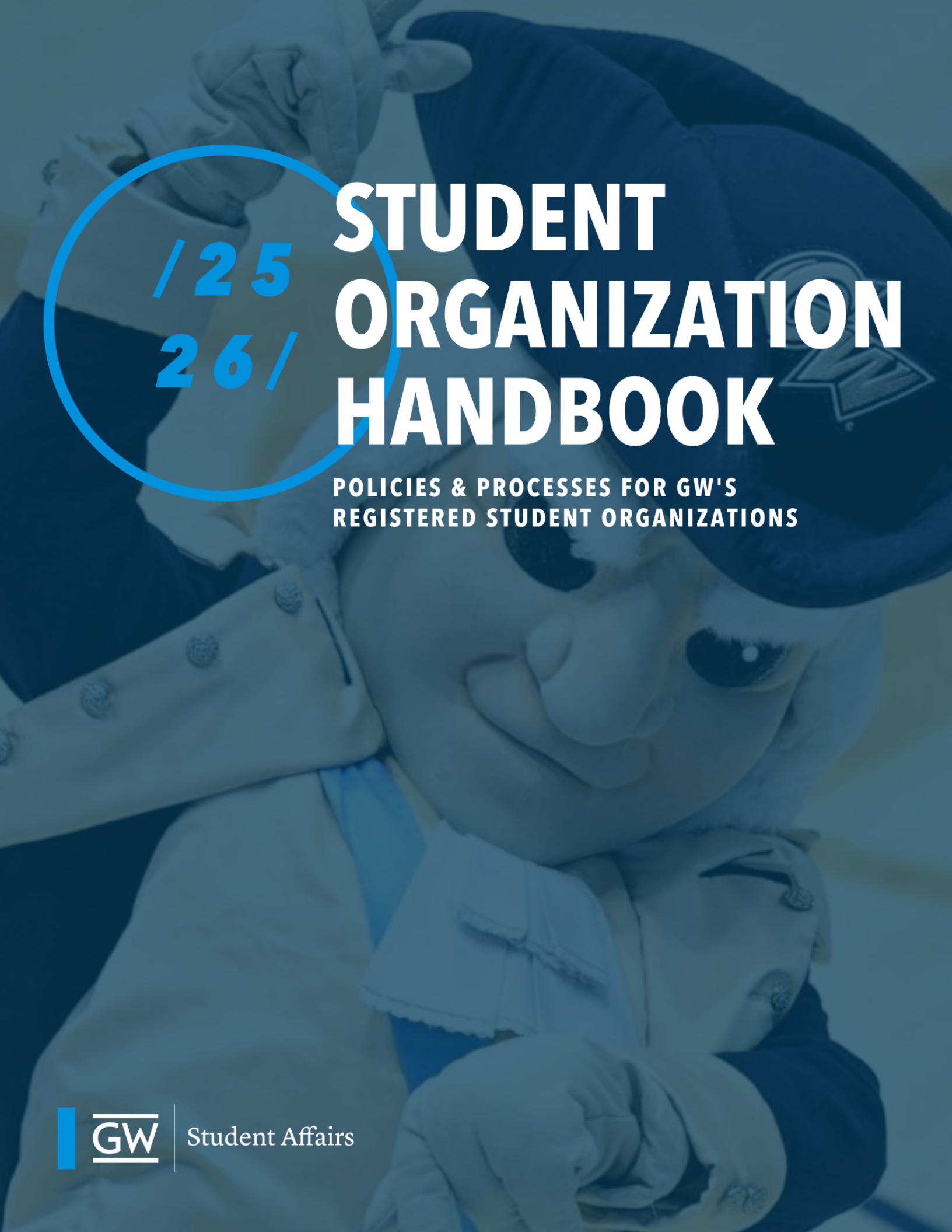




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STUDENT ORGANIZATION HANDBOOK

**POLICIES & PROCESSES FOR GW'S
REGISTERED STUDENT ORGANIZATIONS**



Student Affairs

Introduction

The Division for Student Affairs oversees the recognition, management, and development of registered student organizations at GW. Student Affairs, in collaboration with campus partners, develops policies, procedures, and resources to guide student organization operations.

The Student Organization Handbook is the primary resource for information about organizational benefits and expectations, policies, and available support. Organization leaders should familiarize themselves with the Handbook contents and consult with their Staff Advisor or Org Help about any questions. The Handbook is regularly reviewed and updated, so be sure to bookmark this page to stay informed about the most current guidelines.

NOTICE: With the diversity of student organization operations and needs, we cannot anticipate or document all situations that may arise. Carefully review the information in this Handbook and reach out to your Staff Advisor or Org Help with questions on areas that may not be directly referenced. The absence of reference to a policy or process does not always indicate the lack thereof.

Table of Contents

Student Organizations Overview	5
Registered Student Organizations	5
Other Student Groups (Non-registered Groups)	6
Student Organization Membership and Leadership	6
Organization Types and Categories	8
Student Organization Pathways	10
Expectations, Policies, and Accountability	11
Minimum Expectations	12
Policies Governing Student Organizations	12
Anti-Hazing	13
Organization Names	13
Political Campaign Activities	14
Enforcement and Accountability	16
Addressing Member Misconduct	19
Incident Reporting	19
Advising and Support	20
Overview	20
Org Help	20
Staff Advisors	21
Advising Responsibilities and Points of Contact	22
Faculty and External Advisors	23

Student Org Newsletter	24
Annual Requirements, Training, and Re-Registration	24
Registered Student Organization Annual Requirements	24
Student Organization Annual Spring Re-registration	27
Failure to Complete Annual Requirements	27
Organization Finances	28
Organization Finances Overview	28
Organization Finances Accounts	29
General Student Org Financial Policies	30
Sources of Funds	33
Collecting and Depositing Funds	36
Spending Organizational Funds	37
Payment Methods	39
Club Sports Finances	43
Events, Meetings, and Activities	44
Event Registration and Approval	44
Guidelines for All Student Organization Events	45
Contracts Overview	45
Steps to Processing a Contract	47
Photos and Video Recording at Events	48
Ticket Sales	49
Free Expression Activities	50
Showing TV Shows, Movies, & Other Films	50
Hosting an Event with Amplified Sound	51
Hosting an Event with Food	51
Hosting a Fundraising Event	52
Hosting an Event with Minors	53
Insurance, Waivers, and Planning Events with Risky Activities	54
Events Requiring University Police	54
Hosting an Event with Outside Sponsorship and/or External Organizations	55
Hosting an Event with a Raffle or Charitable Game	55
Single-Use Plastics Policy	56
Events with Alcohol	56
Booking Space On Campus	57
Booking Space Overview	57
Schedulers (Who Can Book Space)	57
How to Book Spaces on Campus	58
Cancellation of Space	59
Student Organization Storage and Office Space	60
Overview	60
Storage Lockers	60

Organization Offices	61
Organization Travel	64
Domestic Travel	64
International Travel Overview	68
International Travel Applications	69
GW Brand, Merchandise, and Copyright Guidelines	70
GW Brand Guidelines and Purchasing Merchandise	70
Using Copyrighted Materials	71
Fair Use	72
Public Domain and Creative Commons	72
Common Copyright Situations (Images, Music, Films/Movies)	72
Publicity, Marketing, and Communications	73
Postering Guidelines	73
Tabling	74
GW Email Address and Listservs	75
Media - Campus Press and External Press	75
Additional Information and Resources	76
Awards and Recognition	76
Organizational Conflict Management	76
Mail and Packages	77
Officer Transition	77
Appendix 1: Events with Alcohol	78
Policy	78
Definitions	83

Student Organizations Overview

Registered Student Organizations

A registered student organization is a student-led group formally recognized by the Division for Student Affairs. These organizations are established and managed by currently enrolled students who share a common interest or goal. Recognition grants organizations a range of benefits, privileges, and responsibilities.

Prospective organizations must complete a new organization recognition process. The process evaluates areas such as uniqueness of mission, sustainability of operations, and added value. Risk, safety, and resource availability are also considered. The Division for Student Affairs reserves the right to reevaluate an organization's recognition if these circumstances change.

Recognition of an organization is not to be interpreted as an endorsement or approval by the George Washington University of the organization's purpose, mission, or activities.

References to "organization," and "student organization" throughout this handbook refer to official registered student organizations unless otherwise noted.

Benefits of Recognition

Registered student organizations gain access to a number of benefits and privileges, including, but not limited to:

- Use of the **Engage platform** to manage operations and promote events
- Participation in **student organization fairs**
- Ability to **reserve campus spaces**, including classrooms, meeting rooms, and major event spaces
- Permission to **reserve tabling space** in designated campus locations
- **Posting and advertising** privileges in accordance with the university's poster policy
- Access to **Org Help advising and resources**
- Assignment of a **Staff Advisor** for student organizations that meet specific criteria
- Facilitation of purchases by the **Org Help Finance** team or other assigned staff support
- Use of the university's **tax-exempt status** on most purchases and ability to partner with local/national businesses on fundraisers as a non-profit organization
- Eligibility for **Student Government Association (SGA) funding**
- Access to the **Student Organization Resource Center (SORC)**, including printing and equipment rentals
- Use of the Division for Student Affairs' **address for mail and package delivery**: 800 21st Street NW, Suite 204, Washington, DC 20052
- Access to **car rentals** from approved vendors for approved organizational travel
- Ability to utilize the **George Washington University name, brand, and registered trademarks** in accordance with branding guidelines
- Option to apply for **office space and/or storage space**

- Access to a **university-provided email account** for your organization
- Ability to **rent a GWorld reader** to collect GWorld funds for ticketed events

Other Student Groups (Non-registered Groups)

Academic and university departments may convene student groups to support their mission, provide a student perspective, and enhance their daily operations. These are distinguished from registered student organizations in that they are managed by the affiliated department, are not eligible for registered student organization benefits, and are not governed by this Handbook. The department is responsible for providing support to and oversight of the student group. These groups must abide by university policies and follow guidance from their affiliated department.

Additionally, students may form groups outside the registered student organization process to create community around a shared interest. These groups do not receive university recognition or registered student organization benefits. The group and its affiliated students must abide by university policies, including the Code of Student Conduct.

Student Organization Membership and Leadership

Officer Eligibility and Responsibilities

Officers are elected or appointed members of a student organization who are responsible for managing the organization and serving as the organization's representatives to the university.

- Only currently enrolled GW students may hold an officer position. Individual organizations may establish additional eligibility requirements for leadership roles in their constitution or bylaws.
- The organization's constitution (or bylaws) should outline officer positions, term lengths, and selection method, as well as the basic roles and expectations of each officer.
- Officers must be assigned the appropriate position on the organization's Engage roster. Previous officer assignments should be removed following an officer transition.
- Organizations are encouraged to utilize Engage to [facilitate their organizational elections](#).

Officers are accountable for the organization's actions, conduct, and activities. Responsibilities include, but are not limited to:

- Ensuring payment for services and supplies
- Receiving communications from the Division for Student Affairs, Staff Advisors, and/or Org Help and disseminating information as appropriate
- Completing required training and management tasks to maintain recognition
- Proactively reaching out to a Staff Advisor or Org Help with questions and concerns
- Educating members on and ensuring compliance with relevant policies and procedures

Required Positions

To maintain registered student organization status, each organization must designate, at a minimum, the following positions:

- **President**
- **Financial Officer**
- **Primary Contact**

The roles of president and financial officer must be held by separate individuals. The individuals in these roles must be assigned the appropriate position on the organization's Engage roster.

Club Sports: Club Sports teams must also designate at least one **Safety Officer** in Do Sports Easy (DSE). Safety officers must have CPR credentials, are responsible for ensuring the club has a fully stocked medkit on site for matches, and must book an athletic trainer for home matches.

Events with Alcohol: Organizations wishing to host an event with alcohol must also designate at least one **risk manager** on their event registration. The risk manager must complete the appropriate training annually before an organization may host an event with alcohol.

Membership

General Membership Criteria

- All members of a student organization must be currently registered and enrolled students of the university.
- To form and maintain registration status, organizations must have at least 10 members who are currently enrolled GW students.
- Individuals who are not GW students (including alumni, family, external advisors) are considered guests of the organization. Guests may attend events, but cannot hold officer positions, vote, or handle money on behalf of the organization.

Types of Organization Membership

Organizations may choose to be open to all current students or choose to set selective membership criteria. Selective membership requirements must comply with the university's [Equal Opportunity, Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy](#).

- **Open Membership:** The organization is open to all currently enrolled GW students in a degree-granting program, with no additional selection criteria beyond interest in the organization.
- **Selective Membership:** The organization is not open to all GW students and has established membership criteria that relates to the mission of the organization and abides by university policies, including non-discrimination policies, with [limited exceptions](#) provided by Title IX for Social Fraternities and Sororities (IFC, MGC, NPHC, PHA) and Club Sports.

Criteria for membership in a selective organization must be outlined in the student organization's approved constitution in Engage. Example of what can and cannot be used for selective membership criteria include:

- Does not meet criteria: The membership of the Student Life Singers is open to all men and male-identifying students who are selected through tryouts conducted every September.
- Meets criteria: The membership of the Student Life Singers is open to tenor and bass singers who are selected through tryouts conducted every September.
- Does not meet criteria: The membership of the Student Affairs Young Professionals is limited to students who are 18-25 years old.
- Meets criteria: The membership of the Student Affairs Young Professionals is open to all students who seek to empower young professionals in the field of Student Affairs.

Note: Organizations with a new member process must complete additional training to comply with state law (see GW [Anti-Hazing Policy](#) and [Adam's Law](#)). More information will be shared with qualifying groups.

Organization Types and Categories

Types of Organizations

While most registered student organizations follow standard recognition and operations, several distinct types of student organizations have unique operational processes and may have additional responsibilities, expectations, or privileges. These include:

Club Sports Organizations

- A competitive sports team officially recognized by the Club Sports Council and the Office of Campus Recreation.
- Teams often travel frequently and compete with other universities and follow specific guidelines related to roster management, risk management, travel, and apparel.
- Club Sport organizations will be assigned to the Red Line pathway.

Department Sponsored Organizations

- Registered student organizations that have a formal and ongoing relationship with a sponsoring university department.
- Key features include:
 - A mission and set of activities aligned with the function and goals of the university unit
 - A staff advisor from the sponsoring department, often serving in this role as part of their job responsibilities
 - Collaborative programming or resources provided to the GW community
 - Potential access to departmental benefits such as space and funding
 - Select leaders may receive stipends or hold formal student employment positions that bridge the student organization and sponsoring department

- Department sponsored organizations will be assigned to the Red Line pathway.

Fraternity and Sorority Life Organizations

- Social Greek-letter organizations recognized by the Division for Student Affairs' Fraternity and Sorority Life (FSL) team and one of GW's four governing councils:
 - Interfraternity Council (IFC)
 - Multicultural Greek Council (MGC)
 - National Pan-Hellenic Council (NPHC)
 - Panhellenic Association (PHA)
- Chapters follow specific accreditation and training guidelines unique to the fraternity and sorority life experience.
- FSL chapters will be assigned to the Red Line pathway.

Graduate Opt-in Umbrella Organizations

- Graduate organizations that represent all sub-organizations within their respective graduate school. Each umbrella organization must have at least five sub-organizations to qualify for this status.
- Graduate umbrella student organizations must be approved by the Division for Student Affairs, affiliated school leadership, and the Student Government Association.
- Umbrella organizations serve as central leadership bodies for their sub-organizations and are eligible to "opt-in" to receive funding proportional to their respective student bodies. Umbrella organizations that choose to "opt-in" are responsible for allocating funds to their sub-organizations.
- Operational procedures may vary based on the umbrella organization's internal structure, number of sub-organizations, or the structure and operations of the affiliated graduate school.
- Umbrella organizations will be assigned to the Red Line pathway. Sub-organizations will be assigned to a pathway based on their level of activity or structure.

Student Organization Categories

Categories allow prospective members to browse organizations on Engage based on interest. Upon registration, student organizations may self-select the category(ies) they feel best reflect their organization's activities and mission. Categories include:

- | | |
|--------------------------|-------------------------------------|
| • Academic | • LGBTQIA+ |
| • Advocacy and Awareness | • Media and Publications |
| • Civic Engagement | • Professional |
| • Cultural | • Recreation |
| • Event Programming | • Religious, Secular, and Spiritual |
| • Health and Wellness | • Student Governance |
| • Honor Society | • University Spirit and Tradition |
| | • Visual and Performing Art |

The Division for Student Affairs may assign additional categories or edit selected categories. Categories assigned by an administrator only include Fraternity and Sorority Life, Club Sports, and Graduate Umbrella Organizations.

Student Organization Pathways

Pathways classify organizations based on the organization type, size, and operations. The four Pathways outline the types of activity allowed, the advising support received, and other annual requirements.

Each summer, the Division for Student Affairs reviews each organization's operations from previous years to determine the appropriate Pathway assignment. Student organizations will be notified of their designated Pathway at the beginning of each academic year.

Red Line

Red Line organizations are those that work closely with an advisor; receive ongoing university, departmental, or division funding; and have a high degree of funding, contracts, high-profile events, higher-risk activities, and are generally very active. Organizations who have active conduct or administrative sanctions will also be assigned to the Red Line. Red Line organizations meet more regularly with their staff advisor to support the organization's operations and development and manage university and organizational resources.

Blue Line

Blue Line organizations have a higher amount of contracts, spending, travel, and receive extra advisor support with greater specialty knowledge. These organizations may have additional training needs based on their activities and are assigned to a designated Staff Advisor.

Orange Line

Orange Line organizations are reflective of the majority of student organizations. They are consistently active with events throughout the year. They may have an assigned staff advisor or be assigned to Org Help, depending on the level and nature of organizational activities. Orange Line organizations may not travel internationally (or must receive special permission from the Division for Student Affairs prior to applying for travel).

Silver Line

Silver Line organizations have lower activity levels with minimal needs. These organizations receive Org Help support and are able to reserve space, request funds, hold events, and travel domestically. Silver Line organizations may not travel internationally or host events with alcohol.

Green Line

Green Line is reserved for sub-organizations of the Student Bar Association (SBA) and Medical Center Student Council (MCSC). The Division for Student Affairs will work in collaboration with SBA and MCSC to determine training and meeting requirements for these organizations that account for the unique operations of the representative umbrella organizations and school affiliation. Details will be communicated directly with sub-organizations.

Pathway	Staff Advisor	Advisor Meetings Requirements	Events with Alcohol	Inter-national Travel
Red Line	Assigned staff member with direct connection to organization	At least 3x/semester	Yes	Yes
Blue Line	Assigned staff member	At least 2x/semester	Yes	Yes
Orange Line	Assigned staff member or Org Help	At least 1x/semester if assigned to staff member; As needed for Org Help	Yes	No
Silver Line	Org Help	As needed	No	No
Green Line	Work with Umbrella Org and school officials with support from assigned Staff Advisor as needed	As needed	Yes	Yes

Annual training requirements vary by Pathway. See [Annual Requirements and Training](#).

Expectations, Policies, and Accountability

POLICY HIGHLIGHTS

All activities and events hosted by a registered student organization must comply with applicable university policies, including the Code of Student Conduct and the Student Organization Handbook.

When a member or officer is suspected of violating the Code of Student Conduct or university policy, the organization MAY NOT investigate, sanction, or otherwise take action against a member or officer. Consult with Conflict Education and Student Accountability to determine if the behavior is a potential university policy violation or if the organization can take action.

Minimum Expectations

To be recognized by the George Washington University, student organizations must:

- Abide by all university policies and guidelines established for students and student organizations
- Maintain a minimum of 10 active members who are currently enrolled GW students and maintain accurate and up-to-date records of organization membership using their Engage or Do Sports Easy (DSE) roster (Club Sports only)
- Maintain accurate and up-to-date records of organization leadership using their Engage and DSE roster
- Designate, at minimum, a president, financial officer, and primary contact in Engage
- Maintain an updated constitution on their Engage profile page
- Operate in accordance with the university's non-profit and tax-exempt status
- Complete training and organization management requirements outlined by the Division for Student Affairs and complete the annual re-registration process*
- Follow reasonable directions from Division for Student Affairs representatives and other university officials acting in performance of their duties

*Information about annual requirements can be found in the Annual Requirements and Training section.

Policies Governing Student Organizations

The Student Organization Handbook is your primary resource for information on organizational benefits, registration requirements, policies, and available support. The Division for Student Affairs reserves the right to update and modify policies and procedures contained within this Handbook, at any time and in our sole discretion.

All events and activities hosted or co-sponsored by the organization, on or off campus, must comply in full with applicable university policies, including the regulations governing students and student organizations found within this Student Organization Handbook, and

- the [Code of Student Conduct](#) ("the Code"),
- the [Title IX Sexual Harassment and Related Conduct Policy](#),
- [Student Government Association](#) (SGA) governing documents, and
- other university policies (see [Office of Ethics, Compliance, and Risk](#)).

Depending on the group type, activity, or event, additional venue- or department-specific policies and guidelines may apply. Any additional policies established by the SGA or an organization do not supersede those of the Division for Student Affairs or university.

Commonly Referenced University Policies

Below is a non-exhaustive list of university-wide policies that are of particular importance to registered student organizations. The policies and guidelines within this Handbook were developed in alignment with these university policies. The Handbook may provide additional levels of expectations and guidance but will not be more broad than or contradictory to university policy.

- [Anti-Hazing Policy](#)
- [Demonstrations Policy](#)
- [Equal Opportunity, Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy](#)
- [International Travel Policy](#)
- [Licensing and Trademark Guidelines](#)
- [Political Activity Policy](#)
- [Poster Policy](#)
- [Single-Use Plastics Policy](#)

Anti-Hazing

University Policies and Related Laws and Regulations

The George Washington University is committed to promoting an educational environment where students may participate in activities and organizations without compromising their health, safety, or welfare. The impact of hazing activities can result in irrevocable harm to victims, victims' families, and the university community, and is therefore prohibited.

Visit the university's [Anti-Hazing Policy](#) and [Hazing Prevention](#) website for more information and resources.

Anti-Hazing Education

The Division for Student Affairs is assessing our anti-hazing education and will share information and resources as they become available. Currently, FSL organizations are required to complete anti-hazing education as detailed in the Revolution Accreditation Program and Potential New Member processes.

- [Adam's Law](#) - Requires in-person training for current and prospective members and advisors of organizations with a new member process.
- [Stop Campus Hazing Act](#) - Requires universities to establish an anti-hazing policy and offer anti-hazing education to students, faculty, and staff.

Organization Names

The use of "GW," "George Washington," or "The George Washington University" in a student organization's name does not imply university endorsement of the group's philosophy, activity, or event.

Organizations may not use the name of another registered student organization or campus office, department, or initiative.

The Division for Student Affairs reserves the right to deny the use of organization names that are deemed lewd, indecent, discriminatory, denigrating, or misleading; that use trademarked references beyond allowed naming conventions; or that are related to other student organizations and/or campus departments to an extent that may cause confusion.

Registered student organizations must conduct business and promotions (including, but not limited to social media, signage, and other printed material) under the name which they are registered with and listed in Engage.

Use of University Name or Trademark

More to follow.

Name Changes

Organizations may not edit their name in Engage. Requests for an organizational name change can be submitted to orghelp@gwu.edu. Any changes to an organization's name or primary mission that correspond to material changes to the organization's purpose or operations may require that organization to complete the new organization process.

External Organization Affiliation

GW student organizations connected with and/or using the name of a local, national, or international organization must receive written permission from the parent organization for use of the name. This documentation must be submitted as part of the new organization registration process and as requested by the Division for Student Affairs.

Non-registered Groups

Student groups not registered with the Division for Student Affairs may not use the university name or trademark in their group's name without the express permission of the Vice Provost for Student Affairs.

Political Campaign Activities

Federal law prohibits tax-exempt educational institutions from directly or indirectly engaging in any political campaign activity on behalf of or in opposition to any candidate for public office. Campaign activity includes, but is not limited to, sponsoring the appearance of a declared candidate for public office, volunteering for a candidate, raising funds or canvassing for a candidate, or distributing a candidate's campaign literature.

The following guidelines apply to GW political student organizations and any similar politically active organization recognized by the Division for Student Affairs.

Nothing in this policy prohibits students from participating in campaign activity in their individual capacity separate from their relationship to a student organization or the university.

University Resources

University funds (including both organizational revenue and SGA budget funds), websites, social media, email, copiers, computers, telephones, fax machines, or other equipment or supplies may not be used on behalf of or against any candidate for public office, political party, or political action committee.

University facilities (office space, meeting rooms, lecture halls, etc.) in general may not be used on behalf of or against any candidate for public office, political party, or political action committee. If a university facility is regularly made available to non-university groups, however, such facilities may be made available for political campaign activities if (a) the facility is provided on the same terms and conditions governing the use for purposes other than political campaign activities, and (b) the facility is made available on an equal basis to other candidates.

Prohibited Campaign Activities

All political student organization, regardless of candidate, political party, or political action committee ("PAC") affiliation, are prohibited from:

- Coordinating university fundraising with the fundraising for any candidate for public office, political party, PAC, or any similar politically active organization.
- Making or reimbursing campaign contributions.
- Purchasing supplies (paper, envelopes, banners, etc.) with university funds.
- Permitting candidates for political office to use GW facilities (including, but not limited to, mailing lists, office space, telephones, copy machines) to support the candidate or a campaign, political party, or PAC.
- Placing the university's name, marks, and seal of the university on any communications, including email and social media, intended for support for a political campaign on behalf of or against any candidate for public office, political party, or political action committee, including the solicitation of funds for such purpose or activities.
 - This does not include the use of the registered student organization's name and logo so long as the registered name and logo follow established guidelines.

Naming Convention

All political student organizations must utilize the following standard naming convention when created to support an individual candidate: "GW Students for XX" or "Students for XX."

Voter Education Activities

Student organizations may conduct voter education and registration activities on or off campus.

If these activities are conducted on behalf of or in opposition to a candidate or political party, rather than on a non-partisan basis, the student organization may not use university funds or resources in the planning or conduct of the campaign activity and a disclaimer (below) must be provided in any printed materials or oral presentations to make it clear that the activity is not supported or endorsed by the university.

Candidate Appearances

A student organization may invite individuals who have declared themselves to be candidates and/or their representatives to speak on campus on topics of interest to the students or community.

Organizations must follow the contract process for guest speakers.

A student organization may invite a candidate and/or their representatives to speak on campus in connection with a campaign activity provided the student organization includes the disclaimer below in printed materials and oral introductions, and does not use university funds or resources in the planning or conduct of the campaign activity.

Fundraising, Phone/Text Banking, and Canvassing

Student organizations may conduct a phone/text bank within university facilities if the student organization and the participants make it clear that the activity is not supported or endorsed by the university and does not use university funds or resources in the planning or conduct of the activity.

Student organizations may not participate in campaign canvassing (i.e., door knocking) on campus.

Student organizations participating in off-campus canvassing activities must make clear that the activity is not supported or endorsed by the university and may not use university funds or resources in the planning or conduct of the activity. The disclaimer below must be used in any written communication. Participants may not display the university name or trademarks in any regard (e.g., signage, printed materials, attire, stickers).

Disclaimer

Any communication, written or oral, must unambiguously convey that messaging is on behalf of individual students or their student organization, and not the university.

Political student organizations must also include the below disclaimer on their Engage profile, website, and social media profiles.

“The views expressed herein are solely those of the [Organization Name], and its individual members, and do not represent the endorsement of the George Washington University.”

Enforcement and Accountability

Student organizations, as well as their members and officers, may be held collectively and/or individually responsible for violations of the Code of Student Conduct, the Student Organization Handbook, or other university policies and procedures.

- Whether allegations, responsibility, and sanctions are assigned to individuals and/or the organization is determined on a case-by-case basis based on the totality of the information available at the time of the decision.
- Many factors are considered when determining whether an event is organizational. Each case is evaluated based on the totality of the information known. [Consult this guide \(PDF\)](#) for details on how the university evaluates organizational events.
- To support informed decisions about joining an organization, the Division for Student Affairs publishes a [list of student organizations with conduct violations](#).

- The President or Primary Contact will represent the organization unless circumstances require a different officer to step in. In those instances, the President, Primary Contact, or Staff Advisor should designate an alternative representative.

Addressing Reported Misconduct, Missing Requirements, or Failure to Follow Procedures

The process for resolving alleged violations of university policies depends on the nature of the incident. For instance:

- Reports involving most university policies, including the Code of Student Conduct, are referred to [Conduct Education and Student Accountability \(CESA\)](#).
- Reports involving sexual harassment, sexual assault, dating and domestic violence, and stalking are referred to the [GW Title IX Office](#).
- Reports involving discrimination and harassment based on a protected characteristic are referred to the [Office of Access and Opportunity](#).

Other issues of non-compliance with student organization policies or administrative processes, will be reviewed by a Division for Student Affairs (DSA) representative or designee, typically from the team responsible for the policy (e.g., Student Involvement, Campus Recreation, Student Center). Common examples include:

- Failure to meet annual requirements or re-registration deadlines
- Failure to maintain membership minimums or accurate rosters
- Misuse of campus space, organization office, or storage locker
- Repeated no-shows for reserved campus spaces

The review process varies by the type of concern. In most cases, the appropriate staff member evaluates the concern and communicates outcomes based on published expectations. For more complex situations, additional information or meetings may be required before a decision is made.

Organizational expectations and deadlines are outlined in this Handbook, communicated during training, and/or sent via email. Failure to review these resources or attending training is not an excuse for non-compliance. If you are not receiving emails, please contact orghelp@gwu.edu to update your contact information or subscription status.

If an issue involves the failure of an organization to follow their own constitution, the Student Involvement team or Staff Advisor can support the organization in finding a resolution.

The Vice Provost for Student Affairs reserves the right to review and revoke registration status if an organization fails to meet and/or maintain the criteria for recognition as outlined in this Handbook.

Conduct Actions and Sanctions

The type of sanction will be determined based on the nature of the incident and all information collected during the conduct process. Sanctions may include, but are not limited to:

- Censure
- Disciplinary probation
- Limitations on or loss of organizational benefits and privileges (e.g., event participation, event hosting, travel, booking space, spending/funding)
- Restitution
- Suspension
- Revocation of registration status

Additional consequences for not following administrative procedures, missing annual requirements, or other non-conduct related concerns may include:

- Warning
- Educational conversations or programming
- Conditional status
- Non-renewal resulting in inactive status

Example Action for an Administrative/Non-Conduct Issues

Below is an example of a common non-compliance issue and its standard progression of consequences. Each instance will be reviewed on a case-by-case basis and may be adjusted to consider both mitigating and aggravating factors.

Space reservation no-show:

- First offense - Warning - Written notice
- Second offense - Second/final warning - Written notice
- Third offense - Suspension of privileges - Remaining reservations for semester cancelled; Space booking privileges revoked
- Meeting with Student Center staff required to be considered for reinstatement of booking privileges

The following is a non-exhaustive list of administrative reasons the Vice Provost for Student Affairs may revoke an organization's registration status:

- Submission of material for recognition known or determined by the Division for Student Affairs to be false
- Repeated failure to maintain any recognition requirement set forth in this policy
- Failure to follow university policies and procedures or local, state and/or federal laws
- Upon notification by the organization's national, regional, or other parent entity with which it is affiliated that the organization has failed to follow the rules, policies or guidelines of the organization's national, regional or other parent entity

Addressing Member Misconduct

Student organizations with concerns about the behavior of a member are encouraged to submit a report through one of the various reporting options offered by the university. See [Incident Reporting](#).

When a member or officer is suspected of violating the Code of Student Conduct or university policy, the organization, officers, and members MAY NOT investigate, sanction, or otherwise take action against a member or officer without written approval of the Director of Conflict Education and Student Accountability or designee.

- Alleged violations of university policy that require referral to the university include, but are not limited to, discrimination, harassment, illegal activity, sexual assault, stalking and violence, or other abuse. Student leaders can reach out to Conflict Education and Student Accountability (CESA) or the Title IX Office to discuss such matters. CESA and Title IX are available to help student leaders navigate intermediate measures and voluntary agreements to resolve these concerns in a timely manner.
- Groups affiliated with national organizations that have established guidance and procedures over disciplinary matters, may follow the directive of those national organizations with regard to member conduct but must do so in consultation with Conflict Education and Student Accountability or other department responsible for the associated policy.

To address alleged member conduct that does not violate university policy (e.g. meeting attendance, enrollment status, upholding organization mission), organizations should work with their Staff Advisor or Org Help to develop a process for addressing such behavior that is fair and equitable.

Incident Reporting

Every report will be treated with respect and will be addressed by the appropriate university administrative office. Concerns can be reported via [EthicsPoint](#) (including anonymously), or other various reporting avenues based on the issue subject matter.

- **Accessibility:** Barriers that affect someone's ability to access GW facilities, services, websites, or other digital content should be [reported to the University](#).
- **Student of Concern / CARE Referral:** Students who are concerned about a member of the GW community can complete the [CARE Team Referral form](#). For more information about the CARE Team and outreach process, visit the [CARE referral website](#).
- **Discrimination and Harassment:** All reports and complaints of discrimination or harassment on the basis of protected characteristics defined in the [Equal Opportunity, Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy](#) may be reported through the [Discrimination and Harassment Report Form](#).
- **Sexual Harassment:** Students are encouraged to [report](#) sexual harassment, sexual assault, domestic and dating violence, and stalking to the Title IX Office even if not directly involved in an incident and even if there is a preference to remain anonymous. To learn more and report an incident, visit the [GW Title IX website](#).
- **Student or Organization Conduct Concern:** To report a student organization policy violation, including hazing, disorderly conduct, and poster violations, please submit an [incident report form](#).

Advising and Support

2025-2026 ORG HELP HOURS (USC 433A)

Org Help Advising (Drop-in)

Monday - Wednesday & Friday 12:00-5:00 pm

Thursday 12:00-6:00 pm

Org Finance Transactions (for approved requests only)

Weekdays by appointment (virtual & in-person)

Drop-in Monday, Wednesday, & Friday 1:00-5:00 pm

Overview

The Division for Student Affairs and our campus partners provide a variety of advising and support resources to registered student organizations. Advisors provide support and guidance to your organization, its leaders, and its members on a range of topics from student organization policies and processes to conflict mediation, officer transition, fundraising, and recruitment.

Staff Advisors and **Org Help** serve as primary points of contact for most student organization support needs. Organizations may also choose to work with additional GW faculty and staff members or external advisors to receive additional support related to their special interest.

Org Help

Org Help is the collective term for a wide variety of resources offered by the Division for Student Affairs to support registered student organizations and their leaders. Org Help includes a team of staff members and student coordinators trained on the most common policies, procedures, and issues that impact student organizations.

Org Help is the primary advising resource for Silver Line and select Orange Line organizations. These organizations will find Org Help listed as the “Staff Advisor” on their Engage roster.

Regardless of Pathway, Org Help is also the primary point of contact for:

- Contracts, MOUs, Certificates of Insurance (COI),
- Financial transactions
- Domestic travel requests and travel arrangements

Org Help Advising

Located in the University Student Center Room 433A, student organizations are invited to drop in at their convenience with student organization questions. The Org Help Advising desk is open **Monday through Friday from 12:00 - 5:00 pm (6:00 pm on Thursday)** during the academic year.

If the hours do not fit your schedule or you prefer to meet virtually, email orghelp@gwu.edu to schedule a meeting.

Common drop-in topics include using Engage, member recruitment and retention, conflict management, event planning and contracts, and policy questions.

Org Finance

The Org Finance team reviews and processes all Engage purchase requests and books organization travel reservations, including hotels and transportation. They also assist with the vendor registration process for guest speakers, performers, and other service providers.

Org Finance offers in-person and virtual **meetings by appointment**. Additional **drop-in hours** are available from **12:00 - 5:00 pm on Monday, Wednesday, and Friday** in University Student Center 433A. While anyone may use drop-in hours to ask general questions, transactions will only be completed for those who have an approved purchase request.

- Click [here](#) to schedule an **in-person** appointment.
- Click [here](#) to schedule a **virtual** appointment.

Staff Advisors

Staff Advisors are GW staff members trained and assigned to an organization by the Division for Student Affairs. Staff Advisors are affiliated with departments and academic units across the university. All Staff Advisors receive training on student organizations policies and procedures and leverage their own knowledge and experience to provide guidance and support to organizations. Some advisors also have a connection to an organization through their positional responsibilities and provide additional expertise or department guidance.

Organizations can view Staff Advisor assignments in the organization's Engage roster. If your group does not have an assigned individual, the name will read "Org Help." This means that the organization should seek support during Org Help drop-in hours or contact orghelp@gwu.edu.

Red Line, Blue Line, and select Orange Line organizations are assigned to an individual Staff Advisor.

Advisors are not an elected leader of the group and should act accordingly, providing support, recommendations, and guidance with the purpose of furthering the goals defined by the students in the organization and ensuring safety and compliance with policies. Advisors, both internal and external to the university, working with a student organization in any capacity shall not direct, coerce, or otherwise exert undue influence over an organization's or individual student's activities and conduct.

Organizations with concerns about the conduct of an advisor should contact the Division for Student Affairs at orghelp@gwu.edu or [submit a report](#) via EthicsPoint, which is managed by the Office of Ethics, Compliance, and Risk.

Advising Responsibilities and Points of Contact

Staff Advisors, Org Help Advising, and Org Finance work together to support all registered student organizations. Below is a table that outlines the most common processes and organization support needs. If you're ever in doubt, start with your Staff Advisor or Org Help and they can help point you in the right direction.

	Staff Advisor*	Org Help
Assist with event planning, risk management, and organizational concerns	X	
Review and approve Engage events (advisors provide preliminary decisions only for events with alcohol)	X	
Help you understand organization policies and procedures	X	
Offer ideas and answer questions about managing a successful organization including running effective meetings, recruiting members, hosting elections, transitioning officers, and more	X	
Connect your organization with campus departments, offices, or other student organizations	X	
Provide support during difficult situations or intragroup conflict and provide suggestions to address organizational concerns	X	
Review and approve events with alcohol (note: advisors provide preliminary decisions)		X
Process Contracts, Memorandums of Understanding (MOUs), and Certificates of Insurance (COI)		X
Process Engage purchase requests and facilitate transactions*		X
Review and approve domestic and international travel requests and facilitate related bookings (e.g., transportation, hotels)		X

* For some organizations Org Help is also the Staff advisor. This applies to Silver Live and select Orange Line organizations. Advisor assignments can be found on the Engage roster.

** Contact orgfinance@gwu.edu with questions about finances and purchase requests

Faculty and External Advisors

Faculty Advisors

Faculty Advisors are organization-selected individuals who provide additional support to an organization based on subject matter expertise.

Student organizations are welcome to seek out a faculty member, or other university staff member, who specializes in their area of interest should this be beneficial. This is particularly helpful to organizations formed around a specific topic area that may be academically or professionally related.

Organizations are not required to have a faculty advisor and the Division for Student Affairs does not assign faculty advisors. Faculty Advisors should be added to an organization's Engage roster and be assigned the "Faculty Advisor" position template.

There are specific policy and process-related duties that only a Staff Advisor or Org Help are responsible for overseeing with a student organization (e.g., contracts, conduct, travel coordination) that would be outside the purview of the Faculty Advisor role. The Division for Student Affairs offers training on these topics should a Faculty Advisor wish to serve both roles. In the case that the Faculty Advisor does not also wish to fill the roles of Staff Advisor, it is important that the organization maintain open lines of communication with both advisors.

External Advisors (Non-GW)

Organizations are permitted to have external, non-GW advisors or coaches, paid or unpaid. Coaches and other individuals that are paid must be contracted and registered as a vendor with GW via iSupply.

Organizations with external advisors must indicate this affiliation during the annual re-registration process and upon request.

Student Org Newsletter

Organization leaders will receive regular communication through the Org Help Newsletter. During the academic year, newsletters are typically sent monthly and for timely announcements.

Unsubscribing from or failure to read the newsletter or other email announcements is not an excuse for missed deadlines or failure to comply with instructions or annual requirements. If you are not receiving these emails, contact orghelp@gwu.edu for assistance on updating your contact information or resubscribing to the newsletter.

Annual Requirements, Training, and Re-Registration

Organizations must complete a series of annual requirements to maintain their status as a registered student organization and receive access to organization privileges. Officers will also receive more detailed information through email. Opting out, failure to read emails, and/or failure to maintain an accurate listing of officers does not excuse an organization from meeting stated deadlines or requirements.

If you are not receiving communications about student organization operations or requirements, email orghelp@gwu.edu to update your contact information or resubscribe to the newsletter.

Organizations can track their progress toward requirements at any time by visiting the Student Organization Requirements Tracker. [A new tracker will be linked during the fall semester]

Registered Student Organization Annual Requirements

Updated Engage Profile and Officer Listing

At the start of each academic year, every organization must update their profile information, roster, and officers in [Engage](#) or other agreed upon system (e.g., DSE for Club Sports). At a minimum, student organizations must designate a primary contact, a president, and a financial officer in Engage. The president and financial officer cannot be the same individual. Organizations may designate additional officers as appropriate for each organization.

These designated leaders serve as the group's liaison to the university and are responsible for receiving essential communications from the Division for Student Affairs and ensuring the group retains its status as a registered student organization.

Advisor Meetings

Fall Introductory Meeting

If your organization has an [assigned Staff Advisor](#), the president must schedule time with that staff member to meet at the beginning of the academic year. Additional officers are encouraged to attend.

This meeting is an opportunity to introduce officers, review your constitution and roster, discuss plans for the upcoming year, and establish a cadence for regular communication and meetings.

Additional Advisor Meetings

Organizations have different advisor meeting requirements based on their assigned Pathway. The number indicated below includes the fall introductory meeting.

- Red Line - at least 3 times per semester
- Blue Line - at least 2 time per semester
- Orange Line with an individual staff member as Staff Advisor - at least 1 time per semester
- Orange and Silver Live - if assigned to Org Help, you do not need to schedule a meeting. Email oghelp@gwu.edu or visit the Org Help desk during drop-in hours for assistance.

Annual Training Requirements Overview

Base Requirement	Pathway	Additional Training
All organizations must complete the following training: • Org Policy • Org Finances • Title IX	Red Line	As determined by the sponsoring department, in consultation with DSA
	Blue Line	At least 2 approved workshops
	Orange Line	At least 2 approved workshops
	Silver Line	At least 1 approved workshops
	Green Line	Training requirements determined by umbrella organization and DSA
Any organization with a new member process:		In-person anti-hazing training in accordance with Adam's Law. All officers, members, and potential new members must attend.
Any organization planning to host an event with alcohol (Silver Line organizations are not permitted to host events with alcohol):		Designated risk managers must complete a training prior to hosting and event with alcohol

Base Requirements

The president and financial officer for every registered student organization must complete training annually in order to remain registered and retain eligibility for funding, space reservations, and more.

The available dates and registration information for the training will be shared at the beginning of each academic year. These include training on key student organization management and financial policies and procedures and Title IX.

Note: Medical Center Student Council, Student Bar Association, and associated sub-organizations should work with their school and umbrella organization on finance training as those processes may differ.

Additional Training

Red Line

- Fraternity and Sorority Life: All chapters associated with IFC, MGC, NPHC, or PHA councils must complete an annual accreditation process ([Revolution Accreditation Program](#)), which includes additional training requirements. More information will be provided by the FSL team.
- Club Sports: Campus Recreation hosts an orientation for all club sports teams.
- Other Red Line/Department Organizations: Requirements will be communicated by the Division for Student Affairs and/or your Staff Advisor.

Blue, Orange, and Silver Line

Student organizations must all attend 1-2 different approved workshops by the re-registration deadline each spring. Participants must complete the workshop post-survey and be listed as an officer on Engage in order to receive credit for an organization. An officer may represent no more than two organizations per session.

At least one officer must attend the workshops to receive credit; however, many sessions are open to all students and are great engagement and training opportunities for your organization's members and officers. Consider utilizing the sessions for training and on-boarding of members to build their knowledge prior to taking on a leadership role.

Green Line

The Division for Student Affairs will work in collaboration with SBA and MCSC to determine training and meeting requirements for these organizations that account for the unique operations of the representative umbrella organizations and school affiliation. Details will be communicated directly with sub-organizations.

Events with Alcohol

Any organization wishing to host an event with alcohol must designate a risk manager on their event registration. Risk managers must complete the [Events with Alcohol training module](#) prior to the approval of the first event with alcohol request each academic year.

Student Org Summit 2025

Presidents and financial officers are expected to attend the Student Org Summit in September. This provides timely training to support organizations at the start of the new academic year. Most organizations will be able to complete their minimum annual requirements at the Summit.

2025-2026 Deadlines

The deadlines below are established to provide essential information at the beginning of the academic year. Plan ahead. Do not wait until the last day to complete as sessions offerings are limited and are not necessarily offered up until the deadline.

- **Introductory advisor meeting** - October 31, 2025
- **Organization Policies and Finance Training** - October 31, 2025
- **Title IX Training** - October 31, 2025
- **Additional Advisor Meetings and Training/Workshops** - March/April 2026 (date to be announced)
- **Re-registration Application** - March/April 2026 (date to be announced)

Student Organization Annual Spring Re-registration

Registered student organizations must submit a re-registration form annually through Engage. The annual registration process takes place in March or April of each year for the following academic year. For example, a group that is active during the 2024-2025 academic year will need to register in March/April 2025 in order to remain active for the 2025-2026 academic year.

During the re-registration process, organizations will update their Engage profile, contact information, officer assignments, and membership rosters; provide a current constitution; and answer questions about their operations.

Failure to Complete Annual Requirements

Organizations that fail to complete the annual requirements will be placed on conditional status with limited organizational privileges. Organizations must complete additional steps to regain full organization privileges.

Organizations that fail to fully address their probation status will be considered inactive and must complete the new student organization application process to be considered for reinstatement. In doing so, organizations should be able to demonstrate how they will ensure compliance with annual requirements in the future.

Organization Finances

IMPORTANT

This section outlines the financial policies that govern registered student organizations. Organizations utilizing Student Government Association (SGA) funds should also refer to the Student Government Association Bylaws for additional budget guidelines.

With the diversity of student organization operations and needs, we cannot anticipate or document all financial situations that may arise. Carefully review the information below and reach out to Org Help Finance with any questions prior to taking an action you are unsure about.

Organization Finances Overview

Presidents and financial officers are responsible for the ongoing monitoring and management of their finance accounts, including purchase requests, revenue deposits, budget requests and resolving outstanding questions or concerns in a timely manner.

All organizations are required to use the Engage platform and Org Help Finance for financial management. Limited exceptions are noted throughout, and include:

- Graduate Opt-In Umbrella Organizations are responsible for re-allocating funds to their sub-organizations. Umbrella and sub-organizations may not submit Engage budget requests to the SGA for general allocations.
- Medical Center Student Council (MCSC) submits all Engage purchase requests on behalf of affiliated sub-organizations using the MCSC Engage profile.
- Student Bar Association (SBA) and its affiliated sub-organizations coordinate all financial matters through the GW Law School.
- Club Sports officers work with their Campus Recreation Org Help Finance representative to make purchases and coordinate travel, rather than through the central Org Help Finance desk.

Only financial officers and presidents may submit budget and purchase requests on behalf of the organization.

Presidents, financial officers, and staff advisors can access an organization's Finance tool in Engage. This includes viewing account balances, requesting SGA funding, initiating purchases, and tracking expenditures. Other officers may be granted view access but may not submit requests.

Plan ahead. Payment processes can take anywhere from 3 business days to 6 or more weeks depending on the nature of the purchase and time of year.

Staff and faculty, including Staff Advisors, may not make purchases on behalf of a student organization unless they receive written permission from Org Finance. It is important that all expenditures from a student organization's account are properly accounted for in Engage.

Organization Finances Accounts

Student Organization Finance Accounts

Student organizations have access to two primary account types:

1. **Revenue account**
2. **Budget account** (SGA funds)

Some organizations may also have a **Departmental or Club Sports account**.

Accounts are visible under an organization's Finance tool in Engage. An account will only be visible if the officer has been granted the appropriate permissions to view finances.

All funds in these accounts are considered university funds, and therefore, must be used in accordance with university policies and the university's tax-exempt status.

Revenue Account

Revenue is money raised by the organization via dues, ticket sales, merchandise sales, donations, fundraising, etc.

- Revenue account balances roll over from year to year.
- All credit/debit card payments and tax-deductible donations are deposited into the revenue account. Note:
 - All credit/debit card payments, except incoming tax-deductible donations, must be deposited via the Student Affairs [Credit Card Portal](#).
 - Student organizations should not accept any payments (sales, donations, payments for services) into a personal Venmo/Paypal or other payment platform.
 - Charitable donations to the organization must be made through giving.gwu.edu to be considered tax-deductible. These funds are deposited once received from GW Advancement (at least quarterly).
- Organizations may not hold more than \$50,000 in their revenue account. Organizations with more than \$50,000 in their account as of July 2025 must work with their Staff Advisor to spend down those accounts before collecting additional funds, unless an exception is approved by the Division for Student Affairs.

Budget Account (SGA Funds)

Budgets include money allocated to an organization from the Student Government Association.

- The Student Government Association (SGA) raises student body funds through the [SGA Fee](#) collected from all main campus students in on-campus programs each semester.
- Registered student organizations are eligible to receive a general allocation of SGA funds on a bi-annual basis (fall and spring semesters). General allocations for graduate opt-in organizations occur once per year.
- Organizations may all request SGA co-sponsorships throughout the academic year. Graduate opt-in umbrella organizations and their affiliated sub-organizations may not submit co-sponsorship requests unless an event is open to the entire student body (see SGA bylaws for more information).
- Both general allocations and co-sponsorship budget requests are submitted through Engage, except for graduate opt-in umbrella organizations and their affiliated sub-organizations.
- Budget funds must be spent in line with the line items submitted with the allocation request. To request a change in line items, complete the "line item transfer" form provided on the [SGA finance website](#).
- Budget funds do not roll over to the next year.
- Fall funds must be used before the end of the fall semester and spring or full-year allocations must be used by the end academic year - typically December/January and mid-May, respectively.

The SGA reserves the right to reclaim unused funds. Specific deadlines are communicated via email each year.

Departmental / Club Sports Account

Some organizations may have departmental accounts or a Club Sports account. Money in these accounts are provided by a university department.

- Departmental accounts are set up and closely managed by the Org Finance team in conjunction with the department serving as the funding source.
- Departmental and Club Sports accounts do not roll over from year to year.

External Bank Accounts

Student organizations are not permitted to have external bank accounts or other financial accounts outside the university unless required by a national organization and approved in writing by the Division for Student Affairs. These exceptions are subject to an annual review and may be amended or revoked at any time for any reason by the Division for Student Affairs.

External parent organizations or alumni chapters that recognize a registered student organization may open and operate external accounts for the student organization's use; however, those accounts are the responsibility of the external organization and may not be opened in the name of the university or GW student organization or use the university's tax identification number.

See the university's [Opening Bank Accounts policy](#) for more information.

General Student Org Financial Policies

Prohibited Purchases and Expenditures

Student organizations may not use university funds (revenue, budget, or departmental) for the following:

- Monetary prizes and awards and gift cards
- Unapproved travel or events (when advanced registration/approval is required)
- Reimbursement for use of a rideshare app (e.g., Uber, Lyft)
- Business or first class tickets or upgrades for flights or other travel
- Reimbursement of personal payment on a contract
- Payment to individuals via CashApp, Venmo, or PayPal (allowed for business PayPal accounts)
- Purchases of financial securities or cryptocurrencies
- Special occasion and graduate gifts for an individual (e.g., flowers, candy, balloons, fruit baskets); This does not include decorations for an event or items for fundraisers
- Drugs, tobacco products, firearms, ammunition
- Single-use plastics (e.g., styrofoam, plastic-lined paper products) that do not comply with the university's [single-use plastics policy](#)
- Reimbursement for campaign contributions or other political campaign activity spending

- A direct monetary or in-kind contribution to a candidate seeking elected office in an off-campus election
- Purchases connected to gambling
- Laboratory animals (must be ordered by the Animal Research Facility)

Neither purchase requests nor reimbursements for items outlined above will be approved. Any exceptions are limited and require written approval by Org Finance professional staff members or Division for Student Affairs leadership.

Contracts

Students and student organizations are not authorized to sign contracts. Only designated staff members may sign contracts on behalf of the university. Individuals who sign contracts may be held personally liable for the agreement and financial obligations.

Contracts not processed through official GW channels will not be paid.

A purchase request in Engage is required to make a payment on a contract. The student organization is responsible for submitting the purchase request in a timely manner.

See [Contracts Overview](#) in the Events, Meetings, and Other Activities section for more information.

Donations

Student organizations may donate funds to 501(c)3 nonprofit organizations from their revenue account. All donations must comply with the university's tax-exempt status and political activity policy. Note:

- SGA funds may not be used for donations.
- Donations must be submitted through an Engage credit card purchase request.
- The purchase request must include a donation memo and a copy of the external organization's W-9 tax form (for domestic groups). The donation memo must include non-profit name, address, amount being given, and purpose for donation.
- Different documentation may be required for internationally-based non-profit organizations. Reach out to Org Help Finance to discuss details.

For information on soliciting and accepting donations for your student organization, see [Donations and Fundraising](#).

Gift Cards

The purchasing of gift cards is prohibited.

Negative Accounts

Revenue and Departmental

- If a student organization's revenue account goes into the negative, the organization will receive notification and must meet with Org Help Finance to develop a plan for repayment by the conclusion of the current academic year.
- No purchases will be approved until the account balance has been restored. If repayment is not made according to the agreed upon plan, the organization may be referred to Conflict Education and Student Accountability.

SGA Budget

- If an organization's budget account goes into the negative, the SGA Treasurer will notify the SGA Financial Services and Allocations Committee.
- If the organization's revenue isn't sufficient to cover the amount overspent, the organization must create a repayment plan.
- Until the repayment plan is created, the organization is ineligible to receive additional student body funds.
- For more information on negative balances in a Student Government Association account, consult the SGA bylaws.

Tax Exempt Status

All registered student organizations should utilize the George Washington University's tax-exempt status when making organizational purchases with university funds (budget, revenue, and department funds).

If a vendor or entity requests your organization's tax ID number or W-9, simply provide them with GW's Tax ID number (53-0196584) and W-9 found on the [GW Tax Department website](#).

Vendor/Performer Registration

Vendors include individuals or companies that provide a service. Common examples of vendor types used by student organizations include guest speakers, DJs, musicians, photographers, caterers, and publishers.

- In order to receive payment for services provided via direct deposit or electronic wire payment, a vendor must complete a contract and be registered with the university via PaymentWorks.
- Vendor registration is not complete until the vendor receives an email confirming the registration as an active supplier with GW and providing the assigned GW supplier registration number.
- Org Help can support the organization in guiding vendors through the registration process.
- For more information on PaymentWorks or to register, visit the [Procurement New Supplier Registration website](#).

Sources of Funds

Student Government Association General Allocation

Student organizations can apply for a general allocation through SGA Finance twice per year. Requests for fall funding can be submitted in the preceding spring semester, typically in March during the re-registration process. Requests for spring funding can be submitted in the preceding fall semester, typically in September or October. Money requested in the spring will be available no earlier than July 1 for the next academic year and are typically accessible starting late-July or August. Money requested in the fall semester will be available no earlier than January 2.

Mid-year Audit and Reclamations

Organizations that receive SGA funding may be required to submit an online form for the mid-year audit process. Failure to do so could result in deduction of available funds for the remainder of the year. The SGA facilitates this process. The mid-year audit takes place at the conclusion of the fall semester to re-claim surplus funds from events designated to occur in the fall. All SGA funds remaining at the end of spring semester are reclaimed.

Graduate Umbrella Student Organizations - Opt-In Process

Graduate umbrella student organizations that contain all the student organizations of a distinct graduate school may elect to receive a general allocation for the next fiscal year based on the previous academic year's enrollment. This is also known as "opt-in."

Graduate umbrella student organizations that opt-it are responsible for re-allocating student body funds to their constituent student organizations. As such, umbrella organizations and their affiliated sub-organizations may not submit an annual budget request to the SGA.

Alternatively, graduate umbrella student organizations can elect to receive a general allocation via the budget submissions process, in accordance with the SGA bylaws. If choosing to forgo the "opt-in" process, umbrella organizations must inform the Division for Student Affairs, SGA Legislative Budget Director, SGA Vice President, and their affiliated organizations prior to the opening of the SGA budget request process each year so individual organizations know to submit requests directly to the SGA.

Umbrella organizations will make their opt-in preference known to the Division for Student Affairs and Org Help Finance teams during the annual registration period and are responsible for distributing funds to sub-organizations. The graduate umbrella student organization is responsible for submitting a report detailing the reallocation of student body funds to the respective constituent student organizations.

Graduate umbrella and sub-organizations are only eligible for SGA co-sponsorships if the funds will be used for an event or initiative open to the entire student body.

Financial Co-Sponsorships

A student organization can receive co-sponsorships from the SGA or from other student organizations. A financial co-sponsorship is a transfer of funding from one organization to another organization. A

financial co-sponsorship typically does not involve a collaborative planning process; however, organizations should discuss expectations during the request process.

Organizations providing a financial co-sponsorship to another student organization must complete a purchase request via Engage for an org-to-org transfer.

In order to obtain an SGA co-sponsorship, student organizations must submit a co-sponsorship application. Applications are reviewed by the SGA Financial Services and Allocations Committee and may require Senate approval depending on the request total.

See a step-by-step guide on how to submit a co-sponsorship request on the [SGA Finance Resource Center website](#).

Once the transfer has been completed, student organizations can utilize the funds through the standard purchase request process.

Member Dues

Student organizations are permitted to collect dues from their members. Dues should be paid via cash or check to the organization, or via the [Student Affairs Credit Card Portal](#). Student organizations may not use Venmo, CashApp, and similar mobile payment applications. These payment applications may have tax implications for the individual user.

Donations and Fundraising

Donations and Philanthropic Gifts to Student Organizations

Donations designated to specific student organizations via GW Giving, check, or giving links will be reflected in the respective organization's revenue account on Engage

Credit Cards: Individuals can use a credit card to donate to student organizations through the online Giving Portal, [GW Giving](#), operated by the Division of University Advancement. Within the Giving Portal, individuals can direct funds to a specific organization. Donations made through Advancement are tax-deductible to the extent allowed by law.

Checks: Donations can also be received via check. Checks should be made payable to the George Washington University and should note the designated purpose of the gift (student organization name) in the memo line. Check donations will be routed to the Division of University Advancement for appropriate recording and gift acknowledgement.

Giving Links: Organizations that collect donations on a regular basis can request an individualized “giving link” that will pre-populate the organization’s name on the Giving Portal site. Email orghelp@gwu.edu to request a link. If your organization has a donation link, it will be listed on your Engage profile.

Note: Credit card payments received via the Student Affairs credit card portal will NOT be considered tax-deductible donations, nor will funds received via cash or mobile payment applications.

Utilizing the Division of University Advancement

The Division of University Advancement has tools and resources for student organizations to help fundraise and foster support for their cause.

- University Advancement can help groups share their message with the GW community and create a pipeline for budget-additive funding and donations year after year. There are many resources available for students to partner with the office to create clear and concise messaging, open communications to the larger GW community, and engage their audience through different social platforms.
- The Division of University Advancement facilitates various fundraisers that students and student organizations can participate in, including Student Organization Giving Challenge, Senior Class Gift, Buff and Blue Fund Challenge, and Giving Day. To become involved in any of the fundraisers, email giving@gwu.edu.
- University Advancement also continues to connect current students with alumni to enrich the GW experience. Join [GW Career Connect](#) if your organization would like to connect with GW alumni to assist with professional or personal development or if your organization would like assistance with fundraising initiatives. The Division is also able to assist with other fundraising projects or ideas.

Fundraising

Sales and/or solicitations by student organizations are viable fundraising opportunities. Organizations wishing to have off-campus vendors participate in an activity must include the name and type of vendor on space reservation forms. GW student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol or illegal drugs.

Profit Shares

To hold a fundraiser in conjunction with a local restaurant or food truck, also known as a profit share, organizations should complete an Memorandum of Understanding (MOU) through Org Help. An MOU documents the details and financial arrangement of the event. This process should be completed before advertising for the event.

If your organization is partnering with a large national chain with a predetermined profit sharing system (e.g., Chipotle, Panera), you may be exempt from completing an MOU. Contact Org Help if you have any questions.

To initiate the process, email the following information to orghelp@gwu.edu.

- GW sponsoring student organization
- Student organization point of contact name, email, and phone number
- Name of vendor
- Vendor address
- Vendor point of contact name, title, email, and phone number
- Date and time of fundraising event

- Price student organization will pay to vendor (or indicate \$0 if applicable)
- Fundraising event description, include vendor provided service, the proceeds given to the student (e.g., 10% of total sales), and any conditions (e.g., minimum sales to qualify, requirements of purchaser to provide flyer)

Organizations may not sign MOUs. Please allow 4 -6 weeks for processing.

Fundraising for Charitable Organizations

Student organizations may raise funds for nonprofit organizations. See [Donations](#) for more information.

Collecting and Depositing Funds

Collecting Funds Overview

There are five primary ways that funds can be deposited into an organization's account(s):

- Collecting credit card payment
- Collecting cash payments
- Collecting check payments
- Collecting GWorld payments
- Collecting a student organization or departmental transfer

Collecting and Depositing Credit Card Payments

- All student organizations can accept credit card payments via the Division for Student Affairs [Credit Card Portal](#).
- Payers will select the student organization they wish to pay and the funds will be deposited into the designated organization's revenue account on a weekly basis.
- Excel sheets outlining payments received are uploaded once per week to the Documents section of your organization's Engage profile, in the Online Deposit Sheets folder. The Excel sheet will capture all relevant information from the individual(s) making payment to your organization.

Collecting and Depositing Cash

- Student organizations with cash on-hand from member dues or other fundraising activities should deposit it to their revenue account via Org Help Finance as soon as possible.
- Organizations and organization members are strongly discouraged from keeping cash in student organization offices, residence halls, or private residences.
- Cash can be brought to the Org Help Finance Desk during office hours. Deposits will be reflected in the organization's revenue account within a week of being received.

Collecting and Depositing Checks

- Check deposits will be credited to the student organization's revenue account once verified by Org Help Finance. The deposit is subject to reduction should a check be returned for insufficient funds.
- All checks must be written to "The George Washington University" and have the name of the student organization in the memo line.
- The organization is responsible for coordinating with the vendor to ensure that checks are written correctly.
- Physical checks may be brought to Org Help Finance for deposit. If received via mail, checks may be sent to:

[STUDENT ORGANIZATION NAME]

ATTN: ORG FINANCE

800 21st Street NW, Suite 204

Washington, DC 20052

Collecting GWorld Payments

- Registered student organizations can rent a GWorld point of sale machine to collect GWorld funds for an event or fundraiser taking place in an approved reservable venue space on campus.
- All GWorld machines incur a 5% rental fee, which is deducted from the overall amount credited to the organization.
- Visit [the GWorld reader rental website](#) for more information.

Spending Organizational Funds

To spend money from your account, [submit an Engage purchase request](#). Ensure that proper documentation is attached to each spending request. Instructions for each payment type can be found within the Engage spending request form.

Tax-Exemption

When seeking tax exemption for purchases, inform the vendor your purchase is tax-exempt at the beginning of the interaction. If requested, provide the business with GW's W-9 Form or other state or local tax-exemption form. Keep in mind that rules vary by state, so not all purchases can be considered exempt from sales tax. All forms and additional information are available on the [Tax Exemption website](#).

Purchases

The policies and timelines associated with the different forms of payment vary, including what form of payment can be used for each good or service you are purchasing.

Below is a typical purchasing workflow:

1. Officer submits Engage "purchase request" with appropriate documentation included
2. Officer submits the related Google form linked in the purchase request form

3. Org Help Finance reviews request
4. Submitter notified of approval/denial or next steps if applicable
5. Org Help Finance facilitates purchase or reimbursement

Student organization finance officer(s) and president are responsible for monitoring purchase requests and completing next steps or addressing questions in a timely manner. Reach out to orgfinance@gwu.edu with any issues or concerns about the progression of a purchase request.

Officers should cancel any purchase request submission that is no longer needed as soon as possible.

Submitting a Purchase Request in Engage

To spend money from your account, [submit an Engage purchase request](#). All purchases must be requested and approved via Engage.

- Each payment method has a corresponding Google Form that you must upload as part of your Purchase Request. The information required in these forms allows the Org Help Finance team to better serve your organization and minimize delays in processing requests.
- If you plan to split a request between accounts (i.e., 50% from SGA budget, 50% from Revenue) and/or Budgets (50% from SGA co-sponsorship and 50% from SGA general allocation), you must submit a purchase request from each account/budget for the corresponding amount desired.
 - Only one corresponding Google form is required. You can provide multiple purchase request numbers in one Google form.
- Submitted requests can be found and tracked on the Finance home page in your organization's Engage profile, under Purchase Requests.
- Once a request has been approved, an email will be sent with notification and further directions if necessary.

Purchase Request Statuses

- All Engage purchase requests have both a "status" and "stage" associated with them.
- The status and stage indicate where the request is in the review and approval process and can be found in the Finance section of your organization's Engage profile, under purchase requests.
- The submitter will receive an email from Engage when the status or stage is updated on the purchase request.
- Organizations are responsible for monitoring the status and stage and completing next steps in a timely manner.

Status	Stage	Meaning
Unapproved	Finance Desk Review	Request submitted by org and placed into the queue for review by Org Help Finance.
Approved	Visit Finance Desk	Request has been approved by Org Help Finance. The individual who submitted the request will receive an email notifying them of the approval and instructions to visit the Finance Desk to complete the purchase.

Status	Stage	Meaning
Approved	Missing Action/Item– Complete ASAP	Missing itemized receipt, Concur Expense, or Vendor Registration. The submitter will receive an email from Engage with comments regarding next steps.
Approved	No Action Required	Request has been approved. No further action is required from the student organization.
Complete	No Action Required	Request has been completed. No further action is required from the student organization.
Denied	–	Request has been denied. See comment on the purchase request for details.

Payment Methods

There are a variety of ways an organization can spend its funds. Work with Org Help Finance or your Staff Advisor to determine the most appropriate and effective purchase method.

University Credit Card / P-Card

If a student organization needs to purchase goods such as supplies or food, the student organization may utilize a GW P-Card via Org Finance.

- All credit card / GW P-Card requests must be submitted through Engage purchase request.
 - Once the request has been approved (status will say Unapproved-Visit Finance Desk), the organization will make an appointment with the Org Help Finance Office to make the purchase.
 - [Schedule In-Person Appointment Here](#)
 - [Schedule Virtual Appointment Here](#)
 - Note that some credit card purchases, including those with Amazon wish lists, do not require an appointment. In these instances, the status will read Approved-No Action Required.
- Advisors may not make P-Card purchases without the express written approval of the Org Help Finance team professional staff.
- Vendors must be able to accept telephone or online orders with no sales tax included in the purchase. [State-specific tax-exempt forms](#) can be found on GW's website.
- Hotels, buses, caterers, etc. must have an invoice attached to the purchase request for approval.
- All requests for food purchases must include marketing information for the event (social media post, email, or flier) or a guest list with first name, last name, and email of attendees.
- The organization is responsible for ensuring Org Help Finance receives itemized receipts within three (3) business days of the transaction date. Should receipts not be submitted within this timeline, the organization will lose the ability to utilize the P-Card.

Payment to Vendors via Direct Deposit

Any request for payment via check must be submitted with an invoice/contract attached. Contracts cannot be completed after services have been rendered.

- For vendor payments, the individual or company being paid must be properly registered with the university through PaymentWorks. Vendors must complete the [new vendor registration process](#) online before payment can be issued.
 - Note: This does not apply to GW staff or faculty.
- Vendors will be paid via direct deposit.
- The university's standard payment terms are NET 30 (i.e., 30 days from invoice date or date of services rendered/event, whichever is later).
- Payments can take up to six to eight weeks from request approval to being paid out. This process may move faster if everything is in order by the time the purchase request is submitted.
 - Payment cannot be initiated until after services have been fulfilled, unless stated otherwise in the contract and approved by GW Accounts Payable.
 - Vendors should be informed in advance about this timeframe.

Common causes for delayed payment include:

- Vendor is not registered in PaymentWorks before the purchase request is submitted and approved
- Engage purchase request is not submitted in a timely manner
- Engage purchase request does not include an invoice or contract

Invoices

Invoices provided by vendors should include the following to ensure they can be accepted by the university.

- Vendor name and address
- Student org name and GW address (800 21st NW, Washington, DC 20052)
- Invoice number
- Invoice date
- Invoice amount
- Details of items/services provided

Transfers

Student organizations may need to make a payment to a GW department or another student organization for various reasons. This is done by submitting a purchase request for a transfer in Engage.

Student organizations can transfer funds the following ways:

- SGA Account to SGA Account*
- SGA Account to a University Departmental Account**
- Revenue Account to Revenue Account
- Revenue Account to University Departmental Account

Organizations may not transfer funds from SGA Account to Revenue Account or from Departmental Accounts to Revenue Accounts.

**SGA Budget Account to SGA Budget Account transfers are only permitted for 1) SGA allocation to an organization, 2) SGA reclamation of unused funds, and 3) graduate opt-in umbrella organization reallocation to a sub-organization.*

***SGA Accounts to a University Department are limited to payment for services (e.g., venue fee) or co-sponsored events.*

GW Space Reservations, Facilities and Other Institutional Charges

- In conjunction with hosting an event, student organizations may incur fees or charges for space usage, facilities, grounds, A/V tech support, University Police, or other auxiliary services.
- Upon notification of an institutional charge or fee that is listed on the Events & Venues or Student Center confirmation, the organization is responsible for submitting a purchase request in Engage for a transfer to that university department.
- If an organization fails to submit the purchase request within 10 business days of notification, the amount will be automatically deducted from the organization's revenue or SGA account.
- Organizations are responsible for any amounts that bring their account into the negative as a result of booking space.

Reimbursements

Students may be reimbursed for student organizations purchases of **no less than \$25 and no more than \$500** made with a personal form of payment. When possible, students should avoid reimbursements and make purchases with assistance from the Org Finance team.

Requests for reimbursements must meet the following criteria. Any exception to the criteria below requires prior written approval from an Org Finance professional staff member.

- Reimbursement requests must be submitted no later than 60 days from purchase date.
- All reimbursement requests must be accompanied by an itemized receipt. Bank statements will not be accepted in lieu of an itemized receipt. Itemized receipts must include the vendor's name, items purchased, purchase total, and payment method.
- For purchases of food, an attendee list or event marketing materials must be included with the receipts.
- The total amount must be equal to or less than the total shown on the receipt(s) provided.
- A student may not submit their own purchase request for reimbursement. An officer other than the individual being reimbursed must submit the purchase request in Engage.

No reimbursement are provided for:

- Individual purchases greater than \$500
- Hotels, flights, train, bus, or rental cars (see [Domestic Travel Policy](#))
- Additional vehicle rental or travel insurance

- The purchase of GW licensed apparel or merchandise (see [GW Brand Guidelines and Purchasing Merchandise](#))
- Any item in a violation of policy (e.g., Code of Conduct, Student Organization Handbook), including but not limited to prohibited items, for payment to a vendor that required a contract, or purchase of gift cards

In order to be reimbursed, a student must complete their Expense Profile within the iBuy Concur system. The organization's officer who submits the reimbursement will be notified of the steps needed to complete the iBuy profile setup and should share this information with the individual needing reimbursement. Additional assistance can be provided by Org Finance.

Mobile Payment Apps (e.g., Venmo, CashApp, Zelle)

With the exception of PayPal business accounts, **student organizations are not permitted to make payments to an individual or vendor via mobile payment applications**, including, but not limited to, Venmo, CashApp, and Zelle. Requests to reimburse payments made by organization members via mobile payment applications will be denied.

Organizations are not permitted to utilize mobile payment applications or individual bank accounts for day-to-day business, and/or ongoing storage of organizational funds. Funds received through mobile payment applications are not considered tax deductible donations (see [Donations and Fundraising](#)).

There are no GW bank accounts that can be connected to these apps. An individual using their account attached to such an application is solely responsible for depositing funds to the organization and any IRS regulations or tax implications related to the use of such apps.

Preferred Vendors/iBuy

The university enters into special agreements with many suppliers who offer GW "best value" for its purchases. Student organizations can take advantage of this when purchasing office supplies, furniture, computers, and more.

Preferred or best value vendors are [available via iBuy](#). An organization wishing to purchase from a vendor listed on iBuy should provide a list of items from the vendor website along with a purchase request for credit card use in Engage. Org Help Finance will facilitate the purchase.

Monthly Recurring Payments

Organizations may utilize a GW P-Card to pay for subscriptions (e.g., software, services, organization dues). As available, annual subscriptions or one-time payments are required instead of monthly.

If a recurring charge or monthly subscription is necessary (i.e., you cannot make a single annual payment), you must set up the recurring payment plan with Org Help Finance. To do this, the organization's finance officer must:

- 1) Submit a new purchase request and the associated Google Form on Engage for each recurring charge
- 2) Email the receipt or invoice to Org Help Finance after each payment is charged
- 3) Track the organization's budget to ensure adequate funds to cover all recurring expenses

If the cost of a recurring subscription increases beyond the amount of your initial request(s), you must submit a new purchase request.

Club Sports Finances

Overview

All Club Sports expenditures are managed through Engage purchase requests. This includes Revenue funds, SGA Budget allocations and co-sponsorships, and Club Sports/Campus Recreation Departmental funds.

Club Sport officers must submit an Engage purchase request and complete the appropriate Google form linked in the "Additional Information" section of the request.

For travel-related expenses, Club Sports must use the "Club Rec Travel" Google form rather than the other Enterprise, Hotel, etc. forms.

Making Purchases

- Clubs Sports follow the same procedures for submitted purchase requests.
- Transactions will be completed by a dedicated Org Finance representative for Club Sports.
- Organizations will be provided with instructions on scheduling appointments to complete transactions with this representative.

Club Sports Council Additional Funds Requests

All additional funding requests for Club Sports departmental funds will be considered by the Club Sports Council. The Club Sports Council finance committee will meet every Monday evening to discuss requests and allocate funds.

All requests must be submitted by 8 pm on the Friday prior to the Monday meeting you would like to be considered. If you have any questions, please contact the Club Sports Council at gwclubsportsCouncil@gmail.com.

[Club Sports Additional Funds Request Form](#)

Member Dues Payable to Your Club

Club members can pay team dues through the Division for Student Affairs [credit card portal](#) by searching for your club after selecting the "Student Organization" button. If your organization is not listed, use the

text box to indicate the organization name. See [Collecting and Depositing Credit Card Payments](#) for more information.

Events, Meetings, and Activities

Student organization events are some of the most frequently attended and highly anticipated events at GW. There are a wide range of processes and policies applicable to organizational events in order to ensure the safe and effective execution of a program.

Event Registration and Approval

Several event types require advanced registration and approval. An event that includes one or more of the following aspects must be submitted in Engage at least 2 weeks prior to the event date.

- Events with non-GW speakers, performers, or other activities requiring a contract
- Events with alcohol
- Events with minors
- Events open to non-GW community members
- Events with an expected attendance of 100+ individuals
- Travel as noted in the travel policy (Submit Engage travel form, you do not need an Engage event submission unless activities during the travel meet one of the above criteria)
- Note: Individual organizations may also be required to register all events as part of a conduct action

For the above types of events, organizations may not advertise or make purchases for an event until the registration is approved in Engage.

Event Registration Process

- Submit an Engage event **at least 2 weeks prior** to the event.
 - Space should be requested prior to the Engage submission. A space reservation does not provide approval for the event itself.
- The Staff Advisor or Org Help will review the Engage event registration. Additional offices may review the request based on the nature of the event. The submitter may be asked for additional information to aid the review process.
- If approved, the Engage event will be marked as “Approved.” The submitter will be notified and the event will appear on Engage. Visibility will depend on the audience selected on the event registration form.
- If denied, the Engage event will be marked as “Denied” and the submitter will receive an email notification.
 - Appeals may be submitted in writing to the Assistant Dean for Student Engagement within 5 business days of the denial. The Assistant Dean’s decision is final and no further appeals will be permitted.

Student organizations host a variety of activities and events that reflect their mission and shared interests. The approval of an organization's event does not imply the university's endorsement of the event purpose, guests, speakers, performers, or views expressed.

Guidelines for All Student Organization Events

The following policies and guidelines apply to all student organization events.

- Events must align with the purpose, mission, and goals of the host student organization(s).
- Hosts and attendees must abide by all university policies and venue guidelines.
- The reserved space must be used by the student organization that reserved it and for the purpose indicated on the reservation request.
- Events must end no later than midnight unless approved by the Division for Student Affairs. Additional requirements may be necessary for approval (e.g., GWPD).
- At least one representative of the student organization must be present throughout the duration of the event.
- Amplified sound may not be used without permission from the venue and cannot disrupt other university activities.
- Organizations must allow event and space access to venue staff and university officials acting in the course of their duties throughout the set-up, execution, and clean-up of an event.
- The host student organization(s) must have funds available to cover the cost of the event, if applicable.
- Organizations must clean up after the event in accordance with venue expectations.

Contracts Overview

A contract must be completed whenever a student organization is engaging with a non-GW vendor/speaker/performer and

- the event is on-campus, and/or
- payment is being made for services, and/or
- the event is recorded or publicly distributed (e.g., Zoom event livestreamed on Facebook).

If a performer is a GW employee, a contract is required if the individual is being paid for their services. GW students cannot be paid for services.

Common examples of when contracts are needed include performances, guest speakers, DJs, catering, venue rentals, and travel services (e.g. buses, hotel).

Note the following when preparing for an event or activity that requires a contract:

- **Allow up to 6 to 8 weeks** for a contract to be fully processed. A contract must be signed by the vendor or performer before it can be submitted for a GW signature.
- At a minimum, requests for contracts must be submitted 2 weeks prior to the event, although the university cannot guarantee turnaround in that timeframe.

- The contract process must be completed before advertising an event.
- Student organization representatives are not permitted to sign contracts as they are not legal representatives of the university.
- There is no pre-payment of contracts for services (i.e. no deposits).
 - Payment will be initiated upon completion of the event unless otherwise stipulated in the contract.
 - The university's standard payment terms are "NET 30" (30 days from invoice date); however, other terms may be negotiated by the university.
- There are no cash payments and payment cannot be made to a personal Venmo, CashApp, PayPal, or similar mobile banking apps.
- Vendors must register in GW iSupply to receive payment.
- Payment on a contract can only be made as part of an Engage purchase request.
 - Check payment on a contract can take 6 to 8 weeks from the event date.
 - Credit card payments can be remitted within 1 to 2 business days following the event.
 - Payments may be made using PayPal upon receipt of a detailed invoice either from the PayPal app or email and saved to Engage. Payments can only be made to business accounts, not personal PayPal accounts.

Notice to Vendors: The George Washington University requires all vendors to have an approved written contract in place prior to providing goods or services. Entering into contracts verbally or without appropriate authority is prohibited. Any vendor who delivers services or goods to the university without a proper contract is doing so entirely at the vendor's own risk. The university does not pay for goods or services that were provided without the benefit of a properly approved and executed contract.

Types of Contracts

GW Templates

The Division for Student Affairs provides template contracts for student organizations, including:

- **Gratis Speaker Agreement** - Used for unpaid guest speakers
- **Contractor Agreement** - Used for paid guest speakers and other services, paid or unpaid

These contracts are generated by Org Help using the standard template and are reviewed and signed by the designated Division for Student Affairs leadership. If the speaker/contractor asked to change the standard language, additional reviewers may be required.

Vendor Provided Contracts

Vendors may also provide an organization with a contract - typically used for catering, venue rentals, and transportation services. These contracts are reviewed and signed by the Procurement Office.

Speakers and performers who work with a talent agency may also have a standard agency contract. Whenever possible, the GW template should be used as the primary document with the vendor contract attached as an addendum. These contracts are reviewed and signed by the designated Division for

Student Affairs leader, the Procurement Office, and/or the Office of General Counsel, depending on the nature of the agreement.

Steps to Processing a Contract

1. **Organization determines the scope of services, including date, time, location, format, and cost.**
 - a. Consult with your Staff Advisor or Org Help for event planning support.
 - b. It is recommended that the cost of travel and accommodations be included in the total cost rather than additional expenses.
 - c. While discussing logistics, it is helpful to inform the vendor of the contract process and Certificate of Insurance (COI) requirements (see details below) so that they are prepared for their next steps.
2. **Organization submits an Engage event from their organization's profile.**
3. **Organization submit a Contract Request Form to Org Help.** Attach the vendor provided contract, if applicable.
 - a. For gratis (\$0) speaker contracts, complete this [Contract Request Form](#).
 - b. For paid speakers and services, the student organization's President or Financial Officer must **submit an Engage purchase request** and complete the **embedded Contract Request Form**.
4. **Upon receipt of the form, Org Help guides the rest of the process as follows:**
 - a. Org Help emails the vendor and include a copy of the contract, information on registering as a vendor, and COI requirements, if applicable. The student organization contact will be included on the correspondence.
 - b. The vendor reviews and signs the contract, registers as a vendor, and provides a COI if applicable. If the vendor requests changes, Org Help or Procurement will guide additional reviews and language updates, if approved.
 - c. When the vendor's signed contract is received, an authorized representative will sign on behalf of GW and share the fully executed contract with the vendor or student organizations.

The Engage event submission will be approved and the organization may begin advertising the event once the contract has been fully executed.

SBA and MCSC Umbrella Organizations and Sub-organization

In line with financial procedures, Student Bar Association and SBA sub-organizations will coordinate contracts through the Law School. Medical Center Student Council and MCSC sub-organization should work with MCSC to coordinate contracts through the primary MCSC Engage account.

Certificate of Insurance (COI)

A Certificate of Insurance (COI) is required for on-campus caterers, paid speakers, performers, and other vendors. The coverage required will be outlined in the GW contract, including resources for obtaining coverage if needed. The George Washington University should be named as an additional insurer for general liability coverage and certificate holder as:

Photos and Video Recording at Events

Organizations reserve the right to photograph and/or video record their events and activities or use in marketing and communications materials, websites, social media, etc. Photos and videos taken at organization sponsored events may capture images of event attendees (e.g., students, staff, faculty, visitors).

Organizations should consider the following in regards to an individual's privacy.

Give Notice

Event organizers should notify event attendees that photography or filming is taking place ahead of or during the event. Common notification methods include details on the event registration, written notice posted at the event, or a verbal announcement.

The following notice has been added to each Engage event template:

Photos and/or videos of attendees of this event may be taken and shared on social media, websites, or marketing materials. Please contact the event organizer if you have questions about photography or recordings at this event.

Obtain Consent

Generally, it is not necessary to obtain explicit consent from individuals photographed or videotaped at student organization events, especially in public spaces and venues, or attending public events, for wide shots that are not focusing on specific individuals, and where no-one is clearly identifiable in the photograph or clip.

If, however, an individual is photographed and/or videotaped and is easily recognizable in the photograph or video, the organization should consider obtaining permission from the individual if the photograph or video will be distributed or published outside internal organization communications.

Special considerations should be given to images of minors who are not enrolled at GW where parental/legal guardian written release may be required, if the photo is only of one or a few children, as compared to a very large crowd.

Provide Your Contact Information

Organizations should include contact information so that individuals can reach out should they have questions or concerns about the use of photography or video recording at your event.

Ticket Sales

Student organizations should utilize the Division for Student Affairs [credit card portal](#), GWorld reader, or cash/check if selling tickets for an event.

- **Credit Card Portal** - Org Help Finance will upload a weekly report of credit card transactions to the organization's "Documents" in Engage.
 - If your organization's name is not listed on the portal, please request to be added by emailing orgfinance@gwu.edu.
- **GWorld Reader** - Organizations can rent a GWorld reader to collect GWorld funds for an event in an approved reservable venue space on campus. All GWorld machines incur a 5% rental fee, which is deducted from the overall amount credited to the organization. For more information visit the [GWorld FAQ website](#).

Lisner Auditorium

Beginning Fall 2025, events held in Lisner Auditorium must use the University's Box Office and official online ticketing platform to sell any and all advance and walk-up tickets. Tickets shall be subject to per-ticket and per-order non-refundable service charges and/or handling fees. Learn more on the [specialty venues website](#).

Organizations must submit a purchase request "transfer" to the appropriate department and attach the event confirmation that lists the associated cost.

Eventbrite and Non-GW Platforms

Organizations should avoid Eventbrite, Venmo, and similar external platforms for ticket sales. These platforms require funds to be deposited into a personal bank account. The Division for Student Affairs does not accept these payouts. Any individual who uses their bank account for this purpose is personally responsible for related IRS requirements and tax implications.

Free Expression Activities

The university is committed to equal access, free inquiry, free expression, and vigorous discussion and debate. Demonstrations and other free expression activities must comply with all applicable laws and university policies.

GW maintains the right to define the time, place and manner, and objects used during demonstrations occurring on any university-owned or leased property and during events or activities hosted by the university, whether on-campus, off-campus, or virtually.

All students should familiarize themselves with the relevant university policies and community guidance and procedures, including:

- [Free Expression at GW website](#)

- [Demonstrations Policy](#) and the related [GW Community Guidance and Procedures for Demonstrations](#)
- [Poster Policy](#)
- [Equal Opportunity, Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy](#)

No one group or organization holds a monopoly on dissent or on freedom to hear all sides. Further, the fact that students may pursue their interests through speech and assembly at the university does not abrogate their accountability as citizens to the laws of the larger society, and the university is entitled to reflect these constraints in its own regulations.

Organizations planning a protest, demonstration, or other free expression activities are encouraged to consult their Staff Advisor, the Office of Student Life, and/or Conflict Education and Student Accountability (CESA).

Showing TV Shows, Movies, & Other Films

Films and movies can only be played publicly with a proper license. Generally, no film or movie rental, purchase, or stream (e.g., Netflix) carries the right to exhibit it outside an individual's home. Student organization events do not typically qualify for an education exception which are reserved for face-to-face teaching activities in a classroom or similar setting.

To show a film as a public performance, a student organization must purchase a Public Performance License for each instance they want to show a film/movie. This can be done by contacting one of the following agencies that handle public performance licenses. If a license is not available through these agencies, the student organization will need to contact the film/movie creator to obtain license purchasing information.

- [Swank Motion Pictures, Inc.](#)
- [Criterion Pictures USA](#)
- [Motion Pictures Licensing Corp.](#)

Some Netflix original educational documentaries are available for one-time educational screenings. Titles that are available for educational screening will display a grant of permission on their details page. For more information [visit help.netflix.com](https://help.netflix.com).

Outdoor movies may only occur between March 21st and October 31st and are not permitted to be shown if the rating is R, MA, or beyond.

Hosting an Event with Amplified Sound

Events with amplified sound are subject to the rules and policies of the space in which the event is taking place. When scheduling programs with amplified sound, student organizations must keep in mind the impact that amplified sound will have on campus and the surrounding communities. If you are planning an outdoor event with sound, your organization must indicate as such on the outdoor space request form and obtain approval from the Student Center team. GW reserves the right to deny or limit

programs that may pose a significant disturbance to the campus community, university operations, or surrounding neighborhood.

Indoor Events

- Academic buildings do not allow for any amplified sound or loud activities as this may disrupt classes taking place.
- Amplified sound is allowed in all event spaces in the University Student Center and requires approval through the room reservation process. Organizations will work with their assigned university event planner to ensure their event does not impact other events happening at the same time within the building.

Outdoor Events

- Noise levels should not exceed 80 decibels in the nearest building unless pre-approved by the Division for Student Affairs.
- Amplified sound will not be permitted before 9 a.m. or after 10 p.m. Amplified sound outdoors will not be permitted during university-designated reading days and final exam periods.

Hosting an Event with Food

- Student organizations may use a catering service of their choice for on-campus events. Catering for off-campus events is subject to the rules of the venue.
- When planning a menu, consider varying food preferences, allergies, intolerances, or restrictions. Do your best to accommodate as many people as possible, including inquiring in advance about any dietary restrictions or concerns.
- Basic food delivery from Domino's, Chipotle, GrubHub, Ezcater, etc. do not require a contract.
- Contracts, however, are required by many catering services used for more complex food service or delivery.
 - On-campus venues also require a copy of the caterer's business license and certificate of liability insurance (COI).
 - Follow the [contract process](#) and forward all contracts to Org Help. If you have an assigned Staff Advisor, copy them on the email for their awareness.
- Organizations may request UberEats Vouchers through a credit card purchase request. The voucher will be added to an individual's personal UberEats account and the amount used will be charged to the organization. Unused portions of the voucher will expire and may not be repurposed.
- Review the [single-use plastics policy](#) to ensure compliance when purchasing materials or ordering catering.
- Note that the time needed for catering set-up and breakdown must fall within the event time.
- Food and beverage is not permitted in academic spaces, Betts Theater, Mitchell Theater, and District House B132. Consult the venue manager for any additional policies or restrictions.
- Organizations may bring food and beverages into other Student Center meeting rooms and major spaces, but are responsible for cleanup. This includes disposing of all trash in designated

receptacles. If a group leaves the space with excess mess or garbage, they may be charged for housekeeping fees.

- Food safety standards should always be a top concern for your organization. Make sure that food is served in a hygienic environment, including using food-grade gloves.
- If your organization is preparing food for others, ensure that the space in which food is prepared is clean and hygienic, the materials used are fresh, and the people cooking or baking are safely handling the food.
- If your event is in a public space or uses the street (e.g., food trucks), you may need to secure permits or reserved parking from the District of Columbia. Talk to your Staff Advisor/Org Help to see if your event will require a permit.

Hosting a Fundraising Event

Registered student organizations may solicit funds for organization-sponsored initiatives or with the intent to donate to an external charitable organization. See [Finances - Donations](#).

GW student organizations may not partner with any business or individual who is primarily concerned with the sale, distribution, or promotion of alcohol or illegal drugs.

Coordinating university fundraising with the fundraising for any candidate for public office, political party, PAC, or any similar politically active organization is prohibited. See [Expectations, Policies, and Accountability - Political Campaign Activities](#).

Organizations wishing to host or utilize off-campus vendors in an on-campus fundraising activity must include the name and type of vendor on space reservation forms (e.g., selling Krispy Kreme donuts). Sales and/or solicitation on campus are permitted only when the organization has received the approval of the venue in which sales/solicitation would occur.

Any funds raised must be deposited into the student organization's revenue account.

Registered student organizations may also partner with vendors to host fundraising events off-campus or with an on-campus food venue. See [Finances - Profit Shares](#).

For all events where attendance will be controlled through ticketing or registration, there are a variety of internal registration platforms as well as various payment methods to consider. To better understand the different means of selling tickets. See [Finances - Collecting and Depositing Funds](#).

Hosting an Event with Minors

In the course of organizational activities, student organization officers and members may interact with minors, defined as any individual under the age of 18. This may include newly matriculated GW students or non-GW individuals participating in organizations programs (e.g., mentoring, tutoring, outreach programs, conferences).

The following guidelines and the [GW Protection of Minors](#) policy are in place to ensure the safety and well-being of minors involved in student organization-affiliated programs and events.

All programs and events that include non-GW minors must be registered through Engage at least two (2) weeks prior to the event. Additional requirements, such as a participant waiver, may be required based on the nature of the event or activity.

The following guidelines are offered as a complement to the [GW Protection of Minors](#) policy and are in place to ensure the safety and well-being of minors involved in student organization-related programs and activities.

- All persons must make all reasonable efforts to remove minors from dangerous or potentially dangerous situations
- Programs and activities involving minors on campus, off campus, or virtual, must be registered with and approved by the university
- One-on-one physical encounters and one-on-one electronic communication between GW students and participating minors is prohibited
- If there is a legitimate, program-related reason for communication to occur, contact must be limited to topics related to the sanctioned activities and include the minor's parent/guardian, external program sponsor (e.g., school liaison), or official GW organization email account
- GW students must involve a third party (delegation chaperone/advisor or university administrator) as part of the conversation when/if electronic communications are occurring with non-GW minors.
- Private electronic communication between GW students and minors is prohibited. This includes the use of personal social networking sites such as Tiktok, Facebook, Instagram, X (formerly known as Twitter), and Snapchat; instant messaging; and texting. GW students should not "friend," "follow," etc. minors on social networking sites, communicate via internet chat rooms, send personal emails or text messages.
- It is essential to maintain clear professional boundaries and avoid sharing personal or intimate information including personal life details, intimate experiences, financial information, health issues, contact information, and personal beliefs on sensitive topics.
- If using a digital communication platform, all participants must log in and be on camera throughout the duration of the activity. The use of still photos or a blank screen is prohibited.

Every member of the university community who knows, suspects, or receives information indicating that a minor has been or is being abused or neglected must report this information to the university. Reports may be made to the Office of Ethics, Compliance, and Risk via email at comply@gwu.edu. Organizations should also inform their Staff Advisor or Org Help.

Insurance, Waivers, and Planning Events with Risky Activities

Organizations wishing to hire an entertainment vendor (production companies, inflatables, novelties, games, etc.) must work with companies GW has approved through the Office of Risk Management. A list of pre-approved vendors can be found on the [Office of Risk Management website](#); should your organization wish to utilize a vendor that has not been pre-approved, consult with your Staff Advisor or Org Help to seek review and approval.

Events with physical activities or other activities deemed to have an elevated level of risk may require participants to sign a waiver prior to participation. Consult with your Staff Advisor or Org Help to determine whether a waiver will be required.

Organizations for which risky activities are centric to the mission and purpose (rock climbing, club sports, SCUBA, hiking, etc.) may be asked to submit a risk management plan for review and approval by the university.

Events Requiring University Police

Some events may require the presence of George Washington University Police Department (GWPD) officers due to the size or nature of the event. Events that require GWPD presence or involvement include the following:

- Late Night Party (Fraternity and Sorority Life organizations)
- Events taking place in on-campus buildings outside of the building operating hours

GWPD may also be required at other events as deemed necessary by university officials. This may include events with high-profile speakers, concerts, events with large crowds, or events with the potential for (counter)protest.

In line with its mission to prioritize student and community safety, the university reserves the right to evaluate and determine the need for GWPD at on-campus events. The host organization is responsible for costs associated with GWPD presence. Financial support for these costs may be available from the Student Government Association via a co-sponsorship.

GWPD must be scheduled to arrive one hour prior to the event start time and one hour after the event concludes with a four hour minimum. GWPD also reserves final rights to determine the need and number of officers staffed for the event.

Organizations are responsible for scheduling GWPD for events. For more information or to request GWPD for an event, visit the [University Police website](#).

Hosting an Event with Outside Sponsorship and/or External Organizations

Organizations are permitted to partner with external organizations for individual program support, financial support, or more permanent organizational affiliation. GW student organizations are not permitted to partner with any sponsors or external organizations who primarily promote, distribute, or sell alcohol or illegal drugs. If you are unsure if you should partner with a business or organization, reach out to your staff advisor or Org Help to see if a partnership would be appropriate.

When an event is hosted by the registered student organization in partnership with an external organization, the name of the external organization may be included, but the student organization name must also be included. In doing so, the registered student organization name must be the most

prominent in size and placement on all signage, promotions, and associated materials. Student organizations are responsible for scheduling, planning, and executing an event held in campus space, as well as for ensuring student organization leaders are present for the duration of the event. External organizations that utilize the space for their own events will be charged as an external client for a sponsored event.

Events that involve outside partners or external organizations as a primary planner, facilitator, and/or attendee of an event may be deemed as “sponsored.” An event that is considered “sponsored” may be subject to room rental and set up charges. Student organizations retain full responsibility for their events. Outside sponsors and external entities shall not direct, coerce, or otherwise exert undue influence over an organization’s or individual student’s activities and conduct.

For further information on sponsored events, contact your staff advisor or the manager(s) of the venue for related policies.

Hosting an Event with a Raffle or Charitable Game

If you choose to host a raffle or charitable game at, or as an event, you are required by District of Columbia law to obtain a permit. The raffle permit can be found at the [DC Fundraising and Charitable Games website](#). Organizations interested in obtaining a permit should consult their Staff Advisor or Org Help as early as possible.

The District of Columbia laws define the term “raffle” as one or more drawings from a single series of chances sold by means of chance tickets. Guidelines for raffles include the following:

- All proceeds from raffles must go directly to the organization or the designated charitable organization.
- Only currently registered members of the student organization or employees of the university may conduct, manage and operate raffles on campus.
- The District of Columbia requires a permit for conducting a raffle. A copy of the permit must be submitted to your Staff Advisor or Org Help and the appropriate scheduling office.
- Application and support documents must be submitted to the D.C. Charitable Games Commission at least 30 business days prior to the event. The student organization is responsible for completing and submitting the application and should do so in consultation with their Staff Advisor or Org Help.
- Alcohol may not be raffled off by student organizations.

Prize drawings are permitted as long as individuals do not have to pay to have the chance to win.

Single-Use Plastics Policy

The university has committed to eliminating all single-use plastics at GW. This commitment includes all non-essential, non-compostable, single-use plastics with available alternatives.

Single-use plastic items should not be purchased using organization funds where alternatives are available. Purchases of single-use plastics are also excluded from university reimbursement.

Review the full [Single-Use Plastics Policy](#) for definitions and more specifics about what can and cannot be purchased with organizational funds.

Additional resources:

- [GW Single-use Plastics Elimination Guide](#)
- [GW Green Event and Catering Guide](#)
- [GW Green Office Network](#)

Events with Alcohol

POLICY SUMMARY

A proposed student organization-sponsored activity at which alcoholic beverages will be consumed, served, or sold must be submitted in Engage at least two (2) weeks in advance of the event date for review and approval by the Division for Student Affairs.

Only Red, Blue, and Orange Line organizations with risk managers who completed the required training are eligible to host events with alcohol. The distribution of alcohol must be done through a ticketed system or cash bar. Open bars and “BYOB” events are not permitted.

See [Appendix 1 for Events with Alcohol Policy](#)

Booking Space On Campus

Booking Space Overview

As an urban campus, finding available space can be a challenge. The university has several different offices that manage spaces on campus, with distinct reservation processes and policies. For an overview of all available spaces on campus and how to book, view this [GW Venues overview](#).

- An advance reservation is required to utilize most spaces on campus. Space reservations are distinct from posting the event on Engage. An approved Engage event does not represent or result in a reserved space.
- Student organizations are responsible for scheduling, planning, and executing an event held in campus space. External organizations that utilize the space for their own events will be charged

as an external client. When a recognized student organization hosts an external (non-GW) organization (regardless of profit, non-profit, or faculty/staff association with academic societies) for an event, this is considered a “Sponsored event” and space rental fees will apply.

- The student organization booking a venue must ensure that the space is used exclusively for the purpose and organization indicated during the booking process. If the space is used by a different group or for a different purpose, the organizations risk their privilege to reserve venues in the future. Student organizations who violate this policy may also be held responsible via the [Code of Student Conduct's](#) policy on Dishonesty and Misrepresentation.
- Student organizations may not impede on the rights of any other organization or entity, whether internal or external to the university, to use space which has been properly reserved. See [Free Expression at GW](#) and the [Demonstrations Policy](#) for more information.
- Student organizations are not permitted to place overnight structures of any sort on Kogan Plaza due to the amount of space required and the high-traffic nature of that particular community-wide space.

Schedulers (Who Can Book Space)

Only officers designated as “Scheduler” on their organization’s Engage roster may book space for their organization. Organizations are limited to **no more than three (3) Schedulers** at a time. Having more than three schedules on your Roster may delay the processing of your reservation.

- To designate a member as Scheduler, navigate to your organization’s roster on Engage, then select the edit icon next to the name of the individual you wish to make a Scheduler and check Scheduler in the popup box. Officers may be designated as a Schedule in addition to their formal position (e.g., President, Finance Officer).
- The assignment of the Scheduler role in the reservation system may take one or more days.

How to Book Spaces on Campus

Division for Student Affairs

The Division for Student Affairs manages the following spaces:

- University Student Center (800 21st St. NW)
- Most outdoor space (Kogan Plaza, University Yard, Square 80, Anniversary Park, G St. Park, and the outdoor classroom)
- District House
- Mitchell Theater
- Lerner Health & Wellness Center through Campus Recreation (see below)
- Mount Vernon Campus Event Spaces (Hand Chapel, Post Hall, Pelham Commons, Eckles Auditorium, and the Quad)

HOW TO BOOK: For all of the spaces above visit the [Student Affairs Reservable Space website](#). Find and select the space that best suits your needs. You will then be taken to the reservation system via Single Sign-On. The Student Center team or Campus Recreation will confirm your reservation or reach out for more information.

For more information, visit the [Student Center website](#) or email studentcenter@gwu.edu.
For Lerner Health & Wellness Center, visit the [Campus Recreation facilities website](#) or email recreation@gwu.edu.

Events & Venues

Events & Venues, within the Division for Safety and Operations, manages the following spaces:

- State Room & City View Room (1957 E Street NW)
- Jack Morton Auditorium & MPA 2nd Floor Lobby
- Lisner Auditorium

HOW TO BOOK: All spaces above must be booked 30 days in advance through the [Student Organization Event Portal](#). The Events & Venues team will confirm your reservation or reach out for more information. Student organization events will have costs associated with them (e.g., production, A/V). To view the university price lists and estimates, log into the [University Box folder](#). Note only university clients will have access to these links.

For more information, visit the [Events & Venues website](#).

Athletics

GW Athletics manages the following space:

- Smith Center
- Mount Vernon athletic fields, tennis courts

HOW TO BOOK: Email athsched@gwu.edu to inquire

For more information visit the [Athletics facilities website](#).

Classrooms (Academic Scheduling)

Academic Scheduling, within the Office of the Registrar, manages classroom and lecture spaces in academic buildings. The best uses of academic space are for simple meetings, discussions, and lectures. Food is not permitted in classroom spaces. Take a moment to review [policies](#) related to reserving classroom space on campus as there are restrictions on what a student organization can do within academic space.

HOW TO BOOK: Submit a request through the Office of the Registrar [online reservation request form](#). Review the [Reservations & Rental Procedures website](#) for additional guidance.

If you need assistance or for more information, visit the [Office of Registrar](#) website or email sched@gwu.edu.

Student Theater Council

Organizations belonging to the Student Theater Council (STC) are able to request campus performance space through STC. This process is outlined by STC and its leadership with the organizations who may utilize affiliated spaces (i.e., Lisner Downstage, Mount Vernon Black Box). If you would like to use either of these two spaces and are not currently in the STC, you may contact the STC leadership to check the availability at stc@gwu.edu.

Other GW Spaces (Law School, Medical School, etc.)

Some campus locations may have restricted access and/or reserve space for their affiliated students, faculty, and staff (e.g., Law School, School of Medicine and Human Services). Visit the individual school or venue websites for more information.

Cancellation of Space

Different spaces have different policies in regard to canceling space. As a rule of thumb, your organization is responsible for canceling space if you know you are not going to be using it. Please be considerate of other student organizations and campus partners who may be looking for space with very limited availability.

You may inquire about cancellation policies for other spaces by contacting the managers of those spaces directly. Most space managers ask that you cancel reservations when you know you will no longer use it. Repeatedly booking space without using it may result in losing your organization's privilege to book space.

Organization Storage and Office Space

Overview

Storage and office space on campus is very limited. Organization offices are located on the fourth floor of the University Student Center. Storage lockers are located in the University Student Center, Shenkam Hall, and South Hall.

Assignments are made on an annual basis and previous assignment of storage space does not guarantee future assignment. Changes to storage assignments may be made by the Division for Student Affairs at any time for any reason.

Access to the space is contingent upon the organization being in good standing and compliance with USC Policies, university and student organizations policies, and the guidelines below.

Storage Lockers

Regular checks will be conducted to ensure compliance with the guidelines below. Organizations found in violation must remedy any violations in a timely manner or be subject to increased warnings or revocation of locker assignment.

By accepting the locker assignment, your organization agrees to the following terms:

- Storage is only to be used for items belonging to the student organization assigned to the locker.
- Items may only be stored in assigned lockers - all other lockers and common areas may only be used with the expressed written permission of the Division for Student Affairs.
- No perishable items (including snacks and candy), alcohol, drugs, illicit paraphernalia, weapons, fireworks, flammable materials, or other prohibited items. Discovery of these items may result in immediate removal of the group from their storage space, in addition to potential university sanctions against the organization and/or individual members.
- The Division for Student Affairs reserves the right to remove any items from the storage lockers at any time.
- The Division for Student Affairs is not responsible for loss, theft, or damage of any items stored in the lockers. All storage is kept in the location at the student organization's own risk.
- Organizations must reapply for storage annually. A current assignment of space does not guarantee a future assignment. Failure to reapply will result in the organization losing their assigned space. Organizations will be given notice to remove their belongings. If belongings are not removed they will be disposed of.
- Each organization will be assigned one lock per assigned locker. Only the assigned locks may be used within the storage room space. Personal locks will be removed.
- Loss of a lock will result in the organization being charged for the cost of a new lock - approximately \$10-\$20.

Organization Offices

Some organizations have access to University Student Center (USC) office space, which is very limited.

Regular checks will be conducted to ensure compliance with these terms of use. Organizations found in violation must remedy any violations in a timely manner or be subject to increased warnings or revocation of space assignment.

Use/Purpose

Student Organization office space is provided to foster opportunities for student organizations to conduct student organization business.

- Storage may not be the primary use of an office space.
- Unauthorized use of space includes, but is not limited to, parties, socials, and personal item storage.

- Office space may only be used by the organization to which it is assigned. Student organizations are not permitted to share any allocated space with other student organizations, unrecognized groups, external organizations, etc.

Storing food items in office spaces should be limited to prevent pests.

- Food items must be stored in sealed containers. Any sealed food stored in offices must be removed before the expiration date.
- Any food which is consumed in your office by organization leaders during office hours must be disposed of in waste bins outside of your office space to prevent pests.

Prohibited items to store in office space include:

- Paint cans
- Spray paint
- Sterno ("canned heat")
- Compressed gasses (e.g., helium, propane)
- Flammable items
- High-consumption electrical appliances (e.g., microwaves, refrigerators, hotplates)
- Acrylic poster paint is permitted, however, is not to be used within the office space.

Prohibited items will be confiscated and disposed of if found. Org Help will notify organization officers and their assigned Staff Advisor of a violation. Continued violations are subject to sanctions, up to and including the removal of office space, at the discretion of the Division for Student Affairs.

Housekeeping and Cleanliness

- Assigned office spaces must be kept clean and organized.
- GW manages a Housekeeping Staff which maintains the cleanliness and general appearance of the University Student Center.
 - Desks will only be dusted if they are prepared (i.e. desks must be cleared off).
 - Trash and recycling bins will be emptied on a daily basis.
 - Vacuuming of organization office spaces is available upon request.
 - Contact the University Student Center to inquire about other custodial needs.
- Random walkthroughs will be conducted to assess the usage and cleanliness of office spaces.
- Should your space be found to be unsatisfactory, your e-board and Staff Advisor will be notified.
- Organizations that are found to consistently violate terms of use and do not rectify the issues may be charged a \$100 surcharge for cleaning and will be prohibited from applying for office space for the following academic year. No appeals will be accepted.

Office Hours

- Organizations must commit to a minimum of ten (10) office hours per week while classes are in session during the academic year.
- Office hours must be clearly displayed on the door of the office space for the duration of the academic year.

- At any time the office hours change, please ensure they are updated as soon as reasonably possible. Office hours should also be included on your organization's Engage page as an ongoing event for the duration of the academic year.
- Any organization that repeatedly fails to meet the minimum requirement may have their office space revoked for the remainder of the academic year and may not be eligible to receive office space the upcoming academic year.

Reporting facilities problems

- Requests for repairs should be submitted through the [FixIt system](#).
- Organizations are responsible for reporting any facilities or furniture issues that occur during their use of the office, including damage to the physical infrastructure and broken/unstable desks or chairs.

Office Setup

- Signs, pictures, and posters may only be taped on walls, doors, and desks using painter's tape.
- Organizations may not otherwise hang, affix, or tape items to interior office walls, other surfaces, or outside their office except for designated areas (e.g., bulletin boards, glass cases).
- No items may be hung on windows.
- Temporary items may not be tacked or nailed to walls or doors.
- Organization may incur the cost to repair damages caused by hanging items on walls or doors.

Personal Conduct

- Possession and consumption of alcoholic beverages are prohibited within the University Student Center. Smoking and other use of tobacco is prohibited at all times within all areas of the University Student Center.

Access

- Office space will be available during USC hours of operation. University Student Center staff may adjust hours of operation based on the level of activity within the facility, as well as during special events and university breaks. On most occasions, the building will close at midnight during the academic year.
- Organization officers are the only members of the organization that should have access to your office space.
- No Division for Student Affairs staff will open offices for individual organization members who do not have the code to the office. Each organization is individually responsible for coordinating access to individual members.
- The university is not responsible for stolen or missing items from your office space due to misuse of office access. We encourage all organizations to refrain from storing valuable items in your office space.
- Access codes to each individual office will be changed on an annual basis before the beginning of the Fall semester.

Liability

- The university, the Division for Student Affairs, or any official university subsidiary shall not be held responsible for any loss or theft of property from an office.
- The university is not responsible for any damages that may occur within the office. Student organizations are responsible for the repair of any damage beyond normal usage.

End of Year

- It is understood that an assignment is for the duration of an academic year, concluding at the end of Spring classes.
 - Staff will notify organization leadership whether their assignment will continue for the next academic year, whether they will be reassigned, or whether they will need to vacate the office space.
 - Any organizations who are asked to move their belongings and fail to are subject to cleaning fees to dispose of left-behind items.
-

Organization Travel

POLICY SUMMARY

- Any individual or group traveling on behalf of a student organization must register and receive approval for travel. Domestic and International travel have different guidelines and timelines. The Code of Student Conduct applies both on- and off-campus.
- All hotel rooms, vehicle rentals, tickets, etc. must be purchased in advance through Engage and the Org Help Finance team. Only authorized registered drivers are approved to drive rental vehicles.
- Club Sports teams should refer to the “Club Sports - Additional Information” section of the Handbook for more details about differences in Club Sports travel policies and procedures.

Domestic Travel

Domestic travel outside of the Washington, D.C. metro area, defined as outside the I-495 “Beltway,” must be registered with and approved by the Division for Student Affairs using the [Domestic Travel Registration form in Engage](#). **Registrations must be submitted at least two (2) weeks prior to departure.**

- Unregistered and unapproved trip expenses will not be reimbursed and put the organization’s benefits and registration status at risk.
- Each travel registration must include a completed [Travel Participation Waiver](#), with a signature and emergency contact for each student participant.
- Travel and hotel accommodations are booked in Engage as part of a purchase request.

Club Sports teams should refer to the “Club Sports - Additional Information” section of the Handbook for differences in Club Sports travel policies and procedures, including registering travel via the DSE platform.

Student Bar Association and affiliated sub-organizations will work with GW Law School to coordinate travel reservations and payments.

Medical Center Student Council and affiliated sub-organizations must coordinate travel and payments using the primary MCSC Engage account.

Driving

Drivers and passengers traveling with or on behalf of a student organization should review the [Vehicle Safety Policy](#).

- Any student or staff member driving a rental or GW Fleet vehicle on behalf of a student organization must be an authorized driver.
- All prospective drivers must have a current and valid driver’s license from a U.S.state or territory.
- Drivers must agree to operate vehicles in accordance with local, state and federal laws, as well as university policies and guidance.
- Seat belts must be worn by drivers and passengers at all times
- Drivers must comply with applicable law that precludes or restricts the use of handheld devices while driving.
- Students are strongly discouraged from using personal vehicles for student organization travel.
 - For students who use their own personal vehicles, be advised that there is no coverage offered by GW, (i.e. no coverage for physical damage and no coverage for liability). The student would need to seek coverage from their personal insurance company. In no event will GW's automobile insurance policy respond to any vehicles that are driven by a student that are not owned, leased, or rented by GW.
 - We recommend that any student who is in need of transportation for a GW-sponsored event use public transit or secure commercial transportation or a rented vehicle per the guidelines below.
- Student drivers are approved to drive a maximum of 250 miles at a time. Traveling in excess of 250 miles requires a change of drivers. If an organization is driving in excess of 500 miles round trip, an overnight stay is required.

Rental Vehicles

- Any student or staff member driving a rental vehicle or GW Fleet vehicle on behalf of a student organization must be an authorized driver.
- Drivers must be reauthorized each academic year.
- Parents, alumni, coaches, and other individuals not officially affiliated with GW may not drive for student organizations.
- Only authorized drivers who are 20+ may and have one year of driving experience may drive rental vehicles. Students must be 21+ to drive a 10-12 passenger van. 15 passenger vans are not permitted for GW travel.

- See the Travel Reservations and Expenses section below for more information on securing a rental vehicle.

Becoming an Authorized Driver

- Students must complete the [authorized driver application](#). Following the submission, a Motor Vehicle Records (MVR) check will occur.
- If a student passes the MVR check, they will be prompted to complete an online driver safety training. An additional road test is required for 10-12 passenger vans.
- Drivers must reapply for authorization each academic year, regardless of the date previously approved.
- Students are not authorized to drive a rental vehicle until they receive a notification stating approved driver status. The process can take several weeks, so plan accordingly.

Taxis and Rideshare (Uber, Lyft, etc.)

When traveling locally, student organizations are encouraged to use public transportation and taxis rather than rideshare options (e.g., Uber, Lyft). **Student organizations will not be reimbursed for rideshare expenses and may not use GW P-cards for rideshare travel.**

Uber Vouchers (Fall 2025 Pilot)

If the organization wishes to use a Rideshare app and pay with university funds, organizations may request an Uber Voucher for approved student organization events, programs, and conferences. The voucher will be added to an individual's personal Uber account and charged to the organization.

- Student organizations must submit a purchase request in Engage to initiate the request. Student organizations are required to upload a copy of the receipt (or voucher usage confirmation) in Engage to close out the purchase request.
- Purchase requests must be submitted at least **3 days in advance of local travel and 1 week in advance of domestic travel**.
- Vouchers will be issued in the amount requested and approved. Organizations will only be charged for the amount used. Unused balances will expire and cannot be repurposed or reimbursed.
- Uber transactions may be audited at any time. Misuse of vouchers (e.g., for personal travel) may result in the loss of privileges.
- Campus Rec will provide vouchers to Club Sports and TRAILS on an as needed basis.
- Uber Vouchers are designed for individuals and small groups and are not meant to replace rentals or shuttle services for larger group travel.

Peer-to-Peer Lodging Guidelines

Peer-to-Peer lodging (e.g. AirBnB, VRBO) is not allowed for students traveling on GW/student organization business that is funded or reimbursed by the University, including using student organization funds. Visit the [Lodging Peer-to-Peer Guidelines website](#) for more information.

If the use of peer-to-peer lodging is deemed necessary for the completion of the organization's mission, students must obtain prior written approval from the Division for Student Affairs who will consult with the Risk Management office to assess the request in advance of travel. Note that a detailed response from the host is required to approve requests.

Travel Reservations and Expenses (Hotels, Airfare/Bus/Train, Vehicle Rentals, Charter Bus)

Individuals and groups traveling on behalf of their student organization and utilizing organizational funds must make arrangements and reservations in advance via Org Help Finance unless otherwise noted below. This section details policies related to making reservations and facilitating travel-related expenses. All student organizations that are traveling must follow the general travel policies discussed in the Handbook.

The university does not pay for travel insurance. Students who add travel insurance to a reservation may be held personally liable for reimbursing the university for these costs.

Club Sport teams will still submit purchase requests but will work with their Staff Advisor/Campus Recreation to make travel arrangements and reservations instead of Org Help Finance.

The **Student Bar Association** and their affiliated sub-organization will coordinate reservations and finances through the GW Law School.

The **Medical Center Student Council** (MCSC) and their affiliated sub-organizations will coordinate reservations and finances through the primary MCSC Engage account.

Hotels

- To utilize organizational funds for a hotel reservation, the organization must submit an Engage purchase request **at least two (2) weeks prior** to the travel date.
- Hotel reservations are mainly booked through hotels.com unless your organization has a special rate or block booking already in place at the hotel.
- If the booking is reserved directly through the hotel, the organization is responsible for contacting the hotel, requesting the hotel's credit card authorization form, and submitting the form to Org Help Finance for completion. The completed form will be returned to the hotel by Org Help Finance, allowing the organization to check in without the physical GW P-card.
- Some hotels may request an individual's credit card be on file for room charges and incidentals. The university P-card will only be authorized to cover the cost of the room (including hotel fees and taxes).
- Organizations must email the itemized hotel receipt to Org Help Finance within five (5) business days following their return.

Vehicle Rentals

- Student organizations wishing to rent a car for organizational travel must do so through Org Help Finance. Enterprise is the preferred rental car company. Other companies may be considered if Enterprise is not available.

- All Enterprise car rental requests must be submitted via an Engage purchase request. Rental vehicle availability is based on local inventory and cannot be guaranteed. **Requests should be submitted 3-4 weeks in advance.** All vehicle rental bookings and confirmations will be available during the week of the rental.
- Purchase requests, including reimbursements, will be denied for costs related to non-approved rental cars or for driving expenses (fuel, tolls, etc.) for unauthorized drivers.
- Drivers must follow these [reporting guidelines](#) for any accident involving a rental vehicle. Additionally, drivers must inform Org Help Finance (orgfinance@gwu.edu) of any accidents or damages.
- Only authorized drivers are permitted to drive rental vehicles.

Review the above Driving section and the [Auto Rental Guidelines website](#) for more information.

Airfare and Bus/Train Tickets

- To utilize organizational funds for an airfare reservation, bus/train tickets, the organization must submit an Engage purchase request **at least two (2) weeks prior to the travel date.**
- Purchases will be facilitated by Org Help Finance via the P-Card.
- When searching for airfare rates, we advise student organizations to use the [GW iBuy travel portal](#).
- The university allows organizations to pay for standard checked baggage fees. Expenditures for these fees must be reasonable and prudent and must be properly documented.
- Ancillary airline fees associated with priority boarding and economy class upgrades (e.g., Early Bird, Economy Plus, extra legroom, exit row, aisle seat, etc.) may not be added to a P-Card purchase and are not reimbursable.
- Travel insurance is not reimbursable and may not be added to a P-Card purchase.

Charter Bus/Bus Rental

- Organizations wishing to charter a bus or other form of transportation must utilize a transportation vendor [approved](#) by the Office of Risk Management. Student organizations should work with Org Help or their assigned Staff Advisor to reserve the bus and complete any contracts.

International Travel Overview

Visit the [What is GW related or Supported Travel website](#) to determine if your trip qualifies as student organization travel.

International travel follows a distinct review and approval process. Applications for student organization international travel must be submitted **at least eight (8) weeks prior to the proposed departure date** and include as much detail as possible.

Failure to complete and submit the information within the necessary timeline may result in forfeiture of your trip.

All GW-sponsored or GW-related international travel by students or student organizations requires prior approval as outlined in the university's [international travel policy](#). Travelers must also adhere to GW's insurance, travel security, and related requirements. Visit the [GW Global International Travel website](#) for more information.

Organizations and individuals are not permitted to make travel arrangements until your application has been approved.

Eligibility

- Red and Blue Line organizations may apply for international travel.
- Orange and Green Line organizations must obtain written approval from the Division for Student Affairs before applying.
- Organizations must be in good standing with the Division for Student Affairs (e.g., no negative finance accounts, no disciplinary sanctions).
- Individuals participating in international travel may not have any disciplinary sanctions that preclude them from international travel.

GW- and Organization-Related Travel

International travel is considered GW and/or student organization-related when:

- The travel is undertaken because an individual is acting in an academic or professional capacity relevant to the person's areas of responsibility, activities (including co-curricular and extracurricular ones), course of research, teaching, or study at GW, and/or
- The travel is undertaken with or organized by any GW organization, division, department, or office, even if not for an academic or professional purpose, and/or
- The travel is partially or fully funded by the university.

International Travel Applications

Application Process

All organizations interested in international travel must submit the **"High Risk Travel Proposal for Groups,"** regardless of destination and group size. This form can be found on the [Planning GW Related or Supported Travel](#) website.

Organizations traveling as a group (with shared travel arrangements and itinerary) must designate one point of contact to submit one application on behalf of the organization. Once approved, each traveler will be instructed to register their travel in GW Passport.

All applications must include a thorough review of the travel destination's safety and security profile. The application must provide thorough risk mitigation plans. The High Risk Travel Proposal for Groups contains links to websites to assist organizations in identifying risk mitigation measures.

Review and Approval

Submitted applications will be reviewed by the Division for Student Affairs, then forwarded to the Assistant Dean of Student Engagement and the Office of Risk Management, before being sent for final approval by the Office of International Programs.

At any point during the review and approval process, the organization may be asked to provide additional information, clarify details, or make adjustments to plans. High-risk destinations may require an additional level of review and approval.

If approved, you will receive communication from the Office of International Programs prompting you to view and complete your travel registration requirements online using GW Passport. You will need to log on and complete the registration, including purchasing the required travel insurance. **Do not make travel arrangements until your trip has been approved.**

Trip leaders are required to attend an [Emergency Protocols Training](#) in advance of international travel, as are any GW faculty or staff accompanying the student organization, if applicable. The Assistant Dean of Student Engagement will also attend the training.

GW Brand, Merchandise, and Copyright Guidelines

POLICY SUMMARY

Student organizations that want to use the [university's trademark names and logos \(PDF\)](#) on a shirt or other merchandise must follow the GW's [trademark guidelines](#), use a [licensed vendor](#), and get [the design approved by LTP](#).

Copyrighted work, including music, photos, and movies, cannot be copied, performed, distributed, or displayed without permission from the copyright holder. Organizations who violate copyright laws are subject to fines and university discipline.

GW Brand Guidelines and Purchasing Merchandise

- The Licensing and Trademarks Program (LTP) promotes and regulates the use of GW's federally trademarked names and identifying marks.
- Proper usage of the George Washington University ("GW" or the "university") name, logos, seal, and colors is important to the image and integrity of the university.
- All organizations must follow [the George Washington University Name, Logo, Seal, and Color Usage Policy](#) and the [GW Identity Standards & Guidelines](#) to ensure that all entities at the university are presented in a unified visual style.

- Organizations are permitted to create their own logos; however, organizations must not incorporate or misuse the GW logo (e.g., adding text to the GW logo, changing the color of the GW logo, overlaying graphics on the GW logo).
 - Note: Clubs Sports teams must use a GW approved Club Sport logo for their uniforms and apparel purchases. See “Club Sports - Additional Information” for more information.

Using the GW Trademarks and Logos for Merchandise

- Common examples of “merchandise” purchased by student organizations include, but are not limited to shirts, hats, backpacks, mugs, pens, and other promotional items.
- Student organizations that use university funds (e.g., Revenue, Budget, Department) must include “GW”, “George Washington University”, or [other approved wordmark or logo](#).
- If your merchandise has “GW”, “George Washington University” or any of the [wordmarks owned by the university](#), it must be [approved by the licensing and trademarks](#) department and follow the [trademark guidelines](#) prior to printing.
- All merchandise must be purchased from a university-approved [licensed vendor](#).
- Additional information, including enforcement of policies, can be found on the [Trademark Guidelines website](#) and the [Merchandise Guidelines for Student Organizations \(PDF\)](#).

Using Copyrighted Materials

POLICY RESOURCE

The GW Himmelfarb Health Sciences Library developed this [Copyright Basics](#) guide with helpful information and resources.

Copyright is a form of protection provided by U.S. law to authors of “original works of authorship” from the time the works are created in a fixed form. Copyright protection in the U.S. exists automatically from the moment the original work of authorship is fixed. A work is “fixed” when it is captured (either by or under the authority of an author) in a sufficiently permanent medium such that the work can be perceived, reproduced, or communicated for more than a short time.

A copyrighted work cannot be copied, performed, distributed, or displayed without permission from the copyright holder. Examples of copyrightable works include literary works, musical works, dramatic works, choreographic works, pictorial and graphic works, and more.

Registered student organizations are expected to know what is permitted under copyright law; to respect the rights of copyright holders; and to utilize copyrightable works in compliance with laws, university policies, and any binding agreements. In addition to consulting with your Staff Advisor and Org Help, student organizations should review [Copyright Basics](#), a publication of the U.S. Copyright Office and other publications of the [U.S. Copyright Office](#) to better understand U.S. copyright law.

Users of copyrighted works ultimately bear the responsibility for complying with the law and any permissions, licenses or other agreements granting a right to use a work. Violation of a holder’s rights in a copyrighted work may result in statutory or other damages, fines, or more severe penalties.

The university may require the presentation of proof that permission to use a copyrighted work, as planned, had been obtained. The university reserves the right to bar the showing of a film, playing of music, or other use of a copyrighted work if there are reasonable concerns that the showing, playing, or use may violate the rights of the holder of the copyright.

Fair Use

Generally, fair use is any copying of copyrighted material done for a limited and “transformative” purpose. (“Copying” can mean both creating a physical copy of a work or an excerpt of it, or inserting a work or excerpts of it into another work.) The most common recognized “transformative” purposes are commentary, criticism, and parody. Whether or not a student organization’s use of copyrighted work falls within the boundaries of fair use is determined by weighing several factors.

As a general rule, student organizations should not assume fair use applies to any copyrightable work that they desire to use. All student organizations should consult with their advisor before using any copyrighted material to determine whether appropriate permissions have been obtained or whether fair use applies.

Public Domain and Creative Commons

In general, U.S. copyright for anything created in 1978 or later lasts for the life of the author plus seventy years after the author’s death; at which point the work becomes part of the public domain. Works are also in the public domain if they were created in 1927 or earlier. Any copyrightable work developed between 1928 and 1977 is subject to an individual assessment on whether it is in the public domain. When something is in the public domain, the work is owned by the public and organizations do not need to seek permission to use it. There are many places online to find books, images, audio, and videos in the public domain, including:

- [Project Gutenberg](#): 60,000+ eBooks that can be downloaded
- [Metropolitan Museum of Art](#): includes more than 400,000 images from The Met collection.
- [Smithsonian Institution Public Domain Images](#): a collection of 3,000+ images housed on Flickr.
- [Prelinger Archives](#): thousands of public domain films (advertising, educational, industrial, and amateur).

A creator can also place a Creative Commons license on their work. Creative Commons licenses are free copyright licenses that creators can use to indicate how they would like their work to be used. Creators can choose from a set of six licenses with varying permissions and restrictions. You can find Creative Commons-licensed content at search.creativecommons.org. You can also utilize a [Google Advanced Search](#) to filter by usage rights. Learn more about the different [Creative Commons Licenses](#) here.

Common Copyright Situations (Images, Music, Films/Movies)

Each use of a copyrighted work raises unique questions. See below for common situations in which a student organization may need to obtain permission from a copyright owner. Note that this is not an all-inclusive list and student organizations are ultimately responsible for ensuring compliance with copyright laws. Student organizations should speak with their advisor for assistance on any copyright questions.

Images

Most photographs/images are copyrighted, and their use is subject to copyright restrictions. Student organizations must only utilize images for which they have confirmed permission either because the image is in the public domain, a Creative Commons license exists, or a license was obtained directly from the copyright owner.

Music Licensing

GW has agreements with the four main Performance Right Organizations (PROs). These agreements allow organizations to play or perform music at university events and functions on campus at no additional cost. Check the [music catalogs](#) with these companies before playing music at your events. GW's music licenses do not cover music posted by its community members on the web or social media.

Visit the Licensing and Trademark Programs [Music Licensing website](#) for more information. Email ltip@gwu.edu with questions.

Films and Movies

Films and movies can be played publicly only with a proper license. Generally, no film or movie rental, purchase, or stream carries the right to exhibit it outside an individual's home. See Showing TV Shows, Movies, & Other Films in the Events section of this Handbook for more information.

Publicity, Marketing, and Communications

Postering Guidelines

Registered student organizations may display posters that promote an event, exhibit, or activity; recruit members; or express an opinion. The university's [Poster Policy](#) sets forth the criteria and responsibilities for the temporary display of posters on university-owned or leased property.

The term “poster” for purposes of this policy includes, but is not limited to banners, flags, sandwich boards, leaflets, and chalking.

The approval of a poster or use of the university name or logo on a poster does not constitute an endorsement by the university of the program, event, activity.

Review the [Poster Policy for the full university policy](#).

Below are key points outlined in the policy:

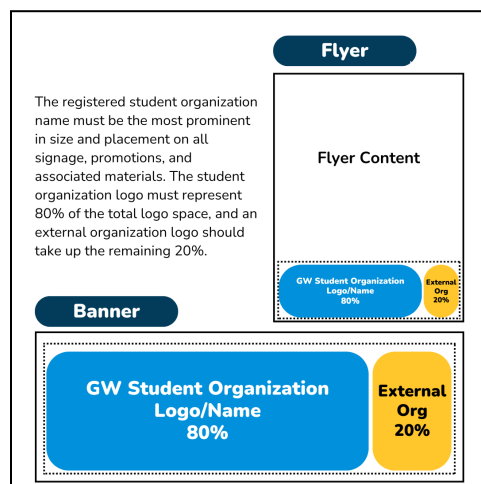
- Event-related posters can be displayed a maximum of 15 days before the event. Non-event posters are limited to a 17-day display period.
- Exterior and interior posting locations on university-owned or leased property are restricted to [Identified Display Areas](#). One poster per poster location.
- The name and contact information for the student organization must be clearly displayed.
- The following are the allotted size dimensions for printed materials:
 - No larger than 8.5” by 11” for flyers (allotted size for bulletin boards)
 - No larger than 11" by 17" for posters
- Chalking on university- owned or leased property may only be done on horizontal concrete, granite, or asphalt surfaces where the rain will wash away the residue completely.
- Pushpins can be used to hang a poster on a bulletin board. Tape, preferably kinds that do not leave behind residue (e.g., painter’s tape), should be used to hang all other posters.
- Organizations may not project words or images onto the interior or exterior surfaces of any university-owned or leased property.

Student organizations must also adhere to the following:

- Content must not promote alcohol or other drug consumption.
- When an event is hosted by a registered student organization in partnership with an external organization, the name of all the participating organizations must be included. The registered student organization name must be the most prominent in size and placement on all signage, promotions, and associated materials. The student organization logo must represent 80% of the total logo space, and an external organization logo should take up the remaining 20% (see illustration for examples).

GW residential, recreational, academic, support, administrative, or leased buildings may have additional policies and procedures for displaying posters in their areas.

Organizations may be financially responsible for damage or cleaning fees that result from hanging posters or chalking in unauthorized locations or using unapproved hanging methods.



Tabling

Student organizations may reserve outdoor space and indoor space in the University Student Center, Kogan Plaza, Mid-campus Quad, and District House for the purposes of tabling. Tabling is commonly used to promote an organization or conduct fundraising activities. To reserve table space, visit the [Student Center website](#).

GW Email Address and Listservs

GW Organization Email Address

Registered student organizations are eligible to create an organizational email address via GW IT. It is recommended that organizations use an @gwu.edu email address which better allows the university to help transition the account over time and address security and privacy concerns.

The organization is responsible for maintaining the account and updating authorized users. Student Involvement does not monitor or maintain student organization email accounts or passwords; however, GWIT can assist with access issues, password resets, and functionality issues.

Before requesting an email account, read the [Code of Conduct for Users of Computing Systems and Services](#) and the [Network Usage and Security Policy](#).

Visit the [GWIT Organizational Email Account website](#) for more information or to submit an email request form. You will be asked to list the name and email of a sponsor that authorized the creation of an account. Student organizations may list their assigned Staff Advisor or Org Help (orghelp@gwu.edu) for assistance.

GW Listserv

GW provides an email list management service using the L-Soft Listserv product. Listserv provides the means to manage all of your opt-in email lists, including email newsletters, announcements, discussion groups, and email communities. Student organizations with a GW organizational email address and Staff Advisor or Org Help approval may own a Listserv.

All list owners are required to adhere to the [GW Email Policy](#) and Acceptable Use of IT Resources Policy. Visit the [GWIT Listserv website](#) to learn more or to request a new list.

Additionally, organizations may [utilize Engage](#) to email its members or officers.

Media - Campus Press and External Press

Student organizations are permitted to speak to the media, both internal and external to the university. Organizations are encouraged to consult their Staff Advisor or Org Help for guidance upon receiving a media inquiry. Students may speak on behalf of their student organization, but may not represent the

university or a GW department without written permission from the university's Media Relations team. Media Relations may be contacted at GWMedia@gwu.edu for guidance on media requests.

Student Media

Student organizations can submit letters to the editor, opinion pieces, and story ideas, as well as place advertisements in the GW Hatchet. Visit the [GW Hatchet website](#) for more information.

GW's campus radio station has a strong and devoted followership. Capitalize on this by working with WRGW on your event, pitching a blog, or advertising with WRGW. For more information on WRGW District Radio advertising, visit the [WRGW website](#).

Also consider tapping into other student media organizations on campus such as [GWTV](#).

University Calendar

The University Calendar pulls events from Engage so it is important for student organizations to add events to Engage. Also, the University Calendar is used to populate several GW websites, campus social media accounts, as well as official university communications to the student body.

Again, adding events in Engage remains the best way of getting them advertised to the community but if you want to add an event to the University Calendar without Engage [complete this online form](#). Log in using your GW UserID.

GWToday

GW Today is the official online news source for the university. The newsletter typically publishes interesting stories that highlight the accomplishments or activities of a wide variety of campus community members. In order to be considered for a story in GWToday, contact External Relations at gwtoday@gwu.edu.

Additional Information and Resources

Awards and Recognition

The annual [Excellence in Student Life Awards](#) is GW's largest celebration of student life and a beloved campus tradition, honoring the individuals and organizations that work tirelessly to enhance student life on campus and work alongside our surrounding community.

As a complement to the Excellence in Student Life Awards, the Division for Student Affairs hosts Day of Excellence, a community-wide celebration of appreciation and acclamation. This program provides all

members of the community the opportunity to celebrate excellence on campus. This event is held during Buff and Bloom Week in April annually.

Organizational Conflict Management

Student Involvement and Conflict Education & Student Accountability (CESA) are available to assist student organizations in the resolution of organizational and/or interpersonal conflict. Organizations may contact orghelp@gwu.edu or cesa@gwu.edu.

Mail and Packages

Student organizations may direct mail and packages to their local address or utilize:

[Student Organization Name]
800 21st Street NW, Suite 204
Washington, DC 20052

Mail and packages sent to the above address will be collected by Org Help. If mail is received for your organization, an email will be sent to the organization's primary contact, president, financial officer, and organization email (if applicable). Mail can be picked up during Org Help's office hours in University Student Center 433A.

Mail not picked up within 10 business days will be opened by Org Help staff. Checks will be deposited into the organization's revenue account, important information will be scanned and emailed to officers, and mail determined to be junk mail (e.g. magazines, advertisements, donation requests) will be discarded. Checks must be made payable to the George Washington University with the organization name in memo line or accompanying documentation.

Student organizations should not use a student organization office address (i.e. USC 4th floor room numbers) as packages cannot be reliably delivered or tracked using these room numbers.

Officer Transition

Upon the transition of officers, the organization is responsible for the timely and effective transition of documents, passwords, and other materials and information. The Division for Student Affairs does not maintain this information on behalf of student organizations. The organization should also update Engage to accurately reflect the officers in its portal within ten (10) business days of transition. For more information on [updating positions in Engage](#), consult this guide (PDF).

Appendix 1: Events with Alcohol

Policy

Eligibility and Scope

Any student organization hosting a student organization-sponsored activity at which alcoholic beverages are consumed, served, or sold (referred to as an “event with alcohol”) must register the event with the Division for Student Affairs through Engage. Only Red, Blue, Orange, and Green Pathway student organizations which are officially recognized by the Division for Student Affairs and in good standing (i.e., not frozen or inactive) are permitted to host and register student organization-sponsored events with alcohol. Unregistered student groups, Silver Pathway organizations, and individual students are not permitted to register a student organization-sponsored event with alcohol.

Compliance with the law and university policies.

Student organizations wishing to initiate a student organization-sponsored activity at which alcoholic beverages will be served must comply with all university policies and all applicable federal, state and local laws pertaining to the procurement, sale, and/or distribution of alcoholic beverages.

University Authority

- University officials may inspect the event at any time and shall have the absolute right to terminate the event/activity or the service of alcoholic beverages at the event/activity. If directed to terminate the sponsored event, the sponsor(s) must immediately cease the event.
- While a reported violation of these Procedures is being investigated by the university, the university, which includes but is not limited to, an academic college or university department, Student Involvement, and Conflict Education and Student Accountability, reserves the right to pause the review process, instruct the Sponsors to pause any efforts to fulfill duties under this Policy, or revoke the registration for any pending student organization-sponsored activity at which alcoholic beverages may be served for the sponsoring organization(s).
- The George Washington University reserves the right to update and modify any of the terms and regulations contained within these Procedures, at any time and in our sole discretion.

Event Registration and Review Process

Student organizations wishing to initiate an event with alcohol **must create an event for their organization in [Engage](#)** and complete the embedded questionnaire regarding the presence of alcohol.

- Student organizations must submit an event registration form for a sponsored activity at which alcoholic beverages will be served for activities, including but not limited to, those that are advertised by, partially or wholly funded by, hosted or co-hosted by, or facilitated on behalf of the student organization(s) which take place on or off university premises.

- Event registration must be submitted in Engage at least two (2) weeks in advance of the event.
- Student organizations will receive an email confirmation from the Engage system once the event registration form is submitted confirming registration. Events are not considered approved until the Division for Student Affairs communicates final approval.
- Pursuant to university policies governing student organizations entering into binding contracts with non-university companies, contracts between Third-Party Vendors & University-Approved Vendors and student organizations must be submitted through the Contract Request Form or Law School (for SBA organizations) at least 4-6 weeks prior to the intended activity's date. All contracts are to be reviewed by Org Help and the Vice Provost for Student Affairs and must comply with these procedures.

Event Requirements

- **Time of Event.** Student organization-sponsored events with alcohol may not take place between the day after the last day of classes until the conclusion of final exams. These days include, but are not limited to, the published university reading days, make-up days, or final exam days. Undergraduate student organizations' timeline will follow the published university academic calendar. Graduate and professional student organizations will follow the academic calendar for their designated school if it is different from the university academic calendar.

Unless otherwise specified by other published university policies, alcoholic beverages may only be served, sold, and consumed at student organization-sponsored activities during the following hours: Sunday through Thursday, 2:00 p.m.-11:30 p.m., and Friday and Saturday, 2:00 p.m.-1:30 a.m.

- **Event Authority.** Student organizations must hire a university-approved Event Authority for any student organization-sponsored event with alcohol. Students may not serve as the Event Authority.

For on-campus events, the Event Authority may provide these services in coordination with the organization's designated sober monitors as outlined below:

The Event Authority can conduct age verification, monitor entrances and exits to the event, conduct wristbanding for drink ticket distribution, and distribute alcohol in accordance with the chosen system (drink tickets or cash bar, as outlined in below). The vendor should be staffed appropriately relative to the event size.

If the sponsored activity is taking place at a Third-Party Vendor site or with a University-Approved Vendor, regardless of location, employees from the respective vendor must be identified as Event Authorities.

Event Authorities must be notified by the sponsoring organization(s) of the authorized system and procedures pertaining to the distribution of alcoholic beverages prior to the activity taking place.

- **Risk Manager.** Each organization wishing to host events with alcohol must designate a risk manager on the event registration. The risk manager will be responsible for ensuring compliance with all events with alcohol policies, and overseeing sober monitors. The risk manager will be

required to complete a training at the beginning of the academic year on safety practices and addressing overconsumption. Organizations whose designated risk manager does not attend the training will not be permitted to host events with alcohol until the training is completed.

- **Points of Contact.** Student organizations intending to host or co-host a student organization-sponsored event with alcohol must identify the Primary Contacts and Secondary Contacts for the sponsored activity on the Engage event form.
 - The Primary Contact will be responsible for the Sponsor(s) overall adherence to university policy and the law at the sponsored activity. This student will oversee the implementation of the authorized system for the distribution of alcoholic beverages at the sponsored activity. This individual will work with Event Authorities and any university official in addressing any violation(s) of university policy and the law and in circumstances when the health and safety of attendees may be at risk.
 - The Secondary Contact will assist the Primary Contact in complying with university policy and the law at the sponsored activity and working with Event Authorities and any university official in implementation of the authorized system for the distribution of alcoholic beverages at the sponsored event.
 - Primary Contacts and Secondary Contacts who fail to adhere to their respective responsibilities at a student organization-sponsored event with alcohol may be subject to removal from the sponsored activity, be ineligible to participate in a sponsored activity in the future in the same role, and/or be subject to administrative and/or conduct action by the university. Should this occur, the sponsoring student organization(s) may also be subject to administrative and/or conduct action by the university.
- **Sober Monitors.** Student organizations intending to host or co-host a student organization-sponsored event with alcohol must identify the required number of sober monitors for the sponsored activity on the Engage event form.
 - Sober monitors are enrolled students in the sponsoring organization(s) who will refrain from consuming alcoholic beverages the day of and during the sponsored activity.
 - Undergraduate student organizations must identify at least one (1) sober monitor for every twenty-five (25) anticipated attendees at a sponsored activity. Graduate student organizations must identify at least one (1) sober monitor for every fifty (50) anticipated attendees at a sponsored activity. Primary and Secondary Contacts can count towards the number of required sober monitors.
 - The responsibilities of a sober monitor will include but are not limited to, assisting the Primary Contact, the Secondary Contacts, Event Authorities, and any university official in addressing any violation(s) of university policy or the law, or assisting in circumstances when the health and safety of attendees may be at risk. A sober monitor must be aware of and follow the authorized system for the distribution of alcoholic beverages at the sponsored activity and must stay at the sponsored activity throughout its duration. A sober monitor will also ensure that substantial food and non-alcoholic beverages are available for consumption at the sponsored activity.

- Sober monitors who fail to adhere to their respective responsibilities at a student organization-sponsored activity at which alcoholic beverages are served may be subject to removal from the sponsored activity, be ineligible to participate in a sponsored activity in the future in the same role, and/or be subject to administrative and/or conduct action by the university. Should this occur, the sponsoring student organization(s) may also be subject to administrative and/or conduct action by the university.
- **Food and Non-Alcoholic Beverages.** Food and non-alcoholic beverages must be provided by the sponsor(s) for consumption throughout the duration of the sponsored activity at no cost to participants. Food provided should be substantial and must be appropriate for the number of attendees and the duration of the event. Specific details regarding quantity and type of food and non-alcoholic beverages offered must be provided on the event registration form. Adherence to this standard will be evaluated by the event reviewer(s) and approved or denied at the discretion of designated reviewer(s).
- **Drinking contests or games of any kind are prohibited.**
- **Alcohol cannot be donated** for a student organization-sponsored event with alcohol.
- **Businesses or companies in the alcohol industry (e.g., importers/producers, distributors) cannot co-sponsor student organization-sponsored events with alcohol.**

Beverage Distribution

If registration is approved, alcoholic beverages may be served or sold to individuals who are 21 years of age and older at student organization-sponsored activities through a cash bar system or a drink ticket system as described within these procedures. Open bar and Bring Your Own (BYO) systems are prohibited.

- Only one system of alcoholic beverage distribution may be utilized at a student organization-sponsored activity.
- Unless otherwise specified by other published university policies, alcoholic beverages may only be served by personnel of a University-Approved Vendor or a Third-Party Vendor that is certified/licensed to serve alcohol and must follow the authorized system for the distribution of alcoholic beverages.
- For activities occurring in the University Student Center, all servers shall be under the supervision of a manager provided by the University-Approved Vendor.
- The vendor/server must provide written acknowledgment of its understanding, compliance, and enforcement of these procedures and its respective jurisdictional laws, to include D.C. laws, governing the service of alcohol as part of the registration process.
- Attendees may not bring alcoholic beverages to, or remove alcoholic beverages from, the designated area of the sponsored activity.
- If the sponsored activity is a fundraiser, the cash bar distribution system must be utilized. Monies collected from alcohol sales cannot be counted towards funds raised.

Drink Ticket System

- A drink ticket must be purchased from or provided by a Third-Party Vendor or a University-Approved Vendor to be exchanged for one alcoholic beverage during the student organization-sponsored activity.
- Whenever drink tickets are sold, the Third-Party Vendor or a University-Approved Vendor must have a current license or certification within the appropriate jurisdiction associated with the lawful procurement, sale, and/or distribution of alcoholic beverages.
- Graduate school student organizations, if authorized by their Staff Advisor, and the venue, may pre-purchase alcoholic beverages from a Third-Party Vendor or a University-Approved Vendor for distribution to persons of legal age during a student organization-sponsored activity. In these circumstances, a person of legal age must be provided a drink ticket in order to obtain an alcoholic beverage during the sponsored-activity.
- Drink tickets can be made available only at the time of an individual's arrival to the event.
- No more than three (3) drink tickets can be provided to an individual attendee at a student organization-sponsored activity.
- The maximum number of drink tickets that can be made available for distribution to each attendee shall depend upon the intended and/or remaining duration of the sponsored activity. The number of tickets available declines with the remaining time of the sponsored activity:
 - Events that are less than two hours: 1 drink ticket
 - Events between two and three hours: 2 drink tickets
 - Events between three and four hours: 3 drink tickets
 - Events with alcohol may not be longer than four hours.

Responsibilities at the Event

- The Third-Party Vendor, University-Approved Vendor, Event Authority, and the Sponsor(s), are responsible for managing the property during the sponsored activity and have the authority to supervise the delivery, storage, service, consumption, and removal of alcoholic beverages to and from the location of the activity.
 - If the Sponsor(s) violates this Policy or other university policies, or if public safety concerns so warrant, the Third-Party Vendor, the University-Approved Vendor, Event Authority, a university official, or law enforcement officials shall have the right to terminate the activity or the service of alcoholic beverages at the activity.
 - If directed to terminate the sponsored activity, the Sponsor(s) must immediately cease the activity.
- Sponsors are responsible for the behavior and conduct of their members and their guests at any sponsored event with alcohol. Violations of law, these procedures, or other university policies at events with alcohol may result in administrative and/or conduct action for the hosting or co-hosting student organization and/or the respective individual students.
- Should a violation of university policy be determined prior to a sponsored activity taking place, the assigned Staff Advisor in the Office of Student Life, the Staff Advisor of a respective academic college or university department, or Conflict Education and Student Accountability shall have the right to immediately withdraw any prior approval granted for the event. Should this occur, the event no longer becomes a student-organization sponsored activity.

- Should violations of university policy or the law occur at a sponsored activity at which alcoholic beverages are served, which are observed by the Sponsor(s), Event Authority, university officials, including GWPD officers, a law enforcement agency, representatives of a D.C.-certified security agency (or similar in other jurisdictions), a Third-Party vendor, or a University Approved Vendor, those individuals are authorized to take appropriate action to resolve the violation, to include the termination of the sponsored activity.

Promotion of the Event

- Promotion and publicity of sponsored activities cannot occur until the activity is approved and registered and must follow these procedures and the other published guidelines of the university's posting policies, including but not limited to the Code of Student Conduct and the Poster Policy.
- All advertisements, promotions and social media campaigns for registered events must include the following statement: "Alcohol will be available via the [INSERT DISTRIBUTION METHOD] for individuals 21 and over with a valid, government-issued ID."
- Promotion and publicity material for a sponsored activity, including but not limited to, banners, posters, palm cards, flyers, or any form of electronic media, etc. may not promote or emphasize illegal activity, drugs, alcohol, sexual situations, contain sexual innuendos, or disparaging individuals or groups on the basis of identity.

Definitions

- The "cash bar" system approved by the university is defined as the purchase of an alcoholic beverage from a Third-Party Vendor or a University-Approved Vendor with cash or a credit/debit card, whether the activity is to take place on or off university premises.
- The "drink ticket" system approved by the university is defined as an alcoholic beverage distribution system in which a single ticket is exchanged for a single alcoholic beverage.
- "Event Authorities" of a student organization-sponsored activity, include but are not limited to university officials (for example, GWPD officers, or other university employees), representatives of a D.C.-certified security agency (or similar agency in another local jurisdiction), and individuals employed by a Third-Party Vendor or a University-Approved Vendor, who will provide alcohol management services (for example, age verification) at such activities.
- "Legal age" means 21 years of age or older.
- An "open bar" system is defined as an alcoholic beverage distribution system in which consumption is not limited and distribution of alcoholic beverages is provided at no cost to individuals.
- The "Primary Contact" is sober and responsible for the student organization's overall adherence to university policy and the law at the sponsored activity.

- The "Secondary Contact" is sober and will assist the "Primary Contact" in complying with university policy and the law at the sponsored activity.
- A "Sober monitor" is a member of the student organization that is sponsoring the activity. They are required to refrain from consuming alcohol the day of and for the duration of the sponsored activity.
- "Sponsor" means the student organization(s) or student(s) on behalf of a student organization initiating, conducting, directing, or supervising the student organization sponsored-activity.
- A "Staff Advisor" is the university employee assigned as the Staff Advisor to the student organization. Advisor assignments are made by the Division for Student Affairs. Student Organizations that do not have an assigned Staff Advisor must utilize Org Help (orghelp@gwu.edu).
- "Student" means any currently enrolled person, full-time or part-time, or on continuous enrollment, pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or any form of certificate of completion. An individual new to the university is a student for purposes of this Handbook on the first day of classes or when participating in any official university activity, whichever occurs first. "Official university activity" can include residence in university residential facilities.
- "Student group" means students who are associated with each other, but who have not complied with formal university requirements for registration as a student organization.
- "Student organization" means any number of students who have complied with university requirements for registration with the Division for Student Affairs as a student organization.
- "Third-Party Vendors" means business establishments maintaining a current license or certification associated with the lawful procurement, sale, and/or distribution of alcoholic beverages in their respective jurisdictions.
- "University" means the George Washington University and all of its undergraduate, graduate, and professional schools, divisions, and programs.
- "University-Approved Vendors" means Third-Party Vendors that have been approved by the university for work at university-sponsored activities.
- "University premises" means buildings or grounds owned or leased by the university, or in which the university has an ownership interest, including, but not limited to, buildings or grounds in which students reside and university food service facilities are located; University Student Center facilities; Columbia Plaza; and facilities operated in the name of any officially registered student organization. This definition is not limited to buildings or grounds owned or leased by the university at the Foggy Bottom campus.
- "University-sponsored activities" means events and activities initiated by a student, student organization, or university department, faculty member, or employee that: Are expressly authorized, aided, conducted, or supervised by the university; or Are funded in whole or in part

by the university; or Are initiated and conducted or promoted by an officially-registered student organization, university department, faculty member or employee.

Where not defined above, other terms in this policy use the definitions in the [Code of Student Conduct](#).