Student Affairs points for SBA Student Senate Meeting: 2/5/2020

1. Conflict checks are required for ALL open/public student organization events:
          - In collaboration with faculty, off-campus, panels, open meetings, etc.

    a. Off-campus student organization events require a conflict check
        - To avoid having two off-campus student organization events conflict (social events, volunteer events, weekend events, etc.)

    b. Faculty/Staff collaboration events:
        - A conflict check is required for student organizations regardless of who is involved, advising, or who books the room.
        - Not all faculty have access to the confirmed events calendar. Many will assume you have checked it already. Please do so with a conflict check. When professors host their own events, they usually work with staff to get on the calendar.

2. All event advertisements are required to be on the Confirmed Events Calendar to be posted on USF law platforms (SBA Newsletter, This Week at USF, Bulletin boards).
    - If your event/meeting is open for members outside of your organization to attend, it must be on the confirmed events calendar
    - If your event/meeting is closed to specific members of your organization, it does not need to be on the confirmed events calendar
        - Closed meetings do not need a conflict check
        - Closed meetings won't be advertised because it is only open to selected individuals.

3. Complete conflict check by notifying us which room you booked or requested to move your event to the confirmed events calendar
    - Rebecca and I do not manage EMS classroom reservations and cannot see what you have requested
    - Once you have requested the room, you can notify us. You don't have to wait for confirmation.  When you request on EMS, a hold is placed on the times you requested to reserve
    - An email is required to complete your conflict check. Please follow up.

4. It is the leader's responsibility to ensure organizing members are following policies