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WHO’S WHO - CAMPUS ACTIVITIES & PROGRAMS

Alexandra Marchesano  
Director

Curtis Tarver  
Associate Director for Programs; Fraternity & Sorority Life Programming

Kimberly Caudle  
Coordinator for Programs

Jeff Lail  
Assistant Director for Programs

Emily McKenzie  
Visual Arts Specialist
If you are looking to get a student group started on campus, visit http://cap.uncg.edu/student-groups/i-want-to-start-a-student-group/ for more information.

**MAINTAIN YOUR REGISTERED & RECOGNIZED STUDENT GROUPS STATUS**

- Send representative to ONE Registration Kick Off meeting in the fall semester.
- Submit Annual Registration Form via COMMUNITY by stated deadline (due mid-September)
- Maintain accurate roster including officers/leadership positions on Community—MUST HAVE FIVE MEMBERS
- Complete End of Year Survey

**GROUPS OF EXCELLENCE**

Once groups are registered and recognized, they can go on to be awarded a Group of Excellence.

To become a Group of Excellence, student groups must achieve the 4 pillars of excellence:

**Learning** – student groups must attend a Leadership Academy in the Fall and the Emerging Leaders Conference in the Spring, and must complete 2 educational programs each year presented by Peer Leadership Educators

**Service** – student groups must engage in 2 community service projects each year

**Scholarship** – student groups must maintain an average GPA of at least 3.0

**Community** – collaborating with at least 2 other student groups on an event or service project

Once a student group has achieved all 4 recognition standards, they will be rewarded with their name on a visible plaque in the student organization cubicles, website recognition, potential Community recognition, and more to be determined. Groups of Excellence will be announced at the 2015 UNCG Excellence Awards Banquet.
As a reminder...
The minimum level to maintain registration includes:
• Representatives(s) must attend ONE registration meeting
• Annual Registration Forms must be submitted via Community by deadline set
• Community rosters must be accurate at all times, contain a minimum of 5 members, and include all officers/leadership positions
• End of the Year Survey must be submitted by the last day of classes for the school year
• On-campus, full-time advisors must be maintained all school year

End of the Year Survey:
End of the Year survey submissions must be in by March 31, 2015
It is the responsibility of the STUDENT GROUP to report, not the student group advisor or CAP staff member at UNCG. Classifications are tracked and evaluated at the end of EACH semester. All groups who wish to hold office space must complete and maintain Spartan Classification to be eligible to apply for office space (must have office space to receive key card access.)
Our office sends out weekly e-mails to all student groups known as the Student Group Shoutouts. These go to head officers and advisors and contain pertinent information related to your group’s recognition. It is important that you read these. We have made the commitment that we only send out one e-mail per week (except in rare, high-importance circumstances); we ask that you make the commitment to stay up-to-date on the information included.

Need to get in touch with us? We can be reached at (336) 334-5800 or capso@uncg.edu. Of course, we always love it when you stop by! We are located on the second (top) floor of the EUC. Our mailing address is 221, but our office can be found around the corner from that – if you come up the staircase and take a left, follow the hallway around past the Student Government and Carolinian Offices. Our office is the next one on the right.

Campus Activities & Programs can be found online in multiple formats as well. You can visit our website at cap.uncg.edu, or connect with us via social media:

Facebook: UNCGCAP
Twitter: @UNCGCAP
Flickr: UNCGCAP
EVENTS ON CAMPUS

EVENT CONSULTANTS
Each student group is assigned an event consultant. Your event consultant is your group’s primary go-to in the office; while they will work with you on event contracts, they are also a good point of contact if you have other questions about your student group. You will get a letter identifying this individual upon your group’s registration; at any time, the Office of Campus Activities & Programs can also identify your event consultant for you. You can consider your event consultant as your go-to in the CAP office; while they’ll work with you on event contracts, they are also a good point of contact if you have other questions about your student group.

EVENT CONTRACTS
Event contracts must be completed any time your group does a campus event; that is, an activity that is open to more than just members or prospective members of your student group (in other words, excluding group meetings and interest meetings), or that takes place outside. Event contracts must be completed no less than four weeks in advance of your event. It is recommended that you start planning your event six weeks or more in advance, so that you have time to obtain reservations, check calendars for conflicting or similar events, complete the event contract, arrange for ticketing, setup, and other services, and advertise to ensure a successful event.

Below are the instructions to create events in Community:
• Visit http://cap.uncg.edu/
• Click on “Student Groups” in the left navigation.
• Click on “Community” in the center.
• Log in with your iSpartan username and password.
• Click “student groups” at the top. Click on the name of the group you wish to create an event for.
• Click “Manage Events” in the blue navigation bar on the left.
• Click “Add New Event” button in the center of the page.
• Select “New” and “I Agree” then “Submit and Continue Event Setup”
• Video tutorial http://cap.uncg.edu/community-event-creation-for-students/

STUDENT GROUP EVENT PLANNING AT UNCG
UNCG believes strongly in its culture of care and human dignity, and as such, allegations and incidents of hazing are taken very seriously. Please review both the UNCG and North Carolina definitions of hazing:

http://www.stophazing.org/laws/nc_law.htm

A student, student group, and/or its advisors can be held responsible through the UNCG conduct process or civilly or criminally liable for incidents of hazing.

HAZING TRAINING MODULE

OTHER CAMPUS POLICIES

Below are other campus policies that relate directly to our student groups. All policies are up to date as of the date accessed.

- EVENT CONTRACT AGREEMENT PROCESS (PDF)
- ANTI-HAZING POLICY (PDF)
- DRUG POLICY AND OPERATIONAL PROCEDURES (PDF)
- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (PDF)
- UNCG MERCHANDISING POLICY (PDF)
- POSTING ANNOUNCEMENTS (PDF)
- STUDENT ALCOHOL POLICY (PDF)
- STUDENT ORGANIZATION EVENT SAFETY POLICY (PDF)
- STUDENT GROUP RECOGNITION POLICY (PDF)
- STUDENT CODE OF CONDUCT
- EVENT CATERING GUIDELINES (PDF)
- RESERVATIONS POLICY (PDF)
There are several offices on campus who will serve as valuable resources as you conduct the business of your student group here.

**Graphics Office** – EUC 235, (336) 334-5539
**Reservations Office** – EUC 221, (336) 334-5378
**Office of Leadership and Service-Learning** – EUC 216, (336) 256-0538
**Student Government Association** - EUC 230
**EUC Information Desk** – EUC First Floor, (336) 334-5510