



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

OFFICE OF SORORITY &
FRATERNITY LIFE

Chapter President Resource Manual 2017

Chapter President Resource Manual

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Office of Sorority & Fraternity Life

Vision, Mission, & Key Values

The mission of the Office of Sorority and Fraternity Life is to support a premier sorority and fraternity experience by providing educational opportunities, fostering collaborative relationships, and empowering students to uphold a mentality of ethical leadership and citizenship.

The vision of the Office of Sorority and Fraternity Life is to be considered the model sorority and fraternity community among peer and aspirant institutions.

The Office of Sorority & Fraternity Life supports values congruence by:

Scholastic Advancement

Striving to create an environment that supports academic excellence through providing resources and initiatives

Relationship Building

Engaging members and organizations in opportunities that foster cross council collaborations

Diversity

Fostering opportunities for members and organizations to develop their multicultural competency through interactions and experiences within the sorority and fraternity community
Creating welcoming environments where all communities are appreciated and respected

Personal Development

Setting a standard for our students to live the values of their organizations that promote safe environments, social accountability, stewardship, and leadership development; yielding members and organizations to lead with high fraternal purpose

Communication

Emphasizing the importance of maintaining and strengthening local and national relationships with stakeholders to provide support for all fraternal organizations

Office of Sorority and Fraternity Life
413 Student Services Building
2950 Sorority Village Circle
Phone: (865) 974-2236 and (865) 974-6604
GoGreek.utk.edu
greeklife@utk.edu

Kelly Phillips , Interim Director of Sorority & Fraternity Life	dkphilli@utk.edu
Tenea Lowery , Assistant Director of Sorority & Fraternity Life	tlow@utk.edu
Jennifer Pierce , Assistant Director of Sorority & Fraternity Life	jpierc23@utk.edu
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THE UNIVERSITY OF
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OFFICE OF SORORITY &
FRATERNITY LIFE

Know Who to Call in an Emergency

Emergencies – call 911 immediately and then follow your protocol to notify advisors and regional officers and the Office of Sorority & Fraternity Life.

Emergencies include but are not limited to:

- Assault, injury, or death of a member or guest
- Any situation in which medical attention is warranted (ex. injury, excessive alcohol consumption, etc.)
- House Fire or Explosion

974-HELP

If there is no immediate threat, but you are concerned for a member's well-being, call 974-HELP (4357). Contact 974-HELP if you notice any warning signs of a distressed member. Signs can include, but are not limited to;

- Excessive or inappropriate anger
- Behavioral or emotional change
- Withdrawal
- Change in hygiene or appearance
- Alcohol or drug abuse
- Expressing unusual thoughts
- Exhibiting unusual behaviors
- Decline in academic performance

University Resources

UT Police– (865) 974-3111

General Campus Information – (865) 974-1000

Emergency Information Line – (865) 656-SAFE (7233)

Facilities Services (Emergency) – (865) 946-7777

T:Link Late Night Shuttle – (865) 974-4080

Campus Emergency Management – safety.utk.edu

University of Tennessee, Knoxville Sorority & Fraternity Community

Interfraternity Council

The Interfraternity Council, or IFC, is composed of men's fraternities. The mission of the Interfraternity Council is to develop men who lead with integrity, encourage a high level of scholarship, support the development of each chapter that we represent, promote a sense of community and strive to set a standard of excellence for ourselves and others at the University of Tennessee.



President	Hunter Jones	hjones41@vols.utk.edu
VP Internal Affairs	Calvin Mclendon	chw564@vols.utk.edu
VP External Affairs	Andrew Collier	jcolli80@vols.utk.edu
VP Public Relations	Austin Sanders	asande31@vols.utk.edu
VP Recruitment	James Eun	jeun@vols.utk.edu
VP Judicial Affairs	Spencer Shelton	jshelt32@vols.utk.edu
VP Administration	Michael Bowers	mbower11@vols.utk.edu

Alpha Epsilon Pi	Jake McCoy	jmccoy11@vols.utk.edu
Alpha Gamma Rho	JR Clay	jclay12@vols.utk.edu
Alpha Tau Omega	Noah Burbrink	etsuji@vols.utk.edu
Beta Theta Pi	Heath Shelton	bshelt10@vols.utk.edu
Chi Phi	Luke McCarty	lmccart6@vols.utk.edu
Delta Tau Delta	Zack Crystal	zack.crystal@gmail.com
FarmHouse	Michael Bunch	mbunch2@vols.utk.edu
Kappa Alpha Order	Trey Suddeth	jsuddeth@vols.utk.edu
Kappa Sigma	Allister Berger	aberger5@vols.utk.edu
Phi Delta Theta	Ryan Sellers	rseller7@vols.utk.edu
Phi Kappa Psi	JC Sorce	jsorce@vols.utk.edu
Phi Sigma Kappa	Hunter Duff	hunterduffpsk@gmail.com
Pi Kappa Alpha	Jon Reesman	jreesman@vols.utk.edu
Sigma Alpha Epsilon	Spencer Bridgers	sbridger@vols.utk.edu
Sigma Nu	Zach Long	zlong4@vols.utk.edu
Sigma Phi Epsilon	Zach Cole	zyr511@vols.utk.edu

Multicultural Greek Council

The Multicultural Greek Council (MGC) at UT is comprised of multicultural sororities and fraternities. Organizations in the council represent South-Asian and Latin interest organizations.

The council is united by their aspirations to increase awareness of their respective cultures, to serve the UT community, and to maintain high academic standards. MGC also coordinates activities between the organizations through social, fundraising and community service events. Each organization has national philanthropies that promote literacy for children, school mentoring and tutoring, domestic violence awareness and many other organizations. MGC hosts many events in the fall and invites anyone who is interested to attend.

The primary purpose of the MGC is to unite its member organizations in order to share ideas and resources, promote mutual respect and equality, provide a support network for involved students, and collectively accomplish goals set forth by the council members.



President	Alisha Kukreja	akukreja@vols.utk.edu
Vice President	Jason Patel	jpatel41@vols.utk.edu
Treasurer	Zeenat Mirza	zmirza@vols.utk.edu
Secretary	Nikhil Morar	niksmorar@vols.utk.edu
Historian	Poonam Patel	ppatel59@vols.utk.edu
Community Service	Devi Patel	dpatel51@vols.utk.edu
Council Liaison	Dalton Lund	dlund1@vols.utk.edu

Beta Chi Theta	Meer Hawez	mhawez@vols.utk.edu
Delta Phi Omega	Himisha Patel	hpatel28@vols.utk.edu
Sigma Beta Rho	Avie Desai	adesai6@vols.utk.edu
Sigma Sigma Rho	Ravina Patel	rpatel50@vols.utk.edu

National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) at UT is comprised of historically black fraternities and sororities. These organizations live by the values of tradition, academic achievement, community service, leadership, and lifetime brotherhood/sisterhood. NPHC organizations are committed campus leaders that produce and engage in political, social, and cultural activities.



President	Nailah Hakeem-Brown	nhakeemb@vols.utk.edu
Vice President	Jakob Johnson	jjohn320@vols.utk.edu
Director of Programming		
Co-Chair of Programming	Miah Gray	kqh449@tennessee.edu
Director of Community Service	Jerrell Nelson	jnelso53@tennessee.edu
Co-Chair of Community Service	Maya Johnson	mjohn203@vols.utk.edu
Treasurer	Ronald Randolph	rrando10@vols.utk.edu
Secretary		
Historian	Alexandria Pankey	apankey1@vols.utk.edu
Parliamentarian	Sydney Myers	smyers29@tennessee.edu

Alpha Kappa Alpha		
Iota Phi Theta	Trevor Bass	tbass3@vols.utk.edu
Kappa Alpha Psi	Cordarius Duncan	cdunca18@vols.utk.edu
Omega Psi Phi	Jakob Johnson	jjohn320@vols.utk.edu
Phi Beta Sigma	RJ Little	rlittl1@vols.utk.edu
Sigma Gamma Rho	Jamesha Westfield	hfh825@vols.utk.edu
Zeta Phi Beta	Maya Johnson	mjohn203@vols.utk.edu

Panhellenic Council

The Panhellenic Council operates within the Office of Sorority & Fraternity Life and is comprised of women's sororities and a governing body called the Panhellenic Council. The Panhellenic Community is over 110 years old and rich with history!

The Panhellenic community lives out its core ideology: "promote the positive, develop women and create an environment of unity and fairness." Panhellenic Council strives to develop women through the relationships they make while at UT, the leadership skills they gain, the challenge of academics and the philanthropic/community service experiences they participate in.



President	Rachel Ricker	utkpanhellenicpresident@gmail.com
VP Internal Affairs	Eduarda Lague	utkpaninternal@gmail.com
VP Recruitment	Rebecca Craft	utkreruitment@gmail.com
VP Recruitment Counselors	Caroline Dodd	gammachiutk@gmail.com
VP Member Development	Meredith Cline	utkpanmemberdevelopment@gmail.com
VP Public Relations	Courtney Wainner	utkpanhellenicpr@gmail.com
VP Administration	Annie Wright	utkpanhelleniccouncil@gmail.com
VP Philanthropy & Community Service	Betsy Pierce	utkphilanthropy@gmail.com
VP Scholarship	Chloe Haynes	utkpanscholarship@gmail.com

Alpha Chi Omega	Sally Brink	sbrink2@vols.utk.edu
Alpha Delta Pi	Sarah Catherine Hurlock	presidentalphakappa@gmail.com
Alpha Omicron Pi	Taylor Kinard	tkinard@vols.utk.edu
Chi Omega	Claire Bradley	cbradl22@vols.utk.edu
Delta Delta Delta	Alexis Withers	trideltapresidentutk@gmail.com
Delta Gamma	Dani Clark	dclark37@vols.utk.edu
Delta Zeta	Cheyenne Harrington	charrin6@vols.utk.edu
Kappa Delta	Caroline Lagoski	carolinelagoski@yahoo.com
Kappa Kappa Gamma	Kelly Moroney	kmoroney@vols.utk.edu
Phi Mu	Laura Kate Evans	pmkpresident@gmail.com
Pi Beta Phi	Shelby Furer	sfurer@vols.utk.edu
Sigma Kappa	Emily Butler	alphadeltaskpresident@gmail.com
Zeta Tau Alpha	Eliza Sorrell	esorrel1@vols.utk.edu

Campus Departments & Resources

The Division of Student Life

Dr. Vincent Carilli, Vice Chancellor for Student Life
(865) 974-7449, studentlife@utk.edu

The Dean of Students Office

Dr. Melissa Shivers, Associate Vice Chancellor for Student Life and Dean of Students
Dr. Danny Glassman, Associate Dean of Students
413 Student Services Building
(865) 974-3179, dos@utk.edu, dos.utk.edu

Contact for: Student Absence Notification, General Consultation, Bias Incident Reporting, Emergency On-Call System, Big Orange Tix

Center for Health Education & Wellness

1800 Volunteer Boulevard, Suite 201
(865) 974-5725, wellness@utk.edu, wellness.utk.edu

Contact for: Program Requests for Vols 2 Vols Peer Education Program, Volunteers Speak Up!, Consent, and Know Your Policy, Support & Resources for Sexual Assault & Relationship Violence, Alcohol & Other Drugs, & General Wellness.

Center for Career Development

Student Union Level 2
(865) 974-5435, career.utk.edu

Contact for: Major & Career Advising Support, Resumes & Interviewing, Workshops, Job & Internship Search, Graduate School Searches

Center for Leadership & Service

2238 Dunford Hall
(865) 974-1039, leadserve@utk.edu, leadershipandservice.utk.edu

Contact for: Leadership Studies Minor, Leadership Knoxville Scholars, Leadership Conferences, Days of Service, Community Service Opportunities & Tracking, Alternative Breaks, Ignite, LeaderShape

Multicultural Student Life

1800 Melrose Ave.
(865) 974-6861, multicultural@utk.edu, multicultural.utk.edu

Contact for: Diversity Education, Black Cultural Programming Committee, Multicultural Mentoring Program, Diversity Dialogue Symposium, Black Issues Conference, Academic & Tutoring Support Services

Pride Center

Melrose Hall F-103

(865) 974-7803, Pridecenter.utk.edu

Contact for: Programs & events that raise awareness, increase visibility, and that engage in advocacy regarding LGBTQA+ issues, SpeakOUT workshops & speakers, Ambassador Program

Office of Disability Services

100 Dunford Hall

(865) 974-6087, ods@utk.edu

Contact for: Interpreters & Transcribers, Accommodations & Services needed for students with disabilities (visible & non-visible), training & workshops regarding disabilities

Student Success Center

324 Greve Hall

(865) 974-6641, studentsuccess@utk.edu, studentsuccess.utk.edu

Contact for: Academic Coaching, Tutoring, Academic workshops & presentations

Student Counseling Center

1800 Volunteer Boulevard

(865) 974-2196, counselingcenter@utk.edu, counselingcenter.utk.edu

Contact for: Individual, Group, & Couples counseling, Workshops & Presentations including issues related to relationships, academics, general well-being, personal growth, & safety

Police Department

1101 Cumberland Ave.

(865) 974-3114, utpolice@utk.edu, utpolice.utk.edu

Contact for: Registration for Special Events, Victim Assistance, Programs and Workshops including Domestic Violence Prevention, Personal Safety, Rape Aggression Defense, Social Event Safety, Substance Abuse Education, Alcohol Awareness, and more

Standards of Fraternal Excellence & Relationship Statement

Purpose:

The Office of Sorority and Fraternity Life supports the journey of the University of Tennessee, Knoxville, in its efforts to become a Top 25 Research University. In order to best contribute to that process, the Office of Sorority and Fraternity Life, in conjunction with students, staff, faculty, and fraternal umbrella associations, the Standards of Fraternal Excellence and Relationship Statement have been created.

The University of Tennessee recognizes that sororities and fraternities are an integral part of the campus community. These organizations have a positive impact for members, non-members, alumni, and the local and national community. To achieve mutual success for the institution and the sorority and fraternity organizations, there must be trust and shared responsibility. This document outlines the commitments of the University, the Division of Student Life, the Office of Sorority and Fraternity Life, sorority and fraternity organizations, national/international organizations, sorority and fraternity volunteers, and student members.

The Office of Sorority and Fraternity Life will provide assistance and resources for all fraternal organizations to meet the Standards of Fraternal Excellence requirements. Sororities and Fraternities at the University of Tennessee are expected to reach the minimum expectations set forth in this document. Organizations not achieving minimum expectations will work in conjunction with the Office of Sorority and Fraternity Life to create plans for improvement and future success. Sororities and Fraternities recognized by the Office of Sorority and Fraternity Life will be required to achieve these standards in order to maintain their registration status and their relationship with the University. Sororities and Fraternities will experience requirements above and beyond those of other registered student organizations. All organizations will be given ample support in order to maintain compliance with these standards. The Office of Sorority and Fraternity Life will coordinate a mid-year check in during December or January to assist the organization president and their advisors in determining their progress to becoming a Standards of Fraternal Excellence organization.

Organizations meeting all expectations outlined in this document will be formally recognized as a Standards of Fraternal Excellence organization on the Office of Sorority and Fraternity Life website and publications. Fraternal organizations achieving above and beyond these minimum standards can be publically recognized for their achievements and awarded annually at the Greek Awards Banquet.

The Standards of Fraternal Excellence will be comprised of four categories: Scholastic Achievement, Civic Engagement, Member Development, and Administration.

Standards of Fraternal Excellence Review Sheet

This list does not contain the relationship statement piece. For the full Standards of Fraternal Excellence and Relationship Statement, please contact the Office of Sorority and Fraternity Life.

1. Maintain a 2.5 semester average G.P.A. for the fall and spring academic term
2. Maintain a 2.5 semester average G.P.A. for the newest members during their first semester in the organization
3. Provide a written document that outlines a comprehensive scholarship program. Program should describe individual member academic requirements, incentives, programs, and academic goals. Inter/national scholarship programs used by organizations may serve as this documentation.
4. Complete an average of 10 hours of community service per member in the organization each academic year
5. Coordinate one fundraiser or philanthropy event each year
6. Have a representative at the annual Greek Leadership Summit
7. Have a representative at a headquarters sponsored (regional or national level) leadership/skill based meeting or training
8. Coordinate one alcohol free program or event per academic year with a fraternity or sorority from another council
9. Coordinate one alcohol free program or event per academic year with another registered student organization or a campus department
10. Coordinate or attend a risk management program once per academic year
11. Coordinate or attend a program which focuses on diversity once per academic year
12. Update Vollink campus student organization registration by the stated deadline
13. Turn in an accurate chapter roster each semester by the stated deadline
14. Submit the change of officer/ advisor form by the stated deadline

SORORITY & FRATERNITY LIFE

Program Reporting Form

Organization: _____

Submission Date: _____

Name of program or event: _____

Date and location of program or event: _____

Description of program or event:

Check at least one type of event:

- _____ Risk Management Program
- _____ Diversity Program
- _____ Program with sorority or fraternity from another council
- _____ Program with other student organization (*not a sorority or fraternity from one of our four Greek councils*)
- _____ Program with a campus department

Officer in Charge of the Event's Name: _____

Officer in Charge of the Event's Position: _____

SORORITY & FRATERNITY LIFE

Philanthropy/ Fundraiser Reporting Form

Organization: _____

Submission Date: _____

Name of philanthropy or fundraising event: _____

Date and location of philanthropy or fundraising event (if applicable): _____

Description of philanthropy or fundraising event:

Benefiting Organization(s): _____

Benefiting Organization(s) contact name: _____

Benefiting Organization(s) contact phone number: _____

Check at least one type of event:

_____	Philanthropy (Fundraising)
	Money Raised: _____
	Money Donated (minus expenses): _____
_____	Indirect Support (Food Drives, Clothing Drives, Book Drive, etc.)
	Goods Donated: _____

Officer in Charge of the Event's Name: _____

Officer in Charge of the Event's Position: _____

Miscellaneous Office of Sorority & Fraternity Life Information

Navigating the Office Website

gogreek.utk.edu is the official website for the Office of Sorority & Fraternity Life. Most information included in this manual as well as many additional resources can be found on our website. The following information can be found under each section;

- **Main Home Page** – Links to 4 council's
- **About** – Mission, Vision & Values, Staff, Community Statistics, Programs, and Program Review Tracker
- **Councils & Chapters** – Each council tab includes contact information, chapter conduct status, and council documents & forms
- **Upcoming Events** – Upcoming semester events
- **How to Join** – Each council tab includes information on how to join
- Hilltopics Code of Conduct and additional policies, Sorority & Fraternity Life Resources, Standards of Fraternal Excellence Documents, Housing Policies & Forms
- **Forms & Resources** – OSFL Forms & Resources (UT Policies/Resources, Grade Reports) Greek Awards, Housing, Order of Omega, SOFE,
- **Publications** – Greek Connect, Greek Torch

Please utilize our website as a resource to obtain information, policies, and forms.

Rosters

It is vital to keep a running roster of the names, emails, student ID numbers, and phone numbers of the members in your organization. This roster is helpful in case of emergency and it also allows us to submit your members' information to obtain semester grades. Please ensure your rosters are accurate and updated as often as needed. Your respective Assistant Director will notify you when rosters are due each semester. Typically they are completed at the beginning and at the end of each semester

Chapter Officer & Advisor Contact Updates

Every year you will be asked to provide the Office of Sorority & Fraternity Life with updated chapter officer and advisor contact information. If at any point throughout the year you have a change in your chapter leadership or with your advisors, please notify us immediately so that we can continue to communicate with the correct people.

Greek Connect

The Greek Connect is a monthly newsletter distributed electronically to all members and advisors. The Greek Connect is a way to inform all of our members of everything going on in the community and provide updates on things going on within our councils and chapters. If you have something that you would like to be included in the Greek Connect and get distributed to the entire community, please contact Adam Kowalski at akowls2@utk.edu.

Philanthropy and/or Program Dates

In an effort to help avoid over-programming and multiple events happening on the same day, the Office of Sorority & Fraternity Life will collect date requests from organizations each semester and then inform organizations of the best available date to hold their event the following semester. The Assistant Director overseeing the scheduling of philanthropy dates (IFC and Panhellenic organizations) and/or program dates (mainly NPHC and MGC organizations) will notify each organization when information is to be submitted.

Order of Omega

The Kappa Epsilon chapter of Order of Omega is a leadership honor society for members of Fraternity & Sorority organizations.

Order of Omega recognizes juniors and seniors who have exemplified high standards in the areas of scholarship, leadership, involvement within their respective organization and within the Fraternity/Sorority, campus, and local community.

Members are selected from the top 3% of students at each institution. To date, over 500 chapters have been chartered throughout North America, each sharing the common goal of recognizing the many outstanding student leaders at their institution.

The organization typically recruits members in the fall semester.

Members receive honor cords to wear as designation of membership in the prestigious Honor Society during graduation.

Social Media

Our office wants to connect with you online!



University of Tennessee Sorority and Fraternity Life



@govolsgogreek



UTK_Greek_Life

Hilltopics Student Code of Conduct

Students at the University of Tennessee at Knoxville are members of both the University community and the larger community of which the University is a part.

Accordingly, students are responsible for conducting themselves in a lawful manner and in compliance with University rules and policies. The University has established the following rules in order to advance the mission of the University by maintaining a safe and secure learning environment; protecting the rights and privileges of all members of the University community; providing a basis for orderly conduct of the affairs of the University; promoting a positive relationship between the University and its surrounding community; preserving institutional integrity and property; encouraging students to engage in conduct that brings credit to themselves and the University; and ensuring that each student who matriculates at the University graduates ready to contribute to society as an ethical and law-abiding citizen.

The University of Tennessee is committed to respecting students' constitutional rights. Nothing in this chapter is intended or shall be interpreted to restrict students' constitutional rights, including, but not limited to, rights of freedom of speech and assembly. Students are responsible for being fully acquainted and for complying with the University catalog, handbook, and other rules and policies relating to students.

Failure or refusal to comply with the rules and policies established by the University may subject a student to disciplinary action up to and including permanent dismissal from the University.

Standards of Conduct:

A student or student organization may be disciplined for the following types of misconduct:

- (1) Cheating, plagiarism, or any other act of academic dishonesty, including, but not limited to, an act in violation of the Honor Statement.
- (2) Providing false information to a University official.
- (3) Falsifying, distorting, misrepresenting, or withholding information in connection with a University investigation or hearing.
- (4) Forging, altering, destroying, falsifying, or misusing records, identification, or documents, whether in print or electronic form.
- (5) Causing physical harm to any person (including oneself); endangering the health or safety of any person (including oneself); engaging in conduct that causes a reasonable person to fear harm to his/her health or safety; or making an oral or written statement (including electronically) that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of

individuals, although the speaker need not mean to carry out the act of unlawful violence in order to constitute a violation of this rule.

(6) Harassment, which is defined as unwelcome conduct that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech).

(7) Engaging in Sexual Misconduct, Relationship Violence, and/or Retaliation. The terms “Sexual Misconduct,” “Relationship Violence,” and “Retaliation” are defined in the University policy titled, “Sexual Misconduct and Relationship Violence: Interim Policy, Procedures, Resources, and Programs,” a copy of which can be found at <http://sexualassault.utk.edu>.

(8) Invasion of another person’s privacy when that person has a reasonable expectation of privacy, including, but not limited to, using electronic or other means to make a video or photographic record of any person in a location in which the person has a reasonable expectation of privacy, without the person’s knowledge or consent. This includes, but is not limited to, making a video or photographic record of a person in shower/locker rooms or restrooms. The storing, sharing, and/or distributing of such unauthorized recordings by any means is also prohibited.

(9) Theft, misappropriation, unauthorized possession, or unauthorized sale of private or public property, including but not limited to University-controlled property.

(10) Vandalizing, destroying, damaging, engaging in conduct that reasonably could cause damage to, or misusing private or public property, including but not limited to University-controlled property.

(11) Participating in hazing. “Hazing” is defined as any intentional or reckless act, on or off University controlled property, by one (1) student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

(12) Engaging in disorderly, lewd, indecent, or obscene conduct. “Disorderly” conduct means fighting or other physically violent or threatening conduct; creating a hazardous or physically offensive condition by any act that serves no legitimate purpose; making noise that could unreasonably disturb others who are carrying on lawful activities; or conduct that breaches the peace. “Lewd, indecent, or obscene” conduct includes, but is not limited to, public exposure of one’s sexual organs, public urinating, and public sexual acts.

(13) Engaging in speech, either orally or in writing, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

(14) Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary device, or other emergency; setting off a false fire alarm; or tampering with, removing, or damaging fire alarms, fire extinguishers or any other safety or emergency equipment from its proper location except when removed in a situation in which there is a reasonable belief of the need for such equipment.

(15) Possessing, using, or duplicating University keys, access cards, or identification cards without authorization; possessing, using, or entering University controlled property without authorization.

(16) Theft, misuse, or unauthorized use of information technology facilities, resources, or access codes, including, but not limited to: unauthorized entry into or transfer of a file; using another person's identification and/or password without that person's consent; using information technology facilities or resources to interfere with the work of another student, faculty member, staff member, or other member of the University community; using information technology facilities or resources to interfere with normal operation of a University information technology system or network; circumventing University information technology system or network security; using information technology facilities or resources in violation of copyright laws; falsifying an e-mail header; and conduct that violates the University's policy on the Acceptable Use of Information Technology Resources.

(17) Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on University controlled property or in connection with a University affiliated activity, unless authorized in writing by the Chief of Police or his/her designee.

(18) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on University-controlled property or in connection with a University-affiliated activity.

(19) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law.

(20) Providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law.

(21) Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs or drug paraphernalia, if prohibited by federal, state, or local law; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.

(22) Failing to pay a University bill, account, or other University financial obligation.

(23) Failing to respond to a request to report to a University administrative office; failing to comply with a lawful directive of a University employee or other public official acting within the scope of his/her duties; or failing to identify oneself to a University employee or other public official acting within the scope of his/her duties when requested to do so.

(24) Failing to appear at a University hearing, including, but not limited to, a hearing of a University judicial board, following a request to appear either as a party or as a witness.

(25) Violating the terms of an interim suspension, a no-contact directive, or a disciplinary penalty imposed by the University.

(26) Obstructing or disrupting teaching, learning, 16 Student Rights and Responsibilities studying, research, public service, administration, disciplinary proceedings, emergency services, or any other University-affiliated activity, or the free flow of pedestrian or vehicular traffic on University-controlled property. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution.

(27) Violating a University policy or rule, including but not limited to University policies or rules relating to facilities use, smoking, the acceptable use of information technology resources, research or service misconduct, finder's fees relating to clinical investigations involving human subjects or access to University data or materials, University libraries, dining services, parking or transportation, University identification card use, sexual harassment, residence halls, and registered student organizations.

(28) Committing an act that is prohibited by local, state, or federal law.

(29) Attempting to commit a violation of a Standard of Conduct or being an accessory to the commission of an act or attempted act in violation of a Standard of Conduct.

To review the complete Hilltopics document, please visit: <http://dos.utk.edu/files/Hilltopics2014-2015.pdf>

Social Host Liability

What does state law say?

It is against the law for a host to knowingly allow an underage adult (defined as a person who is at least 18, but less than 21) to consume alcohol on property the host owns or controls. It is also illegal for a person to give or buy alcohol to any minor (persons under 18) for any purpose. A provision of this law states that hosts who allow minors to obtain alcohol or other unlawful substances can be charged with contributing to the delinquency of a minor.

Definitions within the law:

Underage adult is defined as a person who is at least 18, but less than 21.

Settings covered:

Property that the host owns, occupies, or has a lawful right to use.

Can adult do anything to rescind the violation?

The host may be able to rescind the violation if they can demonstrate that they upon a reasonable belief that that the underage adult was 21.

Can the adult be sued?

Finding of the General Assembly that it is the consumption of alcoholic beverage or beer rather than the furnishing that is the proximate cause of injuries inflicted upon another by an intoxicated person

Social hosting was interpreted as broadly as possible as follows:

When an individual over the legal age (18 or 21) serves, furnishes, or permits the possession or consumption of alcohol to a person underage (generally 20 years or younger) on property for which s/he has responsibility. All statutes, regulations and case law that were centered on social hosting of alcohol parties were included.

Policy on Sexual Misconduct, Relationship Violence, and Stalking

The University of Tennessee, Knoxville and the University of Tennessee Institute of Agriculture are committed to creating and maintaining a learning, living, and working environment free from Sexual Misconduct, Relationship Violence, Stalking, and Retaliation.

Those prohibited types of conduct will not be tolerated and will be grounds for disciplinary action up to, and including, permanent dismissal from the University and termination of employment.

Sexual Misconduct:

A term that encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, and all other words and/or conduct that would constitute a Sex Offense Crime.

(i) Sexual Assault: Engaging in Sexual Contact or Sexual Intercourse with another person without the Consent of that person.

(1) Sexual Contact: The intentional touching of another person (including another person's clothing) in a sexual manner with any part of one's body or with any object. Sexual Contact also includes intentionally causing another person to touch themselves (including their clothing) in a sexual manner. Whether a touching was done in a sexual manner is determined from the perspective of a sober, objectively reasonable person in the same situation and with the same sex, gender identity, and sexual orientation as the person who was touched.

(2) Sexual Intercourse: The penetration, no matter how slight, of the vagina or anus with any body part or object; or oral penetration by a sex organ of another person.

(ii) Sexual Harassment: Sexual Harassment is a form of Sex Discrimination. To determine whether conduct constitutes Sexual Harassment, consideration shall be given to the totality of the circumstances, including without limitation: the context in which the conduct and/or words occurred; and the frequency, nature, and severity of the conduct and/or words.

(1) With respect to an employee's conduct directed toward another employee, Sexual Harassment means: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." (The source of this definition is: University of Tennessee System Human Resources Policy 0280 ("Sexual Harassment") (http://policy.tennessee.edu/hr_policy/hr0280/))

(2) With respect to an employee's conduct directed toward a student or another nonemployee, Sexual Harassment means: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's

participation in an educational program; (2) 6 submission to or rejection of such conduct by an individual is used as the basis for evaluation or advancement in an educational program; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creates an intimidating, hostile or offensive educational environment.” (This definition is based on: University of Tennessee System Human Resources Policy 0280 (“Sexual Harassment”)

(http://policy.tennessee.edu/hr_policy/hr0280/)

(3) With respect to the conduct of a student or other non-employee, Sexual Harassment is defined as unwelcome conduct of a sexual nature that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no event shall the term “Sexual Harassment” be construed to prohibit speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech). Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of Sexual Assault. (This definition is based on Standard of Conduct Number 6 for students, a copy of which can be found in Hilltopics.)

(iii) Sexual Exploitation: An act or attempted act by a person for the purpose of sexual arousal or gratification, financial gain, or other personal benefit through the abuse or exploitation of another person’s sexuality. Examples of Sexual Exploitation include, without limitation: observation of a person who is undressed or engaging in Sexual Contact or Sexual Intercourse, without the Consent of all persons being observed (in a place where a person has a reasonable expectation of privacy); creation or distribution of images, photography, an audiotape, or videotape of Sexual Contact, Sexual Intercourse, or a person’s intimate parts (i.e., genitalia, groin, breasts, buttocks) without the Consent of all persons being recorded or photographed; prostituting another person; allowing others to observe, either in person or electronically, Sexual Contact or Sexual Intercourse without the Consent of all persons involved in the Sexual Contact or Sexual Intercourse (in a place where a person has a reasonable expectation of privacy); and knowingly exposing another person to a sexually transmitted infection without informing the other person that one has a sexually transmitted infection.

(iv) Sex Offense Crime: This term is defined in Appendix A.

Relationship Violence:

A term that encompasses Dating Violence, Domestic Violence, and all other words and/or conduct that would constitute a Relationship Violence Crime. Relationship Violence may be a form of Sex Discrimination prohibited by federal and state antidiscrimination laws, such as Title VII and Title IX.

(i) Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim of the violence. The existence of such a relationship shall be determined based on the reporting party’s statement and with

consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

(ii) Domestic Violence: A felony or misdemeanor crime of violence committed: (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. 7

(iii) Relationship Violence Crime: This term is defined in Appendix A.

Stalking:

Stalking includes both the crime of stalking in Tennessee and the crime of stalking defined by the Clery Act:

(i) Tennessee Crime: The crime of stalking in Tennessee is defined in Tennessee Code Annotated § 39-17-315.

(ii) Clery Act Crime: Engaging in a Course of Conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer Substantial Emotional Distress. For the purposes of this definition:

- "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property;
- "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim; and
- "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking may be a form of Sex Discrimination prohibited by federal and state antidiscrimination laws, such as Title VII and Title IX.

Retaliation:

An act or attempted act taken because of a person's participation in a protected activity that would discourage a Reasonable Person from engaging in protected activity. Protected activity includes a person's Good Faith: (1) opposition to Prohibited Conduct; (2) report of Prohibited Conduct to the

University; (3) participation (or reasonable expectation of participation) in any manner in an investigation, proceeding, hearing, or Interim Measure under this policy; or (4) exercise of rights or responsibilities under any provision of the Clery Act. Retaliation is a violation of this policy regardless of whether the underlying allegation of a violation of this policy is ultimately found to have merit. Retaliation should be reported in the same manner in which Prohibited Conduct is reported under this policy (Section III). When the University receives notice of alleged Retaliation, the University will take immediate and appropriate steps to investigate the alleged Retaliation. The University will take strong responsive action if it determines that Retaliation occurred, which may include disciplinary action independent of any sanction or Interim Measures imposed in response to the underlying allegation of misconduct. The University generally will investigate and resolve reports of Retaliation in the same manner in which it handles reports of other Prohibited Conduct under this policy.

For more information on the Policy on Sexual Misconduct, Relationship Violence, and Stalking including information on consent, care and support, prevention and awareness, and procedures for investigating and resolving reports of prohibited conduct, please visit:

<http://sexualassault.utk.edu/wp-content/uploads/sites/9/2015/07/UTK-UTIA-Final Policy on Sexual Misconduct Relationship Violence and Stalking4826-6063-875.pdf>

University of Tennessee Hazing Policy & State Law

University of Tennessee Hazing Policy:

Participation of students in hazing activities is prohibited. "Hazing" means any intentional or reckless act, on or off university property, by one student acting alone or with others, which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature.

Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

A student committing an act of "hazing" is subject to disciplinary action in accordance with the Standards of Conduct process and penalties found in the Hilltopics student handbook.

State of Tennessee Hazing Law:

Source: Tenn. Code Ann. § 49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

To Report an Incident of Hazing

Contact the Office of Student Conduct and Community Standards: (865) 974-3171
Studentconduct@utk.edu

For Emergency Cases contact the UT Police Department
(865) 974-3114



Productive Membership Development

Developed by Allison Swick-Duttine, Coordinator of Greek Affairs & Leadership Development, Plattsburgh State University of New York : adapted for use at The University of Tennessee

1. Participate in a Ropes Course.
2. Teambuilding Activities (can be facilitated by student or campus professional--there are hundreds of these activities that you could use)
3. Participate in and/or plan a Community Service Project
4. Have a Resume Writing Workshop presented by Career Services
5. Attend Educational Speaker and discuss as a group
6. Leadership Book-of-the-Month/Semester Club
7. Invite Faculty Advisor to lunch with new members
8. Have a discussion about the relevance of the mission/creed today
9. Study Skills Workshop presented by the Student Success Center
10. Successful Alumni Speaker to talk about how organization provided skills to succeed
11. Arts and Crafts for a Cause
12. Participate in a recruitment or membership development workshop
13. Dinner and a movie
14. Shadow an officer and assist in planning of a program/event
15. Create a vision and goals for the organization

16. Plan a fundraiser
17. Plan and present a speaker on a health/wellness topic
18. Require active membership in at least one organization outside the group
19. Host a Family Weekend activity
20. Review parliamentary procedure and its purpose
21. Ask leadership experts to discuss issues such as motivation and group dynamics
22. Have new members take the Meyers-Briggs Personality Type Inventory and discuss
23. Ask a faculty member discuss ethical decision making
24. Ask a faculty member to facilitate a conversation on diversity
25. Ask campus health educator to do a presentation on eating disorders or depression, etc.
26. Ask university police to discuss the prevention of violence against men and women
27. Plan a philanthropy project for a local charity
28. Discuss risk management and liability with the university counsel
29. Brainstorm ways to recruit new members
30. Have an all-campus or all-fraternity/sorority community "Meet Our New Members" Picnic
31. Have new members play on an intramural team
32. Plant a new member class tree
33. Sponsor an academic challenge with free textbooks to the winner
34. Brainstorm ways to improve scholarship
35. Attend theatrical production or athletic event of the new members choosing
36. Ask the library to give a lecture on effective research methods
37. Attend a program or event another organization is sponsoring
38. Have a discussion about membership standards and expectations
39. Have a goal-setting retreat
40. Ask new members to attend regional leadership conferences
41. Attend the campus leadership conferences or workshops
42. Deconstruct past hazing activity to determine intent and brainstorm alternatives
43. Attend an Executive Board meeting
44. Have new members help Executive Board develop an icebreaker for each meeting

45. Develop a leadership "wish list" or time line of organization and campus activities
46. Karaoke
47. Develop a faculty advisor appreciation gesture
48. Ask the Mayor to discuss city issues and how the group can help.
49. Ask the Elections Commissioner to discuss politics in the city/county/nation
50. Require members to register to vote. Give an incentive to those who do
51. Require members below a 3.0 to attend a study skills program
52. Discuss the founding of the group and how the organization has evolved over time while maintaining the vision. If it hasn't, how can the group return to its' roots?
53. Have a professional discuss the "Millennial Generation" and how groups can better recruit based on this research
54. Invite a Campus Fitness Specialist or Dietician to discuss dietary fads pros and cons
55. Ask each member to list the offices/chairs they would be interested in. Have them list five things they would do differently about each
56. Compile results without names attached and have a constructive conversation
57. Ask a professor to do a workshop on etiquette
58. Have lunch together once a week in a dining hall with the entire organization
59. Invite faculty advisor to new member meetings
60. Question each activity and evaluate the program each semester with the help of the advisor

Campus Alcohol Policy

The University of Tennessee, Knoxville, in compliance with federal, state and local law, allows lawful, responsible consumption at University functions, as long as the use occurs at a campus activity and at a campus location where alcohol is allowed.

The University's policy on student possession and consumption of alcohol is contained in Hilltopics, the Student Handbook.

"University regulations prohibit all student organizations from serving or permitting the consumption, possession, or display of any alcoholic beverage or containers at any time, or by anyone on University premises. Student organization officers are responsible for refusing admission to their social gathering of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affair are responsible for its general decorum.

Bias Incident Protocol & Reporting

The University of Tennessee, Knoxville, is committed to providing students, faculty, staff, and campus visitors an environment that is safe, as well as civil, and one that encourages the exchange of ideas through discourse in every aspect of campus life. All members of the campus community are encouraged to report bias motivated incidents or crime.

Bias is defined as any act that is motivated, in whole or in part, due to an individual's age, race, ethnicity, disability, gender, gender identity or expression, immigration or citizenship status, marital status, national origin, veteran status, religion and/or religious practice, sexual orientation, socioeconomic status, weight, political affiliation, medical condition, or mental health.

Bias related-incidents are incidents that occur on campus or within an area that impacts the UT community and which an individual can reasonably conclude is directed at a member or a group of the UT community due to that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors.

Some examples of bias incidents include, but are not limited to:

- Verbal, physical, or online harassment (e.g. text, social media)
- Bigotry
- Intimidation
- Coercion
- Damage to property via written slur, graffiti, or hate symbol
- Stalking

A student who has experienced or witnessed a bias incident or hate crime should:

- **Call 911** if s/he feels threatened or in immediate danger
- **Report incidents to 865-974-3179** and/or submit a ***Bias Incident Reporting Form*** (<http://bias.utk.edu/bias-incident-reporting-form/>) if the threat is not immediate.
- **Contact the Office of Equity and Diversity (865-974-2498)** for allegations of discrimination and/or harassment that occur within the classroom. Complaints may also be directed to the academic dean of the appropriate college.
- **Contact a person of authority** with whom s/he can speak honestly and openly, i.e., hall director, professor, etc. if s/he is not comfortable following the recommended procedures outlined above



Major Program Dates

Please refer to the gogreek.utk.edu events for updated dates, times, & locations

January

- 14th – Clifton M. Jones Student Leadership Conference & Day of Service
- 17th – Greek Expo
- 17th-21st – IFC Recruitment
- 23rd – IFC New Member Orientation
- 23rd – Order of Omega Inductions

February

- 2nd-5th – Council Officers at AFLV
- 8th – Greek Awards
- 10th – Carnicus Sponsored by All Campus Events
- 15th - Speaker Paul Rusesabagina – Film *Hotel Rwanda* based on his personal story – 7:30pm, Cox Auditorium - <http://go.utk.edu/events/paul-rusesabagina/>
- 17th – Random Acts of Kindness Day of Service
- 21st - Showing of Netflix Documentary, 13th – 6pm, AMB Room 32

March

- 2nd – National “Read Across America” Day of Service
- 4th – Panhellenic Preview
- 7th - Speaker Asra Nomani: The Paradox of Women in Islam – 7:30pm, AMB Room 32 - <http://go.utk.edu/events/asra-nomani-the-paradox-of-women-in-islam/>
- 13th-17th – Spring Break
- 21st – T.J. Sullivan Roundtables: Confronting the Idiot in Your Chapter sponsored by Office of Sorority & Fraternity Life

April

- 3rd – 3rd Annual Hike the Hill in Heels – Sexual Assault Prevention & Awareness sponsored by Center for Health Education and Wellness
- 11th - Speaker Liz Seccuro: Hey Bro: How the Internet & Reflections of Masculinity Impacts Campus Violence – 7:30pm, AMB Room 32 - <http://go.utk.edu/events/liz-seccuro-hey-bro-how-the-internet-reflections-of-masculinity-impacts-campus-violence/>
- 24th-28th – National Volunteer Week
- 25th – Sustainability Day of Service
- 28th – Volapalooza sponsored by Center for Student Engagement

May

Reserving Space on Campus

1. Meeting & Event Space Availability:

a. A central scheduling system is in place for viewing the availability of some University space. The Student Union Event Services Office offers a link that allows individuals to view spaces in Panhellenic, Dunford, Frieson Black Cultural Center, and International House. Please access this information for the Student union Event Services by selecting Meet & Event Space Availability or contact Event Services at 974-3451.

b. A list of other campus locations for hosting meetings and events can be found on the VolLink Solicitation and Events Request website.

c. For a list of available classroom space, please utilize the Classroom Search database.

2. Reserving Space: The following information is provided to assist you with the reservation process.

- Panhellenic Building
 - Contact Vicki Easterday at 974-3481, sueventservices@utk.edu
 - No accessible restrooms nor elevator access between First and Second Levels
 - Some events may require a Solicitation / Event Request for final approval
- Dunford Hall
 - Contact Vicki Easterday at 974-3455, sueventservices@utk.edu
 - Some events may require a Solicitation / Event Request for final approval
- Frieson Black Cultural Center
 - o <http://multicultural.utk.edu/fbcc/reservations/>
 - Contact Robert Hill at 974-6861
 - Some events may require a Solicitation/ Event Request be submitted for final approval
 - Charges and fees may apply
- International House
 - <http://ihouse.utk.edu/room-reservations/>
 - Contact Lauren Longino at 974-4453, llongino@utk.edu
 - Some events may require a Solicitation/Event Request be submitted for final approval
- Classroom Space
 - <https://webapps.utk.edu/ClassroomSearch/Search>
 - Contact Gail Mills at 974-1306, pmills@utk.edu
 - Contact Jennifer Hardy at 974-1310, jhardy11@utk.edu
- Alumni Memorial Building
 - Contact Sherri Satterfield at 974-2200, ssatter@utk.edu
 - Charges and fees may apply

- Baker Center
 - <http://bakercenter.utk.edu/about/facility-rental/>
 - <http://bakercenter.utk.edu/wp-content/uploads/sites/4/2014/06/NEW-2012-BC-RESERVATIONS-FORM-AND-USE-POLICY2013.pdf>
 - Contact Elizabeth Woody at 974-0931, ewoody2@utk.edu
 - Charges may apply
- Circle Park
 - <https://facserv.utk.tennessee.edu/SERequest/calendar/>
 - Solicitation/Event Request must be submitted for final approval
 - Contact Jordan Smith at 974-5455, jsmith15@utk.edu
- Clarence Brown Theatre Complex
 - <http://clarencebrowntheatre.com/about-us/rentals/>
 - Charges and fees may apply
- FIJI Island
 - <https://facserv.utk.tennessee.edu/SERequest/calendar/>
 - Contact Jordan Smith at 974-5455, jsmith15@utk.edu
- Haslam Business College
 - <http://haslam.utk.edu/reserverooms.asp>
 - http://haslam.utk.edu/docs/HBB_Room_Reservation_Priorities.pdf
 - Contact Jennifer Horner at 974-5061, jhorner@utk.edu
- Humanities Plaza / Amphitheatre
 - <https://facserv.utk.tennessee.edu/SERequest/calendar/>
 - Solicitation/Event Request must be submitted for final approval
 - Contact Jordan Smith at 974-5455, jsmith15@utk.edu
- Libraries
 - <https://www.lib.utk.edu/access/rooms/>
 - Important Note: Sales/ Solicitation in Library is NOT permitted
- McClung Museum
 - <http://mcclungmuseum.utk.edu/about/rental/>
 - Contact Stacy Palado at 974-2143, spalado@utk.edu
- Pedestrian Mall/Walkway
 - Solicitation/Event Request must be submitted for final approval
- Recsports Facilities
 - <https://connect.recsports.utk.edu/FacilityScheduling/FacilitySearch.aspx>
 - Contact Mary Emmett at 974-5766, memmett1@utk.edu
- Sorority Village
 - Contact Penny Henderson 974-6604, pmh@utk.edu
 - Some events may require a Solicitation/Event Request must be submitted for final approval
- Tennessee Athletic Hospitality (Ray Mears Room, Wolf-Kaplan Center, Tennessee Terrace)
 - <http://www.tennesseeathlethichospitality.com/facility-rentals/>
 - Charges and fees may apply

- Thompson-Boling Arena
 - http://www.tbarena.com/booking_tech_info.aspx
 - Contact Tim Reese 974-0953, treese@utk.edu
- University Housing
 - Contact Kathy Morgan 974-4201, kmorgan@utk.edu – Brown; Humes – Courtyard; Morrill; North Carrick; Reese; South Carrick o Contact Amy Bruner 974-2451, abruner@utk.edu – Hess- Courtyard; Laurel; Massey; Greve-Courtyard; Volunteer
 - All the outdoor courtyard by the halls can be reserved by the Solicitation/Event Request form

Solicitation of Funds by Student Organizations

(1) As it pertains to student organizations, “solicitation” is defined as the seeking of funds or support by a registered student organization from sources other than its members including the procurement of supplies, and other forms of support, and the selling and distribution of items, materials or products and services.

(2) Registered student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. In interpreting the aims or purposes of the registered student organization, the statement in its constitution will be followed.

(3) Requests for approval of any form of solicitation must be made in writing to the Office of the Chief Student Affairs Officer not later than seven business days preceding the date of the proposed date of the activity. Special forms for making requests are provided in the Office of the Chief Student Affairs Officer. Following content approval by the Office of the Chief Student Affairs Officer, the requesting organization must make appropriate arrangements and scheduling with the administrative office of the facility to be used. Content approval for the project is not a guarantee of the availability of the space. The Office of the Chief Student Affairs Officer will assist the organization in scheduling and coordinating outdoor space with the appropriate Facilities Management Office. Ordinarily, the academic buildings and the non-public areas of the Residence Halls will not be used for purposes of solicitation

Submit Solicitation & Event Requests at go.utk.edu

Agreement for use of Sorority Village Space

Organization or Group to use space: _____

Primary person in charge of event:

Name: _____

Email Address: _____

Cell Phone Number: _____

Time designated to pick up key for requested space: _____

Time designated to return key for requested space: _____

Date and time of event: _____

I understand that my organization or groups' continued use of the space is contingent on our following of the clean-up protocols as outlined below;

- We will return all chairs and tables to the furniture closet
- We will empty all trash cans by bringing trash bags to the dumpster after use
- We will ensure the kitchen area is clean
- We will be sure to lock all doors

I also understand if there is any damage to the space, my group or organization can be held responsible for the repair or cleaning costs.

Further, I understand that if my organization leaves a door unlocked, my organization will be responsible for a \$50 fine payable to the University of Tennessee.

Signature of person in charge of event: _____

Please note, if this event takes place in the evening, the University of Tennessee Police Department will be notified of the event and may stop by to ensure compliance. In addition, a representative from the Office of Sorority and Fraternity Life will complete a walk through following the event.

Name of OSFL Staff Member completing walk through: _____

Notes on the condition of the space following event: _____

Annual Student Organization Re-Registration Process

Each year each organization is required to fill out a re-registration form and update the organization's VOLink page. This form is available in January – May for each organization to complete and it will be up to the president of the organization to complete the form.

An updated list of registered student organizations is available online

*(<https://utk.collegiatelink.net/organizations>). Organizations must update their information in the Student Organization System each year between January 1 and May 15 to continue their status as a registered student organization. Failing to update information with the Center for Student Engagement may result in a student organization losing its active status and all rights and privileges such status entails. (Hilltopics Student Handbook, page 74). **Student Organizations who lose active status will be required to meet with the Coordinator for Student Engagement to gain active status.***

To access your organization's re-registration form, please log-in and visit your organization's VOLink profile (utk.collegiatelink.net) and click on REGISTER in the blue task bar at the center of the page. The re-registration form will include updating organization officers, roster members, advisors, and contact information. If the re-registration form is not filled not completed by the end of May each year, the organization will risk becoming an inactive organization and thus removed from the system. (* If REGISTER does not appear under your organization's profile, a re-registration for this academic year has already been submitted for your organization.)

For a detailed explanation/ step by step information about what is included in the re-registration process, please visit go.utk.edu/annual-re-registration/.

Note: It is important to keep your organization officers up-to-date. Whenever a change is made, it is up to the outgoing president to make changes. Changes can be made simply following these instructions:

1. Log-in to VOLink
2. Go to your organization's page
3. Click "Roster" on the left side of the page
4. Click "Manage Roster"
5. Next to each person on the roster it will have a button that says "Edit Positions"
6. Click that button for each person who's position needs to be changed