


STUDENT ORG TRAINING

Org Essentials

Fall 2025





Agenda Overview

01 Student Engagement Staff

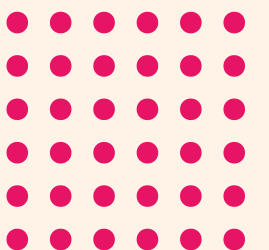
04 Presence/Involve

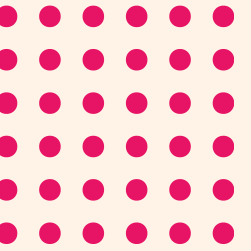
02 Org Expectations

05 Student Org Website

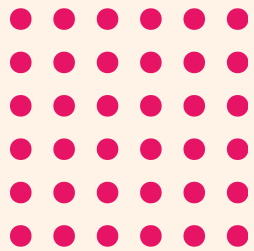
03 Bank Information

06 Upcoming Trainings

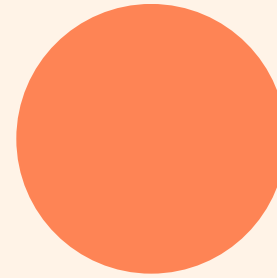




Student Engagement Staff



Org Chart

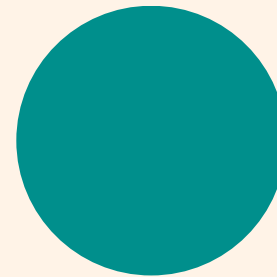


Associate Director for Student Engagement

Cassie Mori

AMU 121 B

cassandra.mori@marquette.edu

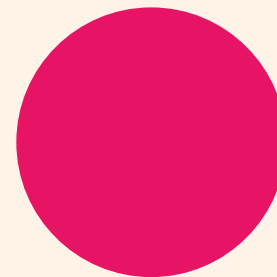


Coordinator for Student Orgs and Campus Activities

Stephanie Dooge

AMU 121 E

stephanie.dooge@marquette.edu

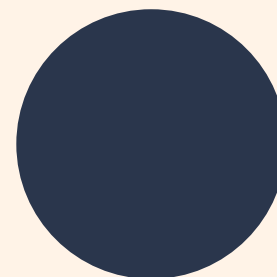


Graduate Assistant for Student Orgs

Miranda Herbele

AMU 121 G

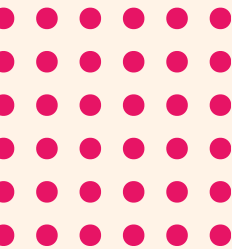
miranda.herbele@marquette.edu



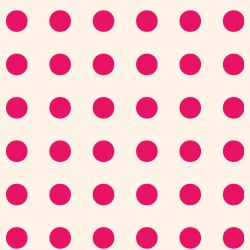
General Email

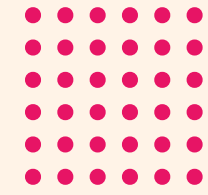
engaged@marquette.edu





Org Expectations





Student Org Responsibilities



Key Responsibilities:

Observing all laws
and regulations
governing the
activities of the group

Registering the
organization annually
and maintaining good
standing

Informing the Student
Engagement Office
of changes in officers
and advisors

Submitting a
constitution every 2
years for review and
revisions



Policy Highlights

Student Code of Conduct

- All student organizations and their events must comply with the student code of conduct

Eligibility for Membership

- Full-time undergraduate students are eligible for membership in any undergrad organization
- Part-time students, graduate students, professional students, faculty, or administrator may be associate member and cannot hold office or vote

Demonstration Policy

- Orgs are allowed to host demonstrations on campus
- Will need approval from the Dean of Students
- Needs to be peaceful and non-disruptive, University Officials will be present, and will conclude if university operations or people's rights have been compromised

Travel Policy

- All travel must be registered in Presence
- Must complete a health/emergency form and liability waiver
- If driving campus vehicles, must complete driver training



Non-University Political Activities


- Student orgs may bring political candidates to campus, but must register the events and escort candidates entire time they are on campus
- Cannot host campaign headquarters
- University has final decision on political activities

Working with Minors

- Must indicate on the event registration form that minors will be present
- Submit a Reporting Form for Events Involving Minors to Risk Management, complete online training module, and if necessary background checks will be completed by Risk Management

Policy Highlights

Events with Alcohol

- Event must be registered on Presence
 - Must submit Third Party Vendor Responsibility Form, Copy of Insurance, Risk Management Plan, Social Invitation List, and Event Monitor Form
 - Events that promote over-consumption or sale of alcohol will not be approved
 - Cash sales only
 - Vendors need to check IDs at the door
 - Orgs will be held responsible for actions of members and guests
 - SFL have additional policies for events at sorority and fraternity facilities
 - On campus events must use catering services (Sodexo)
- 

Policy Highlights

Speakers, Films, Literature

- Student Orgs are encouraged to create spaces for intellectual discussion, debate, investigation, and artistic expression
- Must state that views presented are not necessarily those of the university (using the disclaimer statement)
- Films need licensing

Use of Facilities

- Marquette facilities are private property, events by student organizations need to be approved by the Student Engagement Office
- No loitering, solicitation, harassment, damage to property, camping or misuse of restrooms

Driver Training

- Using university-owned or leased vehicles require approval from Risk Management and participation in online driver training module
- Club/Rec Sports has a separate policy
- Complete Driver Authorization Form to start the process of getting trained

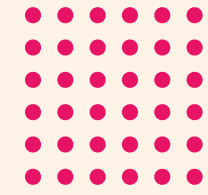
Hazing Policy

- Zero tolerance policy that applies to all members of Marquette including visitors/guests
- Hazing is considered a felony in the state of Wisconsin

Hazing Definition

In accordance with the Stop Campus Hazing Act, hazing is defined as:

Any intentional, knowing, or reckless act committed by a person, whether individually or in concert with others, against another person or persons—regardless of willingness to participate—that occurs in the course of initiation into, affiliation with, or maintenance of membership in a student organization, and that causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.



Hazing Policy



**Hazing includes but
is not limited to**

Whipping, beating,
striking, branding,
sleep deprivation,
confinement,
exposure to the
elements, or
reasonable fear of
bodily harm

Causing, coercing, or
otherwise inducing
another person to
consume food, liquid,
alcohol, drugs or
other substances, or
perform sexual acts

Extreme or prolonged
physical exertion,
activities causing
embarrassment or
reasonable fear of
physical harm through
threats or conduct

Activities that violate
federal, state, Tribal,
or local law





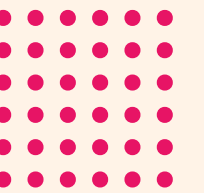
Hazing Reporting & Enforcement

Reporting

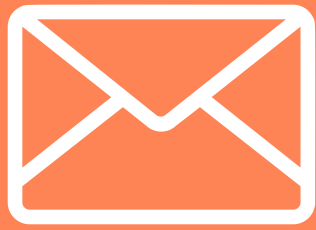
Fill out campus incident report, file report with Office of Student Development, Office of Student Engagement, MUPD, or any faculty/staff member your are comfortable with. Are able to submit anonymously, but know follow up may be difficult. Adverse actions taken against a reporting party are a violation of the campus Retaliation Policy.

Enforcement

Office of Student Development is responsible for student cases. MUPD is responsible for criminal behavior and faculty/staff involvement.



Mailboxes & Storage



Mailboxes

Assignments were sent out in August. All requests were granted. Mailbox number may be different than previous years.

Still have 50 available.

Please make sure to regularly check mailbox!



Storage Closets

Assignments were sent out in August. Priority went to those who provided reasoning for needing space and items we could accommodate.

Can be put on a waitlist, but it is unlikely you will get space this semester.



Off Campus Storage

Encouraged if you have items that are larger and need to be in a temperature controlled space.

MUSG may allocate funding for off campus storage units for the academic year.

Reserving Space

- Student Engagement Office approves events in Presence
- AMU Event Services books the space on campus (including academic spaces) and works with catering
 - Use online reservation system
 - Visit AMU 245 to work with them in person
- All reservations will be considered tentative until an email confirmation has been sent by AMU Event Services
- Catering
 - Orgs get 20% off catering through Sodexo
 - Sodexo Catering Fund Sponsorship (further discount!)
 - Outside food not allowed in Lunda Room, Annex, Ballrooms, and Marquette Place during business hours



Marketing Policy

- Student orgs are responsible for their own marketing
- Do not need to submit publicity for approval from Student Engagement Office
- Should not market event until it has been approved in Presence
- DSA Marketing offers student orgs free graphic design help and free poster printing
- Needs to remain consistent with Student Code of Conduct



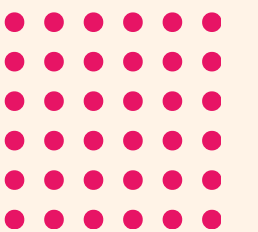
Include in Marketing

- Full name of the sponsoring organization
- Time, date and place of the event
- Any entrance fees or costs to participate
- University speaker/literature statement when required



How to Post Marketing

- To put on Axis T.V.s across campus (non Residence Hall buildings), contact Luke Morrison in the AMU
- To post in AMU staircase rotunda, must reserve space with AMU Event Services
- To post in Academic Buildings must reach out to each department/college for their policies
- To post in Residence Halls and on T.V.s in Residence Halls/Dining Halls, must complete the ORL Publicity Request Form



The slide features decorative geometric patterns in the top-left and top-right corners. These patterns consist of various shapes including circles, semi-circles, and squares in shades of teal, orange, and dark blue. The main title 'Fundraising Policy' is centered at the top in a large, bold, dark purple font.

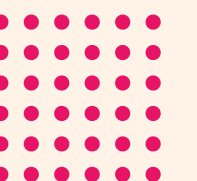
Fundraising Policy

- Student Engagement Office does not provide any money to student organizations
- Student organizations are responsible for their own fundraising
- MUSG allocates money to student orgs through their SOF process
 - Must attend SOF Training to be eligible to apply
- Fundraising events must be submitted through the event registration form
- Fundraising efforts must be consistent with the University Mission, and comply with local, state, and federal laws

Internal Fundraising

Events sponsored to raise money for internal organizational use (e.g., operating expenses, organizational activities, etc.)

- Contributions to internal fundraisers are not tax deductible
- Student organizations may not rely on the university's tax exempt status in organizing or operating such an event
- No way imply that the university is a sponsor of the event
- The net proceeds of the fundraiser are to be dedicated only to funding the organization's activities that align with the organization's stated purpose(s)
- Cannot promote the use or sale of alcohol
- Fundraisers including credit card applications will not be approved



External Fundraising

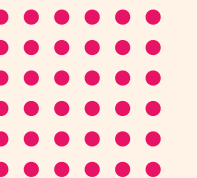
Events sponsored to raise money for charitable, tax-exempt organizations external to the university as defined under the Internal Revenue Code Section 501 (c) (3)

- The proposed recipient must be an IRS-recognized 501 (c) (3) organization. Need to submit a copy of the IRS determination letter verifying this status
- All commercial or political activities or organizations as well as unorganized or unrecognized public groups irrespective of their avowed aims or purposes are strictly excluded as recipients
- The funds must come from the voluntary contributions and not from student activity fees, residence hall fees, or other general university revenues
- Contributions must be made payable directly to the external charitable organization. Contributions may not be made payable to the university
- No way imply that the university is a sponsor of the event

Donations

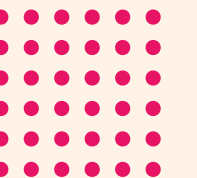
Asking for funds or donations of goods or services for internal organizational use and activity

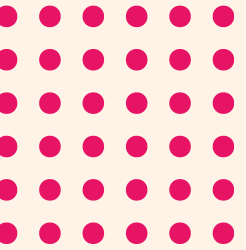
- The net proceeds are to be dedicated only to funding the organization's activities that align with the organization's stated purpose(s), or for a previously approved campus project
- The funds must come from the voluntary contributions specifically made to meet the purposes of the approved solicitation
- May have to work with University Advancement when receiving these funds



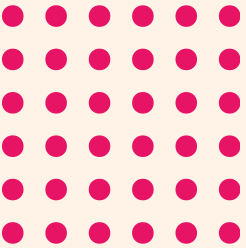
Gaming Laws

- No raffles, lotteries or sweepstakes may be held
- An event involving all three of the following may fall under the legal definition of gaming, which is regulated by state law
 - an entry fee
 - a prize
 - chance/luck
- Silent auctions are okay





Bank Information





Bank Information

Letter of Direction

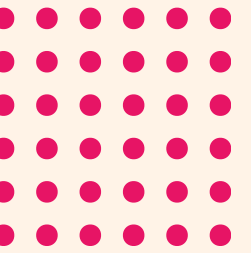
Need to complete if you have any changes in who needs access to bank account.

Bank Statements

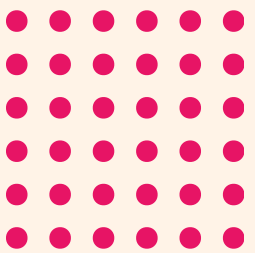
Please make sure to opt in for digital statements. You will get charged for paper statements!

Town Bank
AMU 1st Floor



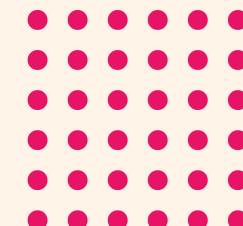


Presence/Involve



Admin Access

- Admin access allows for updating your org's page, adding members, and submitting event registrations
- Only officers and advisors are given admin access
- Admin access should be automatically granted when new officers are added
- Can also be added by Student Engagement Staff



Things to Update

**E-Board/Officer
List**

Need a President

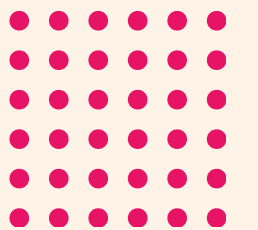
**Advisor
(if applicable)**

Membership Roster

**Need at least
5 members**

**General Contact
Information
&
Social Media**

**Constiution
&
Meeting
Date/Time**





Event Registration



Do Register

Off campus events, fundraisers, travel, speakers, movies, dances, formals, events with alcohol, performances

Do NOT Register

Organization meetings, rehearsals, practices

**Provide as much
information as
possible**

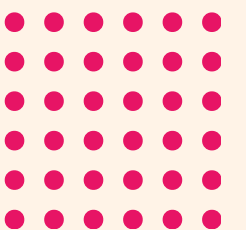


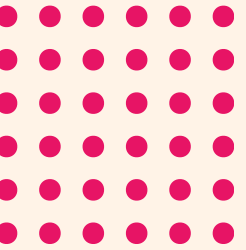
Forms



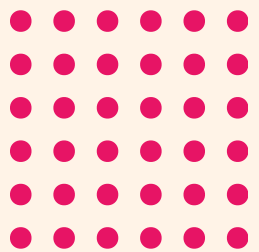
- Working to digitize a majority of student org forms
- Still some to come, so if not listed on Presence use old form on student org website

Title	Description
Demonstration Proposal Form	
Driver Authorization Form - Marquette University	
Event Registration	Submit your event for approval from the Student Engagement Office. THIS FORM DOES NOT CREATE A SPACE RESERVATION. Please visit AMU Event Services to reserve space: https://www.marquette.edu/event-services/
Student Organization Events: Alcohol Event Monitor Form	Complete this form if there will be alcohol at an event hosted by a student organization.
Student Organization Events: Alcohol Risk Assessment Form	Student Organizations hosting events with alcohol can use this form to submit their risk assessment plan.
Student Organization Events: Third Party Vendor Form	Please download the third party vendor responsibility form, and have the third party complete it. Please also submit a copy of their insurance.





Student Org Website



On the website



01

Student Org Handbook

05

Forms

02

Student Org Newsletters

06

Bank Resources

03

Training Dates

07

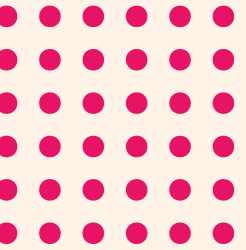
O-Fest & Org Awards

04

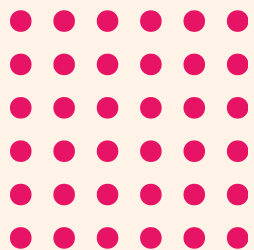
Renewal Information

08

Campus Resources



Upcoming Trainings



Trainings



SOF

Required to attend to be able to request funding from MUSG.

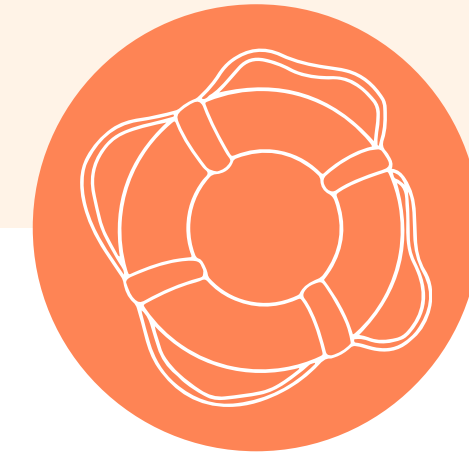
- Tuesday, 9/2 | 6:00–7:00 p.m.
- Wednesday, 9/3 | 5:00–6:00 p.m.
- Monday, 9/8 | 6:00–7:00 p.m.
- Tuesday, 9/9 | 5:00–6:00 p.m.



On Campus Large Performance/Events

Required to attend if putting on a large event or performance on campus.

- Monday, 9/15 | 4:00–5:00 p.m.
- Tuesday, 9/16 | 4:00–5:00 p.m.

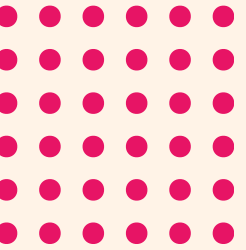


Lifesavers

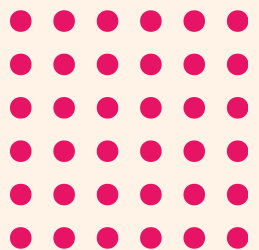
Required for all student organizations

- Monday, 10/20/25 | 4:00–5:30 p.m.
- Thursday, 10/23/25 | 4:00–5:30 p.m.
- Sunday, 10/26/25 | 4:00–5:30 p.m.

All orgs must send a representative!
Sessions have capacity limits, so sign up is required.



Questions?



The image features a light beige background with decorative geometric patterns. In the top right corner, there is a cluster of shapes including a large pink semi-circle, a teal circle with a dark blue center, and various pink and teal segments. In the bottom left corner, there is a horizontal row of repeating geometric shapes: teal circles, pink and dark blue semi-circles, and orange and teal leaf-like shapes. In the bottom right corner, there is a small square grid of pink dots.

Thank You