Note: the information in this presentation is up to date and accurate as of 9/7/2021. Please refer to the CAP website for additional information related to COVID-19 policies and procedures.
MISSION

Campus Activities and Programs (CAP) mission is to provide opportunities for students to create meaningful relationships, explore interests, and develop a sense of self and an appreciation for their community.

- Student Groups
- Activities and Campus Events (ACE) Programming
- Fraternity and Sorority Life
- Student Government Association
- Traditions: Rawkin Welcome Weeks, Homecoming, Fraternal Leadership Institute, Spring Fling, Spartans of Excellence Awards, and more.
CAP Event Consultants
Kynnith Francis-Vaughan (A-N)
Meredith Atchison (O-Z + Media)
Ashley Jones (MGC & CPC)
Lomar Osborne (IFC & NPHC)
Curtis Tarver (Non-Social Greek Lettered)

Additional CAP Support Staff
Corey Potts (Finance)
Jason Hamilton (General SG Information)
Advisor Basics

OH, PLEASE, I'M YOUR ADVISOR.
What is an advisor?

Integral to the campus experience for students and student organizations.

The advisor should work with the student group and its leadership to:

- Provide **continuity** from year to year
- Provide **guidance** on institutional policies and procedures
- Assist students in leadership roles
- Maintain **connection** to mission of the group

Full list of relevant student group policies available at [http://cap.uncg.edu/student-groups/policies/](http://cap.uncg.edu/student-groups/policies/)
Advisor Expectations

- Reaffirm their service as we register student groups & participate in advisor trainings
- Remain knowledgeable about student group activities & consult on programs when needed
- Meet regularly with group leaders and help students navigate campus policies & procedures
- Aid in good decision making & assist in effective officer transition
- Provide open communication and feedback with honesty and respect
- Be present for your students
Take a moment to complete the Advisor Self Evaluation
Advisor Toolkit

- Advisor Manual
- Advisor Roles Do's and Don'ts
- Advisor Role and Responsibilities Clarification Worksheet

And more!

These sheets and additional resources can be found on our website: https://cap.uncg.edu/student-group-advisor-resources/
University Advising Policy

Liability Coverage: The employee will be considered as having advising of the student group included as part of their employment at the University. This inclusion will support employees acting professionally in the scope of their job duties.
Events

Registered student groups are able to hold both virtual and in-person events.

**Step One**: Reserve space through the University Reservations office VEMS system

**Step Two**: Submit an event request via Spartan Connect

*The above steps should be completed by student group leaders, not advisor.*

**Contracts**: All contracts for student group events should be executed through the CAP office. **Student groups have no authority to sign a contract under any circumstances**
Spartan Connect

Advisors are all granted access to edit group details as well as add and remove members. Further, advisors will have access to create and review events. If you have not done so already, please join the group on Spartan Connect.

Please contact Campus Activities and Programs if you would like training on how to use this system. You can login using your UNCG username at spartanconnect.uncg.edu.

Ideally, students should create their own events and keep their groups updated, and advisors are encouraged to help the students.
Group Funding

Student group fundraising accounts

- Registered student organizations have a fundraising account with the CAP office. Checks can be disbursed from this account and some items can be paid for with the office purchase card.
- Contact the CAP event consultant to access the fundraising account.

SGA Allocations

- Only available to recognized student groups
- To apply for funding through SGA, student groups must send ONE representative to ONE Finance Allocation meeting in order to be eligible for funding. At the Finance allocation meetings, students will be given details on how the funding process works.
- Applications for the fall 2021 semester were due on 9/9/2021, but travel funding is available on a rolling basis for virtual conferences.
Effective Officer Transition

The CAP office requires groups to register for the following year in early April, so groups should begin transitioning leadership and having elections for the next year by at least the third week in March.

**Proposed Timeline:**
- **December** - advisors identify potential future group leaders and direct them to leadership trainings offered by Office of Leadership and Civic Engagement (OLCE)
- **Mid February** - request nominations for group leadership positions for the following year. Encourage group members to attend OLCE workshops on leadership transition.
- **Mid March (post spring break)** - hold elections for leadership, following the process of your particular group
- **Early April** - Register group for following school year with CAP office
- **April** - provide new leadership with records of group and necessary trainings
Assist students in leading their peers: Leadership Education

The Leadership Challenge is a great way to develop your leadership skills, engage in self-discovery, and grow into a world-changer.

All students are welcome. There are three levels of the Leadership Challenge: Bronze, Silver, and Gold. Everyone starts with Bronze.

The CAP Event Consultant can help students work with Leadership Challenge through the Office of Leadership and Civic Engagement (OLCE).
Assist students in leading their peers: LEAD Academy

LEAD Academy is a student group leader-centered leadership conference

It happens annually in August and is HIGHLY recommended for all head officers and additional officers. Topics include: Peer to Peer Leadership, Career Development, Event Planning and Budgeting.

All LEAD Academy materials are available on CAP's website: https://cap.uncg.edu/lead-academy-sg/
Additional Student Group Resources
Additional Student Group Resources

• **Student Group Resource Room**
  • Located in EUC Suite 227, allows student groups to create marketing materials such as posters and chalking. Student groups can request access to poster printing, lamination, and button making services!

• **Storage Lockers**
  • Located in EUC Suite 225 and 227. For student groups who have larger materials. On a first come, first serve basis

• **Student Group Office Cubicles**
  • Located in EUC Suite 222. Cubicle applications open in March and close in April. There are no available cubicles at this time.
Free Speech & Student Rights

Curtis Tarver
Associate Director of Fraternity & Sorority Life
UNC Greensboro
Free Speech and Student Rights

● Overview
● Policy on Free Speech, Public Assembly, Petitioning and Amplified sound
  a. Free Speech Activities
  b. Public Assembly/overnight assembly
  c. Amplified Sound
  d. Petitioning
  e. Public Forums
  f. Enforcement

● Free Speech Team
● Policy available here
  https://policy.uncg.edu/university-policies/free_speech/
Advising Against Hijinks
Hijinks

- You may know it as shenanigans, foolishness, knuckleheadness
- By any name, you know it when you see it!
- Arises in all manner of organizations
- Can range in response from educational conversations to judicial or even criminal action
Culture

• The Ohio State University Marching Band
  • Truly co-curricular: A student involvement experience and a credit bearing course
  • Investigation of band “traditions” brought light to sexualized culture, alcohol use, hazing of rookie members
  • Director - also an alumnus who was aware of all traditions - was fired
Judgment

- Themed parties
  - “Cripmas” party - Clemson Sigma Alpha Epsilon
  - “Border Patrol” party - Texas Alpha Tau Omega
  - “Dirty Bingo” - NC State University Activities Board
Preventing Hazing

- Education
  - NC General Statute
  - UNCG Student Code of Conduct
- Frank, Honest Conversation
- Halting questionable activities immediately
Preventing Hazing

Online resource: hazing.uncg.edu
Advisor’s Role

- Relationship and Rapport with Organization
- Regular communication with leadership and knowledge of activities
- Role in setting/addressing culture
- Trust your gut
  - Does this pass the smell test?
  - Am I comfortable defending this to the News & Record or the nightly news?
  - Consider University values: Honesty, Trust, Respect, Responsibility, and Fairness
- What did you know? When did you know it? How did you respond?
- Communication with our office
Conduct & Sexual Harassment

Robert Barker & Murphie Chappell
Mission Statement

…supports the University’s mission of preparing students for lives of engaged citizenship and leadership in a global society through advocacy, education and accountability. Through educational initiatives and processes for adjudication of alleged misconduct, the Office of Student Rights and Responsibilities encourages honesty, trust, fairness, respect, and responsibility. We value a student’s right to a fair, respectful process, and the responsibility each student has to be an accountable member of the University Community.
Conduct

- The Student Code of Conduct
  - Everywhere!
  - Application → Graduation
  - Burden of Proof
  - Individual vs. Organization
  - Hazing
Referrals

• Reporting Incidents

Incident Report Form
Knock, knock. Who's there? FERPA. FERPA, who? I'm sorry, I can't tell you that.
Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

TITLE IX JURISDICTION

Title IX applies to:

- Substantial control over the Respondent
- Against a person in the U.S.
- Within University program; Property; Activity
- Sufficiently severe, pervasive, AND objectively offensive

This applies when:

- Sufficiently severe, pervasive, AND objectively offensive
Sexual Harassment

1. Conditioning the provision of an aid, benefit, or service on participation in unwelcome sexual conduct.

2. Unwelcome conduct determined by a reasonable person to be so severe, persistent, and objectively offensive...

3. Sexual Assault
   - Domestic Violence
   - Dating Violence
   - Stalking

Policy available from: https://policy.uncg.edu/university_policies/title-ix-policy/
**RESOURCE & REPORTING OPTIONS FOR STUDENTS**

"Emergency, I need help now."

If you feel unsafe where you are, who you are with, or need emergency assistance contact:

**Emergency Law Enforcement**
911

**UNCG PD**
police.uncg.edu
Non Emergency
336-334-4444
Emergency
336-334-5963

"I feel unsafe."

Information you give about what happened will remain confidential, will not be shared with anyone, and you will not be contacted by the Title IX Office.

**Campus Violence Response Center**
336-334-9839
cvrc.uncg.edu

**UNCG Counseling Center**
336-334-5874
shs.uncg.edu/cc

"I need immediate medical care."

Seeking medical attention can be critical to assessing your health needs. Staff at these facilities are specifically trained and sensitive to your needs and concerns in getting medical assistance.

**Moses Cone and Wesley Long Hospital**
336-932-7000

**Student Health Services**
336-334-5430
shs.uncg.edu

"I need immediate emotional support."

Attending to your emotional health can be an important part of your healing process. The following offices are confidential on-campus and off-campus emotional support services.

**Campus Violence Response Center**
336-334-9839
cvrc.uncg.edu

**UNCG Counseling Center**
336-334-5874
shs.uncg.edu/cc

"I want to talk to someone..."

**Confidentially**

If you choose to report an incident of sexual violence:

1. File a complaint with the Title IX Office.
2. File a report with the police.

**Guilford County Family Justice Center**
336-641-7273

**Student Health Services**
336-334-5430
shs.uncg.edu

"I want to make a report."

You have options if you choose to report an incident of sexual violence:

1. File a complaint with the Title IX Office.
2. File a report with the police.

You can choose either or both of these options. (*If you choose both, you can meet with the Title IX Investigator and UNCG PD Detective at the same time so you do not have to repeat information more than necessary.*)

**Title IX Office**
336-256-0362
titleix.uncg.edu

"I don't know where to start."

We understand that all of these options may be overwhelming. The following offices on campus can provide additional information, answer questions, and guide you in the best direction based on your needs.

**Campus Violence Response Center**
336-334-9839
cvrc.uncg.edu

Remember - The "CVRC" is a completely confidential resource. It is a single point of access for community members impacted by any form of violence. They provide crisis response, advocacy, counseling, support groups, court and medical accompaniment, and coordination with on and off-campus services.

**Title IX Office**
336-256-0362
titleix.uncg.edu

The Title IX Office can arrange supportive measures, accommodations, interim measures, formal complaint process, adaptive resolution process, and University No Contact Orders.

**Dean of Students Office**
336-334-5514
sa.uncg.edu

Remember - "DOS" is a semi-confidential office. DOS can provide connection to any resource on or off-campus, including Title IX, UNCG PD, CVRC, Counseling Center and many others that may fit your needs.

**Dean of Students Office**
336-334-5514
sa.uncg.edu

**Housing & Residence Life**
336-334-5636
hrl.uncg.edu
Campus Violence Response Center

**Advocacy**
- Free, confidential services!
- Support
- Empowerment
- Accompaniment
- Safety Planning
- Support Groups

**Counseling**
- Free, confidential services!
- Therapy
- Clinical counseling groups
- Different treatment options
- Short and Long-Term Counseling
Sexual Harassment & Discrimination Response

Title IX

UNCG Human Resources
UNCG Police
Provost Office
Housing & Residence Life
Dean of Students Office
Campus Violence Response Center (only with consent)
### Reporting Obligations (not investigating)

<table>
<thead>
<tr>
<th><strong>Employee</strong></th>
<th><strong>Confidential Employee</strong></th>
<th><strong>Official with Authority</strong></th>
</tr>
</thead>
</table>
| • Most UNCG employees;  
• Encouraged, but not required to report;  
• May have departmental reporting obligations | • Licensed medical, clinical, or mental-health professional, acting in that role, or  
• Designated as Confidential by the University.  
• Can only report under specific circumstances (harm to self or others) | • Any employee designated as an official with authority to institute corrective measures  
• Ex. Title IX Coordinator, Dean of Students, Deans, Associate Deans, Coaches, Ras  
• Full list: titleix.uncg.edu |
Make a Report

Call Title IX Office
(336) 256-0362

Report online:
https://cm.maxient.com/reportingform.php?UNCGreensboro&layout_id=8

Email: titleix@uncg.edu
After Your Report

University reach out by email (Title IX/ DOS)

Confidential University reach out by phone (CVRC)

University reach out by email (Title IX/ DOS)

Please remember: Agency is given to Complainants. They can respond asking the University to stop at any time.
Thank you!

Laura Janke
Title IX Investigator
lajanke@uncg.edu
336-256-0422
Campus Security Authority Training

What you need to know if you are a CSA at UNCG
What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act

• Enacted in 1990 due to public outcry after the rape and murder of Jeanne Clery

• Intended to assist student and others in making informed decisions about attending or working at a particular institution.
What is Required?

- Collect, classify, count, and report crime and fire statistics

UNCG Crime & Fire Log
- Occurred Date & Time
- Reported Date & Time
- Nature
- Location
- Disposition

clery.uncg.edu/crime_log
What is Required?

- Provide timely crime warnings and emergency notifications

**Emergency Alert: Spartan Alert**

Tropical Storm Michael
SPARTAN ALERT (October 11, 2018 @ 09:10 AM)

UNCG has elected to cancel classes at 2:00 pm. We will also cancel all events planned for this afternoon and this evening. The University will operate at Condition 1 for employees beginning at 2:00 pm. We will resume normal operations on Friday 10/12/18.

UPDATE (October 11, 2018 @ 10:40 AM)

The National Weather Services has issued a TORNADO WATCH for Guilford County.

That means conditions are favorable for tornadoes and severe thunderstorms in and close to the watch area. The weather service says people in these areas should be on the lookout for threatening weather conditions and listen for later statements and possible warnings.

If the weather service issues a tornado warning for Greensboro, the University will activate the SpartanAlert emergency notification system.

SPARTAN ALERT (Oct 11, 2018, 3:45 PM)

SHELTER INDOORS. All students, faculty, and staff on campus, due to high wind conditions, please shelter indoors until further notice.

FINAL MESSAGE (Oct 11, 2018, 4:18 PM)

The previous line of severe wind has passed through our area. We ask that you avoid being outdoors as much as possible for the rest of the evening as there is still a threat of severe winds. Please monitor the local forecast and exercise caution when traveling.

**Timely Warning: Safety Message**

Safety Message: Rape

This is a UNCG Safety Message for a crime that occurred on or near the campus. We are sending this message in order for you to protect yourself and others in our community and to notify you that there may be an ongoing threat to the campus.

Date Occurred: 03/12/2019, Date Reported: 03/12/2019

Summary: On 03/12/2019 at 10:02 AM, a female UNCG student reported that at approximately 1:00 AM she was in her residence hall with the individuals described below when she was raped. The individuals had accompanied a mutual friend to campus. The individuals involved in the incident have now been identified by UNCG Police. Anyone with information about this incident should contact the UNCG Police Department.

Suspects:

1. Nick - 6 feet 2 inches, 200 lbs, muscular build, short black hair, facial hair, African American male with a dark complexion, wearing a white collared shirt, gray jacket, and dark black jeans.
What is Required?

- Publish an annual security report
- Published by Oct. 1
- Includes:
  - How to report crimes
  - Crime Statistics
  - Safety programs offered
  - Fire safety info for residence halls

clery.uncg.edu/security_report
Legal Definition of a CSA

• University Police

• Any individual who have responsibility for campus security

• Anyone designated by the institution to receive a crime report

• An official of an institution who has significant responsibility for student and campus activities
Examples of a CSA

This list is NOT exhaustive and is based on function rather than title

- Dean of Students
- University Housing Staff
- Athletics Director and Coaches
- Director of Greek Life
- Student Activities Coordinators
- Student Conduct Officers
- Faculty/staff Advisors to Student Organizations
Overview of the Process

1. A crime is reported to a CSA.
2. CSA gives the reporting party the victim’s rights form.
3. CSA reports crime to the UNCG Police. (i.e.: online, phone, in person)
4. UNCG Police contacts the CSA.
5. UNCG Police take next steps which may include the issuance of a timely warning or emergency notification if the incident is serious or has a high probability of reoccurrence.

Timeliness and Documentation are key!
What **DON’T** CSAs do?

- Determine whether a crime has occurred
- Investigate crimes
- Apprehend alleged perpetrators
- Discourage victims from reporting to law enforcement
UNCG’s Reporting Structure

As outlined in the Annual Security and Fire Safety Report, the reporting structure at our institution is to the UNCG Police:

- **In person:** The UNCG Police Station, 
  1200 W. Gate City Blvd.
- **By phone:** (336) 334-5963 or (336) 334-4444
- **Online at:** [http://clery.uncg.edu/CSA/crime_report](http://clery.uncg.edu/CSA/crime_report)
## List of Clery Act Crimes

### Criminal Offenses
1. Murder or Non negligent manslaughter
2. Manslaughter by Negligence
3. Rape
4. Fondling
5. Incest
6. Statutory Rape
7. Robbery
8. Aggravated assault
9. Burglary
10. Motor vehicle theft
11. Arson

### Hate Crimes
Any of the previously mentioned crimes with the addition of:
12. Simple assault
13. Larceny-theft
14. Intimidation
15. Destruction/damage/vandalism of property

### VAWA Crimes
1. Sexual Assault
2. Dating Violence
3. Domestic Violence
4. Stalking

[http://clery.uncg.edu/crimes](http://clery.uncg.edu/crimes)
Location, Location, Location

A crime must be reported if it occurred:

• **On campus**, including Residence Halls

(areas in green & blue)

http://clery.uncg.edu
Location, Location, Location

A crime must be reported if it occurred:

- On public property within or immediately adjacent to campus

(areas in red)

http://clery.uncg.edu
Location, Location, Location

A crime must be reported if it occurred:

• On certain “non-campus property”
  – Property owned or controlled by UNCG that is frequented by students and used for educational purposes.

(area in purple)

http://clery.uncg.edu
Duty to Report

So someone reports a crime to you – now what?

• At a minimum, provide UNCG Police with all relevant information to capture the statistic.

• If the person does NOT want to report to police, inform them that you are required to report the incident to the police, but will not identify anyone involved*

*In certain circumstances, the university may override the person’s request to remain anonymous in order to meet its Title IX obligations. In situations such as this, the victim will remain mostly confidential and only limited departments will be notified (Title IX, and Dean of Students).
Campus Security Authority Training will be assigned in CANVAS.

If you have any questions about Campus Security Authorities visit clery.uncg.edu/CSA.

Kristi Reese
Clery Compliance Officer
1200 W. Gate City Blvd.
(336) 334-4402 clery@uncg.edu
Questions?

Thank you for supporting UNCG students!