

Student Activities Policies

Donations

All monetary donations to student organizations must be submitted to the Student Activities Coordinator in HTSC Suite 314 for processing.

Fundraising/Solicitations by student organizations

Depending upon the fundraising/solicitation category (*see below*) all forms must be submitted with the deposit (funds from fundraising only.) Additionally, if the fundraising event generates no profit, the forms still must be completed. In either case, if the forms are not received within 3 business days from the last day of the event, the organization's account(s) will be placed on hold until the form is received.

Organizations fundraising for self:

- Complete and submit the Fundraising Event Income sheet to the Students' Association Comptroller.
[http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising Event Income Sheet.ashx?la=en](http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising%20Event%20Income%20Sheet.ashx?la=en)

Organizations fundraising for others:

- Complete the Donation Approval Form, obtain the signature of the University President, 2nd floor Perkins Administration Building, and submit to the Students' Association Comptroller.
[http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Donation Approval Form.ashx?la=en](http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Donation%20Approval%20Form.ashx?la=en)
- Complete and submit the Fundraising Event Income sheet to the Students' Association Comptroller.
[http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising Event Income Sheet.ashx?la=en](http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising%20Event%20Income%20Sheet.ashx?la=en)

Organizations soliciting goods for self:

- Complete and submit the Fundraising Event Income sheet to the Students' Association Comptroller.
[http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising Event Income Sheet.ashx?la=en](http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising%20Event%20Income%20Sheet.ashx?la=en)
- Complete and submit the In-Kind Donation Form to the email address listed on the form.
http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Form_SA_In-Kind_Donation.ashx?la=en

Organizations soliciting goods for others:

- Complete the Donation Approval Form, obtain the signature of the University President, 2nd floor Perkins Administration Building, and submit to the Students' Association Comptroller.
[http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Donation Approval Form.ashx?la=en](http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Donation%20Approval%20Form.ashx?la=en)
- Complete and submit the In-Kind Donation Form to the email address listed on the form.
http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Form_SA_In-Kind_Donation.ashx?la=en
- Complete and submit the Fundraising Event Income sheet to the Students' Association Comptroller.
[http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising Event Income Sheet.ashx?la=en](http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Fundraising%20Event%20Income%20Sheet.ashx?la=en)

Lawn Displays

The University respects the right of SMU community members to express their opinions as individuals with varying points of view and interests. The university also respects the right of all members of the academic community to be free from coercion and harassment. Reasonable limitations may be placed on the time, place and manner of such expression activities in order to serve the interest of health and safety, prevent interference in the conduct of University business, and protect against the infringement of the rights of others. Because we seek truth, we encourage the expression of ideas, accept challenges to our assumptions, and treat those whom we question as colleagues sharing a common purpose.

Definition of a Lawn Display

A lawn display is any type of visual recognition or commemoration of an event, political or social issue. Examples of items used in the display include, but are not limited to: crosses, flags, informational placards, etc.

Guidelines for Lawn Displays

1. The designated location for lawn displays is MoMc Park (on the Boulevard at the corner of Bishop and Binkley);
2. Space can be reserved for up to three (3) days using the Outdoor Event Request Form;
3. Display items (including any accompanying text or artwork) must be self-supporting, not interfere with the flow of traffic, and approved by Student Activities prior to being placed on the grounds;
4. Display items must be removed by sponsoring organization on the last day of the reservation.

Signs and Posters

All posters and signage should:

1. Uphold the rights of others, reflect responsible behavior, be conducive to the educational environment and uphold the integrity of the University.
2. Bear the name of the sponsoring organization or department.
3. Receive appropriate approval for each facility before being hung.
4. Receive appropriate approval through the Stake Sign Request form to be placed on the campus grounds.

Solicitation from Outside Entities

- Vendors cannot promote to SMU via email, flyer, use of grounds, tabling, etc.
- Exception: purchase ad space in *The Campus Weekly*, The Crossing at HTSC (Dolores Gaut), etc.
- SMU services are for the SMU community unless an event is sponsored by a department or chartered student organization.
- Vendors are not allowed to make direct contact with fraternity and sorority chapters, including physical houses.

Sponsorship

Sponsoring SMU Departments or Student Organizations shall commit to the following:

- Provision of a SMU contact person for the event;
- SMU contact person attendance at the event;
- Financial responsibility for event related expenses, which may include, but are not limited to sanitation, security, parking, and liability insurance;
- Compliance with all SMU policies and procedures;
- Assurance that the event is consistent with the mission and purpose of the department or organization;
- Confirmation of sponsorship in writing by the department or organization through an authorized signature on the appropriate form.

Outdoor Event Request

All activities taking place on University streets and grounds must be sponsored by SMU chartered student organizations, and/or departments, and must be approved through the Outdoor Event Request Form.

<http://www.smu.edu/StudentAffairs/StudentActivities/FormsandPolicies>

Sponsoring SMU Departments or Student Organizations shall commit to the following:

1. Compliance with all SMU policies and procedures;
2. Assurance that the event is consistent with the mission and purpose of the department or organization;
3. Confirmation of sponsorship by the department or organization will be acknowledged by the submission of the Outdoor Event Request Form.
4. Financial responsibility for event related expenses, which may include, but are not limited to sanitation, security, parking, and liability insurance;
5. Provision of a SMU contact person for the event;
6. SMU contact person attendance at the event;

If an event becomes disruptive of the normal operations of the University, it may be canceled at any time before or during the event by the SMU Police Department.

Approved structures must comply with all requirements of the city, e.g., having fire extinguishers on the site, posting no smoking signs, etc.

On home football game days, The Boulevard and all campus grounds are managed exclusively by the SMU Athletic Department.