

2025-2026 Edition

# Registered Student Organization Handbook

East Falls Campus



Office of  
Student  
Engagement

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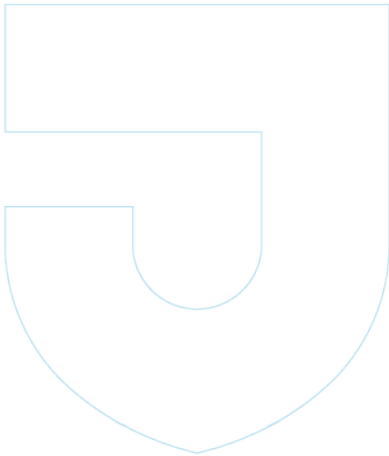
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## Welcome from the Office of Student Engagement

 The Office of Student Engagement (OSE) at Thomas Jefferson University – East Falls provides students with a variety of resources and services to bolster co-curricular development. Our department has a dedicated team of professional staff that work tirelessly to provide outstanding service to our students, campus partners, and community. OSE manages the following areas: campus activities, campus reservations, service and civic engagement, commuter life, community and culture, leadership development, spiritual development, New Student Orientation, New Student Experience, First Year Seminar, Registered Student Organizations, Fraternity and Sorority Life, and Kanbar Campus Center. For assistance relating to any of these areas, please email [TJU\\_EF\\_StudentEngagement@jefferson.edu](mailto:TJU_EF_StudentEngagement@jefferson.edu).

### Meet the Staff!

Dean of Students: Henry Humphries

Associate Dean of Students: Tim Butler

#### **Office of Student Engagement (OSE)**

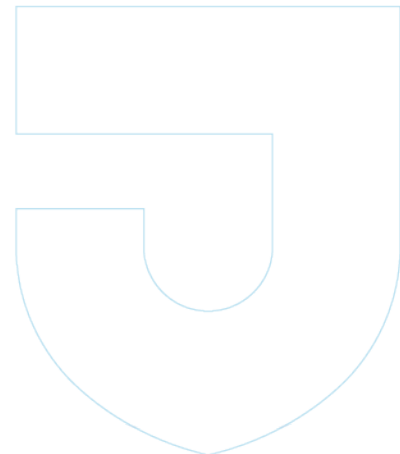
Director: Michelle Stark

AD Campus Activities: Sara Martin

AD Operations: Allie Downey

AD Community Service: Kaed Rende

Student Services Coordinator: Alex Land



## What are Registered Student Organizations (RSOs)?

Registered Student Organizations or RSOs are student groups, typically formed around a shared interest, identity, or goal, that are formally recognized by TJU – East Falls. RSOs in good standing can reserve spaces on campus, host events and activities, recruit members, request funding support, host fundraisers and drives, and receive advising and support from TJU staff members.

### Good Standing

To be recognized as an active, each year groups must:

**1. Complete the [Registered Student Organization Registration & Renewal Form](#) with the following information by October 10th:**

- a. Current executive board or leadership team contact information
  - i. Groups must provide two TJU student contacts
  - ii. Identify a designated reservationist
- b. Advisor's full name and TJU email address
- c. Description of RSO
- d. Updated Constitution
  - i. Find a sample constitution [here](#)
- e. Social media accounts (if applicable)

**2. An executive board member must schedule a meeting with their designated Assistant Director of Student Engagement during the first 4 weeks of the semester.**

- a. Fraternity Sorority Life, Academic/Professional Organizations, Special Interest Groups
  - i. Assistant Director of Campus Activities
- b. Service/Civic Action organizations
  - i. Assistant Director of Community Service
- c. Identity/Cultural and Religious/Spiritual organizations
  - i. Assistant Director of Culture and Community
- d. Club Sports
  - i. Assistant Director of Athletics for Facilities and Operations

**3. At least one (1) member must attend all RSO Meetings, Town Halls, and Trainings held throughout the year.**

- a. Mandatory RSO meetings are held once a month.
- b. The attending member does not have to be the same person.

**4. Adhere to the RSO Handbook and TJU Community Standards**

## Steps to Start a New RSO on Campus

Any TJU student may start a Registered Student Organization if they complete the steps below. However, if a similar or the same group exists already, students will be connected with said organization before a new group is created.

### 1. Schedule a One-on-One Meeting

Begin by scheduling a meeting with the Assistant Director of Student Engagement for Campus Activities to share your idea for a new student organization on campus.

### 2. Secure a Faculty or Staff Advisor

Identify and confirm a TJU faculty or staff member who is willing to serve as your RSO's advisor. Once you've found an advisor, reach out to the Assistant Director of Student Engagement for Campus Activities to confirm the role. If you are having difficulty finding an advisor, please reach out to OSE for assistance.

### 3. Host an Interest Meeting

After your advisor is confirmed, host a meeting for students who are interested in joining the student organization. Along with your advisor, collaborate with these students to draft your student organization's constitution and bylaws. During this process, you'll also appoint and elect student organization officers.

### 4. Register Your Organization


Once your advisor is in place, your constitution and bylaws are completed, and officers are elected, you can submit your student organization's official registration using the designated registration link. All RSO registrations must be submitted by October 10<sup>th</sup>, 2025.

## RSO Leadership


OSE does not require RSOs to maintain specific officer positions within the organization, however; each organization must have at least two members of RSO leadership who are listed on the RSO registration form. Officers are responsible for their organization following the procedures in this handbook and communicating with OSE about the organization and its needs.

Officers may also be responsible for leading meetings, planning events, and cultivating membership.


# Community Standards and Accountability

 RSOs are expected to conduct themselves in accordance with University [Community Standards Policies](#) at all times to ensure a safe environment for all students. Violation of these policies could result in loss of RSO privileges and disciplinary action. Please note that the policies below are not an exhaustive list and students should review all policies to ensure compliance.

## Notable Policies

-  [Student Alcohol Policy](#): All State laws and institutional alcohol policies must be adhered to. Student organizations attempting to sponsor events with alcohol on or off-campus must meet with the Office of Student Engagement. Advisors must be present and sober at any events involving alcohol.
- [Hazing Policy](#): Hazing of a student by any Organization or group or its members is absolutely prohibited. For the purposes of this policy, "Hazing" means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into an affiliation with, or the maintenance of membership in an Organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization.
- [Social Media Policy](#): Jefferson expects that students and RSOs will uphold the Community Standards when posting on social media. Specifically, any posting should be consistent with the Community Standards, which includes honesty, integrity, and civility. Any posting by a student or RSO that violates Community Standards may be grounds for discipline, up to and including possible expulsion.
- [On-Campus Demonstration Policy](#): Orderly demonstrations organized by university students or RSOs are permitted on campus only in accordance with this policy. Neither University approval of an event nor the use of University property for event purposes implies endorsement by the University of the views expressed.

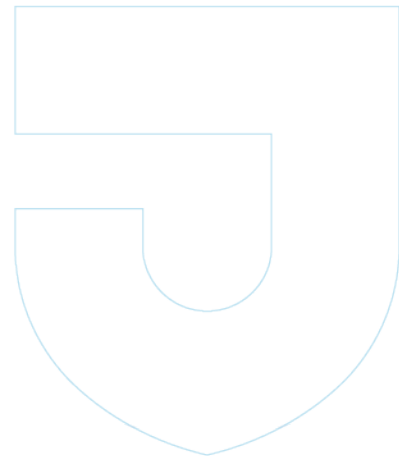
## Registered Student Organization Accountability Model

 The Registered Student Organization Accountability Model outlines action that may be taken if an RSO is found to be in violation of the terms of the Registered Student Organization Handbook. The goal of this model is to provide avenues for growth before the removal of RSO privileges.



Student Organization is not abiding by the terms of the Student Organization Handbook, any of the following actions may be taken to uphold accountability, depending on the severity of the violation.

- Meeting with OSE staff members to review expectations and the handbook. The meeting will be followed up in writing to Student Organization leadership and their advisor.
- Event approvals, purchasing, reservations, and more may be suspended. To access these privileges, RSO leadership would need to meet with OSE to create an ongoing plan for how the organization will operate.
- All RSO operations will be suspended for a defined period of time. During this period, the Student Organization leadership will meet with OSE staff to address the issue(s) that led to the organization's suspension. Student Organizations will be issued a plan from OSE on action items that will need to be completed for the active status to be reinstated.





## Event Management and Policies

When hosting an on-campus event, RSOs can utilize the space and resources of TJU for free! RSOs may hold events off campus, however; we encourage on campus events to increase access and decrease cost. The process to successfully manage your RSO events can be found below.

### Event Request Form

- Submitting an [Event Request form](#) is a new requirement for all events.
  - Examples of events include but not limited to; tabling in Kanbar, flag football tournament, bingo, trivia
  - This form does not have to be completed for Student Organization meetings. It must be completed for events.
- The purpose of this form is for RSOs to submit event requests to the OSE. Room reservations and advertisements will not be approved without a completed form on file.
- OSE recommends submitting at least 2 weeks before the event. If the form isn't submitted with two week's notice, there is no guarantee your event will be approved.

### On-Campus Reservations

- Our campus uses a reservation system called *EMS* which allows viewers to see rooms and their resources, check space availability, and submit space requests. For more information visit [this link](#).
- When completing the Student Organization Registration or Renewal process, your organization will select one member to be your designated Reservationist for the year who will be granted access to the EMS Reservation System.
  - This person will be required to attend training on how to use the system.
- All reservations must be submitted at least 72 hours (3 business days) in advance of the meeting/event. However, at least two (2) weeks in advance is ideal for meetings/events that require facilities or technology set-up. Reservations can be placed up to 120 days in advance.
- The reservation system is not automated. When you submit a request, it goes into a queue. Reservations are confirmed in the order in which they were received. Please allow 48 hours (2 business days) for reservations to be confirmed. The status of your reservation can be viewed in EMS. If you have submitted a request

but have not received confirmation, please do not submit another request.

- RSO Reservationists are expected to check their TJU email address for any follow up. Sometimes more information is required before a reservation can be confirmed.
- Do not advertise an event before you have received the reservation confirmation.

## Space Specifics

- RSO reservations will not be approved before the first day of classes or after the last day of classes.
- Academic spaces will not be approved within the first two (2) weeks of a semester. This is to give the Registrar's Office time to move classes around without conflict. Spaces will be released after those two weeks. Deans Auditorium, however, is reservable beginning on Thursdays at 5pm through the weekend.
- Non-academic spaces include: All Kanbar Campus Center Spaces, Ravenhill Dining Hall Meeting Room, and Gibbs Conference Room. These are reservable any day of the week.
- To reserve the space for vending, fundraising, or tabling outside of the Kanbar Living Room please reserve KCC Vending A or B in EMS. To table on the patio, please reserve the Kanbar Patio. Reservations for Kanbar 201 (Kanbar Living Room) will not be approved.
  - Tables must be requested through work orders.

## Event Setup & IT Requests

- After your reservation request is approved, you must submit an [Event Setup Request](#) for furniture and equipment needs.
  - You will receive a confirmation email when your request is received.
  - You may be contacted for further information about your event needs.
- Technology needs must be requested through the IT Help Desk by emailing [EFHelpdesk@jefferson.edu](mailto:EFHelpdesk@jefferson.edu).
- On the forms, describe your event and the equipment needed in detail.
  - e.g. number of tables (round or rectangle), chairs, layout, etc.

## Outdoor Events & Rain Plans


- *For any outdoor reservations, rain plans are essential.*

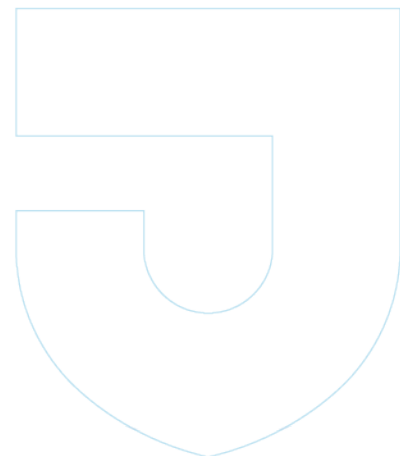
- Option 1: If the event must happen at the specified date and time, make a second reservation request for an *indoor* space at the same time as your outdoor reservation to ensure you have a space to move to if being outside is not possible.
- Option 2: If the event must happen outside, make a second reservation for the same outdoor space at a later date to ensure you can hold the event.
- These requests will ideally be made at the same time as your original event reservation.
- A rain call usually should be made 24 hours in advance to ensure facilities have time to set up the correct space.



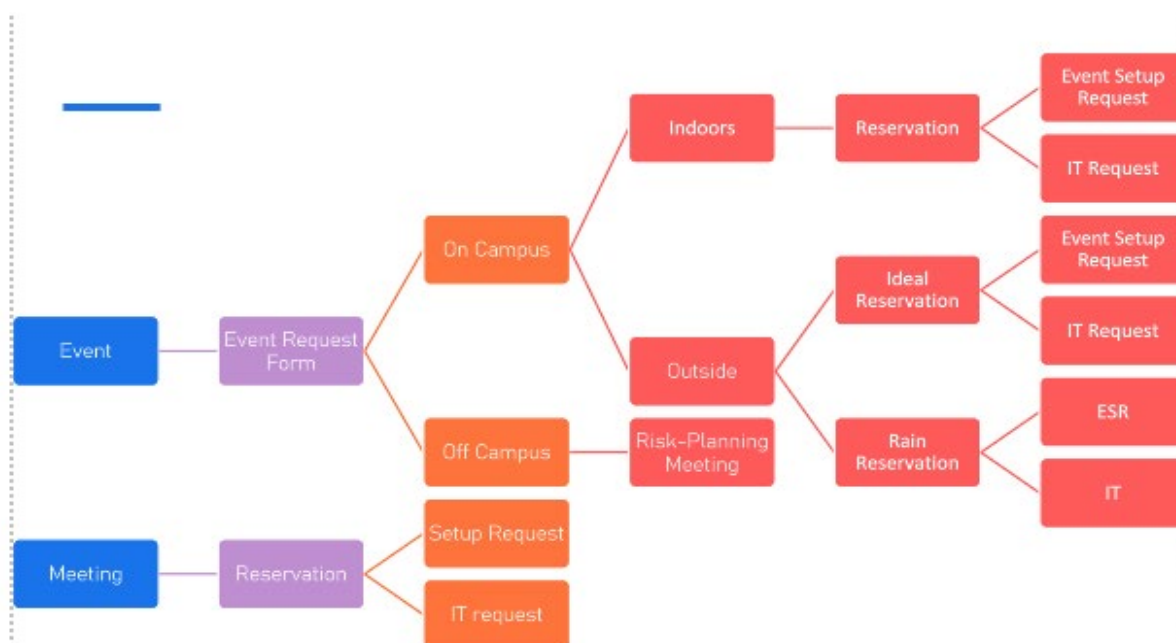
### -Campus Events

RSOs should refer to these guidelines when engaged in any club related activities while off campus. This includes but is not limited to volunteer activities, social activities, and trips to an off-campus site.

-  Advisors and Student Organization leaders must set up an appointment with an OSE staff member for a risk assessment planning process for off-campus activities.
  - Activities that take place in a series do not require more than one risk assessment planning process.
- Certain off-campus activities will require the presence of an advisor Student Organization's advisor. This includes activities that are a long distance from campus, activities that take place outside of business hours, and activities that have alcohol present.



## Event Planning Flow Chart



## Emergency Planning

In the event of an emergency during an RSO sponsored activity, please follow the processes outlined below. *An emergency is defined as any incident that requires a phone call to emergency services.*

Student Organization leaders and advisors are encouraged to discuss emergency protocols ahead of off-campus activities.

### On-Campus

- Call the Department of Public Safety at 215-951-2999.
- During business hours, call the Office of Student Engagement at (215) 951-2634 to report the incident after calling Public Safety.
- During non-business hours, email the Office of Student Engagement at [tju\\_ef\\_studentengagement@jefferson.edu](mailto:tju_ef_studentengagement@jefferson.edu) to report the incident after calling Public Safety.

### Off-Campus

- Follow site emergency protocol.
- Notify on-site staff (if applicable) of the incident, allow on-site staff to call emergency services.
- During business hours, call the Office of Student Engagement at (215) 951-2634 to report the incident.
- During non-business hours, email the Office of Student Engagement at [tju\\_ef\\_studentengagement@jefferson.edu](mailto:tju_ef_studentengagement@jefferson.edu) to report the incident.

## Relevant Event Policies

### Large Scale Events Policy

- For large scale events with 100 or more anticipated attendees, student organizations must notify the Department of Public Safety by email: [TJU\\_EF\\_SecurityRequest@jefferson.edu](mailto:TJU_EF_SecurityRequest@jefferson.edu)

### Advertising and Flyer Policy

- RSOs can submit to the OSE Newsletter using [this link](#).
- RSOs can advertise their events on a variety of cork boards in the Kanbar Campus Center with approval from OSE.
  - Flyers can be dropped off in Kanbar 317 to be hung.
  - Flyers must be in line with the Kanbar Campus Center Policies.
- All postings within the Residence Halls must be approved by the Office of Residential Life in Kanbar 311.

### Paint Policy

- If your event utilizes paint or other staining materials, you must use a covering on any Jefferson tables. The RSO is responsible for providing table cover, however, OSE can assist if asked in advance.
- If paint is being used, this must be submitted in the Event Request Form and the Event Setup Request form.
- The RSO will be responsible for any damage to Jefferson furniture.

### Contract Policy

- Contracts are an important way for you to protect yourself and your student organization from possible liability associated with events and programs. They serve as a standardized method of outlining what services a contractor will provide to you or your student organization and the amount of payment or services you agree to supply in return.
- If RSOs are bringing a vendor to an on- or off-campus facility, they must work with OSE on all contracts. RSOs should email [tju\\_ef\\_studentengagement@jefferson.edu](mailto:tju_ef_studentengagement@jefferson.edu) to set up an appointment for contract discussions.

### External Speaker Policy

- If an RSO wishes to bring an external speaker to campus for an event, they will be required to denote that on the Event Request Form.

### Film Screenings Policy




- Film screenings are governed by the Federal Copyright Act. RSOs wishing to publicly show a motion picture or other video not in the public domain must purchase or obtain the rights prior to showing the film according to these copyright laws.
  - Please [see this link](#) for additional information regarding the copyright laws.
- If you are looking to obtain rights, please contact either of the companies below and they will be able to work with you on pricing and availability. Please note that not everything is readily available, and prices vary depending on the release date and popularity of the film. There is typically a 3-month grace period of when rights are available after a movie is released in theaters.
  - Swank Motion Pictures, INC: [www.swank.com](http://www.swank.com)
  - Criterion Pictures USA: <https://www.criterionpicusa.com/>

### International Travel Policy

- RSOs must meet with the Study Away office and complete all required applications before travelling abroad

## Community Service & Civic Engagement

### Volunteering & Service Activities

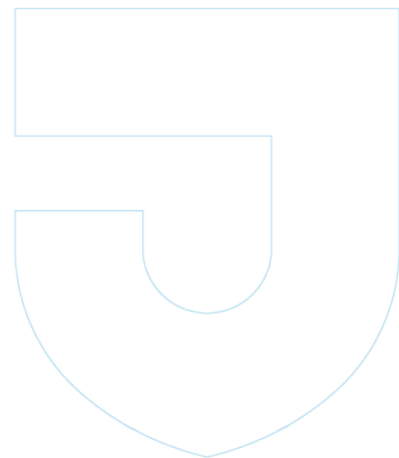
-  Student Organizations are encouraged to volunteer as a group with local community partners.
- Student Organizations are not required to get approval from the Office of Student Engagement before volunteering.
- Student Organizations can either a) host an event in collaboration with a community partner or b) sign up for general volunteering.
-  Student Organizations are also asked to complete this [Community Service Hours Reporting Form](#) before or after their volunteering experience. This information assists the AD of Community Service with  service hour tracking each semester.

### Charitable Fundraisers and Donation Drives

- Donation drives and fundraisers run on behalf of charitable or nonprofit organizations are considered events for the purpose of approval from the Office of Student Engagement.
- RSOs interested in hosting a donation drive or fundraiser should complete the [Event Request Form](#) before promoting the event. A representative from your RSO should also connect with the Assistant

Director of Community Service to discuss your fundraiser or donation drive.

- RSOs should follow the same expectations for event approvals.
- For approved donation drives, a donation bin will be provided by the Office of Student Engagement to be placed by the Information Desk in the Kanbar Campus Center for the duration of the donation drive.
- Donation drives are typically approved for 1-2 weeks depending on the number of participating RSOs.



## Funding your Registered Student Organization

RSOs have the option to utilize a Financial Account managed by OSE. RSOs also are permitted to fundraise, participate in Giving Day challenges, and request funds from OSE.

### Purchasing & Deposits

- Students can request a Registered Student Organization Financial Account to deposit into and spend from by emailing [TJU\\_EF\\_studentengagement@jefferson.edu](mailto:TJU_EF_studentengagement@jefferson.edu).
- Purchases and deposits can be made from these accounts with the assistance of OSE staff during Purchasing & Deposit Hours or by appointment.
- If an RSO is inactive for three consecutive academic years, any money in their account will be allocated to the Registered Student Organization Budget Request Fund.

### Registered Student Organization Budget Request Fund

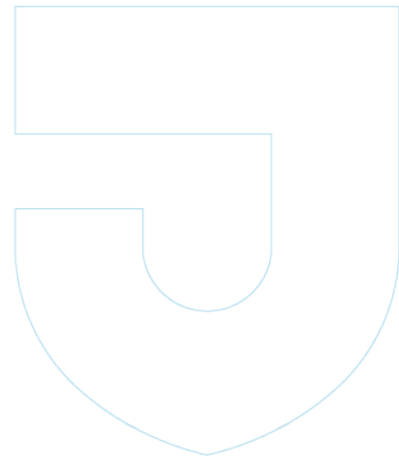
- The purpose of the Registered Student Organization Budget Request is to provide financial support for a Registered Student Organization's on campus activities. RSOs will not be awarded more than 250 dollars per semester, but no awards are guaranteed.
- Registered Student Organizations can submit a request for funds using the [Registered Student Organization Budget](#) request form.
- The request must be submitted at least 14 calendar days in advance to be considered. If the form is not fully completed, OSE staff will not be able to review the request.
- Registered Student Organizations will receive follow up from the Office of Student Engagement through email regarding whether the request is approved or denied.
  - If approved, the Registered Student Organization will be instructed to utilize drop-in Purchasing Hours to make their purchase.
    - OSE must make the purchase. No reimbursements or direct deposits into student accounts will be made.
    - Orders can be picked up from Kanbar 317.
  - If denied, the Registered Student Organization will be notified of the reason why and if there is an opportunity to resubmit the request.



- If the purchase is not made before the event occurs, the request will expire. Expired requests cannot be transferred to another event.

## Fundraising

- Registered Student Organizations are encouraged to fundraise on campus for their organization and/or for charitable organizations.
- To fundraise, organizations must fill out an [Event Request Form](#). All requests must clearly state where funds will go. OSE has the right to check the validity or reputation of a charitable group.
- The Event Request Form must be completed *before* submitting a reservation and *before* any advertising of the fundraiser. Reservations and Event Setup Requests will not be confirmed without an approved Event Request Form.
- All monies collected must be deposited into the organization's account and/or distributed directly to the charitable organization. If these guidelines are not followed, the organization and/or individuals can be reviewed for mismanagement of funds.



# Important Contacts, Links, & Dates

## Contacts

- The Office of Student Engagement (OSE)
  - [TJU\\_EF\\_StudentEngagement@jefferson.edu](mailto:TJU_EF_StudentEngagement@jefferson.edu)
- Reservation Questions
  - [TJU\\_EF\\_Reservations@jefferson.edu](mailto:TJU_EF_Reservations@jefferson.edu)
- AV Requests (Outside of Kanbar Campus Center)
  - [EFHelpdesk@jefferson.edu](mailto:EFHelpdesk@jefferson.edu)
- The Dean of Students Office
  - [TJU\\_EF\\_StudentLife@jefferson.edu](mailto:TJU_EF_StudentLife@jefferson.edu)
- Dining Services
  - [TJU\\_EF\\_Catering@jefferson.edu](mailto:TJU_EF_Catering@jefferson.edu)
- Department of Public Safety
  - [TJU\\_EF\\_SecurityRequest@jefferson.edu](mailto:TJU_EF_SecurityRequest@jefferson.edu)

## Links

- Event Request Form:  
[https://jefferson.co1.qualtrics.com/jfe/form/SV\\_9ZdoUI1AJLyu2wK](https://jefferson.co1.qualtrics.com/jfe/form/SV_9ZdoUI1AJLyu2wK)
- Constitution/Bylaws Sample:  
[https://www.jefferson.edu/content/dam/academic/east-falls/student-engagement/tju\\_sampleConsitutionAndBylaws.docx](https://www.jefferson.edu/content/dam/academic/east-falls/student-engagement/tju_sampleConsitutionAndBylaws.docx)
- Reservations: <https://emscal.jefferson.edu/EMSWebApp/>
- Event Setup Requests: <https://jefferson-isd.webtma.net/>
- RSO Registration & Renewal Form:  
[https://jefferson.co1.qualtrics.com/jfe/form/SV\\_1zX7TasurEA6Bts](https://jefferson.co1.qualtrics.com/jfe/form/SV_1zX7TasurEA6Bts)
- RSO Budget Request Form:  
[https://jefferson.co1.qualtrics.com/jfe/form/SV\\_dnGx2p2BHvNaooS](https://jefferson.co1.qualtrics.com/jfe/form/SV_dnGx2p2BHvNaooS)
- Involvement Fair Registration:  
[https://jefferson.co1.qualtrics.com/jfe/form/SV\\_eG2wxZhtYxsi7EG](https://jefferson.co1.qualtrics.com/jfe/form/SV_eG2wxZhtYxsi7EG)

## Important Dates 2025

First Day of Classes: August 18<sup>th</sup>

RSO Monthly Meeting 1: August 26<sup>th</sup>

Academic spaces become available to reserve: September 1<sup>st</sup>

Involvement Fair: September 4<sup>th</sup>

RSO Meeting 2: September 16<sup>th</sup>

Last day to register RSOs: October 10<sup>th</sup>

RSO Meeting 3: October 21<sup>st</sup>

Homecoming: September 26-27<sup>th</sup>

Fall Break: October 13-14<sup>th</sup>

RSO Meeting 4: November 18<sup>th</sup>

November Break: November 27<sup>th</sup>-30<sup>th</sup>

Last Day of Classes: December 2<sup>nd</sup>

Winter Break: December 12<sup>th</sup>

