



# Student Organization Manual

2025-2026

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## 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

- **Marianna Colantuono** Operations Coordinator of Student Activities, *she/hers*
- **Christina Genovese (Kubasak)** Associate Director of Student Activities, *she/hers*
  - [cgenovese@wpi.edu](mailto:cgenovese@wpi.edu)
- **Emily Walker** Associate Director of Student Activities, *she/hers*
  - [ewalker@wpi.edu](mailto:ewalker@wpi.edu)
- **Christine Ziev** Director of Student Activities, *she/hers*
  - [cziev@wpi.edu](mailto:cziev@wpi.edu)

The Student Activities Office Staff can also be reached via email at [studentactivities@wpi.edu](mailto:studentactivities@wpi.edu). All 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](mailto: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 should direct questions to:

- **Ann McCarron** Associate Director of Athletics [amccarron@wpi.edu](mailto: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.

- **Dawn Marttila**, Events Planner
- **Jenn Parisi-Forti**, Director of University Events
- **Hannah Poirier**, Systems and Events Scheduling – 25Live Access Management
- **Suzette Santiago**, Events Planner

Please email the Events Team at [events@wpi.edu](mailto:events@wpi.edu). Your inquiry will be directed to the correct staff member responsible for your event.

## 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 physically 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>.

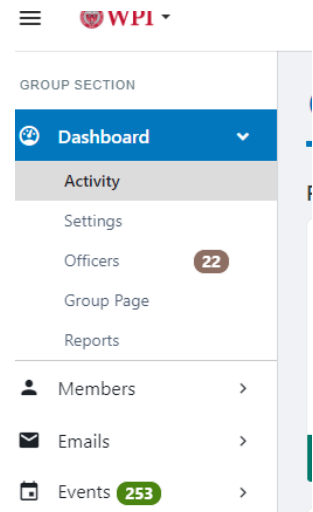
## Updating Organization Information

### Officer Changes

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 made by updating the club's roster and officers. For FY26, the deadlines to update club treasures are:

- August 27, 11:59pm
- October 14, 11:59pm
- December 15, 11:59pm
- March 10, 2026, 11:59pm
- May 7, 2026, 11:59pm

Changes should be reflected in Workday access within 1-3 business days following the deadline.

### Annual Registration Forms and Requirements

Clubs are required to annually re-register their portal through MyWPI. Officers will be able to submit the following through MyWPI's automatically assigned re-registration.

Re-registration must be completed 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 ([studentactivities@wpi.edu](mailto:studentactivities@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 1<sup>st</sup>. **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 1<sup>st</sup>. **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 31<sup>st</sup> to ensure expenditures are taken from the current fiscal year
- ☐ Use all club funds no later than May 31<sup>st</sup>

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- ☐ 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 Dean of Students Office or the Student Activities Office. The same conduct process will be used for recognized student organizations as for individual students. The Student Activities Office may serve as the designee for Administrative Decisions related to Student Organization behavior. 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>

A workflow of the conduct process for Student Organizations may be found in Appendix A of this document.

### **Anti-Hazing Policy**

Massachusetts General Laws Chapter 269, [Sections 17](#), [18](#) and [19](#) define hazing as:

"Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person."

In summary, Massachusetts law (reproduced in its entirety below) requires three things:

1. Defines hazing and establishes criminal penalties (up to a \$3,000 fine and/or one year in jail) for anyone who organizes or participates in hazing ([MGL, ch. 269, section 17](#)).
2. Requires anyone with knowledge that a hazing incident has occurred to report it to law enforcement. Failure to report can result in a fine of up to \$1,000. ([MGL, ch. 269, section 18](#)).
3. Requires educational institutions to issue copies of the anti-hazing law to students and student organizations, and to file annual reports with the state confirming their compliance. ([MGL, ch. 269, section 19](#)).

In accordance with this Massachusetts law, any student or student organization involved in an incident of hazing will be subject to disciplinary action through [WPI's Student Code of Conduct](#). Violations of this policy will be adjudicated according to the procedures written in the resolution and appeals process (RAP).

The club president must provide the information in Sections 17, 18, and 19 of this law to each member of the organization and complete the [Anti-Hazing Form for Presidents](#).

**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.

Students can view information on WPI's Anti-Hazing Policies and Resources [here](#).

## 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](http://www.wpi.edu/+mywpi).

Students will be asked to build a personal profile when logging in for the first time. Students can join organizations as they desire/ as their membership qualifications align with the club's requirement(s).

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
- Send messages to individuals or groups and update statuses
- Sell tickets and merchandise
- 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 [studentactivities@wpi.edu](mailto:studentactivities@wpi.edu).

### Ticketing and Sales

Ticketing and sales via the Storefront application is a resource available through MyWPI to sell tickets for events, trips, or any program that your club/organization is hosting that requires a payment for entry or participation.

#### **Benefits and uses of ticketing on MyWPI are:**

- Any funds raised go via Direct Deposit into your club/organization's account in Workday.
- You're able to view all ticket purchasers names & WPI email addresses
- Your club has the ability to process Refund requests for students who purchase tickets
- There is a Wait List feature that will add students to the wait list if your trip/event is sold out, and if any refunds occur, it'll then move people up off the wait list and add them as attendees
- You have the ability to send an email directly to all ticket purchasers

### 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 question mark. 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 [studentactivities@wpi.edu](mailto:studentactivities@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 have 25Live Access as designated by your club. All students who have access to 25Live must have completed the 25Live training video and quiz to have access. Access can be updated termly. All access to 25Live will be removed after the last day of D-Term annually and will be reassigned over the summer (starting in the middle of July).

All space reservations must be approved by the Events Office team.

## 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](mailto: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](#)
- [Raffles, Fundraisers and Casino Nights](#)
- [Reserving Space on Campus for Student Organizations](#)
- [Sound Policy](#)
- [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. **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](mailto: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**  
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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](http://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.

A:

# Student Organization Conduct

