

THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Chapel/Assembly Guidelines	Effective Date: 07-01-11	Policy Number: 08-1-005
	Supersedes: Policy:	Page Of
	Date:	
	Responsible Authority: Dean of Students	

I. Purpose and statement of operational policy underlying the procedure.

The guidelines provided below are intended to answer basic questions regarding the preparation and leadership of Chapel/Assembly programs.


II. Applicability/Scope

This policy applies to all constituencies requesting to host a chapel/assembly activity.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Organization/Club Sponsor Division Chair	Submit a program concept paragraph including proposed speakers to Student Affairs	2 weeks prior
Organization/Club Sponsor Division Chair	Submit a copy of the printed program to Student Affairs Submit informational materials to be disseminated to campus about program	1 week prior
Student Participants	Make copies of the printed program	Day before
Student Participants	Check set-up of Church or Assembly Hall, have programs available Provide hostesses by 10:45 a.m.	Wednesday 10 am
Organization/Club Sponsor Faculty	Require organization/club members and/or division majors to attend the program	Wednesday 11 am
Student Participants	Check Church or Assembly Hall and remove any debris left behind	Wednesday 12 noon

IV. Related policies/References for more information

Authorizing Official: 	Authorization Date: <u>10-6-11</u>
Title: <u>Dean of Students</u>	