Student Organization Manual

2024-2025

Produced by: WPI Student Activities Office

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Contents

Student Activities Office

What We Do

The staff in the Student Activities Department works to provide support and guidance to more than 240 clubs and organizations at WPI. We can answer questions, ranging from, "How can I get involved in a community service project?" to "How do I read my organization's budget?" We provide services to individual students as well as student organizations. Areas of programming we work with or oversee include:

- Student Government
- Fraternity and Sorority Life
- Community Service
- Leadership
- Late Night Programs
- New Student Programs
- Family Weekend; and,
- Other special events

You name it, we are probably involved!

How Can I Use This Manual?

The Student Organization Manual is a one stop shop for resources and policies to assist your organization and operate at its most efficient level. This manual provides information on everything from planning an event to policies and procedures related to travel, dining, and fundraising. For Fraternity and Sorority Programming, please contact the Student Activities Office for specific guidelines. You are always welcome to stop by the Student Activities Office and our staff will be happy to answer any questions that you may have.

Student Organization Staff Support

Student Activities Office Staff

- **Christina Genovese** Assistant Director of Student Activities, *she/hers*
  - cgenovese@wpi.edu
- **Sandy Liberatore** Operations Administrator of Student Activities
  - sjliberatore@wpi.edu
- **Emily Walker** Associate Director of Student Activities, *she/hers*
  - ewalker@wpi.edu
- **Christine Ziev** Director of Student Activities, *she/hers*
  - cziev@wpi.edu

The Student Activities Office Staff can also be reached via email at gr-sao@wpi.edu. Several staff members are included on this alias and will work to direct you to the best resource.

Campus Center Staff

- **Kim Wykes** Assistant Director of Campus Center Operations, *she/hers*
  - kwykes@wpi.edu

Staff responsibilities can be found online on the Student Activities Website: https://www.wpi.edu/offices/student-activities/meet-the-team and https://www.wpi.edu/people/staff/kwykes

Physical Education Recreation and Athletics (PERA)

The Physical Education Recreation and Athletics Team works to support **Club Sports** and their associated activities on campus. Club sports questions should be directed to:

- **Ann McCarron** Associate Director of Athletics amccarron@wpi.edu

Events Office

The Events Office works to support space reservation and facilities needs on campus. Events submitted through 25Live are reviewed and approved by the Events Office staff.

The Events Office is located on the second floor of the Campus Center. Their office door is along the bookstore wall and across from the Campus Center Information Desk.

- **Bill Battelle**, Director of Events, batelle@wpi.edu
- **Amy L'Heureux,** Student Events Planner, ajleureux@wpi.edu
- **Hannah Poirier**, Systems and Events Scheduling – 25Live Access Management, hpoirier@wpi.edu
- **Suzette Santiago**, Events Planner, ssantiago@wpi.edu
- **Dawn Marttila**, Events Planner, dmarttila@wpi.edu

The Events Office Staff can also be reached via email at events@wpi.edu.

Responsibilities of Recognized Student Organizations

Recognized student organizations are expected to:

- Submit all necessary paperwork and forms annually to the Student Activities Office (see above).
- Use an organization account for the administration of all college approved and supplied funds and funds raised on campus.
- Permit only matriculated WPI students as its members. Clubs are responsible for maintaining an up to date roster of members by adding new members and removing former members/ those who do not meet membership requirements.
- Ensure only full-time matriculated students serve as officers.
- Adhere to all federal, state, and local laws, and college policies.
- Ensure that its membership will not practice any physical or psychologically abusive behaviors, either intentionally or unintentionally.
- Ensure all students are open and have equitable access to leadership positions.

Student Organization Council (SOC) Process

If you are interested in starting an organization on campus, you can learn about the benefits and process to become recognized online at https://www.wpi.edu/student-experience/resources/club-resources/new-organization.

Updating Organization Information

Officer Changes (Except Treasurer)

Clubs are responsible for updating their officers on a termly basis or as new officers (including interims) assume their new role. All officers should be on campus in the term in which they hold a role. Presidents and treasurers may not be remote or out of the country when serving in one of these positions.

To update any officers,

- Visit your club's portal
- On the left side, select "dashboard"
- Select "officers
  - o Once selected, you will see a list of current officers
  - o To add a new officer, select the "add officer" button on the upper right.
  - o Enter their email address (we recommend you notify the individual you're adding).
  - o Once added, remember to assign a position to the newly added officer
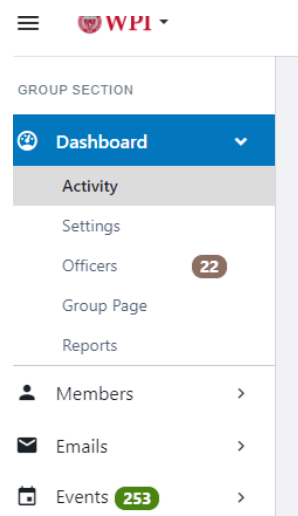
Treasurer Changes

Treasurer changes should be submitted to gr-sao@wpi.edu

Annual Registration Forms and Requirements

Annually by October 1, all organizations must have the following on file:

- A current constitution for the organization, or local bylaws in the case of a national organization Constitutions that have been revised must be submitted to the Student Activities Office (gr-sao@wpi.edu) for approval. Revision and approval dates must be included on the cover page.
- Updated officer (or interim officer) and advisor information in MyWPI. The president and treasurer are required to be on campus to hold their positions.
- Updated membership roster of all currently enrolled members.
- A completed Anti-Hazing Policy form
- Any other requirements by the department of Physical Education, Recreation, and Athletics, Greek Life Programs and the regional or international organization

Organizations who do not submit the annual forms will not be considered recognized by the Student Activities Office and therefore will not receive any of the benefits of being a recognized student organization on campus including access to any funds allocated to their budget and the ability to reserve rooms on campus.

Check List for Presidents/Treasurers

A-TERM
□ Participate in the Student Activities Fair
□ Update your officers in MyWPI
□ Attend President's Meeting in September
□ Submit your 25 Live access form no later than two weeks into the term
□ Submit an Anti-Hazing signature sheet with all current member signatures no later than October 1st . **Non-club sports** forms can be found under the Student Activities Office Portal. **Club Sports** can be found under the Club Sports Portal.
□ Upload your most up to date Constitution onto your MyWPI Club Page.
□ Plan your events for B-Term
□ Reserve your spaces for B-Term events through 25Live
□ Once your events are approved, you can add details to your event on MyWPI.

B-TERM
□ Submit your 25 Live access form no later than two weeks into the term
□ Begin preparation for officer elections
□ Reserve your spaces for D-Term events through 25Live
□ Once your events are approved, you can add details to your event on MyWPI.
□ Plan for your budget needs from SGA for the next academic year
□ Attend an SGA Budgeting Information session
□ Update your officers on MyWPI

C-TERM

□ Update your officers on MyWPI

□ Submit an Anti-Hazing signature sheet to the SAO if you have recruited new members no later than March 1st. ***Non-club sports*** forms can be found under the Student Activities Office Portal. ***Club Sports*** can be found under the Club Sports Portal.

□ Plan your events for D-Term

□ Reserve your spaces for D-Term events through 25Live

□ Once your events are approved, you can add details to your event on MyWPI.

□ Submit annual budget proposals for the SGA budgeting process

□ Submit your 25 Live access form no later than two weeks into the term

□ Transition your newly elected officers

D-TERM

□ Submit all reimbursements through Workday or to the SAO by May 31st to ensure expenditures are taken from the current fiscal year

□ Use all club funds no later than May 31st

□ Submit all financial receipts no later than June 10

□ Plan your events for D-Term

□ Reserve your spaces for D-Term events through 25Live

□ Once your events are approved, you can add details to your event on MyWPI.

□ Thank your advisor for Advisor Appreciation Month in April

□ Update your officers on MyWPI

□ Submit your 25 Live access form no later than two weeks into the term

□ Begin preparation for officer elections if applicable

Summer Checklist

□ Sign up for the Activities Fair hosted at the beginning of A-Term

□ Plan for A-Term Events

□ Update your portal

□ Update your Roster

□ Create a marketing plan for your organization

Before Officer Transition

□ Create and review your succession plan

□ Plan an officer transition retreat – this should include newly elected and outgoing officers.

□ Update your officer information on MyWPI

□ Make new officers administrators on your MyWPI portal

□ Teach new officers how to use MyWPI

□ *Treasurers*: Update your treasurer by emailing the Student Activities Office

□ Show officers where your club locker is (if applicable)

□ Review this manual and linked policies with new officers

Conduct and Behavioral Expectations

Conduct Process & Recognized Student Organizations

Complaints regarding the actions of recognized student organizations may be submitted to the Campus Hearing Board. The same conduct process will be used for recognized student organizations as for individual students. Any organization may be held accountable for the actions of any of its members if the violation of this Code of Conduct is in any way related to the organization.

A complaint may be filed against a recognized student organization when a violation of the Student Code of Conduct occurs as a result of an incident by one or more members of an organization during an activity that is sanctioned or supported by the organization. For more information, please visit the Dean of Students Office website at https://www.wpi.edu/offices/dean-students

Anti-Hazing Policy

In December 1987, the anti-hazing legislation, Chapter 269, Sections 17 through 19, was amended by the Legislature in Chapter 665 of the Acts of 1987. This amendment increases the criminal penalties for hazing infractions, and alters the manner in which institutions notify individuals of the law. Specifically, WPI is required to inform groups, teams or organizations of the provisions of M.G.L. Chapter 269, Section 17, 18, and 19.

A club officer must read Sections 17, 18, and 19 of this law to each member of the organization and have members sign a copy of the anti-hazing act signature page. **These forms must be submitted to the Student Activities Office on an annual basis for recognition, due no later than October 1**, and also when you have new members, the deadline is March 1.

Hazing is against the law, and a practice which diminishes the integrity of individuals and their organizations. Hazing is clearly defined with the sections of the law, and has no place in our society, particularly at an institution of higher education. WPI is committed to emphasizing that all organization activities are constructive, educational and safe. Hazing in any form is prohibited and its practices in any fashion are condemned. You can find hazing education resources online at http://www.wpi.edu/offices/sao/hazing009.html. If you have any questions or concerns or would like to join SIGMA, WPI's hazing prevention group, please contact the Student Activities Office.

MyWPI

MyWPI is a resource for all students. Clubs will find an online community with access to organization paperwork, communication, budget information, advertising, and recruiting members. To access this portal, visit the Student Activities website www.wpi.edu/+mywpi.

You will then be asked to build a personal profile if you have not done so already and become a member of the organizations of which you are a member. Once you are in the site, you will see a screen that looks similar to the one below:

With MyWPI you will have the ability to:

- Create events including the ability to:
    - Add events to your outlook calendar, send reminder emails to individuals who have RSVP'd, ask custom questions about expected attendance, sell tickets (***coming soon***), send follow up surveys to attendees and more!
- Store club files
- Create forms
- Host elections
- Keep a roster of members
- Track attendance both manually and via Student ID swipe/scan
    - Tracking via MyWPI app ***coming soon***
- Send messages to individuals or groups and update statuses
- Sell tickets ***coming soon***
- Create a club website
- Create checklists for members and/or officers to follow
- Manually track your budget. ***Please note***: *this feature does NOT connect to Workday and should only be used for supplemental support*.
- Build a co-curricular involvement transcript
- Access financial and administrative paperwork from Student Activities as well as SGA
- Link to room reservations, food reservations, Canvas, and Outlook
- Upload pictures
- Send polls or questionnaires to groups
- Filter information that is relevant to you
- Access a campus-wide activity calendar
- And so much more!

For more information, instructions, or questions regarding MyWPI, contact the Student Activities Office at -gr-sao@wpi.edu.

Ticketing
More information coming soon! Ticketing features are expected to go live in B-Term 2023.

MyWPI Tech Support
MyWPI is a great resource for any organization. If you need assistance using MyWPI or perhaps feel that you are not using it as effectively as you would like, many of your questions can be answered online at LINK. Additionally, in the bottom right hand corner of your MyWPI screen, you should see a blue questionmark. You can use this resource any day of the week to get

responses to your questions. You can also connect with the Student Activities Office staff at gr-sao@wpi.edu

MyWPI Phone App

The **MyWPI Connect** app allows you to discover events and groups around campus using any smart device. Download the app in the Apple App Store or for Android phone, the Google Play store.

Hosting an Event:

Space Reservation on Campus

All WPI space reservations are managed through the 25Live software management system. To reserve space for your club, you must be either a "core four" officer (President, Vice President, Treasurer or Secretary) or an appointed designee. All students who have access to 25Live must have completed the 25Live training video and quiz to have access. Access is granted annually.

All space reservations must be approved by the Events Office team. Please see their contact information at the beginning of this document for more information.

Food Service

Chartwells is the contracted food service provider for the WPI Community and must be used for all functions where food and beverages are served. All organizations who wish to order food for a campus event must do so through Chartwells and may order online through the Carved and Crafted system at http://www.wpi.catertrax.com/.

If your organization requests food Chartwells cannot provide, you may request the use of an outside vendor **two weeks in advance** of your event. Organizations interested in hosting an external food vendor should email catering@wpi.edu.

Policies

Policies for Student Organizations can be found using the links below.

General Student Organization Policies
- [Accessibility Checklist](#)
- [Alcohol Service at Student Functions Policy](#)
- [Animals on Campus](#)
- [Anti-Hazing Policy](#)
- [Car Smash How-To](#)
- [Contracts and Agreements](#)
- [External Speakers Policy](#)
- [Financial Policies](#)
- [Gift Card and Large Prize Policies](#)
- [Mail Services for Student Organizations](#)
- [Minors on Campus Policy](#)
- [Publicity Policy](#)

- [Policy on Flyers and Posters](#)
- [Raffles, Fundraisers and Casino Nights](#)
- [Reserving Space on Campus for Student Organizations](#)
- [Sound Policy](#)
- Ticketing (coming soon)
- [Travel Policy for Student Organizations](#)
- [Unmanned Aircraft Systems (Drone) Policy](#)

Weapons Policy

The Student Activities Office and all clubs and organizations are held to the policies and laws of the Commonwealth of Massachusetts and Worcester Polytechnic Institute. Weapons of any kind are not permitted to be used within clubs and organizations both on and off campus, unless with the clear and written consent of Worcester Polytechnic Institute. Should a club or organization wish to use a replica or toy that could be contrived as a weapon, approval must be obtained from the Student Activities Office and Campus Police. Contact the Student Activities Office at 508-831-5291 for more information.

Eating Contests Policy

The Student Activities Office and all clubs and organizations are committed to creating a safe environment for students and/or guests participating in student club/organization sponsored activities. Due to the safety concerns of competitive eating, **activities involving competitive eating of any kind are not permitted.** This includes any on or off-campus events sponsored by a recognized student organization.

Advertising your Event

- **MyWPI** – Use MyWPI to showcase events on the calendar, as well as in your news feed! If you're hosting an event where anyone on campus is welcome to attend, make sure to list the event as a public event. This helps more students see your event information. Public events have a chance to be included in the SGA Weekly Events digest, sent to all undergraduate students. Events on the community calendar must be open to the campus community and may not include general meetings.
- **Student Activities Instagram Account** – Tag us on Instagram or send us a Direct Message to our account @wpi_sao. We'll work to share info about your event through Instagram.
- **Digital Display Screens** – advertise your event on the digital display screens on campus. To submit your request follow the instructions here: https://www.wpi.edu/offices/marketing-communications/resources/digital-screens-design-submission Digital displays are located in various areas on campus including in the Campus Center and Morgan Dining Hall
- **Student Activities on Facebook** – The Student Activities Office has a Facebook Page where events can be listed. Simply send an email with all the necessary information and

image if applicable to gr-saopr@wpi.edu. We do our best to turn around requests within 1 business day.

- *Tech News*– The school newspaper is another great resource to advertise the events that your club is sponsoring. *The Towers* has a free space dedicated to events or your organization can include an ad for a small fee. Go online to the Tech News website for more information at https://wpitechnews.com/
- **Chalking** – is a colorful and fun way to advertise events. Please see the publicity policy for full details.
- **Table Sitting** – table sitting is a fun and interactive way to share what your organization does or upcoming events. To reserve a table in the Campus Center, go to https://25live.collegenet.com/pro/wpi#!/home/search
- **Visit another organization's General Body Meeting** – This is a great way to connect with other organizations and advertise your event! You can find the contact information for the club's president on their MyWPI Portal.
- **Outside The Box** – use your creativity and do things that anyone rarely does. Brainstorm with member's unique ways that you can publicize your events and catch the eyes of your peers!

Student Organization Community Service

Planning Community Service

When planning a service event, a great first starting point is your current members or your intended participant population. Have members share the type of activities they have done in the past and the types of activities they might be interested in. Once you have an idea or a target population that your organization would like to serve, assign a volunteer to contact the Student Activities Office on the third floor of the Campus Center to learn about upcoming opportunities or pick up a list of agencies to contact. Once your organization knows what type of service they would like to perform, attempt to identify possible dates for service and contact the agency to compare availability.

If a service project requires travel, please fill out the Travel Form (here) in advance in accordance with the travel policy. Be sure that you work with the agency to confirm details in advance and notify all organization members about the appropriate attire (some service sites might require long pants or closed toe shoes as an example). All participating members must sign a travel waiver here before departing for a service trip. This form can also be found as a paper version on the Student Activities portal. **Medical Release Waivers may be required for on-campus service projects at the discretion of the Director of Student Activities or their designee.**

Tracking Service Hours

To assist us in our efforts to record WPI's involvement in the community, please fill out the Service Report Form on MyWPI [here](#) for all the projects you or your organization was involved in. The report only takes a couple of minutes to fill out and is very important to WPI. Doing so will also make your organization eligible for various awards! This report form is not the same form needed to report and collect data for Federal Work Study hours.

Planning a Successful Event

Planning programs on campus is vitally important to building campus community. It can be a simple and enjoyable experience if time is spent to plan and organize the program in advance. The following seven steps will explain just how simple programming a successful event on campus can be!

1. **Brainstorm** : As an organization, set time aside to get together and brainstorm potential events. Make sure that members feel included and find different ways to brainstorm to ensure everyone is involved. Remember: No idea is a bad idea! As you decide on ideas, review the Accessibility Checklist to make sure your programs and ideas are inclusive to those who may want to participate.
2. **Pick a Program**: Review the list of potential events and have everyone discuss the feasibility and interest of each idea. As a group, pick a program or set of programs and create a list of tasks that will be completed to ensure a successful program.
3. **Reservations and Requests**: Be sure to reserve a venue at least two weeks in advance. You should do this before you advertise so the correct location is included with the event information. WPI has adopted an online calendar that can be viewed at https://25live.collegenet.com/pro/wpi. Review the availability of the rooms on campus and fill out a room reservation form, which will be confirmed via email. Be sure to finalize your budget and submit paperwork to the Student Activities office at least three weeks in advance, and contact vendors such as Chartwells (http://www.wpi.catertrax.com/) or Lens and Lights (lnl.wpi.edu) if needed.
4. **Promotion**: Advertising your volunteer opportunity! Sit down with your organization members and find the best way to advertise your event. Be sure to use more than one method and advertise by social media and word of mouth.
5. **Review and Confirm**: Contact all of the off-campus and on-campus stakeholders, and confirm details associated with the event.
6. **During the Event**: Be sure to advertise your next event, ensure people know your organization is sponsoring the program, and that members of your organization are around to support and run the event. Most importantly, have fun!
7. **Evaluate**: Take the time to evaluate the program as a group. Additionally, spend a few minutes signing or writing thank you cards for vendors or artists associated with the program. Be sure to praise publicly those who assisted or went above and beyond to make the program successful!

Recognizing Student and Organization Success

Student Recognition Awards:

The Student Recognition Awards are hosted annually in April to recognize organizations, activities and people who make WPI the special community it is. The following awards are reviewed by a selection committee and the award recipients and nominees are honored at the Student Recognition Awards program. The following Awards are sponsored by the Student Activities Office.

CORE Awards

The CORE Awards are an opportunity to help recognize the great organizations, students, and advisors of WPI. Awards are presented in the following categories. Awards applications will be available on MyWPI at the end of B-Term.

- Advisor of the Year
- Diversity Program of the Year
- Emerging Leader of the Year
- Organization of the Year
- Program of the Year (Educational/Professional Focus)
- Program of the Year (Social Focus)

Coghlin Awards

The Edwin B. Coghlin '23 Award for Community Service is presented annually to recognize an individual or individuals who, through their involvement in community service activities, has made valuable contributions to WPI and the Worcester community during the college year. Awards applications will be available on MyWPI at the end of B-Term.

Crimson and Gray Awards

The Crimson & Gray Awards are presented annually to exceptional student leaders that have made a positive impact on student life at WPI. Undergraduate seniors and graduate students are eligible for this award. Students must be nominated by a WPI faculty or staff member in order to apply for an award. Nominees will receive an application from the Student Activities Office with information about the application process and associated deadlines.