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We strive to glorify God in all that we do and clubs and organizations are no exception. 90% of a student’s time at Covenant College will be spent outside of the classroom, so it is important to take advantage of all the wonderful co-curricular opportunities and activities one will find at Covenant. This includes opportunities for growth, opportunities for friendship, and opportunities for leadership.

If you are reading this handbook you are either the leader of a currently established club or organization at Covenant or you are interested in starting a new one. Being a club leader or establishing a new club involves a great amount of responsibility, however, it also comes with a great deal of reward and self-satisfaction. This handbook is designed to be a resource for you and help you achieve your goals, as well as provide assistance in establishing a charter, and/or answer logistical questions pertaining to such topics as FURFs, budgets, advisor roles, and problems you may encounter.

Thank you for taking the time to read this handbook and for not only being involved on campus, but for being a student leader. Campus clubs and organizations are vital to Covenant and help further growth and fellowship here on campus. We look forward to partnering with you and your passions in the year ahead.

In Him,

Julie Moore  
Associate Dean of Students, Student Life

Jessica Anderson  
Coordinator of Student Leadership
ESTABLISHING A CLUB OR ORGANIZATION

A. Step One

Any group of students desiring to form a new student organization must complete and submit an application packet to the current Student Senate by first week of an academic semester. Student Senate will work with the Office of Student Development in the application process of a new student organization.

This application packet must contain the following elements:

1. The proposed name of the club or organization.

2. A purpose statement which includes goals and objectives for the club or organization.

3. A list of the officers (with job descriptions and method for selection) for the organization (at least one leader and one treasurer to approve expenditures) and a minimum of five active members. Organization leaders must have completed a minimum of one semester at Covenant, not be on academic or disciplinary probation.

4. A proposed budget for that current academic semester.

5. A copy of the Student Organization Advisor Consent Form signed by the club advisor, who must be a full-time Covenant College faculty/staff member who agrees to abide by the “Roles of the Advisor.”

B. Step Two

The application packet will be reviewed by the Student Senate and other related Covenant College offices. At this stage, any of the above offices may ask for more information or clarification. Any club or organization planning on using campus or community athletic facilities or fields will be required to have the club leader and advisor meet with the Athletic Director to discuss usage policies and procedures. The Athletic Director will communicate with the Office of Student Development once this requirement has been met. Failure on the part of the club to do so may result in loss of club status and all attendant privileges.

C. Step Three

Upon approval from the Student Senate and the Office of Student Development, the club or organization will receive official recognition from Covenant College. After recognition is granted, the organization will receive all of the rights and privileges of an official student organization at Covenant College.
REGISTERING A CLUB OR ORGANIZATION

During the spring semester at a time established by Student Senate and the Office of Student Development, each club and organization must register their active status for the following academic year by doing the following:

1. Submit names of officers and advisor(s) with summer contact information.
2. Submit a copy of the Student Organization Advisor Consent Form signed by the club advisor, who must be a full-time Covenant College faculty/staff member who agrees to abide by the “Roles of the Advisor.”
3. Submit a tentative budget for the fall semester.
4. Retain at least five active members in order to maintain active status and be eligible to receive funds from Student Senate.

WITHDRAWAL OF RECOGNITION

The Student Senate in conjunction with the Office of Student Development may withdraw recognition from a club/organization if it fails to act in accordance with the purpose and goals of the club/organization, the Student Association, or Covenant College.

Organizations failing to submit a request for funding in two consecutive semesters will automatically lose recognition. Organizations which lose recognition may reapply for recognition the following semester.

TRANSITION PERIOD

During the spring semester, each club must submit an exit form by the second Monday in April. This form will lay out the next year’s leader(s), advisor, goals/objectives, and include a club asset inventory list. During the summer the incoming leader or a designated club contact should be responsive any emails from Student Senate or Student Development.

RECOGNITION WITHOUT FUNDING OR WITH LIMITED FUNDING

Newly recognized organizations/clubs will normally be expected to establish a strong record of financial accountability and accomplishment of goals and objectives before being considered for larger allocation of funds by Student Senate.

Some organizations will be recognized without funding due to the lack of any need for funding in a particular semester or failure to establish a strong history of wise spending.

CLUB AND ORGANIZATION BUDGETS

Club and Organization leaders are expected to submit a requested budget at the time established by the Student Senate each semester. Each club/organization will be given a Senate member as a liaison. The liaison will meet with the club/organization leadership
to discuss the requested budget and represent the club/organization interests in the closed budget meeting.

The Student Senate will work according to their by-laws in making decisions regarding budgets. Factors influencing budget decisions include, but are not limited to: number of students in the organization, length of time the organization has been active, history of accountability, possibility of funding from other sources, discretionary reasons, record of meeting objectives and goals, and potential effects on promoting the objectives of Covenant College.

**CLUB AND ORGANIZATION ADVISORS**

Advisors are integral to the success of student organizations, but are not the president or the primary leader of the organization. Advisors have the opportunity to work with student groups outside of the formal classroom setting, assisting them in developing programs which promote and enhance the educational mission of the college. Advisors should work with student organizations in an advising capacity, but not dictate the organization’s programs or activities. However, advisors should be frank in offering suggestions, considerations and ideas, as well as discussing possible consequences.

**Appointing Advisors**

Each club and organization is required to have an advisor who is a full-time staff or faculty member. Clubs and organizations will not be recognized by the college without an advisor. Should an advisor leave mid-year, the organization will not be allowed to access funds or sponsor new events until a replacement advisor has been found.

In the spring, each club and organization is required to nominate a faculty/staff advisor for approval by the Student Senate and college administration. The Student Senate, the Dean of Students, and the advisor’s supervising Vice President will approve or deny the nomination based on the faculty or staff member’s work load, involvement in other clubs and organizations and general fit with the purpose of the group. Advisors must be re-approved each year even if they have advised that group or other groups in the past, as the dynamics of the group or the advisor’s work load and role on campus may change.

All advisors are expected to adhere to the responsibilities listed below and to those stated within their respective club and organization guidelines and constitutions. Advisors are held accountable in advising their clubs and organizations by the Dean of Students and their respective Vice President. A demonstrated inability to fulfill their advising responsibilities or to keep up with their full-time work may result in the advisor being asked to step down from their advisor role.

**Advisor Involvement**

1. ADVISING. To advise effectively in an extracurricular situation, the advisor should actively participate in the organization. In order that students can develop leadership skills, advisors should assist and facilitate, without taking over leadership of the
In addition, an advisor is encouraged to challenge the organization to contribute to the educational mission and vision of Covenant College.

2. COUNSELING INDIVIDUAL STUDENTS. Students often need a listening ear and solid advice. The advisor should be available and reachable via phone, email and office hours.

3. CONSULTATION ON PROGRAMS/ACTIVITIES. Advisors should be aware of planned programs and should offer input and criticism before and after the event and/or publication. It is also the advisor's responsibility to ensure that all college procedures are followed when planning activities. Any program or production put on by the club or organization should have the full knowledge and permission of the advisor.

4. PROVIDING CONTINUITY. Students transition in and out of club leadership as they advance through their years at Covenant and graduate. Advisors can provide stability and an awareness of history, context and policy. Advisors can help new student leaders by providing oversight of the maintenance of past records to be passed on to new leaders each year and instructing them in their expected duties and responsibilities.

5. INTERPRETATION OF POLICY. Advisors should encourage the organization and its officers to be familiar with Covenant College policies and why they exist. Questions of interpretation should be directed to the Office of Student Development or the appropriate academic department.

6. SUPERVISION. The advisor should work with, and through, the responsible officer of the organization to maintain standards in consultation with the Office of Student Development. Advisors will support the polices of the college and the work of the Office of Student Development by familiarizing themselves with the student’s standards of conduct and, by word and example, encouraging students to live in compliance with these standards. The advisor has the authority with the Office of Student Development to postpone an event or posting if deemed inappropriate until further review.

7. FINANCIAL SUPERVISION. The advisor should make sure the organization is aware of the proper financial channels for student organizations at Covenant College.

8. ORGANIZATIONAL MEETINGS. The advisor is not required to attend every meeting, but regularly enough to assure knowledge of the organization’s work, as well as familiarity with the members of the organization so they feel comfortable going to the advisor for assistance.

9. ACADEMIC SUPERVISION. When the advisor discovers or is notified that a student involved in an organization or publication is demonstrating poor academic performance, the advisor should suggest that the student curtail or end his or her involvement. In organizations where a minimum GPA is required of the student leaders, the advisor is responsible for working with Student Senate and the Office of Student Development in seeing that those who do not meet the requirement are removed from leadership and replaced by another student leader from the organization.
10. COMMUNICATION. The advisor is responsible for handling all communication between the Office of Student Development and the organization during those times when officers have not yet been determined.

11. REGISTERING THE ORGANIZATION. The advisor should help ensure that organizations seeking to register for the next year have turned in the required documentation (including, but not limited to: budget, officer list, advisor consent form, asset list, etc.) by the dates set each semester by Student Senate and the Office of Student Development.
Covenant College
Student Club/Organization Advisor
Consent Form
2012-2013

Name of Student Club/Organization ____________________________________________

Name of Student Club/Organization leader _________________________________

Name of Advisor _________________________________________________________

Advisor’s Department ______________________________________________________

Advisor’s Phone Number _________________________________________________

Advisor’s E-Mail Address _________________________________________________

I am an advisor who is:

    Returning to this position this year.

    New to this position this academic year.

To the advisor:

Your signature below confirms that you are a full time faculty or staff member of
Covenant College; you have seen the information concerning the role of an advisor
produced by the Student Development Office and included in the Student Organization
Handbook; and you consent to take on the responsibilities of the advisor of the above
named group for the 2011-2012 academic year.

___________________________________________  Date
Signature of Advisor for 2012-13
RESPONSIBILITIES, RIGHTS, AND PRIVILEGES OF A COVENANT COLLEGE STUDENT ORGANIZATION

Each officially recognized Covenant College Student Organization shall enjoy the following responsibilities, rights and privileges on the Covenant College campus:

A. Communication and Responsibilities

All organizations should maintain excellent lines of communication with the Coordinator of Student Leadership, Student Development, and Student Senate. Regular communication with respective Student Senate liaisons is expected as regularly. Club leaders must be able to provide updates to Senate liaisons as well as meet during the semester when necessary. Clubs must submit pre-semester summaries as well as a proposed budget at the beginning of each semester. Organizations must receive approval for outside speakers and activities, and submit updates on officer and purpose statement changes. Visiting the Office of Student Development from time to time for informal discussions is also highly encouraged.

B. Advertising/Campus Displays

All approved organizations enjoy the right to advertise on approved campus bulletin boards. Fliers and promotional information not associated with student organizations (residence halls, Senate, CAB, clubs) and academics should be reviewed by the Coordinator of Student Leadership before posting around campus. This requires advance planning, a skill essential to the administration of a well-run organization. It should be noted that outside (campus) groups or event speakers must be directly sponsored, secured and hosted by at least one student organization. This requirement aids in the general knowledge and facilitation of groups on campus.

- No advertisements, fliers, posters, etc may, at any time, be placed on campus building windows, doors, or any painted surfaces.

- Bulletin boards are available in all buildings for the posting of fliers/posters. Fliers and posters may be attached with sticky tack, masking tape, or push pins. All fliers posted with anything else will be taken down.

- All posted materials should be removed within 24 hours of the completion of the event. Please take responsibility for your event, including removing advertisements that are no longer applicable.

C. Facility Reservations

Once the activity proposal has been approved by the Student Senate, a Facilities Use Request Form (FURF) should be submitted to Conference Services. Once your request is processed, the Conference Services office will send an email
notifying you whether or not the event was approved. Any questions should be referred to the Office of Student Development. You can access the FURF system on the Student Life webpage (http://www.covenant.edu/students/activities/clubs) or at scots.covenant.edu. To FURF for an event:

- Log-in with your student username and password
- Click “Create a New FURF”
- Fill out all necessary Event Information and click “Save FURF” or “Submit this FURF” if information is complete and ready for approval
- On main screen you may also review the FURF calendar and view any FURF’s with active conflicts

Be sure that if you have any AV requests that these services are requested in the FURF and that the AV Event Needs form is filled out and email to the Coordinator of Student Leadership. This form can be found on the Student Life webpage at http://www.covenant.edu/pdf/student/av.pdf.

D. Property Damages

All organizations using campus property, equipment or facilities must maintain areas in good order. The organization is automatically responsible for any damages incurred or any items not returned. It should also be noted that organizations utilizing facilities or materials from an off-campus merchant or establishment accept full responsibility for any damages incurred or items not returned.

E. Overnight Retreats or Trips

All large group activities (i.e., class or club/organization functions) held off campus or any group activity involving an overnight stay off campus must be accompanied by the club/organization advisor or another faculty or staff member asked in advance and approved by the Office of Student Development. Clubs, organizations, athletic teams, etc. are encouraged to coordinate their trips as to allow for meals and overnight stays with families, alumni and friends of the college.

F. Assets and Keys

- Each organization is required to prepare a list of all organization assets at the beginning and end of each academic year to ensure responsible use and stewardship of those assets. This includes an asset condition report that will be filled out prior to check out and upon return with the exit form. The asset list will be kept on file with the Student Senate and the Office of Student Development. Organizations will not be allowed to access funds until the asset list is submitted. Near the end of the spring semester, a week will be designated for clubs to return assets along with condition forms. Assets are stored and maintained over the summer with Student Senate (checked out in fall, returned in spring).
The Resource Closet is located in the Student Life and Leadership Office. Resources including paper, cardstock, poster boards, banner paper, markers, rubber cement, thumb tacks, sticky tack, paper cutters, as well as board games are available for club leader use. The Resource Closet is available in order to help facilitate advertising and reduce costs for clubs. Additional items will also be available for club events. These include items such as punch bowls, serving platters, tongs, cutlery, napkins, and pitchers. Club event assets are to be cleaned and returned within 24 hours of the event. All Resource Closet items must be checked out by the Coordinator of Student Leadership.

Key requests for access to the Senate office, CAB/Senate storage, and publication offices/cabinets will be approved by the appropriate advisors through Facilities Management.

Any abuse of assets or keys (such as loaning to unauthorized users) may result in loss of privileges and even recognition.

G. General Rights and Privileges

Each approved campus organization may:

- Use the name Covenant College in conjunction with club activities.
- Request financial support from the Student Senate at the beginning of each semester.
- Request news coverage by the Bagpipe, Tartan or other forms of public information initiated by the College.
- Request a campus mailbox in the Covenant College Mailroom. Requests will be granted at the discretion of Office Services and as space permits.
- As noted in the Publicity section, outside (campus) groups or event speakers must be directly sponsored, secured and hosted by at least one student organization. Clubs can sponsor an activity, speaker or project on campus solely or jointly with another approved campus club or organization, or with the Office of Student Development.
- Once approval has been granted by the Office of Student Development and all appropriate scheduling has taken place with Conference Services, clubs may begin advertising for their events.
- Clubs must not purchase t-shirts with club funds. All dinner events will typically receive an $80 maximum allotment unless an exception is given by the Treasurer. Gas purchased for club trips will typically be reimbursed at-cost unless otherwise posted.
FINANCIAL RESPONSIBILITY AND PROCEDURES

A. Financial Accountability

- The Senate is responsible for insuring that all club funds are spent wisely.

- Funds will be available on an incremental event-by-event rollover basis. Funds will not be available for a later event if not used or used properly for an earlier event. Any exceptions must be worked out with the Treasurer.

- The Senate reserves the option of blocking any spending which does not reflect the purpose and goals of the organization, club, and/or the College.

- The Senate reserves the option of withdrawing funding from an organization if the organization is negligent in spending its funds.

- In general, the Senate will exercise great restraint regarding interference with organization spending, and will only block spending which does not reflect the purpose of the organization, or which is clearly not in the best interest of SACC or the College.

B. Accessing Funds

- To access allocated SACC funds, an organization must complete a SACC requisition and submit it to the treasurer. If allocation/reallocation needed, leader must communicate this with the Treasurer. The Treasurer will determine whether to present request to Senate or have leader attend Senate meeting to do so.

- A SACC organization may also access its funds through in-house charges (purchases from organizations within Covenant College). At the beginning of each semester, the treasurer will give a list of approved clubs, club leaders and fund numbers to the Tuck Shoppe, Auxiliary Services, and Facilities Management. When making a purchase from these organizations, the club leader must present: a) his/her student ID and b) the club fund number to the person processing the transaction. Following this procedure, the club leader may have access to the club account. Student Senate will not be held responsible for expenses that do not adhere to the above procedures.

- All SACC expenditures above the Chief Financial Officer’s ceiling price must be approved by the Chief Financial Officer or his/her designee. In the absence of the Chief Financial Officer, the College Controller may approve SACC expenditures.
C. Donations to Organizations and Fundraisers

- Donations to clubs and organizations should be earmarked for specific events, projects, supplies, or equipment. These funds will be left in the organization’s fund until the completion of these events or projects or until the supplies or equipment has been purchased. Leftover donation funds will then be handled in the same manner as all other club funds.

- All clubs and organizations wishing to hold a fundraiser must first get approval from Senate and the Office of Student Development.

EVENT SAFETY AND SECURITY PROCEDURES

A faculty/staff member should be present during an event and will be able to help if a situation should arise.

In case of Injury

1. Judge the situation. If someone is injured in the head, unconscious or experiencing heart problems then it would be appropriate to call 911. If they have suffered from a broken bone, sprain or something that is not life threatening, use caution and proceed to step 2. First-aid kits should be available at all off-campus events.

2. Call the RD on duty line.
   Off Campus: (706) 419-1176  
   On Campus: Ext. 511  
   The RD will then go through the proper steps after hearing of the situation.

In case Alcohol or Drug Use is suspected

1. If a staff member or RA is present, report the incident immediately to them.
2. If the subject is intoxicated or under the influence of drugs, escort them from the premises and make sure someone is with them at all times.
3. Call the RD on duty line.
   Off Campus: (706) 419-1176  
   On Campus: Ext. 511  
   The RD will then go through the proper steps after hearing of the situation.

In case of a Threatening Event

1. Evaluate the situation. If someone is acting unruly or is making people feel uncomfortable, report it to the staff member or RA that is present. If off campus, inform the facilities manager and security service if available. If the subject is suspected to be under the influence of drugs or alcohol, please refer to the steps above.
2. In the event of a crisis event (gun fire, any weapons, or explosion) call 911 immediately. After calling the authorities call, the RD on duty line.
The following is an explanation of Covenant College views on dancing. Dancing can be a fun activity that brings people together. However, in some contexts, dancing can lead to certain behaviors that could cause others to stumble or lead towards sin. With this in mind the following guidelines are in place when hosting a dance on or off campus.

- Community involvement – open to faculty, staff, and students
- Programmed event – approval is given prior to event
- Appropriate theme
- Appropriate music
- Appropriate style of dance
- Two Resident Advisors (one male and one female) and one professional staff member are present for the entire event
- Approved by the Dean of Student or the Associate Dean of Students

Dances are only approved for organizations, clubs, halls, hall councils and the Campus Activities Board.

You can get a Dance Permission Form from the Student Development Office or on the Student Life webpage at http://www.covenant.edu/pdf/student/Dance_permission_form.pdf.
The Student Standards of Conduct

Students must conduct themselves in a way which reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life. In addition, the College believes that there are some practices which, though they may not necessarily go against specific biblical teachings, are not in the best interest of others in the community. Students are expected to encourage each other to live according to these standards. For this reason, students who are present when behavior occurs that violates the standards may be found responsible for supporting the behavior.

- Students at Covenant are to practice all the virtues taught in the Scriptures such as: self-discipline, modesty, patience, and honesty and are expected to worship in a local church regularly.
- Students are also required to abstain from all activities which violate Biblical teachings such as: theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, adultery, homosexual behavior and the use or possession of obscene or pornographic material). Students must reject all sinful attitudes such as greed, jealousy, pride, lust and prejudice against those of a different race, gender, socio-economic status, etc.
- Additionally, students are to use wisdom and Christ-like discretion in the application of Biblical principles to decisions regarding all areas of life such as: the involvement with various forms of media, all non-college organizations, social interaction, and the physical expression of intimacy in relationships. When students are off campus, they should select places of business, organizations, or events that would promote and support the Standards of Conduct. Students are expected to use discretion by avoiding events that are not primarily for Christ-like edification and social interaction. Students should avoid, and encourage one another to avoid, dancing in places of business, events or organizations that primarily exist to serve alcohol, encourage lewd behavior or inappropriate physical intimacy and/or sexual behavior.
- The Scriptures call us to obey the authorities which have been placed over us by the civil government. All students are required to uphold local, state, and federal law except on the rare occasions when compliance with the civil authority may be in conflict with the Scriptures. Students violating any civil law such as: possession of illegal substances, underage drinking, illegal possession of firearms, physical or verbal harassment, gambling, copyright violations, illegal entry, the possession, sale and use of fireworks, etc., may be referred to the civil authorities for prosecution, and may also be subject to disciplinary action by the College.
- The College has established rules and guidelines with which all students are required to comply whenever they are on campus. Most of these are outlined in the Residence Hall Manual which includes guidelines for quiet study hours in the residence halls and safety guidelines such as no firearms and/or open flames on campus without expressed permission from one of the resident directors or a student dean. Students are also required to obey rules set by other various departments including, but not limited to, the Library and Technology Services, and must comply with all safety and parking guidelines outlined by Facilities Management.
• Students are prohibited at all times -- whether they are on or off the campus -- from the possession and use of alcohol and/or tobacco. The only exceptions to this policy are:

1. When students are away from the College community during official College breaks,

2. When students are under the authority of their parents or their church,

3. In the extraordinary circumstance on a trip to a foreign culture where to refuse a single, ceremonial drink would be construed as rude by the host, and

4. For students who are at least 25 years of age or married and are living off campus in non-college housing. These students may never possess or use alcohol or drugs on campus, nor off campus in the presence of students still under these restrictions.

In each of these exceptions, the College does not permit students to violate biblical directives or civil authorities by getting drunk or by drinking under the legal age. Students who violate these rules may still be subject to discipline by the College. Additionally, students may not come to campus exhibiting any discernible signs of alcohol or tobacco use, even if the usage occurred in the presence of the student's parents or church.

• Students found in violation of these Standards of Conduct will receive disciplinary action from the college. The College recognizes that some breeches of the Standards of Conduct are best handled through punitive discipline, some by extended counseling or involvement with an outside agency or church and others by informal admonishment. The College reserves the right to handle each situation in the manner which it deems to be most effective for the correction and development of the individual(s) involved, as well as in the best interest of the College community.

*These Standards of Conduct apply from the first day of residency or moving personal belongings into residence, and/or first day of classes, whichever comes first, to the last day of residency, the last class and/or the last academic function for the term, whichever comes last.*