

East Carolina University
Student Organization Handbook

Student Activities and Organizations

114 Mendenhall Student Center

www.ecu.edu/sao

328-4796

(F) 328-1089

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Student Activities and Organizations

Our Mission

Student Activities and Organizations (SA&O) at East Carolina University promotes the development, growth and accountability of student organizations. Student Organization membership is enhanced through leadership, learning, and quality advising.

Student Activities and Organizations offers a wide variety of programs, services and resources designed to assist and support student organizations and develop leadership skills among students. These skills will not only help you to become a successful student leader at ECU, but can also help you stand out in your professional career. Student Activities and Organizations offers opportunities to become an active member of the ECU community while adding great experiences to your resume, as well as lifelong connections and networking opportunities.

Included in Student Activities and Organizations is the Student Organization Fund Office. This area provides an organized and convenient means of recording and controlling the financial and accounting requirements for registered student organizations. The SOFO will assist in providing financial projections to registered student organizations as well as oversee travel, purchasing, and reimbursement correspondence. Workshops are conducted each semester to ensure students are properly educated on the aforementioned subjects.

Programs

Outstanding Leadership and Service Awards Program

This annual awards program recognizes the accomplishments of student organizations, as well as the students and advisors who lead them. Awards are presented in various categories. The event is held in early April.

Get A Clue

Held every September, this event highlights involvement opportunities by showcasing both student organizations and local area businesses.

Orientation Student Organization Fair

During orientation, Student Activities and Organizations sponsors a Summer Orientations Student Organization Fair to promote involvement opportunities to incoming students and their parents. Organizations may sign up through Student Activities and Organizations to have a table and representatives at these fairs.

Pirate Connection

Incoming ECU students take a survey called Pirate Connection during summer Orientation. Organizations may choose to be listed on this survey, which allows new students to indicate their interest in campus organizations. Contact information for all students interested in your organization is then distributed to your organization at the end of the summer. Organizations should contact all interested students within two weeks of the beginning of the fall semester. Contact the Student Development Office at 252-328-9928 for more information on how to participate in this great recruitment tool.

Fall and Spring Open Houses

Organizations can register for a table for a fall and a spring open house. During open house, prospective students who are currently juniors or seniors in high school visit campus for a day with their parents. Displaying your organization at a booth during this event brings notoriety and name branding so incoming students arrive knowing what organizations they want to be a part of. This is a great way to get students excited about ECU, and eager to learn about what you have to offer as a group.

Recognition for Outstanding Leadership and Service Awards

Presented in collaboration with various Student Life departments, this awards program recognizes organizations and leaders who have made outstanding achievements throughout the year. Nominations are accepted early in the spring semester, and the recognition banquet is typically held in April.

Services

Student Organization Registration

All organizations must register with Student Activities and Organizations each year. Registration takes place in the spring semester for the following academic year. Once registered, student organizations may reserve campus facilities, apply for SGA funding, receive a mailbox in Student Activities and Organizations, and utilize SA&O staff and resources.

Student Organization Mailboxes

All registered student organizations are eligible to maintain a mailbox in Student Activities and Organizations. This mailbox serves as a permanent mailing address for the organization so that you will continue to receive vital information, even when your officers change. It is suggested that a designated organization member check your organization's mailbox on a weekly basis to receive important information about campus events.

Student Organization Consultation

Staff members in Student Activities and Organizations are available for consultation with organization leaders facing challenges or problems in order to help leaders to develop and present successful programs, build community among their group, and generally run more effectively.

Copies

Student Activities and Organizations will provide up to 200 copies each semester, at no charge, to registered student organizations. Copies can only be printed in black ink, and only on the paper color that is in stock at that time. Unused copies in a given semester will not carry forward to the next semester.

Posters

Student Activities and Organizations will print 2 posters each semester, at no charge, for registered student organizations. These posters will be made with the poster machine located in our office. Posters can only be printed in the color of ink and on the color of paper that is available at that time; there is no guarantee that all colors will be available. Any number of posters not used in a semester does not carry forward to the next semester.

Leadership Opportunities

Organization leaders may participate in various developmental opportunities to assist them as they seek to refine their leadership skill set. Opportunities are available throughout the year, through various conferences and workshops. Additionally, the Center for Student Leadership and Civic Engagement offers services directed toward organizations that should be taken advantage of.

Constitution Revision

When your organization's constitution becomes outdated or inaccurate, Student Activities and Organizations can help you update this document. Sample constitutions are available in our office, or you can download a sample constitution at our website.

Leadership Presentations and Workshops

Leadership workshops and presentations are available upon request for student leaders and organizations who are interested in a program designed specifically for the needs of their group. Workshops cover a wide assortment of topics and can be done just about any time, anywhere.

Mendenhall Student Center

Mendenhall Student Center is the home to a wide variety of programs, services, and organizations. As "the center of activity" the facilities are open to all students and student organizations and are designed to serve a variety of functions.

Meeting Rooms

The various meeting rooms of Mendenhall Student Center seat from eight to 760 people, offering both formal and informal arrangements to meet your organization's needs. All meeting rooms, including Hendrix Theatre, Pirate Underground, the Social room, and the great rooms, are available for use by registered student organizations.

Hours

The operating hours of Mendenhall Student Center are as follows:

Spring and Fall Semesters

7:30 a.m. - 12:00 a.m.	Monday - Wednesday
7:30 a.m. - 1:00 a.m.	Thursday
7:30 a.m. - 2:00 a.m.	Friday
12:00 p.m. - 2:00 a.m.	Saturday
12:00 p.m. - 12:00 a.m.	Sunday

BUILDING DIRECTORY

Basement Level:

WZMB
 Production Services Office (16)
 Housekeeping Office (7)
 Billiards Center/Video Arcade/Pirate Underground
 Meeting Rooms: 14, 15, Social Room
 Computer Lab
 Vending Machines
 Event Planning Office
 Higher One Automatic Teller Machine
 Bowling Center
 Student Judicial Board Offices (23)

Main Floor:

Welcome Center
 Destination 360
 Central Ticket Office
 Java City
 Student Activities and Organizations (114)
 Office of Greek Life
 Center for Student Leadership and Civic Engagement
 Cynthia's Lounge
 Display Case
 Pay Phones, Courtesy Phone, and Automatic Teller Machines
 Hendrix Theatre
 Student Government Association

Second Floor:

Dean of Students (212)
 Student Rights and Responsibilities (210)
 Student Affairs Marketing and Communication Department
 Director of Operations
 Financial Affairs Office (205)
 Meeting Rooms: 221, 241, 242, 243, 244, 247, 248, Great Rooms 1, 2, and 3
 Art Gallery
 Contracts Office

Equipment

A wide variety of equipment is also available to student organizations using Mendenhall Student Center, including TVs, VCRs, sound support, staging, easels, overhead projectors, carousel slide projectors, movie screens, video projector, dry erase boards, piano, tables, chairs, podium, and coat racks. Please reserve all necessary equipment when you reserve the room. A charge will be applied for some equipment.

Reservations

Reservations for all rooms and equipment should be made at the Event Planning Office, on the bottom floor of Mendenhall Student Center, at least two weeks in advance. Requests should be made in writing and include any set up and equipment needs. The Event Planning Office (328-4731) is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Set Up And Clean Up

When you make your reservations, you should include specifics on the set-up arrangements you will require. Mendenhall staff will arrange the room as you request. Some charges do apply for requests which require technical services. Organizations are expected to leave the room neat and orderly upon departure.

Catering

ARAMARK is the only caterer allowed for all meal, banquet, and other food services in Mendenhall Student Center. Arrangements for catering should be made by calling ARAMARK at 328-4756.

Bowling And Billiards

Student organizations may make arrangements to use the bowling and billiards areas for organization events. This provides an excellent opportunity for a mixer, membership appreciation, or as a new member recruitment tool for your organization. Special organization rates will apply. Contact the Recreation Program Director (328-4738) for more information.

Computer Lab

Mendenhall Student Center is home to a computer lab that allows students access to over forty computers, both PCs and Macs. The computer lab is located on the ground floor (basement level).

East Carolina University Policies for Recognized Student Organizations ---

All student organizations are required to register with the Student Activities and Organizations Office each year. Registration of each student organization results in several privileges afforded to the group. These include an on-campus mailbox in Room 114, Mendenhall Student Center, which can be used as a permanent mailing address, the ability to reserve campus facilities, to potentially be granted funding from the Student Government Association, and to use the University name. Failure to register may result in loss of organization privileges.

- A. Currently registered East Carolina University students must comprise at least seventy-five percent of all organization memberships. Faculty, staff, and community members may participate in organizations as associate members, but should not be granted voting rights or be eligible to hold office.
- B. Registration is a charter to exist, and only registered organizations may be granted permission to hold meetings or sponsor events on University property and/or facilities.
- C. Registration in no way implies University endorsement, sponsorship, or approval of an organization's activities or events.
- D. In order to register, a student organization must provide the following information to the Student Activities and Organizations Office on the appropriate Student Organization Registration Form by the designated due date each year:
 1. Name of registering organization, as listed in its constitution and by-laws.
 2. Website Address (if you have one).
 3. Name, address, telephone number, and email address of officers for the following year.
 4. Number of active members.
 5. Faculty or staff Advisor name, campus address, campus phone number and email address. The organization must have an ECU faculty or staff Advisor. Off-campus Advisors and graduate students are not permitted.
 6. Organization Classification
 7. Any assessment information deemed necessary by Student Activities and Organizations staff members.
- E. To complete the registration process, an organization must have an updated constitution on file with the Student Activities and Organizations Office. Once submitted a constitution is valid for up to three academic years, unless major changes are made.
- F. To be eligible for any officer position of leadership or responsibility in any registered student organization, publication, media, or activity on campus a student must
 1. Be currently enrolled in at least six academic credits at East Carolina University
 2. Be in good social and academic standing with the University
 3. Maintain a 2.5 cumulative GPA

East Carolina University Policy for Recognizing New Student Organizations ---

1. Students interested in creating a new student organization must turn in a New Student Organization Approval form during the first full week of the semester (M-F). Up to 10 organizations may enter the recognition process during one semester. If more than 10 organizations apply for recognition in one semester, a lottery will be held on the second Monday of the semester to select the ten groups that will enter the process.
2. Interested groups must have a full-time faculty or staff member to serve as Advisor upon applying for recognition. Off-campus advisors or graduate students are not permitted.
3. Once a group has entered the recognition process, they must attend the Creating a New Organization Workshop Series:
 - a. General Organizational Information
 - b. Constitution Development
 - c. Hazing and Risk Management
 - d. Funding and Reserving Space

Each group must have two representatives at each workshop. Groups will be allowed one excused absence. Upon an organization's second absence, they will be removed from the recognition process.

4. Before a group is fully recognized, they may hold up to three information sessions on campus. These meetings may be reserved through Event Planning by the Assistant Director of Student Activities and Organizations. Organizations must communicate to the Assistant Director the desired dates, times, and special needs for the interest meetings before they may be reserved.
5. Throughout the Creating a New Organization Workshop Series, students will develop a constitution for their organization. This constitution must be approved by the Assistant Director of Student Activities and Organizations. Any organization that falls under a larger national organization must submit the constitution for that National Organization in addition to their chapter by-laws.
6. Upon completion of the Creating a New Organization Workshop Series, organizations must go before the Student Government Association House of Organizations, Assistant Director for Student Organization Development, and the Assistant Vice Chancellor for Student Affairs for final approval. Upon approval from these three bodies, organizations will be notified of their approval status. Approved organizations may then be considered a Recognized Organization.
7. Students dissatisfied with the outcome of the approval process will have two weeks to amend their organization information based on feedback from administrators, and may resubmit it for consideration within those two weeks.

Student Organization Constitution Template

The constitution of an organization lays the fundamental groundwork that will support the organization in its initial stages and for years to come. It is a living document, and will change through the years based on new group stages, goals, and processes. However, when constructing this document, it is imperative to be intentional in developing a document that will be applicable beyond the current year.

The following sample is provided for you as a framework as you begin to construct your constitution. Items in **Bold** print are required clauses that must be included in all ECU student organization constitutions. Items in *italics* are tips for what should be included in each section. Items in standard print outline what each section should address, but not specifically what your policies should be. Use this document as an example; change the policies that are outlined so that they meet the needs of your organization.

The following sections must be included in your constitution:

- Article I: **Name-** *Should include any affiliations, nicknames, Greek letters, etc.*
- Article II: **Purpose-** *This outlines what your organization is all about. This will be used in various publications to let interested students know what your organization does.*
- Article III: **Membership-** *States membership requirements, benefits and responsibilities of membership, and the role of Associate members as applicable. The Non-discrimination policy must be included.*
- Article IV: **Officers-** *Outlines the selection process, as well as qualification for officers. Academic Requirements for officers must be included; requirements may be more stringent, but not less. Tell specific officer titles and responsibilities.*
- Article V: **Advisor-** *Outlines the selection process, as well as specific responsibilities held by the advisor. The Advisor Clause must be included.*
- Article VI: **Meetings-** *Outline how they will be called and how often they will occur, but not specific days that they will be held. State attendance policy if you have one.*
- Article VII: **Finances-** *Tell how members will be informed of the group's financial situation. Outline any dues that members will have to pay.*
- Article VIII: **Committees-** *Outline how they will be formed, as well as what committees will be standing.*
- Article IX: **Hazing-** *The Non-Hazing statement must be included.*
- Article X: **Amendments-** *Tell how amendments may be made to this constitution.*
- Article XI: **Ratification-** *This outlines how and when a constitution is accepted and adopted by the organization. Student Activities and Organizations Submission statement must be included.*

As you work to develop this document, include the input of executive board members, general body members, and your advisor. Also, please utilize the staff of Student Activities and Organizations in Mendenhall Student Center Room 114.

Constitution

(type the name of your organization)

Article I - Name of Organization

The official name of this organization shall be _____. *Include all nicknames, acronyms, and Greek Letters. Identify if any affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.*

Article II - Purpose of Organization

Section 1. The purpose of this organization is to _____ for _____ by _____.

Article III - Membership

Section 1. Membership in this organization is open to all ECU students and will not be restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

Section 2. Students in good standing with the University (2.0 cumulative G.P.A.) are eligible for membership after attending or participating in an organization event/meeting. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

Section 3. Faculty or Staff members may participate in organizations as associate or guest members. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office. *It is not required that your organization accept associate members; however, if you choose to allow them, the above policy is required. It is also required that organizations are comprised of no more than 25% associate or guest members.*

Article IV - Officers

Section 1. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: **2.5 cumulative G.P.A., and enrollment in at least 6 credit hours at East Carolina University.** No officer may hold more than one office at a time.

Section 2. The officers shall be elected by ballot to serve for one year (when to when) until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. A member may only hold an office for two consecutive terms.

Section 3. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. The officers and individual duties shall be:

A. President

- Preside over all meetings
- Prepare the agenda for each meeting
- Call on members to speak
- Act as a mediator when necessary
- Make the final decision in the case of a tie vote
- Represent the organization on campus
- Ensure that the organization is operating in conformity with the standards set forth by East Carolina University and Student Activities and Organizations
- Cosign organization checks with Treasurer
- Maintain communication with organization adviser

B. Vice-president

- Preside over meetings in the absence of the President
- Serve as the organization representative to the House of Organizations
- Preside over all committee heads
- Schedule meetings/events with appropriate University offices
- Coordinate organization promotion and publicity of events

C. Secretary

- Maintain an accurate record of all organization meetings and post for members
- Notify members of the place and time of upcoming meetings
- Maintain accurate records of meeting attendance
- Maintain membership and alumni directory
- Correspond when necessary with University administration and other recognized organizations

D. Treasurer

- Maintain accurate record of organization transactions
- Collect dues if required
- Develop organization budget and present to membership for $\frac{3}{4}$ vote
- Cosign organization checks with President
- Arrange fundraising opportunities for the organization
- Solicit additional funding if needed from the Student Government Association in conjunction with the President

Section 5. Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of an officer vacancy, a special election will be held at the next meeting to fill the open position.

Article V - Advisor

The advisor shall be a full time faculty or staff member at East Carolina University. The advisor will assume those responsibilities as outlined in this constitution (Do not include the name of your current advisor here). The advisor will be selected by a $\frac{1}{2}$ vote of the Executive Committee and then presented to the general membership for a $\frac{3}{4}$ vote. Advisors not fulfilling responsibilities or abiding by the organization's purpose may be removed from the position by a $\frac{1}{2}$ vote of the Executive Committee. Responsibilities of the advisor are as follows:

Attend at least one meeting each month
Attend on campus events sponsored by the organization

Sign any contracts established by the organization with an off-campus entity

Article VI – Meetings

Section 1. The organization shall hold regular (weekly) meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a $\frac{3}{4}$ vote of the general membership.

Section 2. Additional meetings may be called by the President or by the Executive Board. At least three days' notice shall be given to membership.

Section 3. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is expected. A quorum shall consist of fifty percent of the membership plus one, which must include at least one officer (*a quorum is the number of people that must be present in order to conduct business for the organization*). Robert's Rules of Order (newly revised) shall govern all meetings.

Article VII- Finances

Section 1. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a $\frac{3}{4}$ vote. Dues must be paid by (*enter week in semester*).

Section 2. The treasurer will be required to update members of the status of the budget at the beginning of each semester. This should include a summary of expenditures and credits during the past semester.

Article VIII- Committees

Special committees shall be appointed by the President at a given time as the Executive Board sees necessary. The Vice-President shall oversee and support committee heads.
List committees that will always be standing, such as an event committee, finance committee, recognition committee, outreach, etc.

Article IX - Hazing

"Name of organization", in keeping with ECU's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

"Name of organization" opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals' freedom of thought and choice.

According to N.C. Gen. Stat. § 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. Any violation of this section shall constitute a Class 2 misdemeanor.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and *"Name of Organization"* if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of *"Name of Organization"* to educate the membership of this policy.

Article X – Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

Article XI – Ratification

This constitution shall become effective upon approval by a ¾ vote of the membership. **Ratified constitutions must be submitted to Student Activities and Organizations within 10 days for final approval.**

Advisors

East Carolina University policy requires that all student organizations have a full-time faculty or staff member serve as the organization Advisor (off-campus Advisors and graduate students are not permitted). The Advisor can provide valuable expertise, experience, campus and community connections, and continuity for an organization. Behind almost every successful student organization is a strong and knowledgeable Advisor.

Locating An Advisor

Perhaps the most difficult yet most important step in building a positive relationship with an Advisor takes place right at the start -- locating the right individual for the job. When looking for an Advisor, determine if there is a related academic department and approach a faculty member in that department. Consider the faculty and staff with whom you interact and feel comfortable. It is important to find someone with the available time and energy to devote to the organization. If the person you approach cannot fill the position, ask him/her to suggest individuals who might be interested. He/She may provide valuable contacts. As many faculty and staff members are already advising several organizations, don't be discouraged if you are turned down by the first few individuals you approach.

Avoiding A Common Mistake

In an effort to expedite this process, some organizations fall into a common trap. These organizations approach a faculty or staff member with the promise that the Advisor will not be expected to do anything other than provide an occasional signature. This presents the obvious problem that the Advisor will not be available to assist the group, based on the agreed upon expectations. Not only will this deny the assistance which is valuable to the group, it does little for the Advisor either, and it will most likely lead to discouragement and frustration by both parties. Take the time to find someone who is genuinely interested in helping your group. Once you have registered your organization online, the Advisor will be sent an email with a password code instructing them to go to the www.at.ecu.edu website for Advisor verification. This confirms that your Advisor is genuinely interested in helping your organization succeed.

Sealing The Deal

Once you have found a faculty or staff member who is willing to assist you, both parties should decide upon a mutually agreeable list of expectations of both the organization and the Advisor. Discuss expectations, roles, and goals. Negotiate differences. Spend some time together to get to know one another. Ask questions. Develop a written list, and make sure that both parties agree to the items listed and have a copy of the list. Include the list of expectations in your constitution. You may even wish to sign the list as a contract between the organization and the Advisor. Remember that each organization will have a different relationship with their advisor. The

one requirement for this relationship from Student Activities and Organizations is that the advisor be the signing body for the organization in all contracts that are acquired.

Common Expectations Of An Advisor

- Supervise the training and transition of officers to ensure continuing success.
- Assist officers in general operations when necessary.
- Function as a liaison between the students and the University.
- Help the organization prepare a yearly budget.
- Review the organization finances with the Treasurer.
- Attend at least one meeting per month.
- Ensure that the organization meets University requirements (yearly registration, etc.).
- Be familiar with organization policies, procedures, and activities.
- Provide advice when called upon or when the situation warrants.

Common Expectations Of The Organization

- Realize that the Advisor has a life outside of the organization and respect his/her time accordingly.
- Keep the Advisor informed of all organization functions, activities, and/or problems.
- Provide the Advisor with regular minutes.
- Respond promptly to Advisor inquiries and requests.
- Respect decisions of the Advisor made in the interest of the organization or University.
- Comply with University, municipality, state, and national laws and policies.
- Understand that the Advisor, too, will make mistakes and will have individual personality and a professional style.

Organization leaders should have new advisors complete the Advisor Confirmation Form and return it to Student Activities and Organizations.

Assistance For Advisors

Once verified, Advisors will begin to receive regular communication regarding organization updates and deadlines. Also, advisor luncheons are hosted each semester as an opportunity for advisors to interact with SA&O staff. New advisors are encouraged to contact Student Activities and Organizations for additional assistance.

Event Planning Office

One of the benefits of being a registered student organization is the ability to reserve meeting space on campus. For Mendenhall and Wright Auditorium, organizations must contact the Event Planning Office.

Office Hours: **M-F 8:00 am – 5:00 pm**
 Office Location: **Mendenhall Student Center 8 and 8-A**
 Telephone: (252) 328-4731
 Fax: (252) 328-4785

The following are some general guidelines for reserving meeting space:

- Our office reserves the following spaces: Mendenhall Student Center, Bate Hall and Wright Auditorium.
- Outside spaces, including the MSC Brickyard and Destination 360 outside entrance, can be reserved by visiting www.at.ecu.edu/res/.
- **The Event Planning Office reserves the right to change your room reservation with immediate notification to the contact person.
- Process for submitting an Event Request:
- Register your organization to be officially recognized by the University through Student Activities and Organizations.
- Complete a Space Planning Form, available outside of the Event Planning Office.
- Student Organization's Advisor will need to sign the form.
- Return Space Planning Form to the Event Planning Office (MSC, Room 8).
- Your reservation request does not guarantee a room and is subject to availability and change.
- If event is approved and room, date and time are available, an email confirmation is sent to the Student Organization's contact person. If the requested date and time are not available, the Student Organization contact person will be notified.
- The Student Contact person will need to check the accuracy of the confirmation and may contact the Event Planning Office if they have any questions.
- Groups must clean up and leave the facility 15 minutes before the facility closes.

- If your group is charging admission or any other fee at an event, please let us know at the time you make your reservation. You may need to talk with someone about your ticket sales and we may need to schedule security.

Room Set-Up Information

- Groups may not hang anything on doors, walls, windows, or from ceilings. You may decorate tables only.
- If candles will be used, please indicate on Event Request form for consideration of approval.
- Room set-ups and diagrams are required at time of event request.
- Small conference rooms (i.e., Rooms 221, 241, 242, 243, 248, 247, 14, and 15) have a standard set up that cannot be changed. For assistance in a particular room (i.e. opening room, technical and set up concerns) please visit the Welcome Center.

Food and Drink Policies

If you are planning to have food at your event, you must have it catered by ARAMARK unless it is homemade (i.e. a homemade cake, cookies, brownies, etc.) or pre-packaged such as bagged chips, pretzels, boxed cookies, and soft drinks.

For catering needs, please contact ARAMARK Catering at 328-4756. **Parking Questions/Concerns**

Parking questions should be directed to Parking and Transportation at 328-6294. For shuttle service, please contact ECU Transit at 328-4724.

Other places to call for meeting space:

Academic Buildings	252-328-6747
Allied Health	252-744-1100
Brody Building	252-744-1010
Teleconference at Brody	252-816-2422
Christenbury Gym	252-328-6000
Greenville Convention Center	252-321-7671
Greenville Centre	252-328-9550
Jenkins Art Building	252-328-6665
Joyner Library	252-328-6514
Ledonia Wright Cultural Center	252-328-1681
McGinnis Theatre	252-328-1192
School of Music	252-328-6851
Science & Technology-First Floor Atrium	252-328-9604
Minges, Ficklen, Williams Arena	252-328-4517
Willis Building	252-328-6650 ext: 243
Murphy Center	252-328-4517
Outdoor Space on Campus	www.at.ecu.edu

Central Ticket Office

The Central Ticket Office, located in the main lobby of Mendenhall Student Center, is available to assist student organizations with ticket sales for any ticketed events your organization sponsors. CTO hours are Monday-Friday, 9:00am-6:00pm; Saturday, 1:00pm-5:00pm., and one hour prior to curtain time until intermission on performance days.

You may call the CTO manager to schedule an appointment to discuss your event. The following information is needed before tickets can be placed on sale:

- Name of event
- Date(s) and time(s) of event
- Location of event
- Sponsor of event
- Approximate length of show
- Brief description of event, including synopsis of plot, specific musical works, biographical information on artist(s), etc.
- Date tickets go on sale
- Other locations where tickets will be sold
- Ticket prices and, if discounts are to be offered, specifics about the discount (i.e. two tickets per student ID, etc.)

The cost to your organization for the CTO to sell your tickets is as follows:

- Commission on ticket sales at the rate of two and one-half percent of gross ticket sales and/or \$.15 each for free or complimentary tickets distributed, or \$25.00, whichever is greater. An additional 3% will be charged for any credit card sales.

- Ticket pricing charges at the rate of \$.10 per ticket printed, plus a \$10.00 set up fee.
- All receipts for ticket sales will be deposited into the university account. After the event, a box office reconciliation will be completed by the CTO manager and signed by the organization's Advisor. A check for ticket sales revenue minus commissions will be obtained for your organization.
- When setting ticket prices, please consider the following:
- Will you offer discounts to ECU students, staff, faculty, or youth (high school age and younger)? If so, how many discounted tickets will be allowed per person?
- Will you offer group rates?
- Will your advance prices be lower than the price for door sales? This provides an incentive for purchasing early and alleviates long lines on the night of the show.
- The CTO manager will be happy to discuss these options with you to assist in setting the simplest pricing structure possible that will still meet the needs of your organization. The CTO may be contacted by calling 252-ECU-4788 or toll-free, 1-800-ECU-ARTS (TTY: 252-ECU-4736).

Guidelines for Student Organization Fundraising Activities

General Rules and Regulations

1. Registered student organizations wishing to conduct a fundraising event can obtain the necessary forms and copies of rules and regulations from Student Activities and Organizations (SA&O), 109 Mendenhall Student Center.
2. Paperwork from an organization requesting to sponsor a fundraising event must be submitted a minimum of two weeks before the requested event is to take place.
3. If a fundraising event is to take place off campus utilizing public areas (sidewalks, streets, etc.) the registered student organization shall write a letter to the City Manager, explaining the nature and purpose of the project and where the monies will go. The City Manager will then approve or deny the request. (City Hall, 200 Martin Luther King Jr. Drive, Greenville, NC 27858, 252-329-4432)
4. All sales conducted on campus shall conform to University policies and North Carolina, Pitt County, and Greenville ordinances and laws.
5. There shall be no sales that are in conflict with or which violate a University contract with existing campus agencies except by special permission of the Director of such agencies.
6. No student fees may be spent on the fundraising event.
7. Monies raised and/or collected may not be deposited into any student organization fund (Banner) account.
8. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the club/organization.
9. Sales of food items, other than home baked goods must be approved by East Carolina University Dining Services. Sales of Merchandise must be approved through the Dowdy Student Store.
10. The registered student organization must have a collection box or bank bag with a lock on site to store the collected fund.
11. At the location of the fundraiser, the registered student organization must post in a visible location the East Carolina fundraiser disclaimer (*See below*).
12. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.
13. Violations of the rules, regulations, procedures, and any other University policies while conducting the fundraiser may result in a loss of such privileges or other measures as deemed appropriate.

Charitable Organization Fundraisers: Rules and Regulations

1. A student organization may conduct a fundraising event for a charitable organization only when the Student organization Fundraising Approval Form has been completed, submitted and received with all approval signatures.
2. The charitable organization must hold 501C3 status as confirmed by Volunteer & Service Learning Center, Old Cafeteria Complex (www.ecu.edu/vslc).
3. At the location of the fundraiser, the registered student organization must have a representative of the charitable organization present and or pamphlets and literature available about the charitable organization.
4. The registered student organization must use a 2-part receipt book when collecting funds (a 2-part receipt book will be provided by Student Activities and Organizations to each organization that is approved to conduct a fundraiser for a charitable organization). A receipt is written and a copy is given to the donor and a copy is kept by the student organization and kept on file by the treasurer of the organization for a minimum of four (4) years for auditing purposes.
5. Within 30 days of the end of the fundraiser, verification of receipt of donation must be made to Student Activities and Organizations. Verification may include one of the following:
 - a. A copy of the check made out to the charitable organization, or
 - b. A letter from the charitable organization thanking the student organization for the donation.

Disclaimer: This organization does not represent East Carolina University, its interests, or its opinions. East Carolina University has provided no financial assistance for this endeavor nor will East Carolina University receive any funds from this endeavor. Monies donated are collected and distributed solely at the discretion of the fund raising organization to the charitable organization for which this fundraiser is intended. East Carolina University is not responsible for receiving or distribution of funds. This event is not representative of support of the charitable organization by East Carolina University.

Guidelines for Student Organizations Entering into Contractual Relationships

To preserve the integrity of East Carolina University and its recognized Student Organizations, it is expected that any recognized organization that enters into a contractual relationship with an off-campus entity have that contract reviewed by the University Unions Contract Specialist.

General Rules and Regulations for events or services provided on campus:

1. The organization president must communicate with the Event Planning Office to confirm that a space has been reserved for the contracted event or service.
2. It is expected that the sponsoring organization provide Student Activities and Organizations with a copy of the contract before signing it. This should be submitted at least three weeks prior to the event or exchange of service.
3. Student Activities and Organizations will submit the contract to be reviewed by the University Union Contract Specialist.
4. The organization president and advisor must meet with Student Activities and Organizations Assistant Director for Development and the University Union Contract Specialist. At this time, the contract specialist will review in detail items of concern within the contract with the President and Advisor.
5. The organization advisor must be able to confirm that the organization has sufficient funds to pay for the contracted goods or services before the event (i.e. an organization may not hold a fundraiser and expect to pay for the services provided with funds made during said fundraiser.)
6. After consulting with University Union staff, the Organization's Faculty Advisor must be the signing agent of the contract.
7. If the contract is regarding an event or service to be provided on campus, it is expected that the Organization's Faculty Advisor must be present at the event.

For events or services provided off campus, sponsoring organizations are strongly encouraged to follow the same process as outlined above, in order to protect the interests of the organization and of the university.

POSTING GUIDELINES

On-campus organizations registered with Student Activities and Organizations, members of the student body, faculty, or departments of the university are allowed to post or distribute notices, ads, or announcements on campus, provided they adhere to the following guidelines:

- Printed materials for posting are limited to general use bulletin boards. These bulletin boards are clearly distinguishable from official bulletin boards and departmental bulletin boards. General use boards shall be used pursuant to the restrictions listed here. Any printed material regarding the promotion for sale and consumption of alcohol, tobacco, and illegal substances is prohibited. Advertising for commercial purposes by businesses, organizations, entities, and individuals not associated with the University is prohibited. Advertising in student publications such as *The East Carolinian* is encouraged.
- The size of a piece of posted material should not cover more than 25% of the size of the bulletin board and should be no larger than 11 inches by 17 inches. Posted material should not extend beyond the frame of the bulletin board. No more than one item for the same event or purpose may be placed on the same general use bulletin board.
- Printed materials shall not be nailed, tacked, stapled, or in any way attached to any tree, shrub, or wooden surface on campus such as bulletin board frames, doors, etc., placed in or on any vehicle on campus, taped or in any way attached to any painted, varnished, shellacked, or glass surface located inside or outside any building on campus, nailed, tacked, stapled, or in any way attached to any surface other than an identified general use bulletin board.
- All printed material related to an event should be removed within 72 hours of the completion of the event. The maximum allowable time for any printed material to be displayed is two weeks or fourteen calendar days. All printed materials posted on a general use bulletin board will be removed and discarded in the month following the end of each semester and at the end of the second summer term (i.e. December, May, and July) by Housekeeping Services, regardless of the date of posting.
- Failure to remove posted materials within the stated time or to follow these regulations may result in a \$100 fine for the organization or individual. If the fine is not paid within 30 days of notification, the organization will lose the privilege of

posting materials until the fine is paid, or the individual's records will be tagged for non-payment. All fine revenues are donated to the ECU Financial Aid Emergency Loan Program.

- Posting information on sandwich-type boards or staked signs on campus is permitted only in the following areas: Student Recreation Center, Mendenhall Student Center, Wright Plaza, Bottom of College Hill, Athletic facilities, Science and Technology building, Rivers building, Dining facilities, and entranceways to campus. These boards or signs cannot obstruct pedestrian or vehicular traffic, the view or sightline of any vehicle or pedestrian, or be placed within three feet of any sidewalk or roadway. All boards and signs may not be placed prior to the day of the event and must be removed immediately following the event.
- Individual University buildings may have specific policies related to the posting of materials within that facility. Known policies exist for the following: University Residence Halls with approval from Campus Living, University Dining Facilities with approval from Campus Dining, Mendenhall Student Center with approval from the Mendenhall Operations Office, Athletic facilities with approval from the Athletic department, and Student Recreation Center with approval from the Student Recreation Center.
- Markings on walkways, roadways, or any permanent structures on campus with chalk, paint, or any other material are prohibited.
- The University assumes no obligation or responsibility for the information posted on the general use bulletin boards or the activities of the organization, its members, individuals, or the program.
- The University reminds all parties to be aware of and comply with applicable laws, including but not limited to those concerning safety, defamation, and obscenity.
- Special permission for exceptions may be granted by the Canvassing and Solicitation Committee.

BANNERS

- A banner is defined as any items (flags, sheets, posters, etc.) that are larger than 40 inches on either side.
- Only registered student organizations or official university departments may hang banners.
- Banners may be displayed in the treed area on the end of the Mall closest to Wright Circle and the treed area at the bottom of College Hill Drive. A banner found hanging in any other location on campus will be removed and the organization will be fined.
- Banners may not hang over sidewalks or in any way inhibit pedestrian movement. Banners cannot be tied to bricks, cement blocks, wooden pieces, or other objects, nor can they alter or damage ECU property in any way. If a banner causes any damage, the organization shall be held responsible for the cost of repair or replacement.
- When hanging a banner, individuals may not drive a vehicle onto the sidewalk or grass.
- The University reserves the right to limit the number of banners hanging at the same time at a single location.
- A banner may not state or promote anything offensive or questionable. This includes, but is not limited to, promoting alcohol consumption, using profanity or making negative comments. A banner that is found to be offensive or questionable shall be removed and the organization will be fined.
- Failure to remove a banner within the stated time or to follow these regulations will result in a \$100 fine for the organization. If the fine is not paid within 30 days of notification, the organization shall lose the privilege of hanging a banner until the fine is paid.
- The University assumes no liability for lost, stolen, or damaged banners.

Campus Living Posting Policy

There are three simple steps to follow to publicize your events in the Residence Halls.

Make your publicity.

11x17 is the maximum size. The residence halls get several flyers in any given week and posting is limited to our bulletin boards.

No black and white copies. Residents overlook these. Try color paper or color ink.

Do jazz it up! Try a cool border, fun clip art and different fonts. Cut into geometric shapes or add some dimension with additional materials. Utilize your creativity!

Contact information. Include a contact name/department and phone number on each flyer.

Count out and divide up the appropriate number of flyers for each hall.

Numbers are listed below. Clip each packet together and label with the Hall name.

Bring your flyers to the Main Housing Office, Suite 100, Jones Hall.

We recommend submitting your flyers at least 10-14 days prior to the event. Please note: flyers advertising events involving alcohol or including questionable material will not be posted. If you are uncertain about getting approved, you may submit one copy for approval before printing a large quantity. If approved, your flyers will be distributed to the Residence Hall Coordinators who will get them to their RAs. This is the **ONLY** way to get something posted. Anything posted anywhere in or about the hall by a non-Housing staff member, will be removed regardless of the intent!

Number of Flyers Per Residence Hall

Aycock	13	Belk	12	Clement	10
Cotten, Fleming, Jarvis	16	Fletcher	15	Garrett	9
Greene	10	Jones	16	Scott	12
Umstead	7	Tyler	15	White	10
CHS	9	CH NSO	1	C/West NSO	1

Hazing

N.C. Gen. Stat. § 14-35 states the following:

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. Any violation of this section shall constitute a Class 2 misdemeanor.

At East Carolina, the sanctions for hazing include:

* Persons - normally, not less than disciplinary probation for one academic year, nor more than permanent separation from ECU. In addition the individual(s) including officers of the chapter could face criminal charges.

* Organizations - not less than suspension of privileges for one academic year, nor more than indefinite disbanding of the organization.

Hazing is not permitted on ECU’s campus. This is in accordance with North Carolina law; the policies of East Carolina University. All acts of hazing by any organization, member, and/or alumni are specifically forbidden. Actions taken or situations created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule may be considered hazing. Such activities and situations may include, but are not limited to:

- deprivation of sleep by others
- forced consumption of substances not intended for normal eating or drinking
- handcuffing or tying to a building or structure
- kidnapping a current member of one’s organization
- participating in streaking or other activities while naked
- performing feats of strength of physical activity for excessive amounts of time
- performance of sexual acts
- Requiring or compelling activities creating unnecessary work, duties, or detention, or don’t allow adequate time for study
- receipt of a brand or tattoo;
- striking with an object such as a ball, baton, fist or paddle;
- blindfolding during activities
- participation in drinking games
- performances of chores or tasks for others
- forced shaving of a part of one’s body
- forced participation in an activity against one’s will
- standing in line for excessive amounts of time
- stealing a particular item
- being stranded alone or with newcomers
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)

SGA Funding Information

The Student Government Association is an important funding source for many student organizations at East Carolina University. However, specific University policies and SGA procedures must be followed in order to take advantage of this funding. The following has been excerpted from the *Organizational Funding Packet* available in the SGA Office, 101 Mendenhall Student Center, and on the SGA website at www.ecu.edu/sga:

Each year, the SGA Appropriations Committee establishes its own guidelines when it comes to funding, as approved by the SGA Treasurer and SGA Advisor. The committee must comply with federal and state laws, as well as university policies and guidelines.

How Does Your Organization Become Eligible For Funding?

- Your group must register with Student Activities and Organizations.
- Your group must be officially recognized by the SGA House of Organizations. You must submit one copy of your constitution and/or by-laws along with a list of members and officers to the SGA office.
- Any organization requesting funding must complete a funding packet.

Being Funded

Once you have registered with Student Activities and Organizations and SGA has recognized your constitution, your group will be eligible for funding.

First, organizations should take care of expected expenses through Annual Funding. Organizations may submit a line-item budget proposal for the upcoming fiscal year to the Appropriations Committee in March of each year by following the guidelines provided in the SGA Funding Packet. Deadlines for Annual appropriations will be presented in a funding packet, available in the SGA office; announced via email to organization presidents and Advisors; as well as posted on the SGA website. Fliers of important deadlines will be distributed in each organization's mailbox in Student Activities and Organizations. It is each student leader's responsibility to check the mailbox throughout the year and notify organization members of these dates. Your group must observe these deadlines in order to be eligible for further funding. Late requests will be automatically denied for annual funding. No exceptions are made for late submissions. **Disclaimer: SGA is not responsible if an organization's officers (past or present) do not apply for funding for their student group. If organizations miss the published deadlines for Annual funding, they can apply for Emergency funding the following fall semester.**

A representative from the organization requesting funds must appear before the Appropriations Committee and the Student Congress. You can make appointments by contacting the Appropriations Committee Chair through the SGA Office (328-4742). Once the committee has reviewed the proposal, it will be subject to the approval of the Student Senate. The Senate convenes on Monday evenings at 5 p.m. during the year. Once per year, annual funding is approved by the Senate at the close of the spring semester. These allocated funds are to be used for the next fiscal year starting in July.

Once groups have been appropriated funding annually, they are eligible to submit further appropriations to the SGA for emergency funding. Normally, groups receive funding for operational needs in annual appropriations, but receive funding for one-time expenditures (example: conferences) in additional emergency funding. **An organization may apply for emergency funding only once per year. Be sure to plan ahead.** Emergencies can be defined as, but are not limited to, a sudden expense that could cause your student organization to become financially insecure. Emergency appropriation requests throughout the year should be submitted to SGA at least six weeks prior to the date on which the funds are needed. Any requests submitted outside of this time frame will be automatically denied.

When completing an appropriation request, you must use line-item numbers. Add any additional information about your group (description, membership roster, officer list, recent fundraisers, etc.), details of items needed, and an explanation for requested funds to the form. If the form is not filled out in its entirety with accuracy, the request will be denied and returned to your representative. By providing specific detailed information, the committee will better understand how your organization operates and where funding is needed.

A representative of the organization, as well as the Advisor of the organization, must sign the appropriations request form, stating that they have read and understand the funding packet and agree to abide by the rules set forth within. This form must be attached to the line-item form when it is turned in to the SGA office. The entire organization will be held responsible for abiding by the funding guidelines regardless of which member of the organization signs the form. It is the responsibility of the organization to make sure that all members associated with the funding process are aware of the funding guidelines.

SGA Funding Guidelines

- Some general items SGA may fund are travel, printing and binding, postage, contracted services, rental of ECU facilities and equipment use, fees associated with ECU events such as Barefoot on the Mall and Homecoming, food supplies needed for recruitment, and educational and office supplies needed for operational use.
- Some items SGA does NOT fund are purchases for resale, social events with no educational or service value, or items of personal gain (trophies, plaques, gifts, t-shirts, stoles and cords for graduation, etc.). This includes funding for events that are required by the school for graduation.
- No partisan, political, or social action activities shall be funded.
- SGA does not cover travel or costs for any faculty or staff member while they are serving as Advisors.
- SGA will not consider funding for per diem. This includes any food expenses and accommodations for invited guests, such as lodging or transportation for contracted services.

- Organization requesting money should first make full use of all money-producing opportunities such as fundraisers. The extent to which they do will be a consideration in funding.
- All organizations are required to disclose all other funding sources and any other information concerning finances if requested to do so by the Appropriations Committee or Student Congress.
- Appropriations will be made to groups based on need and/or services and programs offered.
- All Student Government Association sponsored events must list East Carolina University Student Government Association as a sponsor either in a program or by displaying a sign. Organizations that do not comply with this rule may have their funding revoked by the Student Congress.
- Funds allocated may be spent only for approved uses. Expenses must be kept within line allotments.
- Any students receiving SGA funds for travel must attend a Travel Workshop prior to their trip. A required travel closeout form is to be completed within two weeks of returning from the trip, along with submitting ORIGINAL receipts. If the forms are not completed within the two-week period, the SGA account will be frozen and no more funds will be appropriated to that organization until the forms are completed and the student traveler's records will be tagged.
- There will be no reimbursements to students unless these are pre-approved. If you spend your own money without having the appropriate approvals, SGA is not responsible. Proper documentation is needed for reimbursement purposes. You may not purchase any items that are not on State Contract, unless a justification is submitted and approved by all University departments involved.
- Once your organization is funded, you must contact Student Organization Fund Office (SOFO) prior to any spending. You must provide the SOFO with all necessary information a minimum of:
 - Two full weeks in advance for all non-travel-related spending
 - Four full weeks in advance for any Travel requests (hotel, registration, transportation, etc.).
 - Groups should dispense of all funds prior to the communicated deadline. Funds do not roll over across fiscal years – what isn't spent reverts back to the general fund. SGA deadlines comply with the University's set deadlines. All items must be ordered, received, invoiced, and reconciled by June, therefore each organization will be held accountable to follow this time frame. Any request received afterwards may be processed in the current fiscal year, but it will not be guaranteed.

Websites

ECU Student Media would like for you and your organization to join us in the Clubhouse - where everyone is a member and no one pays dues.

The Clubhouse is a server created by the Student Media to help registered student organizations make the move into cyberspace with an individualized web page. Once you have registered your organization, you are eligible to request space on the Clubhouse server. Your page is accessible to the public by pointing a web browser to www.clubhouse.ecu.edu/your_user_name/. Your web address can also be listed in the www.at.ecu.edu Student Organization search.

www.at.ecu.edu is the official online source for information about registered student organizations at ECU and includes links to selected student services. This is where everyone can connect to register and search for student organizations. You can also find links to Student Media, Student Transit, Student Government, Student Activities Board, and Student Activities and Organizations.

Getting Started

In order to qualify for a spot in the Clubhouse, your group must be currently registered as an official student organization with Student Activities and Organizations. After your club's registration/renewal process for the year, visit www.clubhouse.ecu.edu if you do not already have web space. Your organization will be contacted by email and asked to review the acceptable use policies and submit your agreement to abide by them.

Worth noting is one of the policies stated in the agreement that says your group's website is for informational purposes and cannot be used for fund raising. This does not mean your organization cannot inform people of a fund-raising activity through your web page(s). It means you cannot solicit or sell anything through your page(s).

Once the agreement is completed, your organization will be assigned a username and email address on the Clubhouse server. You will receive a message from the Student Media webmaster when your server space has been created.

The Next Step

The only thing left is to create your organization's web page and upload it to the server. The webmaster is there to provide information about developing and maintaining a site and assistance in troubleshooting problems. The webmaster is not available to develop or fix your non-server related issues (i.e. your web pages).

There are several reference books that you may obtain for free on campus to help you understand basic HTML, the language of the Web. These books are located in the 2nd floor computer lab in Austin.

If you wish to put photos or other graphics on your web page, they must be scanned in and converted to a digital form. There are scanners available in campus computer labs and lab assistants who can help you get it done.

Once It's Created

Once you've finished your page(s), make sure the name of the main page of your web site is index.htm, index.html, or index.cfm. Then FTP (File Transfer Protocol) your website to www.clubhouse.ecu.edu. A simple tutorial on this is provided at www.clubhouse.ecu.edu/tutorial/. Or if you prefer, save your files an IBM-formatted zip drive or disk which you can then bring to the Student Media web office. Contact the Student Media webmaster at webmaster@studentmedia.ecu.edu if you have any questions.

Obtaining an Official ECU Email Address for your Organization ---

To obtain an official ECU email address for your organization (ex. ecuSA&O@ecu.edu), contact the Assistant Director of Organization Development. You will be asked to provide your organization's name, the primary contact person for this email account, and your top three choices your address (ex. 1. SA&O@ecu.edu, 2. ecuSA&O@ecu.edu, 3. studentactivitiesandorgs@ecu.edu.) SA&O staff will contact ITCS to set up your account for you; you will then receive a confirmation email when your account has been created.