

## SPECIAL INTEREST GROUP MANUAL

This manual is intended to be a helpful guide for how your student group can utilize JSO support as a JSO Sponsored Special Interest Group.

Special Interest Groups must apply every academic year they wish to exist.

Special Interest Groups must adhere to the following Judson Ideals:

1. All groups must adhere, support, and be in line with the Judson Lifestyle Statement guidelines
  - a. More information can be obtained at
    - i. [https://www.judsonu.edu/uploadedFiles/Judson\\_Public/Administrations/Undergraduate\\_Studies/Counselors/Forms\\_and\\_Surveys/Lifestyle%20Statement.pdf](https://www.judsonu.edu/uploadedFiles/Judson_Public/Administrations/Undergraduate_Studies/Counselors/Forms_and_Surveys/Lifestyle%20Statement.pdf)
  - b. This determination may be made by the Director of Student Life in conjunction with the Office of Student Development and the Assistant Vice President for Student Life.
  - c. Failure of a group to meet or maintain these lifestyle expectations will result in loss of group status and support
2. All group must adhere, support, and be in line with the Judson Faith Identity Statement guidelines
  - a. More information can be obtained at
    - i. <http://www.judsonu.edu/faithidentity.aspx>
  - b. This determination may be made by the Director of Student Life in conjunction with the Office of Student Development and the Assistant Vice President for Student Life.
  - c. Failure of a group to meet or maintain these faith identity beliefs will result in loss of group status and support

All request forms and helpful info (advertising, reserving space, calendar announcement, etc) can be found at this link

<http://www.judsonu.edu/JSO/RequestForms.aspx>

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## **WHY BECOME A SPECIAL INTEREST GROUP?**

### Become a Special Interest Group If...

- You're passionate about an activity, cause, group, or interest and you want to find like minded people who want to participate with you
- You want to provide an opportunity to learn something or do something new or unique for the student body
- You are looking to create community at Judson around a specific cause/idea/activity
- You want a way to get your activity/cause/event/etc onto the campus wide calendar so that all can participate in the fun
- You want to be able to use Judson spaces to host your activity/event/cause/meeting

### Don't Become a Special Interest Group If...

- You don't have a unique contribution. For example, we already have intramurals, don't start a pick up game of soccer every week
- You want to be exclusive and only include your small group of friends
- You will charge money to be a part of the group
- You don't want to host the group for a full academic year

## HOW TO GET YOUR GROUP'S EVENT ON THE CALENDAR

Step 1: Check with the Executive Assistant if your date and time are available on the campus calendar. Email with your proposed dates and times and the Exec Assistant will let you know if your requested time is available.

Once a free time slot is obtained for the event, proceed to Step 2.

Step 2: Go to <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 3: Click on the Calendar Announcement Link

Step 4: Fill out the form with as much information as possible. In the 'Position' field, please put the name of your group.

Must include the following information:

Title of Event

Date

Time

Location

After this is done, the JSO Executive Assistant will be sent an email with your event information and they will be able to put it on the calendar.

Please be aware that the Executive Assistant creates a major calendar for every month **by the 1<sup>st</sup> of the month**. If you want your event on the calendar for the month, ***you must submit your form by the 15<sup>th</sup> of the month prior to the month your event will take place!*** (ie: you have an October event so your form must be filled out by the 15<sup>th</sup> of September).

Also – if you create a last minute event, please **email the Executive Assistant** about it so that it can be include it in the emails sent out with the upcoming week's events.

## HOW TO GET YOUR GROUP'S EVENT ON THE TV

Step 1: Go to <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 2: Click on the TV Announcement Link

Step 3: Fill out the form with as much information as possible. In the 'Position' field, please put the name of your group.

Step 4: If you have already made your own poster for the event that you would like to use for the TV slide, please email it to the IT Specialist.

Deadline: Announcements will run for a week so they need to be submitted before 5:00 PM on Fridays.

## HOW TO REQUEST A FACILITY/SPACE

Step 1: Go to <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 2: Click on the Facility Request Link

Step 3: Fill out the form with all information requested. A Judson Staff member will email you back to figure out details and confirm your space, date and time. You do not have the space reserved until you have received a facility reservation confirmation email.

## HOW TO PUBLICIZE YOUR EVENT

### Guidelines for Posters

- All group activities and events must be publicized 2 weeks in advance
- Your group can feel free to make its own poster for the event but all posters must be brought to the Student Development main office (located behind the fire place) in the Upper Commons.
  - There is a stamp a staff person will put on your posters
- Posters can be hung around campus if they have the stamp of approval
  - In Lindner Tower, do not post them on any of the glass in the entrances
  - In the Performance Hall please use the provided sign stands or check with the main office.
  - Please limit posters to bulletin boards through out campus
  - If there is no bulletin board, use doorways sparingly
- Remove posters within 24 hours of the event ending from all of campus

## **GENERAL CAMPUS EVENT GUIDELINES**

### General Guidelines

- Keep informed of what else is happening on campus
- Do not double book events
- Quality over quantity

### Typical Weekly Event Priority Days

These events have priority on the assigned day. Plan around these or check the calendar (email Executive Assistant) to see if the time slot/day is open.

- Monday – Outreach Events (service) or Educational (counseling center, student success center)
- Tuesday – Upper Room at 9:45pm except for last Tuesday of the month
- Wednesday – FCA at 9pm or Outreach Events (service) or Educational (counseling center, student success center)
- Thursday – Dorm Events
- Friday – Campus Wide Events
- Saturday – Campus Wide Events
- Sunday – Dorm Events

## STAFF/FACULTY/CHAPERONING RESPONSIBILITIES

All events must have a designated point person. This person may be a Judson staff, faculty, or student. They may not be an alumni or other adult.

This point person must be identified ahead of time and provided this document with all the guidelines and then accept responsibility for the outcome of the event.

### Point Person Guidelines

1. Injury
  - a. In the case of any injury being sustained by a participant in the event, contact campus safety immediately
    - i. 847-622-9999
    - ii. If off campus, use facility medical attention or call 911
  - b. Work with campus safety/medical personnel to complete any reports needed
  - c. Know where liability waivers are located if they have been completed for an event
  - d. Report incidents to your director supervisor or the Director of Student Life through email within 24 hours with full details of the incident
    - i. You may also text the information if it the incident is serious in nature
2. Life Style Statement Issues
  - a. Please monitor all event activities for any behavior that may go against the Judson lifestyle statement
  - b. These activities may include: drinking, smoking tobacco or other products, drug use, public displays of affection or sexual activity
  - c. Take steps to put an end to any lifestyle violations
    - i. Report all incidents to campus safety
    - ii. 847-622-9999
  - d. Report the incident to your direct supervisor or the Director of Student Life through email within 24 with full details of the incident
    - i. You may also text the information if it the incident is serious in nature
3. Reporting chain of command
  - a. Students serving as point person on an event- your first contact (after campus safety if needed) is your adult advisor
  - b. Staff or faculty serving as a point person on an event - your first contact (after campus safety if needed) is the Director of Student Life
    - i. Natalie Senatore
    - ii. 847-567-6642
  - c. Director of Student Life and University Ministry – report to VP of Student Life (Lisa Jarot)
  - d. Residence Director – report to Associate Dean (Casey Sundstedt)



## EVENT EVALUATION

Step 1: Go To <http://www.judsonu.edu/JSO/RequestForms.aspx>

Step 2: Click on the Post Event Form Link

Step 3: Fill out the form completely

## **CONTACT INFORMATION**

Director of Student Life  
Natalie Senatore

JSO President  
Alan Osinski

VP of Social Activities  
Rebekah Tabb

VP of Operations and Communication  
Bryan Cherry

Executive Assistant  
Rachel Cavender

Treasurer  
Elise Elliot

IT Specialist  
Alex Reinhold