

The **Student Activities Covenant** is an agreement between Registered Student Organizations (RSOs) at The Evergreen State College and the Student Activities Office. It is the intent of all RSOs and the Student Activities Office to provide the best possible services, activities and support for students. It is also our intent to broaden the education and cultural experience at Evergreen.

The Student and RSO Will:

1. Be a currently enrolled TESC student, registered for a minimum of 4 credit hours per quarter (6 undergraduate or 4 graduate credit hours if receiving a Learning Allotment), except for the S&A Board who are required to be fully enrolled students (minimum 12 credits) per quarter.
2. Attend mandatory orientation and training sessions sponsored by the Student Activities Office. Be accountable for the information contained in those workshops and the information provided by the Student Activities Handbook.
3. Maintain high ethical standards when managing the budget and resources of the student organization, and conscientiously provide services and activities to Evergreen students according to the mission, goals, and objectives of the RSO.
4. Ensure that the organization does not discriminate against an individual or group as defined by the Student Activities Non-Discrimination and All-Comers Policy.
5. Be responsible for college equipment, resources and facilities. Permission granted to an RSO for the use of college facilities carries the express understanding that the individual and RSO assumes full responsibility for any loss or damage resulting from the use of college facilities.
6. Meet with their RSO Advisor to develop plans for events and to discuss proposed use of the budget.
7. Post a schedule of regular office hours and the RSOs regular meeting times at the workstation or office, and notify the Student Activities front desk of that schedule no later than the 10th day of each quarter.
8. Check RSO mailbox, voicemail, email, written messages, and other communications in a timely and courteous manner.
9. Write and submit a Student Leadership Activities Report (SLAR) of the organization's activities twice each quarter.
10. Notify the Student Activities Office promptly when there is a change in leadership, office hours, organizational name and/or mission, enrollment status, address, phone number, etc.
11. Be responsible for submitting and presenting next year's organizational budget to the S&A Board (if applicable).

The Staff of Student Activities Will:

1. Assist in the development of skills that enable the coordinator to successfully accomplish his or her co-curricular goals.
2. Provide coordinator training opportunities, guidance, and encouragement to learn the skills necessary to coordinate services and activities events.
3. Provide administrative support and advising for event planning.
4. Provide administrative support and advising for budgetary development and monitoring.

5. Provide support to coordinators that enables them to develop identification with the college through cultural, educational, social, recreational, and training programs.
6. Assist coordinators with interpreting and understanding college policies and state and federal regulations.
7. Provide additional opportunities for students to develop leadership skills.
8. Assist coordinators with completing paperwork.
9. Issue copy codes, equipment, keys, and other campus resources to qualified coordinators and leaders.
10. Advocate for student interests on various campus committees.
11. Encourage faculty and staff to be supportive of students and their co-curricular activities.
12. Meet regularly with coordinators to assist with organizational development, and to provide feedback and technical assistance.
13. Maintain high ethical standards when managing the budget and resources of student organizations, and conscientiously provide services and activities to Evergreen students.
14. Ensure that the Student Activities staff does not discriminate against an individual or group Student Activities Non-Discrimination and All-Comers Policy.
15. Student Activities staff will strive to stay abreast of legal, educational and professional developments related to student activities and student development.