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IMPORTANT NUMBERS

Center for Leadership 336-278-5323
Moseley Front Desk 336-278-7215
Campus Safety and Police 336-278-5555
EMS 911
Campus Recreation 336-278-7529
Automotive Services 336-278-5500
The Truitt Center for Religious Life 336-278-7729
Counseling Service 336-278-7280
Greek Life 336-278-7326
Health Services 336-278-7230
Residence Life 336-278-7300
Service Learning 336-278-7250
SGA 336-278-7200
Van Company (Roadside Assistance) 1-800-CHEVRON
Center for Leadership Resources
LEAD Consulting serves as a resource and support network for on-campus student organizations by shaping their goals, purpose, programs and infrastructure.

EXCEPTIONAL PROGRAMS. LEAD Consulting offers extensive programs such as Effective Meetings, Retreats, Transitional Leadership, Bylaws, Motivation, Team Building, Marketing, Event Planning and Conflict Resolution. Trained consultants are also able to customize to your needs or any other areas of improvement. Please stop by the Center for Leadership (Moseley 224) to pick up a request form.

UNPRECEDEDNTED EVENTS. Innovative workshops and conferences are designed for student leaders. Leadership for Lunch is a monthly program to enhance skills on topics such as Leading and Following and Shared Vision. The Leadership Development Institute is a one-day event that includes interactive workshops, simulations and discussions to aid in the transition of leadership within an organization.

PERSONALIZED SERVICE. LEAD consultants look forward to assisting your organization. Peer consulting is also available upon request. For questions or a request form, please contact the Center for Leadership (Moseley 224) at x5323 or via e-mail at orgdevelopment@elon.edu.

Please join us for the 2010 Leadership Development Institute
February 27, 2010 from 9:00 am - 3:00 pm in
McKinnon Hall, Moseley Center.
What is the Elon Challenge?

The Elon Challenge is an accredited high and low ropes course located on 18 wooded acres at the nearby Elon Retreat Center (the Lodge). Participants work together to go beyond their perceived boundaries, overcome obstacles and experience success in a variety of problem-solving initiatives and ropes-course elements.

Who is the Elon Challenge for?

The Elon Challenge is appropriate for organizations at any stage of development. It’s a great way to get to know new members of the group, and a fantastic resource to help teams and executive boards work together more effectively. Anyone can participate: no special skills or physical abilities are required.

How much does it cost?

The Elon Challenge is a FREE resource for Elon University groups, up to 30 participants. For groups larger than 30, a nominal fee will be charged to cover the cost of additional facilitators.

What can the Elon Challenge do for my group?

Each Elon Challenge program is developed to meet the specific goals and needs of your organization. Debriefing after each event allows facilitators to help your group work through common issues like trust, communication, creative problem solving, and more. The applications from a low ropes experience can extend to working within a student organization, and life in general.

Where is the Elon Challenge?

Located less than a mile from campus, the Elon Challenge is part of the Elon Lodge and Retreat Center (the Lodge) on Moonelon Drive.

How long does it take?

Basic low ropes team-building events on the Elon Challenge last around 3 ½ - 4 hours. Full-day and high ropes programs can also be designed after consultation with course staff.

When can my organization come to the Elon Challenge?

Most programs are conducted on Friday afternoons or anytime during the weekend. Weekday programs can also be arranged.

How do I sign up?

Fill out the Elon Challenge Request form and return it to Moseley 224 or CB 2990. The form can be found at: www.elon.edu/docs/eweb/students/leadership/Fall%202009%20request%20form.pdf. Please email challengecourse@elon.edu if you have additional questions.
Honor Code/Judicial Affairs
ELON HONOR CODE

Introduction to Elon’s Honor Code

Elon University recognizes and affirms the importance of character development and personal responsibility as essential elements of an Elon education. Students are expected to uphold the four values listed below for themselves and others in their decisions and day-to-day interactions. Conduct affirming these four values should be followed in all settings, including in and out of the classroom, and on- and off-campus. Upon graduation, students are expected to have demonstrated their commitment to academic excellence and honor.

Elon’s Honor Code (A description of the Elon University community values)

Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

HONESTY: Be truthful in your academic work and in your relationships.

INTEGRITY: Be trustworthy, fair and ethical.

RESPONSIBILITY: Be accountable for your actions and your learning.

RESPECT: Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

Sanctions Available for Honor Code Violations

***Students sanctioned with Preliminary Suspension, Disciplinary Suspension or Permanent Separation lose the right to hold a leadership position for any student club/organization or University program. Students should also be aware that judicial records for this level of offense are maintained by the University for five years and may be damaging when applying for graduate school or employment***

Levels of Warning
(abbreviated definitions – see Student Handbook for full definitions)

1. Official Warning
   The official warning is notification to the student(s) that s/he has been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the student(s) that s/he needs to reevaluate his/her behavior before serious action has to be taken.

2. Disciplinary Probation
   A probationary status, imposed for a specific time period, during which a student is expected to show a positive change in behavior.
3. **Preliminary Suspension**
   A unique probationary status in which the student is expected to immediately exhibit a marked improvement in behavior or face suspension from the University. The sanction of disciplinary suspension was considered for the student but was not deemed necessary. If the student does not meet all special stipulations associated with the preliminary suspension or if s/he is found responsible of violating any other rule, regulation, policy or law, s/he may be sanctioned with disciplinary suspension from the University.

4. **Disciplinary Suspension**
   The removal of a student from the University which permits the student to apply for readmission at the end of the sanction imposed. While a student is suspended, s/he may not return to the campus or participate in any programs or activities of the University without written permission from the assistant dean of students for judicial affairs or the assistant vice president for academic affairs. If the student returns to the campus without written permission during the suspension period, his/her eligibility to return to Elon in the future may be jeopardized. Please see the note above in regard to Study Abroad and student leadership positions.

5. **Permanent Separation**
   Permanent removal from the University.

**Examples of Organization Sanctions**

- Loss of all social privileges for a period of time (one month, one semester, one year, etc.)
- Loss of specific social privileges (banquets, Homecoming events, etc.)
- Mandatory education events/speakers
- Service hours/fines for all members or active members
- Loss of University housing
- Loss of University recognition (and funding) for a period of time (minimum one academic year)
- Permanent loss of University recognition
- Others as appropriate for specific violation

**Judicial Affairs and Student Leaders**

Students wishing to run for or hold a leadership position within a student organization or University program will be required to sign a waiver granting access to their academic and campus disciplinary background to the Judicial Affairs Office. Below is a sample of such a waiver, which student organizations can modify for their election process.

- **Sample Judicial Lingo**
  o I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. Because I recognize that being a campus leader carries with it both privileges and responsibilities, I hereby give permission to the (advisor’s name) to obtain information on my academic and campus disciplinary status. This information will be used for the sole purpose of determining my personal attributes for the leadership position.

  Signature  ________________________________
Guidelines to Follow
All campus-recognized organizations are open to students regardless of race, color, handicap, national or ethnic origin, and sex (exceptions being social fraternities and sororities and some sports clubs). Some organizations may have academic requirements for admittance or charge fees for membership.

Students wishing to form student organizations must be approved by the University before they may reserve rooms or use field space; be listed on Elon documents as a group; advertise via flyers, posters, table tents, E-Net, WSOE or websites; participate in the Organization Fair; attend competitions, hold performances, etc.; use University vehicles; or request funding from the Student Government Association. Student groups may not use the Elon name in official business travel off campus as a group, conduct tryouts or otherwise commence activities as an organization until approved as an official student organization. Contact the Center for Leadership, or visit the website on steps for forming a student organization.

http://www.elon.edu/e-web/students/center_for_leadership/organizations/forming.xhtml

Student groups may not use University space, use the University's name, post signs or receive SGA funds until officially recognized as a student organization. Recognition will be suspended for groups who do not submit by October 1 to the Center for Leadership each year a membership roster, verification of an active faculty advisor and goals for the academic year. Organizations must also submit by April 1 of each year a progress report on achieving those goals and an updated roster.

RESPECTING DIVERSITY/EQUAL OPPORTUNITY

Elon University does not discriminate with regard to race, color, religion, sex, age, national or ethnic origin, veteran status or disability.

As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the University respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

The Elon University Board of Trustees has also issued the following statement of inclusion: In the spirit of the Elon University Mission Statement, Elon University regards discrimination against gay and lesbian members of the community as inconsistent with its goal of providing an atmosphere of mutual respect in which students, faculty and staff may learn, work and live.
PROFESSIONAL BOUNDARIES BETWEEN FACULTY/STAFF AND STUDENTS

All faculty, including any University employees with teaching responsibilities or any who hold a position of authority with students, as described below, are expected to maintain appropriate professional boundaries in their relationships with students. In keeping with the Elon University mission, faculty relationships with students must maintain a central focus on student learning and development. Inappropriate relationships that potentially jeopardize the centrality of this focus are contrary to the mission of the University and counterproductive to the educational process.

Intimate relationships between faculty and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty and students. Therefore, any employee with teaching responsibilities or any other position of authority in relation to students may not engage in such inappropriate relationships with students. Pre-existing relationships are exempt from this policy. An inappropriate relationship is defined as any romantic or physically intimate liaison. Positions of authority include, but may not be limited to, teaching, evaluating, supervising, coaching, or advising a student or student group.

Students who feel faculty or staff have exceeded professional boundaries with them or other students should report the incident to the Office of the Vice President and Dean of Students. This is a serious issue and has strong ramifications for both the students and the faculty/staff involved. Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with lying under the social honor code. When a complaint is received, the Vice President or his designee will explain the grievance procedure and work with the student for an expeditious resolution in as confidential manner as possible.

Informal Procedure: The vice president for student life will notify the department head or supervisor of the accused faculty or staff person and investigate the complaint. In consultation with the vice president for student life, the supervisor/chair will meet with the accused faculty or staff person and student as needed to resolve the complaint. If the complaint is found to have merit, the resolution of the case will be forwarded to the Office of Human Resources. An informal review and resolution of the matter should always take place before the student resorts to the formal grievance procedure. In some cases, input from select persons in the university may be helpful; the supervisor/chair may wish to contact such a person.

Formal Procedure: If the complaint cannot be resolved informally, then the student may use the formal procedure, which is the same as the formal grievance procedure for the sexual harassment policy as outlined in the Faculty Handbook and the university Employee Manual. The handbook and manual are available in the Human Resources Office, the Office of the Vice President for Student Life and Dean of Students, the Student Life Office and the Office of the Provost/Vice President for Academic Affairs. Approved by the Student Life Committee on April 25, 2002.
Hazing
HAZING

Hazing is against North Carolina state law. N.C. Statutes 14.35-14.36, define the practice as, "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.

http://www.ncleg.net/enactedlegislation/statutes/html/bychapter/chapter_14.html

State law requires that the faculty or governing board of a college or school expel any student convicted of hazing in criminal court.

The hazing policy exists for the protection of the rights and well-being of students. Since 1978, more than 75 students have been killed and hundreds injured in hazing incidents at schools and colleges in the United States. In none of these cases did the group set out deliberately to harm someone. In nearly all the incidents, the use of alcohol was a factor.

Weather conditions, unforeseen circumstances, hidden physical or psychological disabilities, pressure from the group -- these and other factors can cloud the judgment of those in charge and turn what began as fun into a haunting tragedy. The university will not risk such an incident happening at Elon. It would be unconscionable and unethical for the university to sanction in any way a policy which could conceivably result in harm to a student.

It is a misperception that hazing only occurs in fraternities and sororities. Other groups and individuals have been found responsible for hazing. In instances involving other groups and individuals, the sanctions are the same as for those groups and individuals with Greek affiliation. Those "simple" residence hall pranks may indeed be considered hazing! It is in the best interest of every individual and group to consult with the director of Greek life or director of the Center for Leadership prior to planning any activity to make sure it is not considered hazing.

Also to be considered is the personal risk involved for groups and individuals convicted of hazing. The Elon University Honor Board has, in the past, disciplined even new members who participated in hazing; those in charge were given maximum penalties. Personal liability is another consideration. In the event of an injury, not just the organization is liable but also the individual members involved. It could take years to satisfy the demands of a major lawsuit.

It is important to note that hazing is not essential to the success of an organization. The strength of such groups depends on the friendships which evolve among members. Hazing does not build such relationships.
The student life division has carefully outlined the university policy on hazing and will continue to conduct an extensive awareness campaign. This policy will be enforced, and violators will be prosecuted to the extent allowed.

**ANTI-HAZING CONTRACT**

The Elon Student Handbook definition and sanction for hazing are as follows: (please note sanctions are for a first-time violation)

**HAZING**

**Definition** - to annoy any person (or aid or abet) by playing abusive or ridiculous tricks upon him/her, to subject anyone to personal indignity or danger, or to use peer pressure or innuendo to cause involuntary exercises, personal servitude, etc.

**Sanctions**

**Individuals** - normally, not less than preliminary suspension and campus restitution hours with possible permanent separation.

**Organizations** - normally, not less than loss of campus housing and suspension of official university recognition for one academic year with possible permanent removal of official university recognition.

In accordance with the policies of Elon and all inter/national organizations represented on our campus, hazing is not permitted. All acts of hazing by any organization, member, and/or alumni are specifically forbidden. Hazing is:

Any action taken or situation created intentionally **whether on or off campus**, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; quests; treasure hunts, scavenger hunts; physical and psychological shocks; inappropriate activities (those going against the Member Bill of Rights); wearing publicly any apparel which is conspicuous and not normally in good taste as defined by the proper hearing bodies; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and/or any other activities that are not consistent with academic achievement, fraternal law, ritual or policy, or regulations and policies of Elon, inter/national organizations or that otherwise compromise the dignity of the individual including forced use and abuse of alcohol and drugs.

Refer to the Student Handbook for further information concerning Elon’s definition of hazing, North Carolina State law, and possible sanctions.
**Procedures:** All complaints and/or requests for the definition of hazing are to be filed with one of the following:

- For Student clubs or organizations - the Assistant Dean of Students at 336/278-7271.
- For Greek organizations - the Director of Greek Life at 336/278-7326

Questionable incidents may be reported by calling the hazing hotline at 336/278-HAZE (4293) and leaving a message at the tone.

<table>
<thead>
<tr>
<th>Member Name</th>
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**MEMBER BILL OF RIGHTS**

There are a number of activities that are constructive parts of new member/associate/aspirant education and will contribute to your becoming a more active and productive member of your organization. However, there are other activities in which you might be asked to take part that are a violation. These activities constitute “hazing.”

Listed below is a *Member Bill of Rights* that specifically outlines activities that other organization members *cannot* require of you. If they do so, the organization and the individual member(s) in question are subject to severe penalties up to and including permanent removal of Elon recognition, suspension from Elon, and possibly removal of the organization's charter. Please study your rights and make certain that they are not violated.

No member/associate/aspirant shall be required by any person or persons to perform any act which:

1. Interferes with the academic process – causes the member/associate/aspirant to miss or be ill prepared for classes, labs, study sessions, or test

2. Causes the member/associate/aspirant to violate Elon policies

3. Requires or pressures the member/associate/aspirant to consume alcohol

4. Prevents the member/associate/aspirant from securing normal amounts of sleep (no activities between the hours of 11 p.m. and 7 a.m.)
5. Requires the member/associate/aspirant to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests (including members of other organizations), “shopping” for members, etc.)

6. Is sadistic -- treats the member/associate/aspirant in a “sub-human” manner

7. Is illegal – including the use of drugs and alcohol

8. Is immoral

9. Places the member/associate/aspirant in physical danger or in jeopardy of losing his or her life

10. Places severe emotional stress upon the member/associate/aspirant

11. Requires the member/associate/aspirant to be present at activities for unreasonable periods of time

12. Requires the member/associate/aspirant to participate in a “Kangaroo” Court or other individual questioning activities

13. Prescribes the wearing of anything to identify member/associate/aspirant status (this includes new member/associate or bid day T-shirts, or wearing of required clothing)

14. Requires the member/associate/aspirant to carry items that they would not normally bear (including paddles, signature books, etc.)

15. Requires the member/associate/aspirant to answer the telephone in a manner unlike a member would answer it

16. Prevents the member/associate/aspirant from speaking for a period of time

17. Involves the abandonment of member/associate/aspirant or active members thereby requiring them to find their own way back to campus

18. Requires the blindfolding of the member/associate/aspirant (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for inter/national Ritual)

19. Requires the member/associate/aspirant to stand when a collegiate or alumna/us member enters a room

20. Requires the member/associate/aspirant to intentionally deface the house/chapter room/suite/apt. etc.; or requires the member/associate/aspirant to clean the house/chapter room/suite/apt., etc. of others
21. Requires calling other member/associate/aspirant “names”

22. Requires member/associate/aspirant to enter the house/suite/building only from a specific door

23. Requires members/associates/aspirants to eat meals together, attend unscheduled “call-down” meetings or sleep in the house/suite/apt. together for any length of time without written permission from Elon and inter/national office

24. Requires a member/associate/aspirant to address or refer to members in a manner different from how they are addressed (i.e. Mr./Ms. Smith for initiates, Pledge Jean for new members)

25. Requires member/associate/aspirant to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

**THIS LIST IS IN NO WAY INCLUSIVE.**
Events
EVENT REGISTRATION

All recognized campus organizations, wishing to host events (parties, speakers, etc.) should complete a registration form at least seven working days in advance with the Office of Campus Center Operations located at the Moseley Center Front Desk.

The basic process for registering an event is:

1. Determine if you are planning to reserve a room for an “event” or a “meeting.” Or decide if you would like to request a “table” or a “van.” (See definitions below for guidance.)
2. For events, meetings, and tables please either come by Moseley Front Desk and fill out a paper request form OR fill out the form online through the R25* WebViewer. More information on the WebViewer is given below.
3. If you are requesting a van, you must fill out the form online through the Moseley Center website. There will not be a paper form option.
4. Please fill out all necessary information and either submit the paper form to the front desk or submit the form online.
5. Once Moseley Center has received your request, it will be entered into R25, and you will receive a confirmation email from the space scheduler. If there are no available rooms, tables or vans, you will receive an email suggesting other ideas or venues on campus for your event.

* R25 is an application used to create and manage Elon University campus meetings and events.

TYPE OF EVENT

Please note that policies might change throughout the year. If you have any questions about policies and procedures please contact the Moseley Center Front Desk or consult the website at http://www.elon.edu/moseley.

“Meeting”

Meetings are defined as basic or routine meetings, informational sessions, interest meetings, or other gatherings that contain no programming aspects. These meetings can be open to the campus community or closed to only organization or department members.

Faculty and staff must submit all meeting requests through the R25 WebViewer found at http://idou.elon.edu/buffer/.
The presidents of student organizations recognized by the university can submit requests using the R25 Student Request form found at https://www.elon.edu/r25studentrequests.
“Event”
Events are defined as large or small occurrences that contain programming or social aspects including but not limited to: speakers, performances, philanthropies, fundraisers, alcoholic beverages, rallies, outside exhibits, Moseley Center tables, etc. Events are usually advertised and open to the public or campus community.

All events sponsored by students, faculty, or staff must be registered through the Office of Campus Center Operations in the Moseley Center. When registering an event it is important to complete and submit the registration form no less than seven days in advance. After the initial logistics of the event is registered then the office will assist in locating a space to hold your event if your space preference is not available. (The space scheduler will send the event confirmation when the process is complete). All events may or may not be approved on a case by case basis. Please contact Campus Center Operations (336-278-7215) if you have any questions. For events to be processed in a timely manner, please include as much event detail as possible.

Similar to meeting requests, faculty and staff must submit all meeting requests through the R25 WebViewer found at http://idou.elon.edu/buffer/.

The presidents of student organizations recognized by the university can submit requests using the R25 Student Request form found at https://www.elon.edu/r25studentrequests.

“Table”
If you are reserving a Moseley Center Table:
- Identify your desired table location by referring to the layout available on the Moseley Center website (http://www.elon.edu/e-web/students/campuscenter/) or by visiting the front desk.
- In order to request a table you must submit an event request form found on the Moseley Center website http://www.elon.edu/e-web/students/campuscenter/forms.xhtml.
- If you would like a Phoenix Card reader, you must request it through the Phoenix Card Office located in Moseley across from the Mail Center. (Wired readers are only able to be used at Tables 7, 8, or 9.)
- When your table reservation is over, please remove all materials from the table. (If the table is reserved for multiple days, you must still remove all items.)
- The Moseley Center is not responsible for any items and nothing should be left at the front desk.

“Van”
If you wish to reserve a van for your organization:
- Go to the Moseley Center website for the online van request form (http://www.elon.edu/e-web/students/campuscenter/forms.xhtml).
Please specify the number of passengers, the driver’s name and license number, and the destination, along with all other general information on the form.

Once this form is submitted, you will receive a confirmation email after the request has been approved and reserved in R25.

If there are not enough vans available for your request, you will be contacted by the staff at Moseley Front Desk.

**EVENT PLANNING**

It is important to consider the following factors when planning your event and the Office of Campus Center Operations in Moseley Center can assist you.

**Location**

Identify available space(s) on campus for your event by logging into the online WebViewer ([http://idou.elon.edu/buffer](http://idou.elon.edu/buffer)). Be sure to have an alternative location in mind in case your original request is not available. (Individual Space schedulers will send you a confirmation of when your space is approved.)

If you are planning an event outside, be sure to consider:
- an alternative location in case of inclement weather;
- approval must be received by Landscaping (Contact Tom Flood by calling ext. 6549 or sending an email to tflood2@elon.edu);
- additional time required for setup and takedown.
- the number of trash cans needed (Contact Physical Plant at ext. 5500 to request extra trash cans.)
- desired sound or media equipment must not interfere with other class-related or administrative functions occurring at the same time. (Contact Event Technology at ext. 6521 to see if they are able to support your proposed event.)
- If outside grills are desired, they must be schedule and reserved by the area office in which the grill is located.

**Space Regulations and Capacity**

For spaces reserved through R25, room capacity can be identified by logging into the online WebViewer ([http://idou.elon.edu/buffer/](http://idou.elon.edu/buffer/)). Once logged in, click on “spaces”, then click on your desired location, and you will find room descriptions and capacity.

There may be no more than six persons in any given residence hall room or no more than 16 in Danieleley Center Apartments or Flats. (Exception: in the North area organization/special interest suites, the limit is 16 in an eight person suite, including all rooms and lounges. The limit in public areas of Greek houses should be consistent with posted fire regulations.) This policy will be strictly enforced, and students who violate these regulations are subject to immediate campus judicial action.
Event Times
Events scheduled Sunday - Thursday must be concluded by 11 p.m. (Exceptions: may be made for university-sponsored events such as Midnight Meals).

- Events on Friday and Saturday must conclude by 2 a.m.
- Guests should clear the premises within 30 minutes of ending time.

Off-Campus Guests
If your event involves guests from off campus, approval for designated parking areas must be requested and received from Campus Security.
You must provide information to off-campus guests with directions to campus, parking options, and the location of the event.

Publicity
Once the event is approved and you are ready to publicize, please refer to the student handbook for policies and regulations at http://www.elon.edu/e-web/students/handbook/genpol.xhtml#posters. All publicity must follow these policies or you will lose privilege to publicize future events.

A few possible options for advertising include posting the event information on:
- Elon TV by calling extension 336-278-5080.
- E-Net by following posting prompts on www.elon.edu/e-net.
- Digital signs located in the Moseley Center by going to www.elon.edu/moseleyads.

Security
You will need security officers if you are planning an event that:
- will be overnight (e.g. a Lock-In).
- anticipates attendance of 100 or more people.
- involves alcohol (if alcohol is involved you must gain additional approval by Michael Williams, Director of Campus Center Operations.)
- is open to off campus guests. (Depending on multiple factors, Security may or may not be required at the event, but they must be consulted in order to make that determination.)

External Vendors
If you would like to bring external vendors to campus:
- You must receive prior approval from Vickie Somers in Auxiliary Services. (Contact Ms. Somers at somersv@elon.edu).
- Aramark must approve any food you would like to be brought in by another vendor.
- All outside solicitors (e.g. AVON or Beauty Control) must receive initial approval from Jana Lynn Patterson, Assistant Vice President for Student Life in the Office of Student Development.
Fundraising
If you are planning an event that involves fundraising:
- You must provide detailed information about your plan which includes how the money will be collected, where the money is being contributed, and a list of items which you will be selling (if applicable).
- You must receive approval from the Campus Shop if intending to sell any type of items that are not self-made.
- Raffles are not allowed and will not be approved to take place either on- or off-campus. Student organizations are allowed to have drawings where students may win prizes such as gift cards or other non-cash prizes. All students must have an equal chance of winning the prize.
- You must first receive approval from Aramark if you plan on collecting meal plans from students. (Contact Aramark at ext. 5333.)
- Any solicitation of off-campus businesses or individuals must be approved by Institutional Advancement before you contact the business.
- Alcohol is prohibited at fundraising events.

Activism
If you are planning a protest or other form of activism:
- The event must be registered like all other events through the Office of Campus Center Operations.
- Campus Security must be informed of all plans.
- Activities off-campus or on town property (streets, sidewalks, etc) must be registered through the town office and/or town police.

Cleanup
Cleanup must begin immediately following an event and be completed within 2 hours of the event and include the following:
- All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around the outside of the house in the Loy Center. Trash should be closed in bags or trash containers. Please contact Physical Plant at ext. 5500 to request extra trash containers.
- All cigarettes butts must be picked up.
- Floors must be swept.
- Any spilled liquids must be mopped up.
- All leftover food/beverages must be placed in proper containers and stored.

Use of University Name and Phoenix Logo
- The Office of University Relations must approve the use of the university name for any event. (Contact Dan Anderson at ext. 7415.)
• The use of the Phoenix logo must be approved by the Office of Athletics. (Contact Kyle Wills at ext. 6706.)

Non-University Religious Groups
Non-university religious groups that wish to come to campus, present programs or otherwise encounter students must have the approval of the vice president for student life and dean for students. The vice president will not grant such approval without the endorsement of the university chaplain. For more information, contact the Office for Student Life at ext. 7200.

RISK MANAGEMENT GUIDELINES
(These may be updated in response to University policy changes.)

Groups who do not follow Risk Management plans or violate event regulations will be referred to the university judicial system for adjudication. Event privileges will be suspended pending the outcome of the judicial process.

Basic Event Information
• All events have some element of risk. Event planners must work diligently to identify potential risks and minimize them.
• Thorough planning and following established risk management guidelines are the most effective means to reduce risk of harm or litigation.
• All student organizations and university programs (Elonthon, Campus Rec, etc) need to send one representative to attend an event training each semester. The president and/or social chair are recommended.

EVENTS WITH ALCOHOL
• All campus events with alcohol must adhere to regulations concerning alcohol and room capacity. All events must be registered with the Director of Campus Center Operation (and the director of Greek Life for Greek organizations). An event registration form, available at the Moseley Center Front Desk or online at www.elon.edu/moseley should be submitted to the Director of Campus Center Operations at least seven working days prior to the planned event. Forms which are not submitted at least seven working days in advance may not be approved.
• The possession of kegs, common containers or multi-serving containers which hold or have held alcohol is strictly prohibited anywhere on campus, including in vehicles. The university abides by the law of the state of North Carolina which prohibits persons who are less than 21 years of age from possessing or consuming alcoholic beverages of all types. Individuals will be held responsible should they dispense such beverages to persons who have not yet reached age 21.
• The public display or consumption of alcoholic beverages is prohibited by university policy and the laws of the State of North Carolina. No party -- formal or informal, planned or spontaneous -- involving the use of alcoholic beverages may be held in any area of the
campus without prior approval from the director of Campus Center Operations. “Public” is defined in terms of the following locations: all open spaces on the campus; all dining halls and snack bars; all hallways and stairways; all bathrooms and auxiliary rooms and every other space exclusive of individual residence hall rooms, residence halls and residence space under authority of the university. Students may consume alcoholic beverages provided they are 21 or older, in residence hall rooms only.

For additional information regarding the use of alcohol at events or having an event open to off-campus guests, please contact the Office of Campus Center Operations, 278-7215.
PLANNING YOUR EVENT:
UTILIZING ELON’S AUDIO AND VISUAL SERVICES

To better meet customers’ needs, we request the following advanced notice time:
- Small and recurring events reserve equipment for self-setup through Media Services at least 1 week before the event takes place.
- Large and special events contact ETS to request support at least 2 weeks before the event. You can also include your A/V request within your R25/Campus Calendar reservation.

Small and Recurring Events:
Self-setup equipment is available for checkout through Media Services in Belk Library. This is the best used method for recurring meetings or for meetings in venues with installed A/V equipment.

If you need a data projector, laptop, and/or a small sound system, you can reserve these through Media Services (x6598). This quick checkout process enables you to set up the equipment on your own. Time can be requested for setup instruction.

Learn more about available equipment for checkout by searching wiki.elon.edu (keywords: events, AV, technology, equipment checkout).

Large and Special Events:
Event support is available by request for large and special events through Event Technology Support (ETS). Call the ETS office (x6521) to request support for your large event. The professional staff and student technicians are trained in A/V technology setup/operation and are available to enhance your important event with audio and visual technology.

Typical requests for events include data projectors, laptops, multiple microphones, and sound systems. You can speak with ETS to get ideas and suggestions on making your event a success. Contact the ETS office in the initial planning stages of your large event to discuss your A/V needs.

Please visit www.elon.edu/technology/events/ to learn about how you can enhance your event with the support of audio and visual services. Here, you can learn about technology equipped campus venues, typical event support offerings, as well as the policies regarding your requests.
Insert tailgating form pg. 1
Vans and Travel Policy
VANS AND USE OF PERSONAL VEHICLES

The University maintains vans for use by recognized student groups, faculty and staff for official university business. Only those persons on the University's approved drivers list and who maintain a good driving record may operate a university van.

In order for students to be eligible to operate University vans, a Van Drivers Training Course must be completed. The course consists of an application, classroom instruction and road test. To qualify for the course, students must be at least 19 years of age, have had three years of driving experience and maintain a safe driving record. Faculty and staff are not required to complete the course if they are driving 6-passenger vans only. However, if they are operating vans that occupy more than seven passengers then they must also complete the Van Drivers Training Course. Once the Van Drivers Training Course is completed a Driver Application form must be submitted to the assistant vice president of Business, Finance and Technology in Alamance 107 or Campus Box 2285 with a copy of the applicant’s driver’s license. Once the form is approved then the driver is added to the University’s drivers list. Driver application forms are available online at http://www.elon.edu/moseley. Please note that only drivers who meet the underwriting standards of the University’s insurance company will be approved to drive University vehicles.

Student groups who use vans must have a faculty/staff advisor with them if the van is taken outside a 60 mile radius of Elon University. Faculty, staff and students are insured by the University's policy while operating University owned or University rented vehicles. Students and employees’ personal automobile coverage is primary when using their own vehicles on University business including attending events required for academic credit. Students driving personal vehicles must sign a Driver Responsibility Form and leave it with the trip advisor. The Driver Responsibility Form can be found in the Student Handbook online. http://www.elon.edu/e-web/students/handbook/

Policies for Driving Vans for University Organizations

All vans driven during activities or trips, whether owned by the University or leased for the duration of the trip, will be driven only by approved Elon University drivers. These vehicles must be operated in full compliance with applicable campus ordinances and state laws. Each organization is responsible for ensuring that each trip has approved drivers. Organization Advisors and their members are entitled to use the Elon University vans for travel throughout the school year. These vans require the appropriate check out, driver registration, completion of the University's van driver course, approved Travel and Itinerary Form before they are released to use. Lastly, it is against University policy to transport alcohol, drugs, or weapons in any University vehicle.
To become an approved Elon University Van Driver:

1. Drivers must have no less than three years of driving experience, must not be a freshman and must submit a clear copy of their valid driver’s license and completed Drivers Application form to Business, Finance and Technology in Alamance 107 for approval.
2. Drivers must read and become familiar with the Elon University Guidelines for Vans and successfully complete the Van Drivers Training course.
3. Use of the 15 passenger mini-bus requires additional training. Inquire at information desk located in Moseley center for more information.
4. Elon University may make exceptions to the policies based on an individual's driving history or special needs.

Who can use them? All students who are members of recognized student programs and organizations that are traveling off campus for an event. The student drivers must be registered with the Business, Finance and Technology office in Alamance 107 and with the Information Desk located at the entrance of the Moseley Center. The vans are for service projects, practices, games, break trips and other approved activities. The organization must not exceed the number of approved occupants in a van at one time when traveling. This is governed by the number of seatbelts provided.

How much will it cost? Student organizations are responsible for covering the cost of travel, including gas. Elon University has 12-passenger vans, 9 passenger vans, 7-passenger mini vans, a 14 passenger mini-bus and a 24-passenger bus (requires CDL to drive). Located in McMichael parking lot, these vans provide student organizations the opportunity to travel off-campus for events. The 9-12 passenger vans have a thirty gallon tank and get approximately 13.5 miles per gallon.

Reservations: Reservations are on a first-come, first-serve basis, and may be made 30 days in advance or no less than five days before out of state travel except during planning week. A student organization member must complete online reservation form found on the Moseley Center site at http://www.elon.edu/moseley

Check In, Check Out: The van check in and checkout will be handled by the Director of Campus Center Operations or his/her designee on the day of the scheduled trip. At the time of van check out, the driver must have a valid driver’s license, be on the University's approved driver's list (requires a license check by the University's insurance company, a Map-Quest to destination if outside of Alamance County, and completion of the University's van driver training course), and must have filled out the appropriate release form to drive. A key will be given to the driver with a matching number which can be found on the front windshield of the van.

Upon returning from the trip, the key along with a van mileage card to the van should be turned in to the Moseley Information Desk immediately. If the organization returns during an off hour, the driver is responsible for making sure that the key is at the Moseley Information Desk for the next group to use the following morning. All vans must be returned cleaned by emptying all trash and removing all belongings. It also must be returned with a full tank of gas! There is a minimum $25 fee for not refilling the gas tank.
**Driver Responsibility**
1. Driver(s) must have a valid driver's license with them.
2. Driver(s) or organizations are personally responsible for any law violations that result in warrants, fines, tickets, or damage.
3. Driver(s) or organizations are financially responsible for uninsured costs, including the deductible, incurred in any accident in which they are involved.
4. Ensure all passengers wear seatbelts.
5. Do not use cell phones while driving. Calls or texting is prohibited.
6. Drive no faster than the posted speed limit or 65 mph, whichever is lower.

**Advisor's Responsibility:** To verify the trip in regard to its appropriateness, length, destination, and purpose. The advisor will also be held responsible for receiving the required forms from the Director of Campus Center Operations after he/she has authorized the form. University policy requires an advisor to accompany all student trips outside of a 60 mile radius of Elon University.

**Sample of Driver Responsibility Form:** [http://www.elon.edu/docs/e-web/students/campuscenter/Van%20Reservation%20Form%20Updated%207-8-09.pdf](http://www.elon.edu/docs/e-web/students/campuscenter/Van%20Reservation%20Form%20Updated%207-8-09.pdf)

Destination(s): ________________________________________________________________

Date of Travel: ___________________________ Purpose: ______________________________

Approved Elon Trip Leader: ________________ Phone: _______________________

By signing below I certify that I hold the listed driver’s license, in good standing with the state of issuance; that my vehicle is in safe working order; and that I have liability insurance as required by law.

Signed: ________________________________ Date: ________________

License #: ________________________________ State: _________________________

Signed: ________________________________ Date: ________________

License #: ________________________________ State: _________________________

Signed: ________________________________ Date: ________________

License #: ________________________________ State: _________________________

Signed: ________________________________ Date: ________________

License #: ________________________________ State: _________________________


TRAVEL POLICIES FOR ELON UNIVERSITY ORGANIZATIONS

Travel is considered Elon travel if any one of the following conditions are met:

- The University or Elon organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is transportation, reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way.
- You are representing the University or organization at conferences, using promotional flyers/handouts advertising the event, announcements at meetings, email/listserv/Facebook distributions, website calendar of events, registration materials, etc.
- Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e., is it more likely that they attended because of their affiliation?).
- Travel that is an expectation placed upon a student as a component of the students experience at Elon, or a travel experience sponsored by the University.

Travel experiences at Elon should provide:

- Travel that is supported with informed providers and participants, participant consent, and sponsor follow up;
- Travel that is supported with a mentoring component.

Individual travel:

- Each student required to travel in the performance of official duties shall have prior authorization from his/her faculty, department head or other designated official for the purpose of the travel. Each department is responsible for maintaining the approval record of students authorized to travel.
- Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

Group Travel:

- A group is defined as an organization sponsored by the University or an event promoted by the organization,
- All attempts should be made to travel as a unit. Exceptions are at the discretion of the sponsoring University employee and must follow student travel protocol of informed, consent, and follow up.
Elon University values faculty/staff mentored student travel as a developmental and educational experience. For this reason, resources and guidelines are provided for travel by Students. Organization Advisors and Course Faculty are responsible for sharing the travel policy with their members before the start of each year and prior to travel. In order to make the most of the mentoring process, it is vital that all parties be informed of these guidelines, as well as the specifics of the proposed travel, and that proper follow-up occur following travel.

1. For travel within Alamance County, the faculty/staff Advisor should be aware of the group’s general travel plans and participants.

2. For travel outside of a 60 mile radius of Elon, NC, the University requires that a faculty/staff Advisor accompany the organization or class. In cases where the official Advisor/Faculty member is unable to travel with the organization/class, a substitute full time faculty/staff member or otherwise approved Advisor must travel with the group. For the purpose of determining the 60 mile radius, the student organization/class must submit, along with the vehicle reservation form, a printout from MapQuest/ Yahoo/ Google indicating the one way mileage to the exact destination with a starting point of 400 N. O’Kelly, Elon, NC.

3. For travel outside of Alamance County, but within the 60 mile radius of Elon, it is preferred that an Advisor accompany the group. For travel within the 60 mile radius where no Advisor is traveling:
   a. Groups may leave no earlier than 6:00 am and return no later than midnight of the same day.
   b. The organization and Advisor should identify an “Approved Elon Trip Leader” (AETL) who will coordinate required paperwork, meet with the advisor prior to the trip for planning and to read through this document together, serve as primary contact while traveling, and communicate regularly with the advisor should any problems arise while travelling (accident, injury, illness, travel disruption, natural disaster, local emergency, etc.). The AETL should also be instructed to call Campus Safety and Security to have the University’s Administrator on Call (AOC) paged in the event of any illness or injury requiring medical treatment or causing a travel disruption).
   c. The AETL should be an approved driver of University owned vehicles (regardless of mode of transportation).
   d. The AETL should leave with the Advisor a copy of travel itinerary with destination contact information, list of all participants & their personal contact information, and if needed, the Driver Responsibility Form. [see sample at end of document]
   e. The AETL should communicate with the advisor upon departure from Elon, arrival at destination, departure from destination, and arrival back at Elon.

4. Drivers of University owned vehicles must be registered and approved by the University before departure. If students will be driving personal vehicles, each driver should sign a Driver Responsibility Form and leave it with the Advisor. The Advisor should retain this form on file for the period of three years.
5. In case of an accident or injury, first contact local police to seek medical attention and obtain a police report, then the organization must contact Campus Safety and Police immediately (336) 278-5555 and file appropriate forms with the Business, Finance and Technology office in Alamance 113 or call (336) 278-5428. A copy of the Accident and Injury Report form can be obtained through a link on the Business, Finance and Technology web page http://www.elon.edu/business/accident.htm

6. During any organization/class activities, practices, conferences, retreats, etc., no alcohol/drugs are to be present. This includes transporting alcohol in a University vehicle or on a University trip.
   If alcohol/drugs are found, have been used, or proved to be present at any of these activities, the organization will have all travel privileges suspended by the University. This means that all organizations found in violation will be denied access to University vehicles, travel policies, or reimbursement for such expenses (hotels, off campus tournaments, registration fees, etc.).

7. While traveling, students are bound by University policies as stated in the Student Handbook, including the Honor Code as well as local and state traffic laws and regulations. Failure to abide by these policies may result in University review and judicial sanctions.

8. While the above guidelines serve as the general policy, Academic and Student Life Deans may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

The Van registration form can be found online at http://www.elon.edu/e-web/students/campuscenter/vanrequest.xhtml
Advertising/Fundraising
POSTERS AND PUBLICITY

All signs or posters which are to be placed on the campus must be approved by the Moseley Center front desk. Please bring the sign or poster to be approved before it has been duplicated.

The Director of Campus Center Operations manages the posting/publicity policy and will make final decisions on approval. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook.

Moseley Center - university programs and miscellaneous items (e.g. banners, chalk, etc.) not covered by the following offices. Any off-campus business must advertise in the Pendulum.

Campus Recreation - athletic teams, campus recreation clubs

Kernodle Center for Service Learning - service organizations

Cultural Programs - all programs and activities associated with the Department of Performing Arts

Leadership - media, leadership programs, and recognized student organizations

Provost - academic departments, honor societies, departmental organizations

Religious Life - religious organizations

Residence Life - residence halls and programs

Greek Life - Greek Organizations

* Posters and signs may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.

* Once a flier/sign has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.

* No reference to alcoholic beverages or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE. “Lighthouse” may be listed as the event location, but the focus must be on the event itself.
* All signs/posters must be in good taste, consistent with University policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The University retains the right to deny posting of any materials on campus.

* All posters must have the name of the sponsoring organization/individual on the poster.

* Approved locations for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, restroom stalls, or mirrors, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicial action.

* Groups wishing to place flyers in Moseley Center must consult with the Director of Campus Center Operations.

* Table tents: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approved by the Director of the Leadership Office and/or Director of Campus Center Operations. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.

* Using chalk on sidewalks: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the Director of Campus Center Operations at least three working days in advance of the advertising date. The group must submit all sayings for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.

* Contact Residence Life in Moseley Center room 213 or ext. 7300 for posting in the Residence Halls.

* The only exception to the posting policy is the spring student government elections. During the 10 days prior to the election, signs and/or posters will also be permitted on the brick colonnades area on each side of Alamance Building. Signs or banners may not be suspended from the buildings. All posters and signs must be removed from the campus within 24 hours after the election.
Fundraising & Displays in Moseley Center

In an effort to address the need to advertise and promote events in the Moseley Center, the following options are currently available:

- **Information Board** (across from the mailroom) - This board is organized in sections and allows areas with a common theme to post approved information in an orderly fashion. In order to place information on this board, please submit approved information at the Information Desk to be posted by the Moseley Center staff.

- **Table Tents** - Please refer to the Student Handbook.

- **Table Reservations** - Three locations in the Moseley Center have been designated areas for groups to solicit information and participate in fundraising. Reservations may be made at the Information Desk. Reservations can also be made online at: http://www.elon.edu/moseley. Please refer to the Student Handbook for more information.

**SOLICITATION, MERCHANDISING, FUNDRAISING**

Students should be free from unnecessary distractions and be able to live and study in an environment which is predictable and orderly. Unauthorized soliciting, merchandising or canvassing on campus is prohibited. If students or recognized student organizations wish to sell articles, conduct fundraisers or canvass for political or other reasons, they may do so after completing event registration form. No publicity concerning the sale may be posted prior to receiving the written approval of the director of Campus Center Operations. These activities are encouraged but, for the orderly functioning of the University, must be coordinated. When approved, it is often stipulated that such activities be conducted in a manner such that students are not approached but, instead, students may choose to approach the solicitor, vendor or canvasser. No door-to-door solicitation or canvassing is allowed on the Elon University campus except as specified in the Student Government Association Election Guidelines. Students should ask solicitors, vendors or canvassers for proof of authorization.

Individuals or private organizations/businesses that wish to sell on campus must be approved through the Office of Business, Finance and Technology. Unauthorized activity of this type should be reported to the Office of Campus Safety and Police.

The use of Elon University Internet or E-mail Resources for private business or commercial activities, fund-raising, merchandising, solicitation or advertising on behalf of non-University organizations, or the reselling of Elon University Internet Resources to non-University individuals or organizations, and the unauthorized use of the University's name are prohibited. The director of the Office of University Relations and the University's Web Policy Advisory Committee may specify rules and specific forums to allow limited use of University Internet resources by organizations for commercial exchange.
Digital Posters in Moseley Center

The Moseley Center now offers new Digital Posters instead of traditional posters that students, faculty, and staff can use to promote campus organization and events. On this page you will find all the information policies and procedures in regards to the digital advertisement.

Digital Poster Procedures:

2. Design the electronic poster and insert your desired content. To avoid areas of your ad being cut off, please leave space between the edges of the template and the text or images in the ad.
3. Save the file as a PowerPoint slide (.ppt) using the following format for the file name: group or organization name_poster or event title_date to remove. (For example: sub_fallconcert_10-6). Please only use numbers, letters, hyphens, and underscores. (Do not use apostrophes.) All other characters will cause the digital ad not to correctly display.
4. Submit electronically to moseleyads@elon.edu as an attachment with posting instructions (start date, end date, etc) included in the body of the e-mail.
5. You will receive a confirmation e-mail when digital poster has been uploaded to the Moseley digital displays.

If the poster is not designed to required dimensions, it cannot be posted. Please direct all questions to Drema Holder at ext. 7195 or the Moseley Center Desk at ext 7215.

Posting Policy:

- An Elon student, faculty member, staff member, student organization or club must sponsor all posters. The name of the contact person must appear on the poster.
- All posters must have a contact telephone number and/or email address on the poster.
- All posters must be emailed to moseleyads@elon.edu for approval.
- If approved, posters will be displayed until the day of the event and/or for no longer than two weeks. Due to the number of poster submissions, we reserve the right to limit the maximum time a poster is displayed.
- Off campus advertising will not be approved for display.
- Posters may not include the mention or representation of drugs or alcoholic beverages or bars.
  Examples include, and are not limited to, mention of happy hour, BYOB, drawings of kegs, Beer mugs, liquor, etc.
- Posters must be in reasonably good taste and must abide by the Honor Code and policies within the Student Handbook. If controversy arises, the Assistant Director and/or Director of the Moseley Center will make final decisions on approval.