Dear Student Org. Advisor,

Congratulations on becoming an Advisor for a Clemson Univ. student organization. Whether you’re new to, or experienced in the role of an advisor you will be filling a position that is rewarding and challenging. The Campus Activities and Events dept. staff, specifically the Office of Student Orgs are here to work with you in assisting with campus resources. This manual is to provide you with info. and resources that are available for you and the organization. We also suggest that you become familiar with Policies and Rules for student orgs. that are available on our website www.clemson.edu/campus-life/student-orgs/.

The services available are continually changing and improving as we develop the most effective model that fits our unique campus and the organizations we serve. As you experience your journey let us know your suggestions and comments as well as other services that would be helpful so we can learn of your situation in order to provide and respond with what is needed. The manual serves as a guide to refer to.

We thank you for your willingness and commitment to serve our students by enhancing their student life experience. If you have questions and/or need assistance, contact our office at 864-656-6673 and/or 656-2926.

Our best wishes for your success this year.

Student Org. Office Staff
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Tiger Quest is an online system that the University utilizes as part of the Recognition process for student orgs.

The website is: tigerquest.clemson.edu and email is tquest@clemson.edu.

Start your involvement journey to have access to over 500 student organizations. New student organizations use this as their first step in the University Recognition process as well as all student orgs. complete and report organization information such as membership, officers, bylaws/constitution, advisor, events, meeting and activities as well as pictures can be used to promote and market your org.’s offerings. Other detailed info. is requested as part of the recognition process, these include training modules and series for Advisor, officers, bank account statements, etc.

Student Organizations are placed in one of seventeen categories based on the nature and criteria of their organization. These include: Undergraduate, Service/Advocacy, Special Interest, Rec./Sports/Leisure, Academic, Administrative, Club Sports, Community Partners, Political/Activism, Media, International, Honorary, Graduate, Fraternity/Sorority Life, Departmental, Cultural and Religious/Faith.

Typically, undergraduate and graduate student government provide the recognition process for student organizations to be reviewed. This is usually done at the beginning of each semester, and at least one representative from each organization must attend the recognition meeting. These dates will be provided and promoted over a three week period.
GUIDELINES FOR ADVISING
STUDENT ORGANIZATIONS

In ACT’s most recent national survey of training for all types of advisors, training was rated as one of the least effective components of campus advising programs. Training was found to be lacking in both conceptual understanding and relational skills. Brown (2008) found that most advisors believed that they had inadequate training and preparation before beginning to advise. Effective advising is dependent on three critical components: comprehensive pre-service and ongoing in-service advisor development; assessment of the advising program and individual advisors; and recognition and reward for exemplary performance. Training is the initial component in the process. Without setting expectations and offering skills training, there are no benchmarks for assessment. Also, without assessment there are no guideposts for improving.

So with this information and our experience as professionals who work with std. orgs. along with the current situation we are considering how the programs we create might be designed to meet the needs of volunteer advisors with differing levels of experience and willingness to participate in their role. We are also considering the context as we develop the program with a focus on concrete and tangible examples as well as learning strategies for addressing issues that will produce more effective Advisor development programs/services.

We are offering monthly training sessions to provide support and resources for Advisors. In addition a resource room (Univ. Union 7th floor) will be available for individual and small group discussions/meetings as well as access to on line support for training and archived records regarding student orgs.

Benefits of Advising:
Service as a std. org. Advisor can be very beneficial to both the advisor and the students of the orgs. These benefits include but are not limited to:
• Working w/students as they learn and develop new skills.
• Sharing one’s knowledge and experiences with students.
• Developing a personal relationship with students.
• Furthering personal goals or interests by choosing to work with an organization that reflects ones’ interest.
• Helping a disparate group come to an understanding of differences.
• Coming together to share common interests and working toward a common goal.

What type of Advisor do you strive to be?

- Mentor
- Team Builder
- Motivator
- Mediator
- Reflective Agent
- Policy Interpreter
Guidelines for Advising Student Orgs:
The amount of attention std. orgs. need from their Advisor will vary. It is helpful to discuss expectations that the organization has of you, and vice versa, at the beginning of the academic year. The Dept. of Campus Activities and Events, specifically the Office of Std. Orgs. is available to assist you should any challenges arise.

Mediator Responsibilities include listening, observing and reporting information in regards to the well-being and safety of the students and campus. The Clery Act Information— the Student Right to Know and Campus Security Act of 1990 or more widely known as the Clery Act.

What does this mean for Advisors? This means Advisors have the authority and the duty to take action or respond to particular issues on behalf of the institu-

Utilize Advisor Training Series:
(monthly events as well as on line support/resources, Advisor Appreciation banquet, etc.)

The Dept. of Campus Activities and Events, specifically the Office of Student Orgs. conducts a series of training sessions for all student organization officers and Advisors. Each session is designed to inform Advisors of policies and important events as well as offer suggestions for improving the org. The program occurs on a monthly basis. We welcome feedback and suggestions for these session topics and often utilize Advisors and other resources across campus as presenters.

Remember to take care of yourself. It is o.k. to say no sometimes. Be aware of your limits and balance your professional commitments and responsibilities with your advisory role.
**Advising DO’s and DON’TS:**

**Advising DO’s:**

- Do follow General Procedures
- Do provide Effective Leadership within the General Body
- Do develop an Effective Board and Officers
- Do continue to Support Operations
- Be consistent with your actions
- Exhibit and encourage good communication and listening skills
- Share creative suggestions and constructive criticism for activities planned by members
- Point out new perspectives and direction to the group and supply the knowledge and insight of experience
- Encourage feedback and continually assess the process
- Facilitate different avenues for resolving intergroup conflict
- Serve as an additional resource and take an active role in the formation of the group through interaction with the members
- Provide the structure of being a continuous fixture, since most officers and members are active and rotate due to student enrollment/involvement
- Learn the strengths and weaknesses of the group and support officers when necessary and allow students to learn from making their own mistakes
- Remember to take care of yourself. It’s o.k. to say “no” sometimes. Be aware of your limits and balance your professional commitments, personal life and other responsibilities with your advisory role.
- If you are aware that the organization is knowingly or otherwise violating policy, step in and correct the behavior.
- Make sure you utilize the lines of communication you establish. The Advisor needs to be notified and aware of all meetings, activities and programs so they can attend when necessary.
- Designate a specific person/officer to meet with the Advisor regularly so they are kept up to date on current events within the org.
- Consult with the Advisor prior to making significant changes to the structure or policies of the org.
- Allow the Advisor to share their ideas and listen with an open mind- they have the org.’s best interest at heart and deserve the respect.

**Advising DON’TS:**

- Be afraid to let the group try new ideas
- Become such an advocate that you lose an objective viewpoint
- Assume that the group handles everything okay and doesn’t need you
- Do everything
- Say I told you so
- Close communication
- Take everything so seriously
- Miss meetings and functions you commit to attending
- Manipulate or impose your opinions on the group
MANAGING YOUR STUDENT ORGANIZATION:

Keep in mind that you are an Advisor, not the leader. Through your role, you can provide guidance, insight, perspective and experience with the students as they work on their org. projects. Don’t do the work for the students. The students need to make their decisions and be accountable for their decisions- whether success or failure of the group.

Be informed of the established/suggested Advisor position description. This will define your responsibilities and expectations.

- Advisors need to be notified of all meetings, activities and programs so they are aware and can attend when necessary.
- An officer and/or designated person in the organization needs to meet regularly with the Advisor.
- Consultation is recommended with the Advisor when making significant changes and decisions.
- Display respect to your Advisor. Allow them to share their ideas and suggestion and listen with an open mind. They have the organization’s best interest at heart.
- Assist and be involved with the development of the org.’s programs/events.
- Discuss the direction and goals of the org.
- Discuss the financial status of the org., including issues and potential solutions. Review their monthly bank statements. Serve as one of the signatures for the orgs. account.
- Discuss any internal org. difficulties/challenges and assist the leadership’s resolution.
- Familiarize yourself with the org.’s national/international structure if applicable.
- Articulate Univ. policies and procedures and assist the org. in understanding and complying with the policies.
- Understand that the affiliation of your role as the Advisor with the students should continue as long as all parties believe the relationship is productive and mutually beneficial.
- Recognize your student volunteers so it strengthens your relationship. Consider having an open door policy, get to know and greet them by name, award “kudos” at your group mtgs., provide positive feedback and praise for a job well done, show an interest in the student’s life, have an informal and participate in any provided formal thank you opportunities.
- Officer transition occurs from academic year to year and it can be one of the key elements to a smooth transition in leadership. Transition methods include passing on notebooks, electronic records, updating org. info. such as contact info.- signatures, emails, etc., having one on one conversations between incoming and outgoing officers as well as planning a half day, day or overnight retreat for planning with student officers so key information is shared.
MANAGING FINANCES:

The Univ. Student Government Funding Board is a student- run group that considers and reviews budget requests for student org.s programs that enhance the out of class experience and improves the student life climate at Clemson. Every full-time student at Clemson pays a student activity fee. The Std. Gov’t. Funding Board allocates the fee money to student orgs. so they can sponsor programs, attend conferences and/or programs, perform service or present, travel to competitions and/or events, purchase org. equipment, general operational expenses, print publications, etc.

The Std. Gov’t. Funding Board will accept funding requests from individuals that are University affiliated (students, faculty/staff), and all recognized std. orgs. who apply for funding per the established criteria based on membership, etc. The Undergraduate Funding Board is located in the Student Gov’t. offices/Student Senate Chambers area of the Univ. Union and the Graduate Funding Board is located in the Graduate Student Gov’t Offices on the 6th floor of the Univ. Union.

Student Orgs. are encouraged to have off-campus bank accounts. Clemson Univ. is not to be in the account name- only the student org./club. Typically the President and Treasurer along with the Advisor will have signature rights to the account. In addition, the org.’s Treasurer is also responsible for keeping the orgs.’s financial ledger. A detailed transaction report and/or bank account statements need to be reviewed each month as well as uploaded in Tiger Quest under Financial records in order to be in good standing.

In the event you/your organization officers need to be added to the financial training course, email tquest@clemson.edu and you will be granted access.
**Licensing - Tiger Paw**

- The Tiger Paw must be reproduced either in white or orange;
- Must contain the circle R; and
- Must be at 1:00 position.

The Tiger Paw cannot be modified. The Athletic department will work with student organizations. Please visit [www.clemson.edu/guidelines/paw.html](http://www.clemson.edu/guidelines/paw.html) and review the style guidelines. Purchases must be made through a licensed vendor such as: Brainstorm, Tiger Sports Shop, Tiger Town Graphics, The Graphic Cow, and Greek Gallery.

For more information, please contact Tim Match (mtimoth@clemson.edu)

**Food Purchases - ARAMARK**

When hosting an event or meeting on campus and refreshments are served, ARAMARK is the vendor of choice. A waiver is required from ARAMARK prior to a purchase from another vendor. Purchases from retail stores that sell food do not require a waiver from ARAMARK.

Clemson Dining Service is the sole Food Service Provider for Clemson University. Vendors/Caterers/Concessionaires may not deliver food on campus.

Non-Dining Service Vendors/Caterers/Concessionaires or any food event that is granted a waiver, Cannot sell food on campus.

On Campus locations that may be of service for you:
- Chick-Fil-A 656-7900,
- Einstein’s Bagels 656-1360,
- Concessions 656-7475,
- Clemson Catering 656-2058

All Campus food waivers should be sent to:
David Ledbetter
dledbet@clemson.edu

If Requesting a Waiver please provide the following information:
- Location of event:
- Event Contact:
- Number of people that will be eating:
- Where will you be sourcing food from:
- Will University/State/Grant funds be used to purchase food items?
- How will you keep cold food cold, or hot food hot:
- Date and time of event:
Guidelines for Serving Food

Your request for serving a food product has been forwarded to me for evaluation. Please confirm that you have addressed the following DHEC food safety requirements:

Temperature of hot food(s) must be kept at a minimum 145 degrees Fahrenheit at all times.

Temperature of cold food(s) must be kept at a maximum 40 degrees Fahrenheit at all times. You must have a food thermometer and frequently check to make sure these temperatures are maintained.

Food must be covered or protected at all times.

Frequent sanitizing/washing of hands is recommended, with hand washing mandatory prior to serving food and after every bathroom break.

Frequent sanitizing/washing of utensils is required prior to initial use and between dishes (this also applies to the thermometer). All soap/sanitizing residue must be removed prior to use. Protective clothing, (i.e. gloves, aprons, hats, hairnet, etc) must be worn whenever handling or serving food.

Surfaces contacted by raw meats must be sanitized after each use (i.e., a surface in contact with raw chicken must be sanitized before vegetables or other meat is placed on it).

Dispose of any food items at end of service that has been out on any buffet.

Fundraising - Solicitation Guidelines

In order to request outside funding or solicit gifts using the Clemson University names, you must establish a Clemson Gift or Clemson Foundation account. Gifts to the account will be tax-deductible and all donors will be given a tax receipt by the Annual Giving office.

Gift accounts require no minimum to open. Foundation accounts require a guarantee of at least $1,000 per year in gift activity. If the organization cannot generate the amount, a general operating gift account is suggested.

For more information and/or to establish one of these accounts, please contact:

   Julie Garcia, Fiscal Analyst II, Student Affairs Business Office
   jgarcia@clemson.edu
Any contract that Clemson University enters into with a vendor must be routed appropriately to obtain authorized signatures. All procurement guidelines and authorized signatures must be completed prior to a contract being sent back to a vendor.

Students CANNOT sign on behalf of Clemson University. The contract is the responsibility of the individual who signs it.

**Contract Signature Delegation Authority**

The President of Clemson University has sub-delegated to the Vice President of Student Affairs, the authority to sign contracts, trust agreements, and memoranda of understanding on behalf of Clemson University for the following categories:

- *Agreements with the City of Clemson regarding municipal services; entertainment and speaker agreements as exempt from the SC Procurement Code; service contracts related to Student Affairs as exempt from the SC Procurement Code.*

In compliance with Clemson University's Contract Delegation and Signature Policy, Student Affairs has developed the following guidelines:

<table>
<thead>
<tr>
<th>Contracts for less than $2500</th>
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</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>Signature Delegated to:</strong></td>
</tr>
<tr>
<td>A contract utilizing a Contract Template developed by the department, that has been reviewed and approved by the Clemson University Legal Counsel</td>
<td>Department Director</td>
</tr>
<tr>
<td>All other contracts</td>
<td>Vice President for Student Affairs</td>
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<table>
<thead>
<tr>
<th>Contracts for $2500 or more</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>Signature Delegated to:</strong></td>
</tr>
<tr>
<td>Foundation Funded Contracts</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Contracts to which a DPV exemption (1-44) applies</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Contracts entered into by Student Organizations Solely funded by funds raised by the Organization (not Student Activity Fees), exemption 39</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Contracts entered into by Student Organizations Funded by funds raised by the Organization in combination with funds from Student Activity Fees or funded solely by Student Activity Fees.</td>
<td>Director of Procurement Services</td>
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### Contract Signature Delegation Authority

<table>
<thead>
<tr>
<th>Description</th>
<th>Signature Delegated to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Source Determination to be made by the Director of Procurement Services.</td>
<td>Director of Procurement Services unless it is a ticketed event (see below)</td>
</tr>
<tr>
<td>Speakers and Entertainer contracts Ticketed Event (where ticket revenue is intended to cover entire cost of event)</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Speakers and Entertainer contracts Non-ticketed Event</td>
<td>Director of Procurement Services</td>
</tr>
<tr>
<td>Other contracts that do not have a DVP exemption, i.e. they fall under the State Procurement Code</td>
<td>Director of Procurement Services</td>
</tr>
</tbody>
</table>

### Contracts with Potential Value greater than $2500

Potential value covers the entire term of a contract (i.e. if you sign a contract that is $2000 per year but has potential to be renewed for additional years, it will exceed $2500). This type of contract should be assumed to fall under the Procurement Code, and therefore, should be signed by the Director of Procurement Services (unless it falls under one of the exemptions to the Code).

### Special Circumstances

- With the exception of the talent, the activities related to concerts must be bid out if in excess of $2500. Parking attendants’ service and merchandising should be bid out to cover the events over a period of time and not single events.
- Ticket Master has been deemed sole source by Procurement Services and the contract must be signed by the Director of Procurement Services.
**Procedure:**

The following steps should be followed when a contract is received or initiated by a department within the Division of Student Affairs:

The department should review the contract for accuracy, complete the Contract Review Form, and obtain the department Director’s signature on the Contract Review Form. Based on the criteria defined above, the department determines whether the contract will be signed by a department representative (the Director), the Vice President for:

1. Student Affairs, or the Director of Procurement. The contract and Contract Review Form are then forwarded to the SA Business Officer. (Note: If the contract is less than $2500 and utilizes an approved Contract Template, the Department Director may sign the contract on behalf of the University and no further routing is necessary.)

2. The SA Business Officer will review the contract and confirm that all procurement procedures are followed properly. If appropriate, SABO will begin the process of creating a Purchase Requisition at this point. The SA Business Officer will prepare specific routing instructions based on the Contract Review Guidelines. Once the SA Business Officer signs off on the Contract Review Form, the routing instructions, the Contract Review Form and the contract will be forwarded to the AVP for the department.

3. Once approval has been obtained from the AVP, the routing instructions, the Contract Review Form, and the contract will be sent to either the Risk Management office or the Vice President for Student Affairs for review. If the contract must be signed by the Director of Procurement, the AVP will send the documents directly to the VPSA. If the VPSA will sign the contract, the AVP will send the documents to Risk Management who will in turn forward the documents to the VPSA. These routing steps will be included on the routing instructions prepared by the Student Affairs Business Officer.

4. The final contract review will be made by the Vice President for Student Affairs. The Vice President for Student Affairs will sign the Contract Review Form, and if appropriate per the routing instructions, will also sign the contract. The documents will be sent to the following:
   a. Originating Department (Original forms)
   b. SABO (Copy of forms)
   c. If Procurement Director’s signature is required, SABO will send a copy of the Contract Review Form and the contract to Procurement Services via buyWays, along with the purchase requisition.

As a reminder, a contract is a legal binding agreement between Clemson University and a vendor. It is imperative that a contract not be signed prior to all procedures being followed and that the contract is signed only by those authorized to do so on behalf of Clemson University.
Sales Tax & Use Tax:

**Item(s) for Resale:**

- When using Student Activity Fee allocated funds or state funds, sales tax is not paid on the initial purchase of the item(s).
  
  The Student Affairs Business Office should be contacted and they will assist in providing the correct documentation to the vendor.
- When item(s) are sold, sales tax is then paid on the GROSS sales of the item(s).
- An inventory sheet is required for audit purposes.
  
  The inventory sheet should include: the number of item(s) for sale, the price of each item, the number of comps (if any), the number sold, etc. The number of unsold item(s) should be left in your inventory. A copy of the inventory sheet is to remain with the unsold item(s). You do not pay taxes on the unsold item(s) until you sell or comp them. Note: when they are sold, you are required to then pay the tax on the GROSS sales. Sales tax is to be paid on comps based on the initial purchase price of the shirt.
- Sales tax is to be reported to April Pitts (apitts@clemson.edu) no later than the 5th calendar day of each month and submission should include a copy of the inventory sheet for back-up purposes.

**Item(s) NOT for Resale:**

Sales tax is to be paid to the vendor at the time of purchase.

**Use tax:**

If sales tax has not been added to an invoice, and the vendor is out of state, you will be required to pay 7% Use Tax to the State of South Carolina. This applies to most online purchases. You will need to budget tax into your purchase when shopping online or out of state.

**Things to Remember:**

- Consider sales tax when determining the sales price.
- Please be sure that all sales tax information is submitted to Julie Garcia by the 5th calendar day of each month. If the deadline is not met, the University runs the risk of being fined.

Should you have any questions regarding sales tax, please do not hesitate to contact Julie Garcia by her email at jgarcia@clemson.edu.
Purchase Orders

When using Student Activity Fee allocated funds or State funds, you do not have to complete the bid process if one of the following apply:

• Contract/purchase is less than $2,500 (including cost and freight, but not tax)
• Item for resale or admission charged

When using Student Activity Fee allocated funds or State funds, you do have to complete the bid process if one of the following apply:

• If goods or services (plus shipping) estimated in cost exceeds $2,500

Bid Process:

• Allow 3-4 weeks for processing if you have Procurement put out for bid
• If you choose to get bids yourself attach 3 quotes and item/service specifications
• MAKE SURE PREFERRED VENDOR HAS REGISTERED IN BUYWAYS
• All quotes greater than $10,000 must be on company letterhead
• If a vendor does not want to make a bid, “No Bid” must be written on company letterhead
• Make note of your preferred vendor
• Must wait for approval from Procurement before proceeding with contract creating, goods or service ordering and approval process

INSURANCE

The Risk Management Office provides adequate liability insurance coverage for exposures confronting employees performing their assigned University duties. Questions relating to the University’s Liability Insurance Program should be forwarded to:

Risk Management Office
E-306 Martin Hall
Clemson University
Clemson, S.C. 29634
864-656-3354
riskmanagement@clemson.edu
OFF CAMPUS BANK ACCOUNT & TAX IDENTIFICATION NUMBERS

To establish an off campus bank account, you will need to receive a tax identification number from the Internal Revenue Service (IRS). Please make sure that you are requesting a tax identification number and not a tax exempt number.

TO APPLY:
Phone: (800) 829-4933, Fax: (859) 669-5760
Website: http://www.irs.gov/businesses/small/article/0,,id=102767,00.html

To verify if your organization has a tax ID number, call the IRS at 1-800-829-1040.

Please note that all details and account information about off-campus checking accounts must be maintained by your organization. It can be securely stored on your organization’s Tiger Quest Profile. It is highly recommended that student organization advisors are involved with the creation and maintenance of off-campus checking accounts.

NOTE:
The name on the bank account cannot be affiliated with the University (i.e. Clemson University Organization Name) or use the Clemson University Federal Tax exempt ID number.

Student organizations are not automatically tax exempt. It is the responsibility of each organization to file the appropriate paperwork to become an official 501(c)(3) non-profit that is exempt from federal taxes. This is a separate process with extensive requirements. Organizations with national affiliation may check with their national organization to see if they fall under their national Tax ID exempt number.

Please note that the organization will be required to pay taxes on purchases made with the off-campus bank account. For additional information contact Julie Garcia (jgarcia@clemson.edu) in the Student Affairs Business Office.

Student Affairs Business Office Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Garcia</td>
<td>804 Union</td>
<td><a href="mailto:jgarcia@clemson.edu">jgarcia@clemson.edu</a></td>
<td>864-656-4004</td>
</tr>
<tr>
<td>Sarah Reeves</td>
<td>800 Union</td>
<td><a href="mailto:reeves5@clemson.edu">reeves5@clemson.edu</a></td>
<td>864-656-4870</td>
</tr>
<tr>
<td>Wanda Hendricks</td>
<td>800 Union</td>
<td><a href="mailto:hwanda@clemson.edu">hwanda@clemson.edu</a></td>
<td>864-656-0555</td>
</tr>
<tr>
<td>Susan Eller</td>
<td>804 Union</td>
<td><a href="mailto:ellers@clemson.edu">ellers@clemson.edu</a></td>
<td>864-656-5824</td>
</tr>
<tr>
<td>Penny Reid</td>
<td>806 Union</td>
<td><a href="mailto:penny@clemson.edu">penny@clemson.edu</a></td>
<td>864-656-0462</td>
</tr>
<tr>
<td>Kayla Cleveland</td>
<td>804-A Union</td>
<td><a href="mailto:kaylac@clemson.edu">kaylac@clemson.edu</a></td>
<td>864-656-1578</td>
</tr>
<tr>
<td>Wanda Rhodes</td>
<td>800 Union</td>
<td><a href="mailto:wrhodes@clemson.edu">wrhodes@clemson.edu</a></td>
<td>864-656-6251</td>
</tr>
<tr>
<td>Teresa Hollifield</td>
<td>802 Union</td>
<td><a href="mailto:tdcain@clemson.edu">tdcain@clemson.edu</a></td>
<td>864-656-0592</td>
</tr>
</tbody>
</table>
Below is a list of legal topics frequently responded to by the Office of General Counsel. Click on a topic to expand and view more information.

- Anti-Harassment and Non-Discrimination Policy
- Confidentiality
- Freedom of Information Act
- Grievances
- Subpoenas
- Social Host Liability/Underage Drinking
- Waivers and Releases

From time to time, faculty may wish to offer students the opportunity to participate in off-campus academic experiences. Doing so requires careful planning and supervision by the faculty member. To this end, students should be warned of the specific risks associated with the off-campus activity so that they can make an informed decision about whether or not to participate in the activity. Students should not be allowed to participate in the off-campus event unless they voluntarily agree to accept those risks and they voluntarily agree to release Clemson University from liability for any claims or injuries that may arise from their participation in the activity.

The form linked below, titled “Assumption of Risk and Release from Liability,” is recommended as a template to be used for all off-campus academic activities. The form is designed to inform students of the activity, to warn them of the associated risks, and to document each student’s agreement to assume those risks and to release the University from liability for any claim, injury or other damage caused by his or her participation in the activity.

Download Assumption of Risk and Release from Liability form

The following information requested on the “Assumption of Risk and Release from Liability” form should be completed by the faculty member before providing the form to students for their review and signature:

- The “ACTIVITY” should be described in detail. For example, “field trip to museum” is not sufficient; “trip to Greenville County Art Museum to tour studio space” provides the specific information necessary to help students make an informed decision about the risks attendant with the proposed activity. Similarly, “white water rafting” is not sufficient; “white water rafting trip on the Chattooga River” provides important details that will help students better assess the risks involved with this activity.
- The department or club that is responsible for organizing or sponsoring the activity should be identified so that students know who to contact with questions or concerns about the activity.
- The date(s) of the proposed activity also should be clearly set forth for students to consider.
- The responsible faculty member should give careful thought to the “inherent risks” associated with the activity. The risks involved with touring studio space at an art museum are vastly different from those inherent to white water rafting on the Chattooga River. Remember that inherent risks also may include any risks associated with transportation to and from the activity.

When completing the information on the release, it is also helpful to:

- Use clear, unambiguous and understandable language; avoid legal jargon.
- Be sure that each student completes a separate release.
- Provide each student with adequate time to review and sign the document.

If you have any questions about this form or the waiver and release process, please do not hesitate to e-mail them to ogc-l@clemson.edu.
Clemson University Assumption of Risk and Release from Liability

I, _________________________, acknowledge that I am a student at Clemson University (UNIVERSITY). I would like to participate in the following ACTIVITY:

______________________________________________________________________________
______________________________________________________________________________
which is sponsored/organized by the __________________________Department/Club and will take place on the following date(s)______________________________. In consideration for being allowed to participate in this ACTIVITY, I the undersigned, acknowledge, appreciate and agree that:

1. There are inherent risks involved with this ACTIVITY, including but not limited to __________________________ and I choose to voluntarily participate in this ACTIVITY with full knowledge that said ACTIVITY may be hazardous to me and my property. I voluntarily assume full responsibility for any risk of loss, property damage or personal injury, including death, which may be sustained by me as a result of my participation.

2. I certify that I have adequate health insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my participation in this ACTIVITY.

3. I understand that this ACTIVITY is [may be] physically strenuous and I know of no medical reason why I should not participate.

4. I hereby release, waive, and discharge Clemson University and its Board of Trustees, its officers, agents, employees and representatives from all claims, demands, liabilities, rights and causes of action of whatever kind or nature, that may result from or occur during my participation in this ACTIVITY, whether caused by negligence of the UNIVERSITY, its Board of Trustees, officers, agents, employees or representatives or otherwise. I also agree to indemnify and hold harmless the UNIVERSITY for any loss, liability, damage or costs, including court costs and attorney’s fees that may occur as a result of my negligent or intentional act or omission while participating in this ACTIVITY.

I HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AND HAVE HAD SUFFICIENT TIME TO SEEK EXPLANATION OF THE PROVISIONS CONTAINED ABOVE. AFTER CAREFUL CONSIDERATION, I SIGN THIS DOCUMENT VOLUNTARILY AND WITHOUT ANY INDUCEMENT.

_________________________________ Age_____ Date Signed__________________
PARTICIPANT’S SIGNATURE

Signature witnessed by:
________________________________Witness___________________________Witness

If participant is under the age of 18, his or her parent or legal guardian must also sign:

I, (printed name)___________________________________________, am the parent or legal guardian of the participant who has signed above. I have read and I understand the Provisions of this document, I consent to the participant taking part in the ACTIVITY described above, and I fully enter into and agree to the above Assumption of Risk and Release from Liability.

______________________________________________Date Signed _______________
SIGNATURE OF PARENT OR LEGAL GUARDIAN

Signature witnessed by:
________________________________Witness___________________________Witness

For other related questions you may also refer to Legal Counsel at:
Office of General Counsel
207 Sikes Hall
Clemson University
864-656-3414
In order to track and respond to requests please complete an “intake form” which is on their website.
WHERE DO YOU GO TO PLACE A RESERVATION REQUEST?
The Hub/Guest Services Desk at the Hendrix Student Center is the best place to start. All events, large and small, require a reservation request. From there, you will be assisted with securing a location and will be asked some questions related to your event needs. Please note that we cannot “hold” your date until we receive your fully completed request form.

CAN I REQUEST HELP WITH COORDINATING MY EVENT?
Those who are planning complex events may also work with a Campus Activities and Events event coordinator. Event coordinators are there to assist you with detailed logistics such as multiple event approvals, complex equipment or staffing needs, or high profile events involving VIPs. Most events do not require an event coordinator, but coordinators are available by request or as determined by Campus Activities and Events. Additional fees may apply beyond basic coordination services.

WHAT SPACES CAN I RESERVE?
Please refer to our website at http://www.clemson.edu/administration/student-affairs/cae/ for information on facilities that we reserve. Campus Activities and Events can also help provide mobile event services including tables, tents, chairs, sound systems, and crews for events all across campus. Crews include staffing for equipment operation, guest services for your attendees, etc.

WHO CAN PLACE A RESERVATION?
It is important to make sure that the person placing your reservation is the sole contact for the event and will be present for all questions the day of the event. Campus Activities and Events will only send and receive information from this individual, although we are happy to copy others. Additionally, the person placing the reservation must be a recognized member of that organization. For instance, an advisor may not place a reservation on behalf of a student organization. For more information, please see Clemson University’s facility use policy related to “fronting.”

HOW FAR IN ADVANCE CAN I REQUEST SPACE ON CAMPUS?
You can request a space up to one year in advance. Your event may not immediately be confirmed if we need additional information from you. Please also see our reservation policies related to cancellations.

WHAT ARE CLEMSON UNIVERSITY’S FOOD POLICIES?
Aramark is the exclusive food provider for all areas and events on campus. Information on how to request catering can be found by contacting the Campus Activities and Events Hub. In very limited circumstances, organizations may request a food waiver. Inquiries related to food waivers begin by contacting the Campus Activities and Events Hub at least 4-6 weeks before the event.
WHAT ARE UNIVERSITY POLICIES OR LAWS THAT COULD APPLY TO MY EVENT?
There are university documents that you need to be familiar with before you begin your planning process.

- Clemson University's Facility Use Policy (online) outlines everything you need to know about what is permitted for advertising your event, any sound restrictions that could apply to your event, requirements for free speech events, sales and solicitation requirements, how to request permission to serve alcohol at an event, and more. Please note that several weeks should be expected to gain all necessary approvals for events.
- Clemson University's Student Handbook (online) provides important information related to the student code of conduct and other important information such as pet policies, alcohol and tobacco policies, and the Americans with Disabilities Act.
- Clemson University's Brand Policy (online) provide guidelines for using protected wordmarks, seals, and the Clemson Tiger Paw, as well as guidelines for colors, fonts, logos, and photography.
- United States Copyright Laws apply to any movie shown, and you will need to purchase the appropriate license to show any film on campus. (Note: Checking out a movie at the library does not constitute the purchase of a movie license.)
- South Carolina Law prohibits certain situations involving gambling, raffles, and other “games of chance.” Please note that Bingo requires state licenses that are not available at Clemson University, therefore Bingo is not permitted.

WHAT ARE FEES CHARGED FOR EQUIPMENT OR ROOM RENTALS?

- Campus Activities and Events is committed to providing services and equipment at the most reasonable price while still remaining committed to excellence in customer service.
- Each university unit on campus has approved billing rates which are published on Clemson University’s website. Campus Activities and Events billing rates are also available by contacting the Hub.
- There may also be agreements through Undergraduate or Graduate Student Government that provide for free use of specific items for recognized student organizations. That information can also be provided through the Campus Activities and Events Hub.
- We will provide you with a cost worksheet for your all facility and service-related costs once you have submitted all needed information to us.

WHAT OTHER INFORMATION IS COVERED IN REQUEST FORMS?
Additional information and policies covered in our request forms include:

- Prohibited items in facilities
- Event security policies
- How to request catering, linens, and food waivers
- Approval procedures for items such as landscaping, fire department, police department, use of university marks, and the sale of merchandise.
- Other policies related to information we need from you as well as your responsibilities as our customer.

CAN I RENT LINENS FOR MY EVENT?
Linens are also available by contacting Aramark. We recommend discussing your linens needs several weeks in advance of your event.
HOW DO I BOOK A PERFORMER OR ACTIVITY?
It is important to work with Campus Activities and Events BEFORE you request signature for any performer, third party, or activity contracts. We can help you determine if the contract requirements can be provided, guide you in the process to work with risk management and procurement, and provide assistance in determine the designated university official that is permitted to sign your contract.

CAN I SIGN CONTRACTS OR ORDER EQUIPMENT FROM THIRD PARTIES?
Only certain university officials have permission to sign contracts, and Campus Activities and Events can provide guidance on how to find the appropriate individual to sign your contract. For image, liability, and consistency purposes, all equipment and services must be rented through Campus Activities and Events in the facilities we manage. If we are unable to provide specific equipment, we reserve the right to coordinate the rental of the equipment on your behalf and provide a streamlined invoice for you.

HOW DO I REQUEST FLIER AND BANNER APPROVALS?
Before you incur costs for the printing of advertising materials, make sure you have read the facility use policy. We also recommend that you work with Campus Banner and Design for your printing needs, as they are more familiar with policies and can offer you great services and rates. You may also email a proof of your materials to reserve@clemson.edu to receive feedback before printing. Your materials will be stamped at the Campus Activities and Events Hub as approved. You can provide us with one copy of your flier to be stamped and then you can make copies of that flier. If you provide us with many copies of your materials to be approved, please be prepared to leave your materials with us, and we will let you know when you can pick up your stamped materials.

WHAT OTHER APPROVALS COULD I NEED?
- Events involving minors will need to work with the Office of Pre-Collegiate Programs.
- Events involving third parties or an event involving risks will need to discuss their event with the Office of Risk Management. Note that liability insurance may be required in certain circumstances.
- Events that a third party providing more than $2,500 in services may require discussions with your financials area or the Office of Procurement.
- Events involving sales tax or significant financial costs should be discussed with your respective business office.

WHAT IF MY EVENT ATTENDEES DO NOT HAVE PARKING PASSES?
A parking pass is required for all those parking on campus. The Campus Activities and Events Hub or your event coordinator will assist you in obtaining appropriate permissions and passes for your event.

HOW CAN I SELL TICKETS?
Campus Activities and Events maintains an exclusive contract with Ticketmaster. If you wish to sell tickets for your event, it is important to inform the Hub or your event coordinator as far in advance as possible so that we can help you with appropriate permissions to sell tickets.