

Subject: Kappa Sigma Infraction/Broken Policy

Date: Wednesday, February 9, 2022 at 2:32:44 PM Eastern Standard Time

From: Castro, Ashley B

To: Braun, Matthew

CC: Probert, Jennifer Morgan, Holaday, Emmalee

Hi Matthew -

This email is to inform you that your organization has an infraction and have broken policy with the Chamberlain Student Center for the month of February.

- Kappa Sigma
 - 2/2/2022 No show/No contact a for Vendor Table
 - 2/4/2022 No show/No contact a for Vendor Table

Please ensure moving forward that you are following the correct procedures in any cancellations and communication with the student center.

Here are some reminders about procedure for events:

- Reserve spacing on 25Live, save reference number, create a ProfLink
- Must wait for EOT approval for the event to occur
- Communication
 - The student center will email your requestor immediately about the set up of your event and further details
 - Please ensure the requestor is responding to each and every email as this can lead into an infraction/charge
 - If you can not communicate best over email you are welcomed to go to the CSC 117 and discuss with them in person
- Cancellation's
 - If you cancel or an emergency occurs you need to email the student center ASAP
 - Email:
 - studentcenterevents@rowan.edu
 - Ashley Davis, davis98@rowan.edu
- Requirements
 - Communicate with the student center
 - Diagram set up
 - 25Live Approval, ProfLink Request, EOT Approval
 - Respect of the space you are using

Please ensure moving forward you are following the procedures of the Chamberlain Student Center. We want to avoid any further implications or charges towards your organization.

Let me know if you have any questions or concerns!

Best Regards,

Ashley Castro

Clinical Mental Health Counseling

Graduate Coordinator, Greek Affairs

Orientation & Student Leadership Programs

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