The DUKE FIELD GUIDE for STUDENT ORGS
21-22 edition
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You’re in the right place!
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Dear Duke Student Leaders,

Welcome (back) to Duke, Blue Devils, and more importantly, welcome to the 2021 - 2022 academic year. The road to this year has been wild, but we’re just getting started. Your involvement in student organizations at Duke plays a crucial role in enhancing the greater Duke community. Just as you are here to advance your own experience, we are here to help you and your orgs maximize your potential. From building character and engaging in collaboration to promoting global community and learning something new along the way, we are here to help you make this year one to remember.

The 2021 – 2022 Student Organization Handbook provides the foundation to collaborate and work toward all of these things together. It will provide your organization with the tools and resources to navigate your way through the fast-paced and ever-changing nature of Duke University, especially as we navigate a new normal together.

Being involved in student organizations requires a lot of thought and dedication, so what is your reason for joining or starting an organization? What will your organization do this year to fill unique campus needs? How can you translate your time in these organizations to other areas of your life? We hope you are able to answer these questions and more by utilizing this Handbook, alongside the many leaders who are here to further guide you.

University Center Activities and Events:

University Center Activities and Events (UCAE) strives to offer the Duke community and external customers help with event planning and campus programming needs. Our team provides a unique array of services available to Duke community members and campus visitors.

The UCAE Administrative Suite is located in the Bryan Center, Room 036. We are open Monday through Friday from 9:00am - 4:30pm, with the exception of university holidays and closings.

Phone: (919) 684-4741
Fax: (919) 660-1719
Email: ucae@duke.edu

Facebook: University Center Activities & Events (UCAE) at Duke
Instagram: @DukeUCAE
What are the benefits of starting a new student organization?

There are a number of benefits to being a recognized student organization at Duke University. This handbook will outline some of those benefits, but here’s a brief overview:

**Tangible Benefits:**
- Space reservations available throughout campus
- On-campus financial accounts
- Ability to apply for funding from the Student Organization Finance Committee (SOFC)
- Legitimacy on campus
- Access to all services and resources provided by University Center Activities and Events (UCAE)
- Usage of Duke name and trademarks
- Access to DukeGroups page

**Intangible Benefits:**
- Meet and interact with people and groups with similar interests
- Learn from organizations with different missions, visions, and values through collaboration
- Promote campus-wide and global citizenship by being a part of something bigger than yourself
- Understand yourself by reflecting on your leadership style and role(s) within an organization
- Develop skills and tools that will enhance your Duke experiences
Step One:

Before jumping into the logistics of starting a new organization, let’s formulate a clear and unique purpose for your group.

Check DukeGroups to ensure that another group like yours doesn’t already exist.

Step Two:

Do you want your group to be Chartered or Recognized? Don’t worry, neither status is better than the other; they simply provide for different needs. Recognized groups are more common!

- **Recognized:**
  Most groups apply for this status. With it, you will have access to the programming fund, but not the annual budget. You may be selective in membership and charge dues.

- **Chartered:**
  This status has access to the annual budget and the programming fund. Annual budgets fund capital expenditures, which are items that are kept by your group over time, as well as group-only events, such as retreats or private conferences. Examples of capital expenditures includes costumes and long-term supplies.

  *You should only apply to be chartered if you have an explicit need for capital expenditures.*
Step Three:

While we recommend using the Constitution template on SOFC’s website, here are the things you will need to include when drafting your Constitution:

- Official group name
- Group’s recognition source
- Group’s mission or purpose statement
- Group’s requirements for membership
- Roles and responsibilities of group officers
- Requirements for voting on group issues
- Structure and timing for officer elections
- Requirements for amending the Constitution
- A list of amendment dates and other important certifications or milestones for the group
- DSG non-discrimination statement, found at: oie.duke.edu/ppdhrm

Step Four:

Your new group will need to meet Duke’s Student Organization Finance Committee (SOFC) to move to the fifth and final step of this process! Visit dukestudentgovernment.org/sofc to learn more and set up a meeting.

You can meet with SOFC at any time during the process if assistance is needed in earlier parts (i.e., drafting your Constitution, finding purpose).

Step Five:

After meeting with SOFC, the final stage of this process requires you to present your new organization to the committee through a formal hearing.

Visit the SOFC website at: dukestudentgovernment.org/sofc-create for full details on how to apply. After you apply, you will be asked to come to one of SOFC’s Tuesday meetings for a brief presentation.
**Student Organization Finance Committee:**

The Student Organization Finance Committee (SOFC) is a committee of up to 21 undergraduate students elected by the Duke Student Government Senate to allocate the student fund to recognized and chartered student groups.

SOFC ensures the effective distribution and investment of Duke’s student fund, with main duties consisting of:

1. Run the Annual Budget Process, where funds are allocated to Chartered groups for the next year
2. Oversee Programming Funds, which are open to all Recognized and Chartered groups
3. Review and recommend emerging student groups for Recognized and Chartered status

Full information and resources for students wishing to start new groups can be found online at: [dukestudentgovernment.org/sofc-funding](http://dukestudentgovernment.org/sofc-funding)

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**Student Organization Re-Registration:**

To stay compliant with Duke University and Student Engagement policies, the President and Treasurer of each student organization must complete the Student Organization Training each academic year.

For more information about student org training, visit our website: [studentaffairs.duke.edu/ucae/student-involvement/student-organization-support](http://studentaffairs.duke.edu/ucae/student-involvement/student-organization-support)

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**Helping Hint:**

Keep your Constitution up-to-date as much as possible to avoid problems in the re-registration process each summer!
**DukeGroups:**

DukeGroups serves as the campus engagement platform for Duke University, often your one-stop-shoppe for all things involvement across campus. From organization resources to upcoming events, DukeGroups is a must-have for all students at Duke.

**DukeGroups allows organizations to:**
- Store important documents
- Advertise events (both public and private)
- Manage/contact membership and group Listservs
- Register for major campus events
- Manage service hours
- Run elections

**DukeGroups allows students to:**
- Filter all student organizations using event tags
- Find information about any recognized student organization
- Create an Involvement Record
- Manage and track involvement
- RSVP to and find events

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**Creating a Website:**

Maintaining an updated and accurate website is a great way to keep current and prospective members informed on your organization’s goals, purpose, and events. There are two options for starting your organization’s website:

**A. Office of Information Technology**
Visit [sites.duke.edu](http://sites.duke.edu) and request a site. The site will walk you through the steps, including choosing your desired template.

Advantages: IT-supported, little-to-no design work required, at no cost to your organization
Disadvantages: limited number of templates to choose from

**B. Office of Trademark Licensing** ([trademarklicensing.duke.edu](http://trademarklicensing.duke.edu))
Contact the Office of Trademark Licensing at (919) 684-2065. They will assist you in purchasing hosting and a domain name for you to design.

Advantages: more creative freedom
Disadvantages: requires knowledge of web design and more design work, fees charged

Visit [sites.duke.edu](http://sites.duke.edu) to learn more!
I need help funding my program... what next?

Program Funding:

All recognized and chartered groups are eligible for the programming fund. This fund is allocated at SOFC’s weekly meetings throughout the entire academic year.

To be eligible to receive programming funds, your event must adhere to the following guidelines:

• Undergraduates must be the primary target for your event
• The event must be open to all undergraduate students
• Your event normally must be held on-campus. Exceptions are made when it is not possible to hold your event on campus
• Events that promote a specific politician or political party are ineligible for funding
• It must be possible for undergraduate students to enjoy your event for free. SOFC will only fund free components of your event.

SOFC will NOT fund the following items:

• Events that are not free for and open to all Duke undergraduates
• Events that are off campus (unless there is strong evidence why the event cannot be on campus)
• Events that include a contract that has not been negotiated through the UCAE Business and Finance Office (or another University dept.)
• General body meetings
• T-Shirts
• Alcohol
• Decorations
• Giveaways (prizes, party favors, etc.)

Visit the SOFC website to learn more about policy changes and fill out an application: www.dukestudentgovernment.org/sofc-funding
Other Types of Student Orgs:

There are a number of unique student organizations that fall under different categories at Duke. Read on to learn more about each of them:

**Departmental:**

Departmental organization are those that are not recognized by SOFC, GPSG, or HRL. These organizations are housed within a specific department at Duke. Departmental organizations have the same benefits as all other recognized organizations except for the ability to apply for funding. Funding and accounts must be housed in the sponsoring department. The sponsoring department is solely responsible for the student organization’s activity and presence on campus.

**Fraternities & Sororities:**

The Duke Fraternity and Sorority community offers undergraduates a fraternal experience that complements the mission of the University. In partnership with faculty, staff, alumni, families, and (inter)national organizations, we challenge and educate students in the areas of leadership, cultural awareness, personal and group development, scholarship, and civic responsibility. Fraternities and sororities at Duke are comprised of groups of individuals with various interests. They are bonded together by common goals and aspirations. These bonds are strengthened by honor, friendship, truth, knowledge, and character. Fraternity and sorority membership carries with it many benefits including leadership opportunities, academic support, emphasis on service, and a bond of brotherhood or sisterhood.

**Graduate & Professional Student Government:**

The Graduate and Professional Student Government of Duke University is the umbrella student government organization for Duke’s nine graduate and professional schools. The purpose of the Graduate and Professional Student Government is to:
- Represent and advocate on behalf of graduate and professional students across and at Duke University
- Serve as a liaison among the student governments of the graduate and professional schools of the university
- Serve as a liaison between graduate and professional students and the University Administration
- Nominate graduate and professional student representatives to University committees
- Program events of interest to the graduate and professional student community and financially support the programming of graduate and professional student groups

**House Councils:**

House Councils provide leadership opportunities for residents interested in improving the quality of life on campus in addition to planning programs that meet needs of their communities. There are four types of House Councils within Housing & Residence Life: Greek, Selective Living Groups, Administrative Houses, and Independent Houses.
STUDENT ORG POLICIES
Catering:
The Approved Caterers list can be found online at: eventservices.duke.edu/catering/caterers

Contracts:
Students can never sign contracts on behalf of their student organizations. All student event contracts should be submitted to UCAE via email at ucae@duke.edu for review and signature.

Event Registration:
If you have an event that meets any of the following criteria, your event must be registered at least 14 days prior to the event date:
- Estimated attendance of 100+
- Food and/or alcohol present
- Outdoor amplified sound
- Guest speaker
- Political campaign events featuring political candidate for office and/or voter registration drives
- Contracts involved and/or paid performer
- Off-campus attendees and participants (includes minors)
- Charging admission
- Outdoor recreation events (5K’s, races, field days, etc.)

Gambling and Raffles:
Duke University Information and Regulations Bulletin states that it is against NC law and Duke policy to gamble. Any entity is guilty of gambling if they operate, play, or bet at any game of chance at which any money, property, or other thing of value is bet. The current version of the NC state law can be found in Section 3E of the NC State Lottery Act.

Chalking:
Chalking is prohibited on any surface, including, but not limited to, sidewalks, archways, and benches.

Event Security:
The Duke University Police Department provides and security services for special events. This need for security will be noted on DukeGroups. For more info please visit: police.duke.edu/services

Events with Alcohol:
For ALL events involving alcohol, there must be one Social Host for every 25 expected attendees. Social Hosts must have completed one training each academic year. When planning an event, names of Social Hosts must be submitted with the Space Request, Program Notification Form, and through DukeGroups.

Weeks of Welcome:
During the first two weeks of the fall semester, student organizations are not allowed to host events with alcohol. Duke University is committed to providing fun and alcohol-free Weeks of Welcome to all first year and returning students. To this end, students and organizations are encouraged to participate in Weeks of Welcome programming.

Outdoor Amplified Sound:
Duke University restricts the times when outdoor amplified sound is permitted. Times vary depending on event location and day of the week. Events may not have amplified sound during restricted hours
Off-Campus Bank Accounts:
Departments, student groups and organizations, or individual employees or faculty may not establish bank accounts using either the name or tax identification number of Duke University or the Duke University Health System. Individuals with knowledge of, or reason to believe, that an unrecorded bank account has been established with the name or tax identification number of either entity should immediately report this information to Resource Administration or Treasury and Cash Management.

Student Org Re-Registration:
Student Organizations must renew their status annually. For more info, please visit our website:

studentaffairs.duke.edu/ucae/student-involvement/student-organization-support

Protests & Demonstrations:
Duke University respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions publicly and privately, and to join together to demonstrate their concern by orderly means. For a full description of this policy, please visit: studentaffairs.duke.edu/conduct/z-policies/pickets-protests-and-demonstrations

Gifts, Prizes, and Awards:
Approval must be obtained from UCAE prior to the purchase of:
• Any gift, prize, or award for a Duke employee, student, or friend including monetary awards and non-monetary items
• Donations to not-for-profit orgs from events by student orgs.
It is suggested that the value of any gift, prize, or award be kept under $100 for tax purposes. The recipient of the gift, prize, or award must complete the prize winner form, and then be signed by a UCAE member.

International Travel:
Whether part of a class or an organized student group activity, if travel abroad 1) uses University funds; 2) is sponsored by a University group and/or 3) is to earn credit for a Duke degree, then the trip is governed by the Duke University International Travel Policy. Duke maintains its own Restricted Regions List, which reflect areas of the world that are restricted by the University whether due to safety concerns or Federal Sanctions. All undergraduates traveling abroad must register their travel plans in the Duke Registry. Student travelers should carry the Duke-ISOS card found at global.duke.edu.

*Policy surrounding off-campus travel for ’21-’22 is TBD. Please monitor our website for more info!

Plaza Use:
To use the Plaza space on west campus, please contact UCAE Event Services in the Bryan Center. Email eventservices@duke.edu or call 919-660-1765.

*Plaza usage may vary during the Fall ‘21 semester due to COVID-19*

Learn More
Detailed descriptions and additional policies are available online:
studentaffairs.duke.edu/ucae
Student Org External Fundraising:
Approved, registered student groups may, at times, engage in various forms of off-campus fundraising. Off-campus fundraising will require prior approval from the University Center Activities and Events (UCAE). Each potential funding source (or targeted donor) must be approved by UCAE in conjunction with University Development. Read the full policy at studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/student-organization-external

Study Break & Events During Exams:
Student groups are not allowed to host events after the last day of classes each semester. This ensures a commitment to our academic partners as we support a quiet and studious environment during exams. However groups may host a Study Break. Study Breaks are intended to provide an alternative to events, but not pose a significant distraction to campus.

A study break will comply with all of the following:
• The activity must be open only to group members
• The activity must last no longer than 2 hours
• The activity must not include any criteria that would trigger event registration
• The activity cannot be ticketed

*Sponsored Corporate Solicitation:
Solicitation is defined by the act of interceding into a Duke community member’s space in order to communicate/request info about products, services, or events that are not related to Duke University or its educational mission. The following conditions apply for on-campus solicitation:
• The off-campus entity’s purpose must align directly with the listed mission of the recognized student org.
• The solicitation activity must be noted during the Event Registration process prior to engaging Duke community members.
• A member of the recognized student organization must remain with the off-campus entity’s representatives for the duration of their time on university property.
• Representatives from the off-campus entity must abide by all local, state, and federal laws as well as university policies, including the Duke University Land Use Policy.
• The sponsoring student organization will be held responsible and accountable for off-campus representatives’ behavior and actions while on university property.

*Policy surrounding guest visitation for ‘21-‘22 is TBD. Please monitor our website for more info!
**Student Government Policies:**
Duke Student Government (DSG) and its Student Organization Finance Committee (SOFC), in conjunction with UCAE, oversee student organizations at Duke. Visit DSG’s website to review the SOFC bylaws and other pertinent documents.

**Student Use of Personal Vehicles:**
If you drive your own car on organizational business, your own insurance policy (or parent’s, depending on who owns/insures the vehicle) serves as the coverage for third party liability and physical damage to your vehicle. The University’s insurance policies do not extend to provide protection. This is a potentially large responsibility; if you are not comfortable with it, consider making other transportation arrangements. Please see the section on transportation for suggestions on rental car companies and car services at studentaffairs.duke.edu/ucae/finance/forms#transportation

**Trademark & Licensing:**
The Office of Trademark Licensing provides information, and procedures related to the use of Duke’s trademarks, to protect the integrity of the institution’s trademarks and ensures they are used in an appropriate manner. All purchases from outside vendors must be done so with approved Duke University vendors, including any promotional item that is paid for with any Duke funds. View more information at trademarklicensing.duke.edu.

**Policies are subject to change and may be updated.**
If you have specific questions that are not covered in this guide please contact a member of the UCAE Student Involvement Team

**Student Organization Mail:**
UCAE allows student organizations to receive mail as long as the responsible party follows the proper guidelines. Review all guidelines at studentaffairs.duke.edu/ucae/student-organizations/resources/policies-student-organizations/student-organization-mail-policy

**Ticket Sales Tax:**
NC sales tax of 7.5% will be charged on admission to entertainment activities in Durham County (effective rate is 6.75% in Carteret County). Entertainment activities are defined as any: live performance/event, motion picture/film, sporting event, museum, cultural site, garden, exhibit, show, guided tour, or any admission expense to view/watch an event for entertainment purposes. Amenities, such as parking, access to services, or food, when included in the cost of a ticket are not taxable. A Duke event may be exempt from sales tax when attendance is limited to a closed group and education is the primary purpose of the event.
Voter Registration:
Duke University understands the importance of voter registration, and will allow affiliated student organizations to table and encourage Duke community members to register. In order for the campus community to maintain its safety and educational procedures, the following rules must be followed:

1. All student organizations wanting to table for voter registration must submit an application through DukeGroups. The link to application can be found at the bottom of the page.

2. Student Organization members tabling must stay within 5 feet of their assigned space, and must not walk up to Duke Community members, but encourage individuals to come to them.

3. Student Organizations must abide by all local, state, and federal laws as well as university policies.

4. Student Organizations are allowed to invite Third Party organizations (i.e. Vote for America, America Votes, Project Vote) to aid them in the registration of Duke Community Members, however:
   
   A. The sponsoring student organization will be held responsible and accountable for off-campus representatives’ behavior and actions while on University property.
   
   B. Representatives from the off-campus entity must abide by all local, State, and federal laws as well as University policies, including those stated in the Duke Sponsored Corporate Solicitation Form.

5. Students must abide by the Duke Government Relations Campus Political Activity and Engagement with Federal Officials Policy that can be found at federalrelations.duke.edu/policies/campus-political-activity-and-engagement-with-federal-officials/

For more information about Voter Registration please visit the NC State Board of Elections Website at ncsbe.gov/ncsbe/registering-to-vote
**Hazing:**

Hazing is a serious infraction of university regulations. The potential for hazing typically arises as part of a student’s introduction to or initiation in an organization (fraternity, sorority, athletic team, or other group) in which there is often a perceived or real power differential between members of the organization and new members.

**Hazing Defined:**

Hazing is defined as an action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual’s physical, emotional, or psychological well-being, regardless of an individual’s willingness to participate or its bearing on the individual’s membership status. **Such activities and situations include, but are not limited to:**

- Calisthenics
- Pledge/signature books
- Personal servitude
- Sleep deprivation or interruption of consecutive sleep hours
- Acts that disrupt academic instruction or learning of others
- Expected or forced consumption of food, drink (including alcohol) or other substance
- Branding
- Paddling in any form.

Any student and/or student group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including, but not limited to:

- disciplinary probation,
- restrictions on member recruitment and/or student group activity,
- removal of the student from the student group,
- loss of housing privileges,
- de-recognition, suspension, and/or expulsion.

Sanctioning will increase with the level of violation and any previous hazing violations. (Levels of violation listed above are guidelines only and may change given particular circumstances of a violation.) Student should also be aware that hazing is a misdemeanor under North Carolina state law. **

**Reporting Concerning Activities:**

Acts or potential acts of hazing may be reported to OSCCS (919-684-6938 and/or studentaffairs.duke.edu/conduct/report-incident) or Duke Police (911 or 919-684-2444). In addition, concerns may be reported anonymously via voicemail to the university’s Hazing Hotline at 919-684-5766. Maintaining the anonymity of the source is possible, but may limit the extent of action that can be taken.

**North Carolina state law on hazing (N.C.G.S.§ 14-35):** It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor.
**Student Org Accountability:**

As productive community members, student org members are required to abide by all appropriate policies and procedures. This outline is provided to create a transparent, common foundation and consistent accountability process. There are three levels of student group accountability, each with corresponding minimum action. Each level provides the ability to connect with UCAE Student Involvement to proactively support the group and limit further infractions.

### Level 1: Warning

**NOTICE OF THE POTENTIAL FOR INCREASED RISK**
First and/or Minor Infraction

- Formal email to group President, Treasurer, and Advisor which will include:
  - An overview of the infraction and restatement of expectations
  - A list of appropriate support services, programs, and resources

Notification of warning may be shared with appropriate Duke staff as necessary.

**Further violations may result in an escalation to a higher level.**

### Level 2: At Risk

**FAILURE TO ADHERE TO POLICY/PROCEDURE THAT RESULTS IN INCREASED RISK FOR STUDENTS, ORGANIZATION, AND UNIVERSITY**
Continued and/or Moderate Infraction

- Formal email to group President, Treasurer, and Advisor which will include:
  - An overview of the infraction and restatement of expectations
  - A list of appropriate support services, programs, and resources

The group will be added to the At Risk Organizations List, which is shared with the Division of Student Affairs staff and campus partners.

Organizations are removed from the At Risk List after new presidents and treasurers are appointed/elected, and incoming leadership and advisor have completed an action plan.

Meeting with UCAE Student Involvement Team, Advisor, President, and Treasurer to discuss an action plan for preventing future issues as necessary.

All organization members required to complete online training.

**Further violations may result in an escalation to a higher level.**

### Level 3: Frozen

**FLAGRANT AND/OR CONTINUED FAILURE TO ADHERE TO POLICY/PROCEDURE THAT RESULTS IN AN INCREASED RISK FOR STUDENTS, ORGANIZATION, AND UNIVERSITY**
Continued and/or Severe Infraction

- Actions from previous levels, plus:

The group will be added to the Frozen Organizations List, which is shared with the Division of Student Affairs staff and campus partners.

Organizations are removed from the Frozen Organizations List and placed on the At-Risk Organizations List after a minimum of one month and compliance with all expectations discussed at the required meeting with UCAE Student Involvement.

Loss of privileges including:
- Fund code frozen resulting in an inability to access funds
- Inability to reserve event spaces
- Inability to host events
- Organization hidden from directory search in DukeGroups
STUDENT ORG RESOURCES
Duke University requires that all recognized student orgs have an advisor. An advisor must be full-time employee of Duke University. Student orgs are run and managed by the students themselves, but advisors play a key role in offering guidance and advice to student leaders and, in turn, the larger campus community at Duke.

**Role of the Advisor:**

- Consistently serve as a mentor to organization officers
- Assist in the University policy interpretation for the group
- Mediate internal conflict
- Provide expertise in a specific area of study
- Assist in connecting your group with campus resources
- Advocate for the group within the University, department, and community
- Act as the primary contact for University administration in times of crisis, discipline, or disorganization

**Liability:**

Advisors do have potential liability exposure, and should understand their obligations to actively and effectively provide advice and “legal duty of care” to the organization. To the extent advisors become the subject of claims or other liabilities as a result of their role, they are covered by the University’s liability insurance programs so long as the alleged acts giving rise to the claims/liabilities fall within the scope of their official duties.

**Selecting an Advisor:**

Organizations may seek new advisors on a case-by-case basis. If the student organization is looking to find a staff or faculty member with similar interests to the organization, the corresponding department or functional area is a natural place to start. For assistance in this process please contact a member of the UCAE Student Involvement Team.

**Tips:**

- Student organizations and advisors should be meeting regularly (weekly, monthly, etc.) to discuss strengths, areas for growth, and upcoming needs.
- The UCAE and Student Involvement teams are here to help you, so utilize them for resources and advice.
- Don’t be afraid to ask for help! The Duke community is brimming with student organizations, so utilize those around you to get community-driven feedback and solutions.
- Find the communication style that works best for you. That might be in-person meetings or regular email updates. Cater your style to your needs rather than searching for a one-size-fits-all approach.

For more information, visit StudentAffairs.Duke.edu/UCAE/Student-Organizations/Student-Organization-Advisors
What funding sources are available to my org?

There are many student org funding sources at Duke, with two most used being:

**SOFC:**

- Where does SOFC money come from?
- Who is eligible to receive SOFC funding?
- What is annual budget funding?
- What is event funding?
- Is there anything SOFC will not fund?
- Are there any tips on how to submit a great funding application?
- What can organizations do when SOFC doesn't fully fund an event?

To view more info on SOFC funding, visit [www.dukestudentgovernment.org/sofc-funding](http://www.dukestudentgovernment.org/sofc-funding).

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**Cultural Engagement Fund:**

The Center for Multicultural Affairs administers the Cultural Engagement Fund each year. There are two calls for funding proposals: once in Fall and once in the Spring.

**Purpose:**

The Cultural Engagement Fund provides student organizations with financial resources to develop programs that promote any of the following: arts, co-curricular education, health and safety, multiculturalism and diversity, university/community service, and/or cross-cultural collaboration.

For more information regarding guidelines, application questions, reminders, etc., please visit [studentaffairs.duke.edu/cma/cultural-engagement-fund](http://studentaffairs.duke.edu/cma/cultural-engagement-fund)
I need help with finances for my organization. Where do I go?

**UCAE Business & Finance:**

The UCAE Business & Finance Office supports undergraduate student organizations (including Duke Fraternities and Sororities), graduate student organizations, and house/selective living accounts.

All financial transactions for each organization/account must be initiated through the UCAE Business & Finance Office. This office is available to answer financial questions and assist students and advisors in completing financial transactions.

The UCAE Business & Finance Office provides a wide array of services to all student organizations, including:

- Assistance in making payments via:
  - P-Card (credit card)
  - Reimbursement
  - Cash Advance
  - Check
- Provide Fund Code balance and list of transactions
- Transfer funds between organizations or accounts
- Deposit cash and/or checks into Fund Code

Additional information, along with step-by-step instructions, can be found at studentaffairs.duke.edu/ucae/finance

Office Hours: Monday - Friday, 9am - 4:30pm
**Event Registration:**

DukeGroups is your home for event registration. **Your event must be registered in DukeGroups at least four weeks prior to the event if your event matches any of the following criteria:**

- Estimated attendance of 100+
- Food and/or alcohol present
- Outdoor amplified sound
- Political campaign event (featuring political candidate for office and/or voter registration drives)
- Contracts involved and/or paid performer or speaker
- Off campus attendees and participants (including minors)
- Charging admission
- Outdoor recreation events (5Ks, races, field days, etc.)

We encourage you to register your event as soon as you have an idea and have submitted a space request. This will give you access to the DukeGroups event planning tool, which is full of resources and suggestions to aid in the success of your event!

**To register an event:**

1. Log in to dukegroups.com
2. Go to your organizations page
3. Click the button in the top left, and then “Events”
4. Click on “Create Event” in the top right of the page
5. Follow the steps as it walks you through the form.

In order to see the “Create event” button, you need to be designated as an Officer on your organization’s roster. Any current officer can add additional officers under the Dashboard of your organization’s DukeGroups page.

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**Programming Guide:**

**Why Plan Events?**

Events are a great way to showcase student organizations, but a lot of work has to go in behind the scenes. **When planning events for your student organization, consider the following:**

- Who is the target audience?
- When is the most appropriate time to hold this event?
- Where is the most appropriate venue to have this event?
- What are the major expenses? What are the minor expenses?
- What is our funding source?
- Who is helping plan the event? (securing the funds, advertising, content, etc.)
- What is the timeline from inception to execution? Be sure to include checkpoints!
- Does this event need to be registered in DukeGroups?
Event Planning:

Tabling:
For more information on tabling please visit: studentaffairs.duke.edu/ucaes/student-organizations/resources/policies-student-organizations

Conference & Event Services:
CES reserves facilities in the University Center spaces including the Bryan Center, Brodhead Center and Penn Pavilion, as well as outdoor spaces like East Duke Lawn and Abele Residential Quad. Details on the spaces can be found here: eventservices.duke.edu/venues. You may view space availability and make requests online here: eventservices.duke.edu/venue-reservation-quick-links.
Please note that spaces should be reserved at least two weeks in advance.
CES can also provide tables, chairs, linens and tents for events across campus, as well as arrange for housekeeping, trash and recycling bins. Equipment must be requested at least one week in advance.
For more info, call (919)-660-1765, email eventservices@duke.edu or visit eventservices.duke.edu.

Duke Facilities Management:
Facilities Management provides support services for events, like setting up of trash cans/recycling bins and post-event cleanup. For more info, visit fmd.duke.edu or contact David Bryant at david.bryant@duke.edu.

The Arts Annex:
The Arts Annex is a hub of Duke’s student art scene and houses studio arts (including ceramics, screen printing, and visual arts), rehearsal, and programming spaces. It strives to build a vibrant community by providing resources, programming, and a welcoming environment that inspires self-expression, exploration and collaboration. Admission and materials are free to all current Duke students.

Student Groups Monthly Newsletter:
This newsletter is emailed monthly to all student organization leaders and advisors, containing info about policy, events, training opportunities, reminders, and announcements. To receive the newsletter, make sure your roster is up to date in DukeGroups. All blurbs can be submitted in DukeGroups.
Student Organization Resources:

University Archives:
Did you know that the documents, videos, photographs, posters, scrapbooks, and social media content produced by your student organization are part of Duke University's history? The Duke University Archives wants to partner with you to make sure your organization's legacy is documented for the future! To get the conversation started, visit the University Archives website at library.duke.edu/ruben-stein/uarchives/about

Student Organization Finance Committee Analysts:
The mission of Analysts within the Student Organization Finance Committee is to enhance student involvement and leadership development at Duke University. This student team provides web-based resources, individual and executive board appointments, new group planning, retreat planning assistance, and workshops to facilitate peer-to-peer development for the purpose of enhancing individuals and groups in the Duke community.

Services Provided by SOFC Analysts:
- Individual appointments: Assist students with finding involvement opportunities
- Executive board appointments: Assist student organization leaders with identifying areas for improvement and developing/implementing solutions
- New group appointments: Meet with individuals at any point in their new group creation timeline prior to their SOFC hearings
- Workshops: Provide advanced education and training on specific topics relevant to students and organizations
- Retreats: Help student organizations effectively plan retreats to maximize benefit for individuals attending and the organization as a whole
- Online resources: Provide increased resources and make information available to students 24/7 via the SOFC website

Topic Areas SOFC Specializes In:
- Budgeting/Finance: How to create and manage a budget, fundraising tips, maximizing your organization’s money
- Transitioning: How to retain valuable information about an organization effectively pass along that information to new leaders and train and develop future leaders
- Public Relations: How to craft an image for your organization, repair a damaged image, and recruit new members
- Team Building/retention: How to keep members engaged, build group cohesion, and facilitate team building activities
- Involvement: How to match interests with involvement opportunities and apply co-curricular involvement to post graduation goals.
**UCAE Front Desk:**

The UCAE Front Desk student staff, available 9am to 4:30pm Monday through Friday, can direct you to resources, help you secure chairs & tables for tabling on campus, and answer questions about day-to-day processes and paperwork.

Contract submissions can be made 4 weeks in advance by submitting them via emailing all completed paperwork in PDF form to UCAE@duke.edu. The email subject should include the Event name, Date of Event and the Name of the Student Organization. I.e. SETablingPromo.04.01.2020.StudentInvolvment. Paperwork submitted must be complete a. All incomplete submissions will be returned and not considered “accepted”. Contract forms can be found at studentaffairs.duke.edu/ucae/finance/forms.

**Corporate Risk Management:**

Corporate risk management works to ensure the safety of the people and assets of duke university, guarding them from risk of injury or financial loss. Visit finance.duke.edu/insurance/forms to download participation agreements or request a certificate of insurance.

**DukeReach:**

DukeReach directs students faculty, staff, parents, and others to the resources available to help a student in need. DukeReach provides comprehensive outreach and case management services to identify and support students who are experiencing significant difficulties related to mental health, physical health, and/or psycho-social adjustment and works with departments and groups across campus and in the community. For more information or to report a concern, visit studentaffairs.duke.edu/dukereach.
**Student Org Line-Up:**

The Student Organization Line-Up is the recognition method used by UCAE Student Involvement to showcase student orgs that have gone above and beyond to become an outstanding campus organization. Recognition occurs regularly, with all recipients being invited to the In The Spotlight reception at the end of the year.

**Things You Can Do To Make The Line Up:**

- Complete all mandatory requirements to be a registered student organization on time.
- Attend optional UCAE student organization trainings. (Examples: Leadership Workshops, Transitioning Workshops)
- Set up an appointment with SOFC Analysts
- Have a table at the Activities Fair
- Register events on time in DukeGroups
- Submit contracts to UCAE on time
- Co-sponsor an event with another student organization or university department
- Have no disciplinary issues with SOFC, UCAE Business & Finance Office, Conference & Event Services, Student Conduct, etc.
- Maintain a positive account balance
- Advisor attendance at UCAE Programming initiatives
- Upload photo album from an event on DukeGroups
- Upload meeting minutes on DukeGroups

There are three unique categories of student group recognition:

**Headliner**

This category will recognize one outstanding student org on campus each month that has gone above and beyond the requirement of being a student group.

**Up & Comers**

This category will recognize several groups that have made an impact on campus.

**Opening Acts**

This category will recognize all the new student organizations that have been established in the current academic year.
Duke’s Commitment to Inclusivity:

“Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas - an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.”

- Office for Institutional Equity, Duke University

Campus Resources:

Faculty and students benefit most by interacting creatively and productively with the widest range of individuals, ideas, and people. We seek to model and teach that the range of human differences in the classroom, in the hospital, and in our laboratories matters at Duke and in the world.

- Duke Pride Training: studentaffairs.duke.edu/csgd/training-resources/pridetraining
- Trans 101 Training: studentaffairs.duke.edu/csgd/training-resources/trans-101
- Center For Sexual And Gender Diversity: studentaffairs.duke.edu/csgd
- Student Leadership: studentaffairs.duke.edu/ucae/student-leadership
- Center for Multicultural Affairs: studentaffairs.duke.edu/cma
- Mary Lou Williams Center for Black Culture: studentaffairs.duke.edu/mlw or email mlw@studentaffairs.duke.edu
- Jewish Life at Duke: studentaffairs.duke.edu/jewishlife or email jewishlife@duke.edu
- Muslim Life at Duke: studentaffairs.duke.edu/muslimlife
- International House: studentaffairs.duke.edu/ihouse or email ihouse@duke.edu
- Women’s Center: studentaffairs.duke.edu/wc or email womenctr@duke.edu

Non-Discrimination & Harassment Policy:

[INSERT ORGANIZATION NAME/ABBREVIATION] adheres to the policy of non-discrimination and harassment as set forth in Duke’s Policy on Prohibited Discrimination, Harassment, and Related Misconduct. Discrimination and/or harassment based upon race, color, national origin, sex (incl. pregnancy), gender, gender identity, gender expression, sexual orientation, religion, genetic information, age, disability, or veteran status is prohibited.

[IMAGE OF STUDENTS COLLABORATING]
Thank you!