already exist at Coe, what will be different about yours? You will need a well-organized purpose statement.

Step 2: Identify Members — You are required to have five students involved to start a new organization. There are two required officer positions: President and Treasurer. Decide what you would like from your officers and seek out appropriate people.

Step 3: Find a Faculty/Staff Advisor — The faculty/staff advisor should be interested in the activities of the organization and will provide overall insight and guidance on college policies

and processes. The advisor needs to be full time and on campus so they can serve as a resource for students. Ask the faculty/staff advisor if they are willing to serve in this capacity.

Step 4: Write a Club Constitution — Before you can be recognized by the college, you need to have a completed constitution. For a sample constitution, please go here.

Step 5: Submit a New Student Organization Interest Form — Once you have completed steps 1 through 4 you will need to submit the New Student Organization Interest Form

Step 6: Review by Student Activities — To be a recognized student group your application materials will be reviewed by Student Activities staff. They will contact you within two weeks with a decision on recognition. After your initial New Organization Request has been accepted there will be a few more forms to fill out before becoming a fully recognized organization on campus.

Step 7: Full Recognition — Once you are a recognized student organization on campus, you get the following benefits:
Benefits to Recognition:

- Recognition as a college organization
- Use of the college's name [in accordance with the Coe College guidelines, see policies section]
- Establishment of a financial account with the Business Office
- Ability to make reservations for events and meetings on campus
- Eligibility to be considered for Student Senate student activity fee allocations
- Advertise organization activities through Flight Path, posters, etc.
- Participate in the Clubs and Organizations Fair in the fall
- Ability to create/use organization email account
- Access to the Coe College Involvement App: Flight Path

If you have any questions about this process, stop by the Student Life office or email us at studentactivities@coe.edu.

CLUBS AND ORGANIZATIONS YEARLY REQUIREMENTS

Re-Registration

All clubs and organizations that want to be recognized as an official Registered Organization must complete the yearly re-registration form. This is sent out in July/August every year with a completed due date by the end of August.

Process to becoming re-registered:

- Confirm with your advisor that they are still willing to be your advisor for the next year. If you no longer have an advisor, you will need to contact a new Faculty or Staff member to be your advisor.
    - Also, thank your advisor for their service, no matter how small their contributions are to your club. They are agreeing to take on this position because they believe in what your club does, so the least you can do for them is to thank them and keep them updated on when your meetings and events are, even if they are unable to attend.
- Fill out the Clubs & Organizations Re-Registration Form
- If at any point during the school year your club updates its constitution, please send an updated copy to studentactivities@coe.edu for their records

Clubs are required to re-register every year to receive the benefits of being registered which include:

- Recognition as a college organization
- Use of the college's name [in accordance with the Coe College guidelines, see policies section]
- Establishment of a financial account with the Business Office
- Ability to make reservations for events and meetings on campus
- Eligibility to be considered for Student Senate student activity fee allocations
- Advertise organization activities through Flight Path, posters, etc.
- Participate in the Club and Organizations Fair in the fall
- Ability to create/use organization email account
- Access to the Coe College Involvement App: Flight Path

Clubs and Organizations Training

As of August 2024, all student clubs and organizations are required to send 2 representatives to the mandatory Clubs and Organizations training. We strongly encourage the President and Treasurer of the organization attend this training.

This training outlines all campus resources, policies, and responsibilities of clubs and organizations on campus. It is also to answer any questions and make sure they get connected to the Student Activities Office if they are new to their executive board.

The Senate Treasurer is also present to talk specifically through the budgeting and monetary responsibilities that come with using Senate funding.

Clubs & Organizations Fair

This is an annual event early in the Fall Semester where clubs, organizations, and Greek Life are showcased. This is to create connections and get new students involved with clubs on campus. Student Clubs & Organizations must attend the Clubs & Organizations training in order to be a part of the Clubs & Orgs Fair as well as being re-registered for that school year

The Clubs and Organizations Fair is not required for student organizations, but it is strongly encouraged for clubs to participate in.

Transitioning Executive Boards

It is natural at the end of the Fall or Spring semester for clubs to hold elections and elect a new executive board. Here are some tips and tricks for this transition to happen more smoothly:

- Keep good documentation from year to year
    - The best option for this is a shared drive where all documents and information about the club can be kept and who has access to the shared drive changes year to year. Your advisor should also be included in this shared drive.
    - This allows the outgoing executives to put any documentation into the shared drive and the incoming executives have access to look back over it any time they wish for any questions they may have.
- Transition Meetings
    - Ask the outgoing executives to create a document with everything that their role entails and gather any other documents or information they used in their position to give to the incoming executives. Then have the incoming exec sit down one on one with the outgoing exec to go over questions they may have about the position and the documentation to help set them up for success in their position.
    - If the same person is holding the same position two terms in a row, still have them create the document for the sake of having good documentation.
- Executive Retreat (Optional)
    - It may be beneficial to set aside a couple hours with the new executive team to go over the coming semester or year to make sure everyone is on the same page with what events you want to do, when to have meetings, and the overall mission and vision of the club for the coming year.
- One requirement for being an executive member of a club or organization is that the student must be present on campus. They cannot be taking part in a study abroad. If they are elected in the fall and study abroad in the spring semester another student must step in to fulfill that role. This is especially true for the President and Treasurer of a club or organization.

Also when transitioning executive boards, please have the new board send in an updated executive board roster to the Student Activities email (studentactivities@coe.edu) for our records.

FUNDING FOR CLUBS AND ORGANIZATIONS

Clubs and Organizations that are registered are able to request money from Student Senate as operating budgets for their club or organization. The money Student Senate has to allocate to clubs is from the Student Activity Fee that all Coe Students are required to pay as a part of their experience here.

Every semester there is a day called B&F Day (Budget and Finance Day) where recognized student organizations can submit a budget to the B&F committee to get approval for the following semester. There are a couple of requirements that must be met to be able to request a budget, which Student Senate will communicate in the weeks leading up to B&F Day.

All funds requested must be within the Student Senate guidelines. These can be found on the Student Senate Moodle page, which can be accessed through MyCoe. All Event Worksheets, Budget Requests, and other necessary documents can also be found on the Student Senate Moodle page.

Additional Funding Notes

- Funds **must be spent the way they were allocated** in budget lines. You cannot move funds around from event to event despite having extra funds leftover. Funds are designated by line item/event only. Clubs may ask the Senate for a **reallocation** of those funds, but it has to be approved before spending that money.
    - For example: The ABC Club requested $500 for their back to school event but only used $400, they cannot spend that "leftover" $100 on their next event. If they want to use that $100 for their next event, they must submit a reallocation form to Student Senate in order to use that money for a different purpose.
    - The reallocation form for this process can be found in the resources section of this handbook and on the Student Senate Moodle page.
- Every registered club/organization has the opportunity to ask for a budget from the Student Senate every semester. If clubs/organizations miss that deadline, they can receive money via Supplementary Allocation requests the following semester. If a club is brand new mid-semester, they can request money from the Senate via **Supplementary Allocation** until they are ready to propose a budget for the next semester.

- Clubs with budgets also have the ability to ask for Supplementary Allocations if needed for items not currently in their budget.
    - For example: The ABC Club decided they wanted to do a make and take event for finals week, but they hadn't planned for that when they submitted their budget request the previous semester. They can submit a Sup-Al (Supplementary Allocation) in order to have the funds to host that event. It must be approved by the BnF committee and the General Senate before the club can use the money.
    - The form for this process can be found in the resources section of this handbook and on the Student Senate Moodle page.
- Violating any of the Senate's Budget and Finance Guidelines or bylaws may result in the club's account being frozen.
- **Any over-expenditures made by the club will be held responsible by the President and Treasurer of said club**. Overexpenditures should be reported to the Senate Treasurer as soon as possible. They can be re-paid through personal funding/fundraising, but the club's budget is frozen until it is paid back.

How to Spend Senate Funding

Senate Credit Card

Senate has a credit card that all clubs with funding can reserve to use to purchase supplies for their clubs. The credit card is located at the Front Desk of the Student Life office.

Clubs must reserve the card via the Senate Sign Up Genius (located on moodle). Clubs must fill out the sign up with their club name, the individual who is picking it up, and where they plan to spend the money. The card can only be checked out from 8:00 am - 4:30 pm Monday through Friday.

The credit card must be returned back to the Senate binder at the Student Life front desk, and the club must fill out the log in binder as to the money they spent and where it was spent. A digital copy of the receipt(s) must be sent to the Senate Finance email. The physical copy of the receipt should also be returned when the credit card is returned. Failure to do so will result in credit card privileges being terminated from the club.

Check Request

Clubs can pay for services via check request from the business office. These are typically requested for vendors or substantial purchases. The club treasurer fills out this form, has it signed by their advisor, and returns it to the business office physically or via email.

Clubs need to know their account number in order to complete this request. They also need an invoice/receipt/contract and a W9 from the vendor.

It is important to note that checks must be requested by Noon on Tuesday to be sent out the Friday of that same week.

Personal Reimbursement

Clubs can also purchase supplies with their personal money and be reimbursed at a later date. This typically happens when a club isn't able to secure the senate credit card or is in a pinch!

Once the purchase has been made, the club treasurer fills out this form, has it signed by their advisor, and returns it to the business office physically or via email. Clubs need to know their account number in order to complete this request.

Clubs need to know their account number in order to complete this request. They also need an invoice/receipt/contract and a W9 from the vendor.

If the reimbursement amount is under $50 cash will be given for the reimbursement. If the amount is over $50, a check will be given for the reimbursement. The same process applies for reimbursement checks, it must be turned in by noon on Tuesday to be cut by Friday.

EVENT PLANNING

Event Planning Timeline

Here is a practical tool to use as you are planning your events. This timeline is merely a suggestion, but it is important to think through all possible pieces of your event. If you have any additional event planning questions, you can always reach out to studentactivities@coe.edu.

Suggested Event Planning Outline

- 4 weeks out
    - Event idea is decided on
    - Date, time, and location solidified
    - Reserve spaces
    - Contract(s) are given to advisor or sent to studentactivities@coe.edu
    - Budgeting begins
- 3 weeks out
    - Create supply list/shopping list
    - Bus request form turned in (if applicable) to studentactivities@coe.edu
    - Create event layout
    - Request any logistical items (tables, chairs, yard games, etc.) needed from campus
- 2 weeks out

    - Purchase items
    - Check request sent to Business Office
    - Create volunteer job list
    - Order catering (if applicable)
- 1 week out
    - Solidify volunteers
    - Create timeline of event
    - Confirm with vendors/contracts (if applicable)
    - Hang posters around campus
    - Any other marketing efforts take place
    - Print waivers (if applicable)
- Day of event
    - Gather supplies
    - Go over expectations/tasks with volunteers
    - Set up, execute event, tear down
- Within 1 week of event
    - Post-event evaluation
    - All receipts to treasurer
    - Take down event posters
    - Write thank you notes

Reservations

Student groups can reserve rooms/spaces on campus to host their events or meetings. Please note that all reservation requests are simply requests and they should not be done last minute. Our general rule of thumb is to advise students to book spaces at least 2-4 weeks in advance of the event.

- Academic Rooms (including Cherry Auditorium and Kesler Auditorium):
    - Academic Rooms Reservation Form
    - For other spaces not listed above, see the contact list below.
        - Alumni House: Kris Hale, khale@coe.edu
        - Dows/Mills: Emily Ganfield, eganfield@coe.edu, & Ben Schmidt, bschmidt@coe.edu
        - Dows, non-theatre spaces: Jen Rogers, jrogers@coe.edu & Emily Ganfield, eganfield@coe.edu
        - Marquis/Sinclair Aud./DK Aud.: Carter Broszeit, ext. 8462 or cbroszeit@coe.edu
        - Sinclair Galleries: Aunna Escobedo, aescobedo@coe.edu
        - Sinclair Auditorium: Carter Broszeit, ext. 8462 or cbroszeit@coe.edu

        - Stewart Memorial Library: Sandra Blanchard, ext. 8595 or sblancha@coe.edu
- Athletic Spaces (including Eby and the Racket Center):
    - Athletic Rooms Reservation Form
- Gage Spaces and Outdoor Spaces (including Upper and Lower Gage The PUB, AD Quad, Library Quad, New Apartments Quad):
    - Gage Rooms Reservation Form
- To reserve tables for your event in Upper or Lower Gage or The PUB fill out this form:
    - Table Reservation Form
- To reserve any sports equipment including football, soccerball, cornhole, spikeball, KanJam, etc. fill out this form:
    - Equipment Reservation Form
- Fire Pit Reservation Form
- Window Reservation Form

Bus Requests

Through the Cedar Rapids School System we have the ability to request buses and vans for off campus events. If you would like to request a bus for your event please follow the following steps:

- ALL BUS REQUESTS ARE DUE 3 WEEKS IN ADVANCE
- Email studentactivities@coe.edu with the following information
    - Club/Org Name
    - Group contact
    - Date
    - Time of departure and return
    - Event Location
    - Number of participants

All pick/up drop offs will be from the Alumni Circle.

Catering

Sodexo

Coe has a catering partner that works specifically with all event needs on campus. There are locations on campus that are required to use catering from Sodexo, like the Alumni House, but you can request Sodexo to be served anywhere on campus.

For clubs, Sodexo is a great partner that often understands clubs do not have the full funding to spend on Sodexo. Still, we encourage our clubs to utilize Sodexo when they can!

See below some simple steps on how to order catering through Sodexo:

- All catering orders are due AT LEAST ONE WEEK in advance of your event.
- Consult the Sodexo Catering Guide
    - Everyday Catering Guide
    - Premium Catering Guide
    - If there's something you're looking for that isn't listed in either of these guides, feel free to email them what you're hoping for and they can work with you to figure something out.
- Contact Sodexo: catering@coe.edu
    - Include the following in your email
        - Date
        - Set Up Time
        - Expected Number of People
        - Account Number
        - Food order

If you choose to not go through our campus partner Sodexo, here's some simple things to keep in mind when offering food and drink:

- Be mindful of any possible religious or personal beliefs about food
    - Ex. pork, meat, etc.
- Be mindful of common food allergies
    - Ex. peanuts, tree nuts, gluten, dairy, shellfish, etc.
- Create a plan for keeping warm food warm and cold food cold
    - Any food items that are temperature sensitive become at risk for going bad after being out for two hours
    - If you order catering from Sodexo they will take care of this

Food Trucks

Clubs often use food trucks at campus events. Before doing so, please review some basic guidelines on how to communicate with them beforehand.

- Notify Sodexo of the date and time as a courtesy to our campus partner
- Make sure to agree to a set price with the food truck in accordance of your budget
    - Communicate based on what specific menu items you want and the amount of items they can sell. You should have an agreed upon price for items sold over the specified amount of items, or if they sell out, they are done.

- Food trucks also need to provide their own generators as there are no spaces for them to hook up to power anywhere on campus. Provide clear directions as to where they can park on campus. Do not have them park on any grass.

Advertising

All Registered Student Clubs and Organizations have access to the following advertising opportunities. Clubs are required to follow the guidelines specific to each of the advertising options as well as keeping whatever information they post in line with the Campus Civility Statement, Political Activity Agreement, and the Student Handbook.

Involvement App

- All student clubs and organizations will each have their own page on the Coe College Involvement App: Flight Path.
- All student clubs and organizations are responsible for updating their own pages with up to date club officer information, upcoming events, and other information regarding their club.
    - If you do not have access to your page, email studentactivities@coe.edu to update your club's president's access to manage your page.
- All student clubs and organizations will be responsible for adding their own events which will be submitted to the approval work flow. Members of the student life team who have approval abilities are the Dean of Students, the Director of Campus Life, and the Campus Life Coordinator.
- Students who submit events will get one of the following responses
    - Approved: The event is approved and a QR code for the event check in will be sent to the student who submitted the event for approval
    - Approved, with suggestions: The event is approved but suggestions have been made to update the event submission such as listing a different level, different competencies, a more thorough description, or a missing location.
    - Denied: The event has been denied due to failure to align with Coe College policies or procedures.
- The app can be accessed by downloading the Suitable App on the App or Google Play Store and logging in with your Coe College credentials.
- All club presidents will have access to manage their organization's page, but can add other executives and members. They can delegate the management of their involvement app page to another member by adding them to their organization's page as "Managers" of the page.
- Questions about the involvement app can be directed to: studentactivities@coe.edu

Emails

- Clubs and organizations may send out a **MAXIMUM** of **TWO** emails to All Students each week (Monday - Sunday)
- Email Frequency Suggestions to meet the requirement of two or less emails a week
    - Weeks with an Event or Meeting
        - One email on Monday to bring the event to the attention of all students
        - One email on the morning/afternoon of the day of the event as a reminder to all students
    - Weeks with an Event AND a Meeting
        - One email on Monday to bring the event AND meeting to the attention of all students
        - One email on the morning/afternoon of the event OR meeting as a reminder to all students
            - A reminder email cannot be sent for both the event and the meeting if they are taking place on separate days
    - Weeks with NO Event or Meeting
        - One email reminder about any upcoming events the following week
- Any emails sent over the allotted two per week per club will result in a violation.
    - **First Violation**: This will result in an email warning sent to the club/organization's president and advisor.*
    - **Second Violation**: This will result in a meeting with the Director of Campus Life and loss of email privileges for one academic month.
    - **Third Violation:** This will result in an email stating that email privileges have been lost for the remainder of the current executive board term.
        - **First-time violations deemed egregious by the Student Life Office, will result in an organization's loss of email privileges for an entire academic semester.*
        - *Student Senate and the Student Activities Committee are exempt from this requirement.*
- Clubs and Orgs should include the names and positions of every member of their executive board in their email signature
    - Example:
        - Pickleball Club
        - President ~ Sally Johnson
        - Treasurer ~ John Smith
        - Equipment Manager ~ Mary Williams
        - Event Coordinator ~ George Miller
- Clubs and Orgs must also include a statement directing students to join them over on the Involvement App: Flight Path.
- Content of any emails must follow the following policies
    - Coe College Campus Civility Statement
    - Coe College Political Activity Policy
- Emails also may not contain foul language, derogatory, demeaning, or targeted comments (this includes satire), or inappropriate references to alcohol or drugs.

- Any content deemed to go against any of the above policies by reasonable judgement will result in a violation.

Posters

All posters/flyers must be approved before they are hung up. To have posters approved, bring them to The Student Life Office front desk where we will stamp them. All posters must have the organization, event name, date, time, and location. All posters must also be hung with blue tape. The Student Life offices have Blue Tape for clubs/organizations that need to hang up posters. Posters must be removed from walls after the event has passed.

It is recommended that students print 25-30 posters to distribute across campus

- Poster placement recommendation:
    - 7 posters between Upper/Lower Gage and The PUB
    - 2 posters in Eby, 1 at each entrance
    - 7 posters, 1 at each entrance of Armstrong/Douglas, 3 in the lobby/lounge area
    - 3 posters, 1 at each entrance of Greene
    - 3 posters in Hickock, 1 at each entrance to the stairs and 1 on or near the columns in the lobby
    - 3 posters in Marquis, 1 on the bulletin board and 1 at each entrance to the stairs
    - 3 posters in the Center for Health and Society, 1 at the entrance to the stairs, 1 in the study/lounge area, 1 on the bulletin board across from Cherry Auditorium
    - 2 posters in Voorhees, 1 by the elevator, 1 by the stairs
    - There may be more opportunities to place posters around campus by placing them in stairwells in educational buildings and on floors in residence halls

This Week at Coe

“This Week at Coe” is an email sent out by Student Activities every Monday to all students that contains all events submitted to this form: This Week at Coe Form. Please note, the best way to have your event advertised is putting it into Flight Path. We take events inputted into Flight Path for This Week at Coe, so you don’t have to fill out any additional forms. The Google Form for This Week at Coe MUST be completed by **Thursdays at Noon** for your event to be included in the upcoming Monday’s edition.

Tabling

Clubs & Orgs are welcome to table in both Upper and Lower Gage to advertise on days of their events. All they have to do is request a table using this link: Table Reservation. Student life will respond by confirming your table reservation and then on the day you requested a table all you have to do is show up.

Upper Gage TVs

There are two TVs on either side of the Student Life Office in Upper Gage that Clubs and Organizations can have their posters displayed on. Email residencelife@coe.edu before your event a JPEG or JPG copy of your poster and they will get it up on the TVs

Instagram & Other social medias

Student Clubs & Organizations are not required to utilize social media, but may choose to have accounts across various social media platforms in order to spread the word about their meetings and events.

A recommended posting schedule for Instagram is as follows and may be able to translate to other social media platforms as well. This is just a recommendation and you may find that posting earlier or later for any one of these posts may increase your outreach to your followers.

- 3-5 days before event make a grid post on your Instagram account
- Morning of event repost the grid post to your Instagram story
- During set-up or right at the beginning of the create a story post of a picture or video of set-up or the beginning of the event
- A follow up story or grid post the next day with photos of the event thanking everyone who came and reminder of your next upcoming event

Chalking

- The area right outside the Lower Gage doors outside of the Cafeteria is always available for students to chalk without asking for permission
- In order to chalk elsewhere, students need to contact the Director of Campus Life at either of the following email addresses
    - Bledferd@coe.edu
    - studentactivities@coe.edu
- Chalk can be picked up from the Student Life Office.

Window Painting

Students have the ability to reserve window space either in Upper or Lower Gage. This form needs to be filled out **three weeks** before you would like to paint on the windows. Students will need to provide their own window paint. To reserve window space students must fill out this form: Window Reservation Form.

EVENT POLICIES

Raffles and Gambling

Coe College does not purchase a gaming license. As such, any form of gambling on Coe College property or involving college functions is prohibited, including raffles. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome. Students found responsible for participating in gambling activities are subject to disciplinary action by the college under the applicable policies. Raffles include the purchasing of tickets or chances to enter a drawing for a prize. This is not to be confused with door prizes which any student attending an event would have the opportunity to win just by their attendance at an event. Any time students can win something from a drawing, it needs to be called a prize drawing and not a raffle.

Public Performance Rights

Even though Coe is a private, educational institution, we need to abide by copyright laws in regard to public viewings of copyrighted movies and videos. The concept of "public performance" is central to copyright and clearly defined by the law. For films, this means anytime a movie is shown outside of someone's home, it must be properly licensed.

Public Performance is:

- Anytime a film viewing is in a public space (a lecture hall, a residence hall lobby, a meeting room, outside on the quad are all considered public spaces, even though Coe is considered private property).
- If a viewing is open to the public (no matter where it is held).
- If a viewing is open to people outside of a normal circle of friends/acquaintances, no matter where it is held (this would include a student organization hosting a movie night, an RA hosting a floor event, a department hosting a movie with a Q&A).
- Generally speaking, ALL showings of films, videos or TV shows to an audience need to have a public performance license. The only time public performance rights are NOT needed is when an instructor is showing a film in the classroom as part of a scheduled class, which is open only to the members of that class.

How do I get a license?
Most licenses can be purchased through a licensing company. Most licenses will cost somewhere between $500 - $1000.
To request rights for a movie screening on campus please email studentactivities@coe.edu with the following information.

- Organization Name
- Date and Time of Showing
- Name of Movie
- How many people you expect
- If you're showing it indoors or outdoors
    - Where you are showing it on campus
- If you have a copy, plan to get a copy, or need a copy of the movie
- Any other questions or concerns you may have

FAQs regarding licensing:

Q: If I own the DVD (or the Library does), does that qualify as having the public performance rights?

A: No, simply owning a physical copy of the DVD does not mean you have purchased the performance rights. You MUST reach out to Campus Life to obtain rights from SWANK motion pictures company.

Q: If my club purchases the rights one time does that mean we can show the same film every year or multiple times?

A: No, public performance rights are purchased for 1 viewing only. You cannot show the movie again without purchasing rights again.

Q: What is the average cost for public performance rights?

A: Depending on the age of the film and audience size, we have seen public performance rights cost student organizations anywhere from $500-$1200 per showing.

Netflix: Grant of Permission for Educational Screening Policy

- Some Netflix original educational documentaries are available for one-time educational screenings.
- To find out which titles are available for educational screenings, visit media.netflix.com and search for the title or browse our recent and upcoming releases.
- Titles that are available for educational screening will display either the following Grant of Permission or an Educational Screenings Permission (ESP) on their details page:
- Netflix is proud to present original programming that speaks to our users in a meaningful way. We know that many of you are as excited about these films and series as we are, and because of their informational aspects, you'd like to show them in an educational setting -- e.g., in the classroom, at the next meeting of your community group, with your book club, etc. Consequently, we will permit one-time educational screenings of any of the titles noted with this information, on the following terms:
- The film or series may only be accessed via the Netflix service, by a Netflix account holder. We don't sell DVDs, nor can we provide other ways for you to exhibit the film.

- The screening must be non-profit and non-commercial. That means you can't charge admission, or solicit donations, or accept advertising or commercial sponsorships in connection with the screening.
- Please don't use Netflix's logos in any promotion for the screening, or do anything else that indicates that the screening is "official" or endorsed by Netflix.
- "One-time screening" means that you can't hold screenings several times in one day or one week - but if, for example, you're an educator who wants to show these films or series once a semester over multiple semesters, that's okay.
- We trust our users to respect these guidelines, which are intended to help you share and discuss our content in your community.
- Please ensure that your screening complies with all applicable local laws and regulations, which in certain territories may require you to obtain a license from a collective management organization.

Contracts & Agreements

Paid Performers & Speakers

Any and all performers, speakers or vendors brought to campus that are being paid for their services must have a contract/agreement outlining the agreed upon performance date and time, payment amount, and any other obligations or agreements.

Under NO circumstances is a student to ever sign a contract or agreement of this nature. **ALL** contracts and agreements MUST be signed by the appropriate party in Student Life.

- Send all contracts and agreements of this nature to the Student Activities email (studentactivities@coe.edu) and they will reach out to have these contracts and agreements approved and signed.
- Please allow at least 10 business days for these to be approved and signed

If a performer or speaker is being paid and does not have a contract or agreement for the Business Office to sign. You need to request a contract through Student Activities. Contact the Student Activities email (studentactivities@coe.edu). With the following information:

- Name of Performer
- Date and Time of Performance
- Duration of Performance
- Performance Type/Description
- Any questions or concerns you may have

Hold Harmless Agreement

All performers and speakers brought to campus must sign a Hold Harmless agreement with Coe College. This agreement outlines that in the event of some sort of accident occurs while on Coe College property they will not sue.

Contact the Student Activities email (studentactivities@coe.edu) for this agreement. This agreement must be signed and sent back to the Student Activities email before any performer or speaker sets foot on campus.

Solicitation

Persons or organizations that request permission to solicit on the Coe campus will be required to meet the following conditions:

- Political candidates will be scheduled through the Office of the President.
    - Representatives of candidates permitted to appear on campus will be allowed to distribute information only in areas designated by the Student Life Office.
    - Student groups, which form to support a candidate, must be recognized by the Student Life Office in order to schedule meetings or to use college facilities.
    - Contact the Office of the President by emailing them at o-president@coe.edu
- Off-campus organizations and businesses affiliated or willingly associating will be permitted to post on campus only if they are sponsored by a student organization or Coe College department.

Student Organizations may bring external groups, individuals, organizations, speakers, vendors, or other entities may participate in, present at, or otherwise engage with the campus community only when the following procedures and conditions are met. Approval from the Office of Student Life is required at least five business days prior to the event or engagement taking place.

The University has the authority to regulate the time, place, and frequency of opportunities involving external groups, individuals, organizations, speakers, vendors, or other entities in compliance with applicable free speech rights. The sponsoring student organization or university department assumes responsibility for ensuring that the external group, individual, organization, speaker, vendor, or entity complies with applicable University policies, procedures, and expectations. Sponsoring organizations may be held responsible for reasonably foreseeable violations of law or University policy arising from the external entity's participation.

Five-Business-Day Requirement Waiver

The five-business-day requirement may be waived only when **all** of the following conditions are met:

- The student organization is partnering directly with a recognized university department.

- The external group, individual, organization, speaker, vendor, or entity is being invited to campus as part of a shared program, event, or initiative between the student organization and the university department.
- The university department is actively involved in planning the event, has approved its participation, and is ensuring that applicable University protocols are followed.
- The external group, individual, organization, speaker, vendor, or entity directly supports the mission or purpose of the student organization and is germane.
- The external group, individual, organization, speaker, vendor, or entity directly supports the mission, work, or educational purpose of the co-sponsoring university department.

This exception does not apply when a university department is only listed as a sponsor, provides funding, reserves space, signs a form, or provides general support without active involvement in planning and implementing the event or engagement.

Student organizations seeking a waiver must consult with the co-sponsoring university department before submitting the request. The department must confirm that applicable University protocols for external groups, individuals, organizations, speakers, vendors, or other entities have been reviewed and followed.

Approval of the waiver is not automatic. The University may deny the waiver if the event or engagement does not meet all requirements listed above, if the department's role is unclear, or if the external group, individual, organization, speaker, vendor, or entity does not clearly align with the mission or purpose of both the student organization and the co-sponsoring university department.

- Religious organizations must secure permission through the Chaplain (chaplainoffice@coe.edu) for scheduling or for posting information
- No solicitation may occur in residence halls except by permission from the Residence Life Office.
- Employees are requested to report the appearance of any unauthorized sales persons or other solicitors to Student Life and the security office (319-399-8888).

RISK MANAGEMENT

Clubs and organizations should be reporting issues at events and requiring waivers for dangerous activities at events. This also applies to clubs that may be more physical in nature. There are several policies within this section that clubs agree to abide by yearly.

Club Waiver

For all clubs considered to be at risk for injuries such as Combat Club, Fencing Club, Archery Club, etc. members must fill out the Club Waiver that releases Coe College from any liability.

The Student Life Office will hold a record of every member of these types of clubs and their filled out waiver as well as sharing a digital copy with that club. Every new member will have to sign this waiver upon joining the club and every member will have to re-sign it yearly to keep up to date records as member rosters change.

Bring completed physical waivers to the Student Life Office or send a digital copy to the Student Activities email.

Activity Waiver

For all club events considered to be at risk for injuries all participants must sign the activity waiver. Such events include but are not limited to, mechanical bulls, inflatables, races, and any sort of physical activity.

A huge benefit of inputting the event into Flight Path is that you can build the waiver into the sign-in so students attending don't have to complete multiple tasks.

"WANT TO GO ON THE INFLATABLES? READ THIS!

Anyone participating in the inflatables must sign in to the event through Flight Path and receive a wristband.

Your Flight Path sign-in to this event will serve as proof that you have read and agreed to the waiver below. Once you've signed in, stop by the SGA Sign-In table to receive your wristband. Our volunteers will be checking for wristbands before allowing participants onto the inflatables.

PARTICIPANT WAIVER & RELEASE I understand that participating in this event may be physically demanding, even to persons in excellent physical condition, and that my participation may lead to physical injury or death, or property damage or loss. Understanding the potential risks inherent to my participation, I assume sole and full responsibility for my personal safety and for any loss or damage to my property during participation in the event.

I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this WAIVER AND RELEASE freely, voluntarily, under no duress or threat of duress, without inducement, promise, or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18 years of age or older and mentally competent to enter into this waiver.

By checking into this event through Flight Path, you acknowledge that you have read, understood, and agree to the waiver above.

This waiver is not for clubs that have an elevated risk of injury at every meeting such as the clubs listed above in the "Club Waiver" section. This waiver is for one-off events that any category of club may host. This waiver must be signed per event that a club hosts.

After the event is hosted all signed waivers must be returned to the Student Life Office for their record."

Events with Alcohol

General Requirements for All Events with Alcohol - Submit Request Here!

- These events may only be held in College-approved locations and exclusively on Friday or Saturday evenings after 6:00 p.m. They must conclude by no later than 2:00 a.m.
    - Any request for an alternative time must receive prior approval from a Student Life professional staff member.
- Events with alcohol are strictly prohibited during May Term, Summer Term, or when regular classes are not in session, such as Thanksgiving Break, Winter Break, or Spring Break. Additionally, these events are not permitted during Finals Week or on the weekends of Admissions Campus Visit Days.
- The College reserves the right to prohibit students or organizations from hosting or attending events with alcohol during other specified times, such as in cases of local, state, or national emergencies or public health crises.
- Hosts are prohibited from providing alcoholic beverages to guests.
    - All events with alcohol will be considered BYOB (bring your own beverage). This means attendees bring their own alcoholic beverages, and hosts are responsible for ensuring responsible consumption.
    - Alternatively, alcohol may be purchased and served by a third-party vendor like Sodexo, or by the establishment itself if the event is held at a licensed venue (e.g., an event center for a banquet or bar for a fundraiser).
    - In such cases, the vendor or establishment is responsible for appropriate serving and adhering to all applicable liquor laws and regulations. However, even with third-party involvement, the expectations for host training and responsible behavior still apply.
- Hosts are required to provide an ample supply of snacks, water, and other non-alcoholic beverages for their guests for the duration of the event. It is the host's responsibility to ensure these items are readily available.
- All alcohol present at an event must remain within the approved event space and isn't permitted in public areas of any building.
- Charging an entrance fee to an event with alcohol, or charging for snacks and water, is strictly prohibited.
- All individuals present at an event with alcohol must be listed as approved attendees.

- Advertising for an event is also prohibited.
- All events with alcohol must have designated hosts and sober hosts who are responsible for ensuring compliance with this policy.
    - Hosts and Sober Hosts are required to complete a Risk Management Training Session, which is available through the Vector Solutions platform.
    - In addition to host and sober host, all residents of the apartment or house where an event is to be held are required to complete the Risk Management Training Session.
    - If the event is being hosted by a student organization, the president, vice president, and two additional members are required to complete the Risk Management Training Session.

Registration Process and Timeline

The event registration process involves several key steps:

- The host(s) must complete the online Social Event Registration Form by 9:00 a.m. at least five business days before the proposed event.
- All individuals designated as hosts or sober hosts, each individual residing in the house or apartment, and if a student org, the president, vice president, and two members, must complete the required Risk Management Training Session via the Vector Solutions platform before submitting the registration form.
- Student Life staff or another college official will review the registration request.
- Student Life will respond to the registration request via email with one of the following decisions: Approved (the event meets all policy requirements), Denied (the event does not meet policy requirements and cannot proceed), or Needs Adjustments (the event has some issues that need to be addressed before approval can be granted, with the email specifying the necessary changes).
- The student organization's advisor will be copied on all communication regarding event registration and approval.

The full Events with Alcohol policy can be found in the Student Handbook. For any questions contact residencelife@coe.edu, studentactivities@coe.edu, or conduct@coe.edu.

Incident Reports

If an injury or accident happens at an event, call campus security (319-399-8888) and relay as best you can what happened. While they are on their way, write down detailed notes about what occurred, take any photos if applicable, and email the information to campussecurity@coe.edu and they will write a report for the incident. Detailed information will help us best support the injured student(s). Types of incidents to report would be injuries, assaults, inappropriate or unwanted behavior.

Students, Faculty, or Staff that witness the incident can use the public incident reporting tool as well.

Anti-Hazing Policy

Coe College defines hazing as any actions, on or off campus, which recklessly endangers the mental or physical health or safety of another person or persons for the purpose of initiation or admission into, or affiliation with or as a condition for continued membership in any organization group sanctioned by or recognized by Coe College.

Any individual student, student group, student organization, or athletic team found to be involved in hazing activity or behavior will face disciplinary action and may be subject to suspension or expulsion from Coe College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being hazed or abused.

All clubs and organizations are required to sign the Anti-Hazing Agreement sent out by Student Activities. This must be re-signed annually.

Reporting Hazing:
Any student that witnesses or is harmed by hazing should report the incident to the conduct office immediately. This applies to any student organization, club, group, or team.

You can report hazing incidents here: Coe College Public Reporting Page

Campus Civility & Political Activity Agreement

As a recognized student organization on Coe's campus, all clubs and organizations must annually agree to and sign the Campus Civility and Political Activity Agreement. You can see the full outline of what these policies are in the Student Handbook.

We go over these policies in detail during Club Leader Training in the Fall semester. Clubs and organizations must resign this agreement annually.

TRAVEL POLICY FOR CLUBS & ORGANIZATIONS

Coe College has a policy for student clubs and organizations that travel for school-sponsored events. You can review the full Travel Policy here.

In general, if a club/organization is renting cars or buses to travel in or using personal vehicles, they need to be authorized drivers approved by the business department beforehand.

All trips need to be registered with the student activities office through the Travel Plan Request form. This form must be filled out 10 days prior to students traveling.

An advisor is required to be on the trip if any one of the following occurs:

- The trip is longer than two consecutive nights
- The destination is more than 300 miles from campus
- Vehicles are rented through the College

Please take the time to read the full policy to understand all aspects of the Travel Policy. After a trip is approved by Student Activities, all attendees must fill out the Student Trip Waivers. These will be sent to you when it is approved and due 48 hours prior to the departure time. A digital copy will be given to the Trip Leader for the trip and kept with Student Life.

For any questions read through the full travel policy here or contact studentactivities@coe.edu.

RESOURCES FOR CLUBS & ORGANIZATIONS

- Reservation Forms
  - Window Reservation Form
  - Academic Rooms Reservation Form
  - Athletic Rooms Reservation Form
  - Gage Rooms Reservation Form
  - Table Reservation Form
  - Equipment Reservation Form
    - Fire Pit Reservation Form

- Clubs and Organizations Resources
  - https://www.coe.edu/student-life/clubs-organizations
  - For any questions contact Student Activities: studentactivities@coe.edu
- Events with Alcohol Registration Form
  - Events With Alcohol Request Form
- Sodexo
  - Becky Bateman: rbateman@coe.edu
  - Catering: catering@coe.edu
- Physical Plant
  - Lisa Ciha: lciha@coe.edu
- Bus Requests
  - Student Activities: studentactivities@coe.edu
- IT Ticket
  - https://coecollege.atlassian.net/servicedesk/customer/portal/1

- My Coe
    - https://my.coe.edu/ICS/
- Moodle
    - https://coewinmoodle.coe.edu/moodle/login/index.ph

Student Life Office Personnel

Brigitte Ledferd Director of Campus Life 319-399-8456 bledferd@coe.edu Jason Chapman Dean of Student Life & Co-Curricular Programs 319-399-8843 jchapman@coe.edu Joshua Farris Assistant Dean of Students & Title IX Coordinator 319-399-8843 Jfarris@coe.edu Steven Shelby Coordinator of Student Development and Support 319-399-8843 sshelby@coe.edu Reverend Jayne Thompson Chaplain 319-399-8853 jthompson@coe.edu	Tony Arizmendi Campus Life Coordinator 319-399-8602 tarizmendi@coe.edu Emily Barnard Assistant Dean of Health & Wellness 319-399-8843 ebarnard@coe.ed Cathy Muller Student Care Coordinator and Counselor 319-399-8508 cmuller@coe.edu Patrick Lynch Director of Residence Life 319-399-86-9 plynch@coe.edu Elliott Rocha Assistant Director of Residence Life 319-399-8843 eprocha@coe.edu Reagan Talbert Assistant Director of Residence Life 319-399-8346 nwilson@coe.edu

Reallocation Request

- Reallocations are due to the Treasurer; senatefinance@coe.edu no later than 5:00 PM the Monday before you wish to go before the committee.
- Contact Senate Finance to know when your request will be presented to the committee

Supplementary Request

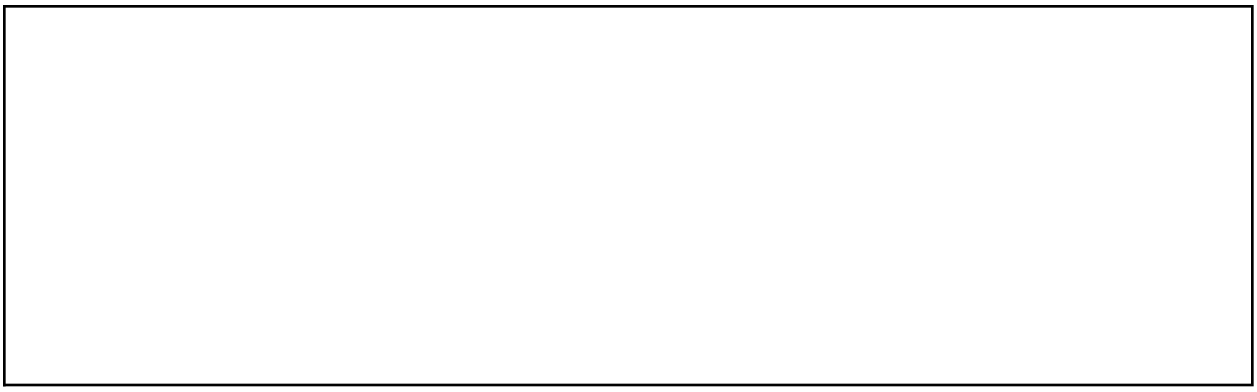
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- Contact Senate Finance to know when your request will be presented to the committee

Reallocation Request

Club	
President and Treasurer	
Reallocation Amount Requested	
Account Number (Required)	
Today's Date	
Tentative Date of Purchase	

Why is your club requesting this reallocation and how will it benefit campus?

Please give a breakdown of the money requested and from which existing line items it will be taken:



Supplementary Allocation Request

Club	
President and Treasurer	
Amount Requested	
Today's date	
Tentative date of purchase	
Account Number (Required)	
Event Worksheet URL	

Why is your club requesting this money and how will it benefit campus?

Breakdown of the money requested (CAN COPY/PASTE BODY OF EVENT WORKSHEET):

What other alternate forms of fund-raising or sources of income have you considered? Have you made contact with any administration on campus to plan this event?