

UNIVERSITY OF NORTHERN COLORADO | DEPARTMENT OF STUDENT ACTIVITIES

Recognized Student Organization Manual

2026-2027 Edition

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SECTION 01

Overview

The Department of Student Activities supports Recognized Student Organizations across campus, including student clubs and organizations and Fraternity and Sorority Life. This manual is a practical guide to help organizations operate well, stay recognized, and avoid preventable compliance problems.

This document is intended to guide practice. It does not override university regulations, state law, or federal law. Where another university policy is more specific, that policy controls.

Becoming a Recognized Student Organization comes with Privilege that allows the following:

- Use of UNC facilities at free or reduced rates
- BearConnect organization presence and event tools
- Eligibility for up to \$1,500 in annual event funding
- Leadership training, advising, and equipment checkout
- Ability to advertise in BearConnect, UNC digital marketing, and the UNC Calendar

Organizational Accountability

An organization is considered a Recognized Student Organization (RSO) for purposes of the RSO Code from the time the organization seeks recognition from the University until recognition is formally ended by the University.

Organizations are responsible for complying with university policies, procedures, and conduct expectations throughout the time they are considered an RSO. RSOs are responsible for ensuring their membership are aware of university policies, procedures, and conduct expectations.



SECTION 02

Recognition and Status

An RSO is a student-led group formally recognized by the University of Northern Colorado that brings students together around a shared interest, purpose, identity, academic or professional area, service initiative, or activity. RSOs are organized and led by students and provide opportunities for involvement, leadership, connection, and engagement within the UNC community.

To maintain recognition, RSOs must meet the requirements outlined in this manual, including maintaining student leadership, a UNC employee advisor, registration in BearConnect, required training, and compliance with university policies and procedures.

Starting a New RSO

1. Recruit at least three UNC students (President + Treasurer + one officer)
2. Secure a UNC employee advisor
3. Create a constitution and bylaws
4. Submit roster, description, and logo in BearConnect
5. Complete required training through Canvas

Note: AIMS2UNC students may participate but cannot serve as officers.

Annual Renewal

- Re-register in BearConnect by end of spring
- Update officer roster and constitution
- Confirm advisor and elections
- Complete training (Risk Management, Title IX, Anti-Hazing, Fiscal Rules)
- Submit annual budget request if needed

Note: Failure to renew results in Inactive (Frozen) status.

Advisor Expectations

- Complete training (Clery/CSA, Title IX, Anti-Hazing, BearConnect)
- Support planning, compliance, budgeting
- Provide policy and risk guidance
- Attend at least one meeting/event per semester
- Support officer development

****UNC employees who have already completed the current required Clery/CSA, Title IX, or anti-hazing training as part of their university employment responsibilities are not required to repeat the training to serve as an RSO advisor.**

Organizational Status

STATUS	WHAT IT MEANS	WHAT HAPPENS NEXT
Recognized	All requirements met, full privileges active	Continue following policy
Inactive / Frozen	Requirements not met (missed renewal/training)	Privileges paused until remediation completed
Unrecognized	Lost recognition due to sanction/misconduct	All privileges lost; depends on timeline and outcomes

Staying in Good Standing

- Compliance with all UNC policies, state, local, and federal laws
- Host two free events per year open to all UNC students (posted on BearConnect)
- RSOs that do not re-register by end of Spring must meet with Student Activities to review the renewal process to ensure the organization can meet future registration expectations.



SECTION 03

Operations

Organizations are expected to plan events at least two weeks in advance to allow for facility reservations, accessibility planning, contract review, risk assessment, and event approvals. Additional requirements may apply depending on event size, complexity, and level of risk.

Event Planning Timelines

- **2 weeks minimum:** All RSO events in BearConnect
- **3 weeks:** Events with contracts or outside vendors
- **4 weeks:** High-risk events
- **10 business days:** Outdoor Event Permits (event.services@unco.edu)

High-risk events are activities with increased potential for injury, liability, significant disruption, or emergency response involvement. Examples include events serving alcohol, overnight programs, large-scale outdoor activities, tournaments, dances, recreational attractions, events that are open to members of the public, events that involve a speaker or facilitator that is not a member of the UNC community.

Events Requiring Additional Risk Review

An event may require additional review if the planned activities include one or more of the risk factors listed below. The presence of a risk factor requires additional planning, documentation, approvals, or safety measures before the event can proceed.

Physical risk includes activities where there is a possibility of injury to participants, attendees, or the public. Examples include:

- Athletic competitions, races, tournaments, or other strenuous physical activities
- Inflatable attractions, mechanical rides, climbing structures, dunk tanks, or similar interactive equipment
- Activities involving vehicles, water, open flames, cooking equipment, tools, or specialized equipment
- Events where alcohol will be present or where alcohol-related risk is reasonably anticipated
- Events involving large crowds, crowd movement, restricted access, or security concerns
- Activities taking place in locations not normally intended for the proposed activity

Financial risk includes events or activities that create significant financial obligations or potential liability for the organization or University. Examples include:

- Contracts with performers, speakers, vendors, venues, or other third parties
- Events requiring significant deposits, guarantees, cancellation fees, or other nonrefundable expenses
- Fundraising activities involving raffles, games of chance, sales, or collection of money
- Activities involving admission fees, ticket sales, or substantial cash handling
- Agreements that could financially obligate individual students, the RSO, or the University

Reputational risk includes events where the content, format, promotion, or anticipated audience creates a reasonably foreseeable potential for significant disruption or adverse impact on the organization or University. Examples include:

- Events expected to attract significant public, media, or community attention
- Programs involving controversial or highly sensitive subject matter where disruption or safety concerns are reasonably anticipated
- Events using the University's name, trademarks, or identity in connection with an outside organization or commercial entity
- Activities that could reasonably be perceived as representing an official position of the University rather than the views or activities of the sponsoring RSO

Operational risk includes events requiring resources, coordination, or logistical support beyond what is typically necessary for a standard RSO meeting or program. Examples include:

- Large-scale events or events with attendance that meets or exceeds the capacity of the selected space
- Events requiring University Police, security personnel, crowd management, or emergency planning
- Events requiring road, sidewalk, parking lot, or building closures
- Events involving significant electrical, staging, sound, lighting, or temporary structure needs
- Events occurring overnight, outdoors after normal operating hours, or outside established University event spaces
- Events requiring coordination among multiple University departments or outside agencies

An event must have an additional risk review when one or more of the above conditions are identified during the event registration process. Student Activities, in consultation with the appropriate University office(s), will identify the specific requirements that must be completed before the event may be approved.

Event Planning Checklist

- ☐ Event registered in BearConnect
- ☐ Advisor consulted
- ☐ Venue reserved through Conference & Event Services
- ☐ Risk management plan submitted
- ☐ Marketing approved
- ☐ Accessibility statement included
- ☐ Contracts submitted (if applicable)
- ☐ Budget finalized and approved

Marketing Requirements

All marketing materials must comply with the Student Code of Conduct, University policy, applicable law, and UNC branding standards. Organizations should consider the impact of language, messaging, and imagery on participants and the campus community. Training and education regarding marketing practices may be required when concerns arise.

RSOs are responsible for ensuring that marketing materials comply with applicable law, University policies, the Student Code of Conduct, and UNC branding and trademark standards. These requirements apply to the way materials are created, displayed, distributed, and promoted and are not intended to restrict an organization's viewpoint or protected expression.

Student Activities may provide education or guidance regarding University marketing, posting, branding, and promotional requirements. When marketing materials do not meet an applicable requirement, the organization may be asked to correct the specific compliance issue before using University resources or University-controlled spaces to distribute or display the materials.

HRE Posting

- Printed and delivered to HRE office
- Must show org name + UNC logo
- Total of 23 copies
- Five business days in advance

Chalk

- Weather-washable locations only
- 15+ feet from building entrances
- Sidewalks only; water-soluble chalk
- Washable chalk only

Required on All Posters

- Event name
- Hosting organization name
- Contact information
- Date, time, and location
- Accessibility statement
- BearConnect pre-approval

Not Allowed

- Nudity Suggestive poses or
- language Promotion of
- unregistered events References
- to illegal activity Discriminatory
- wording
-

SECTION 04

Risk Management

Level	Description	Examples
Low Risk	Activities with minimal chance of injury or property damage	Meetings, guest speakers, recognition ceremonies
Moderate Risk	Activities involving active participation or elevated operational concerns	Recreational activities, workshops, trips, tournaments
High Risk	Activities with increased potential for injury, liability, significant disruption, or emergency response involvement	Contact sports, alcohol events, large-scale outdoor events

Important:

Some off-campus activities are not covered by UNC liability insurance. Coverage may vary depending on the nature of the activity, organizational affiliation, and University approval process. Organizations should consult Student Activities, Fraternity & Sorority Life, or Campus Recreation before hosting off-campus activities

Emergency Response

- 1 Ensure safety:** Call 911 or UNC Police (970-351-2245)
- 2 Stabilize:** Event Organizer takes charge; document facts
- 3 Notify:** Dean of Students (970-351-2001), Counseling (970-351-2496), Title IX (970-351-4896)
- 4 Report:** Email studentorgs@unco.edu or fsl@unco.edu within 24 hours

Risk Mitigation Expectations

Student organizations are expected to take proactive steps to reduce risk before activities occur. Thoughtful planning can significantly reduce injuries, property damage, conduct concerns, and organizational liability.

Organizations should:

- Evaluate potential risks before every event
- Complete required event registration and approval processes
- Ensure officers understand emergency procedures
- Identify emergency contacts prior to events
- Develop contingency plans for weather, facility, or medical emergencies
-
- Use waivers when required
- Provide reasonable accommodations for participants
- Monitor participant behavior and address concerns immediately
- Report incidents promptly and accurately
- Review events afterward to identify improvements

BEST PRACTICE

Conduct a 15-minute officer safety briefing before every major event to review:

- Emergency contacts
- Officer responsibilities
- Crowd management
- Severe weather procedures
- Emergency exits

Every organization should identify an individual responsible for coordinating safety during events designated as the Safety Officer.

This person may be:

- President
- Vice President
- Event Chair
- Risk Manager
- Advisor

Responsibilities include:

- Monitoring safety concerns
- Coordinating emergency response
- Documenting incidents
- Completing follow-up reporting

BEST PRACTICE FOR SAFETY OFFICERS

Review emergency action procedures with team members once each semester.

Topics:

- Injury response
- Lightning procedures
- Travel emergencies
- Mental health concerns

APPLIES TO Club Sports Only

Club Sports must maintain at least two designated Safety Officers who hold current CPR/First Aid certification and serve as emergency contacts during practices, competitions, and travel.

Medical Emergencies

If a participant is experiencing a life-threatening medical emergency:

1. Call 911 immediately.
2. Contact UNC Police if on campus.
3. Do not transport the participant in a personal vehicle.
4. Allow trained EMS personnel to assess and transport the student.
5. Contact the organization's advisor and University officials as appropriate

REQUIRED ACTION

Students requiring emergency medical treatment should be transported by Emergency Medical Services (EMS) whenever possible. The determination about whether an individual needs medical treatment should only be made by qualified medical professionals.

Mental Health Concerns

Student leaders play an important role in fostering a supportive environment; however, they are not counselors or clinicians.

If a student appears to be experiencing emotional distress:

If a student suggests self-harm or harm to others:

- Listen without judgment.
- Encourage the student to seek assistance.
- Refer the student to appropriate campus resources.
- Notify appropriate university officials safety concerns exist.
- Call 911 immediately if danger is imminent.
- Contact UNC Police.
- Do not leave the student alone.
- Contact the Counseling Center.

Resources

UNC Counseling Center
970-351-2496
UNCCounselingcenter@unco.edu

UNC Police
970-351-2245
Police.records@unco.edu

Dean of Students
970-351-2001
dos@unco.edu

BEST PRACTICE

If you are concerned about a student's safety, submit a Dean of Students concern report even if the student is not actively in crisis.
<https://www.unco.edu/dean-of-students/share-concern/>

Emergency Response

Step 1: Ensure Immediate Safety

- Call 911
- Call UNC Police (970-351-2245)

Step 2: Event Organizer Takes Charge

For emergency response purposes, the Event Organizer is the representative responsible for coordinating communication/ documenting events.

Step 3: Complete an Incident Report

All emergencies, injuries, significant conduct concerns, property damage, or safety incidents should be documented through an Incident Report.

Step 4: Notify Student Activities Immediately

Serious incidents should be reported immediately to Student Activities, Fraternity & Sorority Life, or Campus Recreation, as appropriate.

Step 5: University Review

Reports are reviewed and routed appropriately through:

- Dean of Students
- Student Conduct
- Student Engagement
- Fraternity & Sorority Life
- Campus Recreation
- OIEC

SECTION 05

Financial Guidelines

All organizational funds must be deposited through appropriate University processes. Personal banking applications and personal accounts may not be used to manage organization finances.

Key Policies

- All money deposited at Card Office Max
- event funding: \$1,500/year Marketing: max 10% of event budget No Venmo/CashApp/personal accounts
- Contracts signed only by UNC
- Contracts Department send everything to Card.office@unco.edu

Spending Process

1. Fill out Work Copy Form at Card Office
2. Receive P-Card
3. Submit receipts to card.office@unco.edu

No receipt = personal transaction.

Contracts

RSOs may not sign contracts. All contracts handled by Student Business Office or Student Activities at least 4 weeks before event. Students and Advisors CANNOT sign, pay, or host third-party providers without approval.

SECTION 06

Travel

- Travel forms submitted at least **3 weeks** prior
- Travel advisor (RSO officer) must travel with the group
- If no officer is traveling, Student Activities must approve alternate
- UNC Transportation vehicles require prior training and reservation

- Student Activities cannot cover conference/event travel costs

SECTION 07

Conduct and Reporting

After an Incident Report is submitted:

1. The Dean of Students Office reviews the report.
2. The report is assessed to determine the appropriate process.
3. The matter may be referred to:
 - Student Conduct
 - Student Engagement
 - Fraternity & Sorority Life
 - Campus Recreation
 - OIEC
4. Interim measures may be implemented when appropriate.
5. Resolution occurs through established University procedures.

For complete procedures, refer to the UNCO RSO Code of Conduct. UNC Student Code of Conduct: [Link to Policy](#) and UNC Organizational Code of Conduct: [Link to Policy](#)

When Is an RSO Responsible?

- ♦ Reasonable person would associate conduct with RSO
- ♦ Multiple members/officers present
- ♦ Leadership had knowledge Occurred at sponsored event Members attempted concealment Related to initiation/membership RSO failed to intervene

Key Misconduct Categories

- ♦ Hazing
- ♦ Substance use violations Physical injury/endangerment Failure to comply
- ♦ Retaliation Threatening behaviors
- ♦ Property damage, theft
- ♦ Fire safety, weapons violations

How to Report

- ♦ **Dean of Students:** 970-351-2001
- ♦ **UNC Police:** 970-351-2245 or 911
- ♦ **Online:** Dean of Students website
- ♦ **Anonymous:** UNC Safe Campus Title
- ♦ **IX:** titleix@unco.edu / 970-351-4899

Possible Outcomes Warning

- ♦ or probation Suspension or expulsion
- ♦ Loss/restriction of privileges
- ♦ No contact order
- ♦ Community service, education, reflection
- ♦ Restitution, return agreement

SECTION 08

FSL Expectations, Recognition, and Accountability

Recognized fraternities and sororities are RSOs, plus more

The Office of Fraternity & Sorority Life administers recognition expectations, chapter support, event processes, organizational accountability, leadership development, and community standards for recognized fraternity and sorority chapters. Recognition through FSL is contingent upon compliance with University requirements and FSL expectations.

- **Event Registration:** Events should be registered through BearConnect.
- Risk Management Meeting for events with alcohol (approval from: Health Promotions, Dean of Students and FSL)
- Events that require FSL review must follow FSL registration processes.
- Form submission does not constitute approval.

Standard of Recognition

- Constitution on file
- Complete roster (Census Day + 1 week)
- Advisor and national contact info
- Recognition Agreement signed
- Anti-Hazing/FERPA completed

Recognition Statuses

- **Good Standing** (Active/Rebuilding)
- **Inactive** (5-year rebuild)
- **Pause / Probation** (sanctions in activities)
- **Suspension** (loss of recognition)
- **Expulsion** (not allowed to return)

Chapter Expectations

- Follow all University policies and BEAR Code
- 24-hour notice of violations/investigations
- New member docs within 48 hours
- Active advisor required
- Maintain council affiliation

Recruitment timelines vary by council. Refer to the Panhellenic Council, Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council on BearConnect for current details.

FSL Membership Intake and Reporting Expectations Intake Expectations

Fraternities and sororities conducting recruitment, membership intake, or new member education must follow all University, council, and inter/national organization requirements.

- Recruitment and intake activities must follow established council and FSL timelines.

- All individuals participating in a new member or intake process must be eligible UNC students.
- Chapters must verify eligibility before extending membership when required.
- Alcohol and non-prescribed drugs are prohibited at recruitment and intake activities.
- Chapters must communicate their recruitment, intake, and new member process to FSL as required.
- New member education and intake activities must comply with UNC's anti-hazing expectations at all times.
- Chapters may not conduct underground, unofficial, or unreported intake or new member activities.



Documentation Requirements

Chapters are responsible for maintaining accurate membership information with the Office of Fraternity & Sorority Life.

Chapters must:

- Maintain an accurate chapter roster.
- Submit required new member documentation within 48 hours.
- Ensure required Anti-Hazing and FERPA documentation is completed by every member.
- Provide Bear numbers and other eligibility information when required for verification.
- Maintain current chapter officer, advisor, and inter/national organization contact information.
- Respond to reasonable requests for information or documentation from FSL.
- Notify FSL when individuals join, withdraw from, or complete a new member or intake process.

Failure to submit required documentation may delay eligibility verification, member recognition, or participation in chapter activities.

Anti-Hazing Requirements

Anti-Hazing and FERPA Release

Required for Fraternity & Sorority Life recruitment/membership intake. Includes anti-hazing acknowledgement and FERPA release for academic and conduct records. Effective until enrollment ends, membership terminates, or written revocation.

Hazing is prohibited in all fraternity and sorority activities, regardless of location, tradition, intent, or whether an individual appears to consent to the activity.

All chapters must:

- Comply with University policy and applicable state and federal anti-hazing laws.
- Complete the required anti-hazing education and documentation.
- Ensure new members and chapter members understand how to identify and report hazing.
- Ensure all recruitment, intake, initiation, and new member activities are free from hazing.
- Immediately stop activities when there is a concern for participant health or safety.
- Report known or suspected hazing through the appropriate University reporting process.

Hazing concerns may be referred to the Dean of Students Office and may result in individual and/or organizational accountability.

Reporting Expectations

Recognized fraternities and sororities are expected to communicate promptly with FSL regarding incidents or concerns that may affect the chapter, its members, or the University community.

A chapter leader (president, vice president, treasurer, or UNC registered advisor) must notify FSL within 24 hours of becoming aware, in their capacity as a chapter leader, of the following significant incidents, alleged policy violations, investigations, or concerns involving:

- Hazing
- Alcohol or drug violations
- Injuries or medical emergencies
- Law enforcement involvement
- University policy, Title IX, or Student Code of Conduct violations
- Significant risk management or safety concerns
- Inter/national organization investigations or sanctions that involve any of the above.

Notification to FSL does not replace required reports to UNC Police, the Dean of Students Office, OIEC/Title IX, or emergency services. Chapters are expected to cooperate with reasonable requests, not prohibited by law, for information and University processes related to organizational recognition and accountability.

Role of FSL Staff

The Office of Fraternity & Sorority Life supports recognized chapters through advising, education, leadership development, risk management, recruitment and intake support, and University recognition processes.

FSL staff:

- Advise chapter and council leaders.

- Provide guidance on University and FSL policies and procedures.
- Support recruitment and membership intake processes.
- Assist chapters with eligibility and membership documentation.
- Provide education related to hazing prevention, risk management, leadership, and organizational operations.
- Help chapters navigate University resources and processes.
- Communicate with advisors and inter/national organizations when appropriate.
- Support chapters in addressing organizational concerns and developing corrective action when needed.
- Refer conduct, safety, discrimination, Title IX, or other concerns to the appropriate University office.

FSL staff support and advise chapters but do not replace the authority or responsibility of chapter officers, advisors, councils, inter/national organizations, or University offices responsible for formal investigations and conduct processes.

FSL Academics Guidelines

DURATION BELOW 2.6 GPA	CONSEQUENCE
1 semester	Action plan within 30 days
2 consecutive	Academic restriction (limited social)
3 consecutive	Academic probation (no social)
4+ consecutive	Loss of recognition (may appeal twice)

SECTION 09

Expansion Policy

Expansion involves inviting inter/national fraternities and sororities to establish chapters on campus when recommended by the appropriate governing council.

Recognition is a privilege, not a right

Recognition lies solely with the University by invitation. In the event of loss, the sponsoring organization must respect the decision and remove recognition of the local chapter.

Petition Requirements

1. Statement of sponsorship by inter/national organization or local group
2. Advisor/liaison identification (local, within 75 miles)
3. Recruitment/intake procedures and member information
4. Statement of programs and goals
5. Risk management policy (anti-hazing, alcohol, conduct board, liability insurance)
6. Source of support for chartering, housing, finances
7. History if previously at UNC
8. Commitment to UNC policies and FSL Mission/Core Values

Standing and Membership

- Minimum 3 currently enrolled UNC students required
- All members must sign Anti-Hazing form
- "Dormant" status for up to 1 year if lacking membership
- After 1 year dormant: full expansion process required

SECTION 10

Disaffiliated Organization Guidelines

Unaffiliated Organization

A student group that is not recognized by the University.

Disaffiliated Organization

A group that was previously recognized but has voluntarily or involuntarily separated from university recognition.

For Disaffiliated Groups

- Conference & Events is campus liaison
- Billed as outside vendor
- No org name in intramurals
- No co-hosting with recognized orgs
- No participation at university events

For Recognized Chapters

- No joint social/academic/service events
- No co-sponsorship or shared recruitment
- No representation by disaffiliated members
- No promotion via email/ text/ social/ meetings

Sanctions for recognized groups

Reports will be investigated by Dean of Students in partnership with the Fraternity and Sorority Office.

INFRACTION	CONSEQUENCE
First	1 hour community service (all involved)
Second	\$25 fine per individual
Third	Chapter social probation for full semester (16 weeks)

SECTION 11

ClubSports

UNC Club Sports offers a structured environment for students to practice and compete in the sports they love. Student-led and student-funded, Club Sport teams represent UNC in regional and national competitions. The program is administered through the Department of Campus Recreation, but Club Sports are also RSOs subject to all RSO policies and procedures.

2026-2027 Club Sports Teams

Eligibility and Membership

Student Eligibility

- Any UNC fee-paying student currently enrolled
- Certain governing bodies may have additional requirements in addition to UNC policy
- Must complete all Fusion Club requirements
- Must sign Liability Waiver and Release
- Minors (under 18) require parent/guardian waiver

Faculty/Staff/Alumni/AIMS2UNC

- May participate on a limited basis
- Must complete all Fusion Club requirements
- Restricted from competing (league regulations)
- Must purchase Campus Recreation Center membership
- Must follow league rules for non-student participation

Club Sports Membership Requirements

- Minimum 7 members for first two semesters; 10 by end of first semester for returning teams
- Must join applicable league/organization by end of first full semester
- Must compete at intercollegiate level at least once per semester
- Complete additional training through Campus Recreation's Club Sports Office
- Track membership and activities through Fusion Club

Club Sports Officer Requirements

- Minimum two officers elected each spring (President, VP, Treasurer, Secretary)
- Officer list due by last CSOC meeting in April
- All officers must be CPR/First Aid/AED certified by September 15
- Monthly officer meetings with Club Sports staff required
- Elections held at least once per year; changes reported immediately

Member Conduct

- Members are ambassadors of UNC and must act in a mature and responsible manner
- All uniforms and attire must be approved by the A.D. of Club Sports
- Alcohol and non-prescribed drugs prohibited during all Club Sport activities (from departure to return)
- Hazing of any kind is prohibited
- Violations of Student Code of Conduct will be referred to Dean of Students

Discipline Process

Minor Infractions

- 1st: Written warning via email
- 2nd: 1-on-1 meeting with staff
- 3rd+: Allocation freeze, forfeiture, or leadership change at staff discretion

Late roster fines: \$25/day (1st), \$50/day + warning (2nd), \$75/day + write-up (3rd), \$100/day + loss of game privileges (4th)

Major Infractions

- Allowing ineligible individuals to participate
- Compromising safety while traveling
- Misusing team funds
- Transporting/consuming alcohol on trips
- Hazing of any kind
- Academic dishonesty

May result in probation, funding freeze, loss of facilities, or loss of charter.

Health and Safety

Emergency Procedure

Life-threatening: Call 911 or UNC Police (970-351-2245)

Rec Center injury: Contact Building Supervisor

Off-campus: Safety officer transports to medical; no coaches driving injured

Injury report filed with A.D. within 24 hours

Hospitalization: contact Club Sports staff immediately regardless of time

Mental Health

Respond with compassion and empathy

Prioritize personal and group safety

Contact A.D. if concerns about
participant safety

All employees are Mandated Reporters (Title IX)

UNC Counseling Center: 970-351-2496 (free, walk-in)

After hours on-call: 970-351-2496

Lightning Policy

All outdoor activities must be suspended when thunderstorm is 10 miles away or less

Use lightning detector, weather app, or Flash-Bang method

Resume activity after 30 minutes since last thunder

Safe shelter: fully enclosed, electrically grounded building or hard-top vehicle

Club Sports Budget and Finance

Funding Sources

- Student fees (allocated by Executive Council)
- Dues from members Fundraising
- and sponsorships
- Teams must match 100% of allocated
- funds through self-generated revenue
- Failure to match = allocation reduced by
- shortfall amount

Spending Rules

- All purchases approved by A.D. of Club Sports
- University Purchase Card or check
- request
- Tax-exempt number required for in-state
- purchases (98-03693-0000)
- No off-campus bank accounts
- Unapproved purchases: funds frozen,
- items returned or individual pays

Dues: Established by team membership at moderate rate. Paid individually (not by one member). Cash, check, or credit card accepted at Campus Rec Office or online via Fusion Clubs.

Budget presentations: Required in April. Include previous year's revenue/expenditures, upcoming year projections, membership numbers, season record, and home/away events.

Club Sports Travel

Forms and Deadlines

- **Travel Roster:** Monday before trip (day trips, no hotel/rental)
- **Travel Resource Form:** Hotel/rental 3 weeks prior; airline 4-5 weeks prior
- Must have 5 or half of roster traveling for allocation funds to cover registration
- Travel meeting required to pick up binder and first aid duffle
- Binder returned by Tuesday following return

Transportation Options

- **Personal vehicles:** Driver's insurance liable; Vehicle Registration Form required on Fusion
- **UNC Motor Pool:** Sedan \$30/day, 7-pass van \$50/day, 15-pass van \$75/day + mileage
- **Enterprise:** Economy \$35/day, Minivan \$58/day, 15-pass van \$117/day (full coverage included)
- **Charter bus:** Book 3-4 weeks prior; team pays driver lodging and parking
- **Airlines:** Southwest preferred; group tickets (9+) allow name changes until 72 hours before

All travel is "dry" travel. Alcohol and non-prescription drugs prohibited from departure to return. Violations may result in facility and funding freeze.

Facilities and Equipment

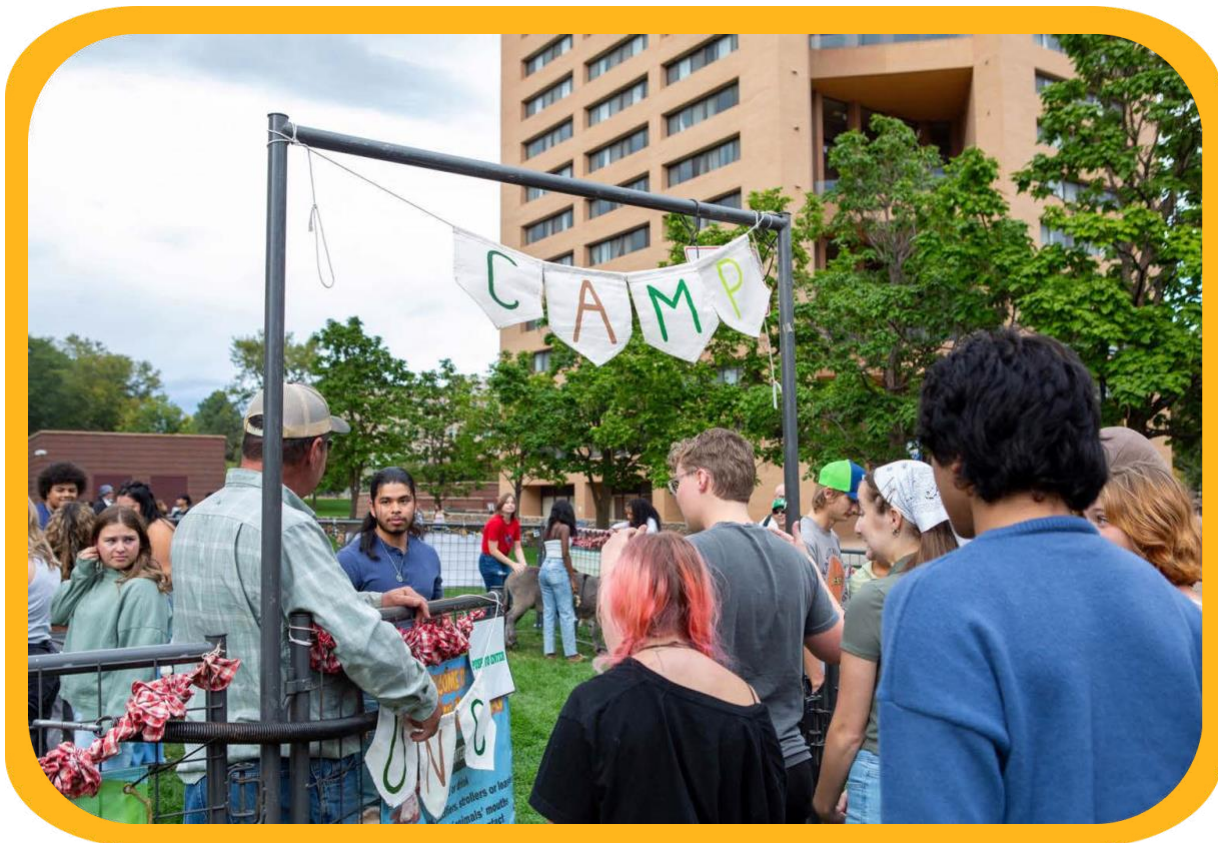
- Scheduling priority: 1st academics, 2nd athletics, 3rd intramurals, 4th club sports
- Campus Rec Center: 1st Rec programs, 2nd IM/Club Sports, 3rd other UNC groups
- All equipment purchased with club funds = university property
- Officers responsible for collecting/redistributing equipment each season
- Fall/Spring schedules submitted by set deadlines; field space not guaranteed after deadline
- Field lining: F&O Department at no charge with 2 weeks' notice

Branding and Apparel

- Use of "University of Northern Colorado" and UNC logos permitted for recognized teams
- All apparel with UNC name/logo must be approved by A.D. BEFORE going to print
- Must use licensed approved vendors (GoJo's, Garrettson's, Victory Sales, Eastbay/Under Armour)
- Eastbay/Under Armour: 40% discount on apparel, 40% on footwear, 10% gift card benefit
- Competition uniforms must follow current UNC brand guidelines

Club Sports Emergency Phone Tree

PRIORITY	CONTACT	PHONE
Immediate Emergency	UNC Police / 911	970-351-2245
1	A.D. of Club Sports	970-351-4252
2	Asst. Director Campus Rec	970-351-1996
3	GA of Club Sports	970-351-3859



SECTION 12

Appendices and Resources

Additional Resources

Student Support

- [BearConnect](#)
- [Conference & Events](#)
- [Dean of Students Office](#)
- [Office of Student Engagement](#)
- [Student Business Services](#)

FSL and Club Sports

- [Office of Fraternity & Sorority Life](#)
- [FSL Recognition Agreement](#)
- [Campus Recreation / Club Sports](#)
- [RSO Constitution Template](#)

Campus Services

- [HRE Posting Policy](#)
- [Ticketing](#)
- [Title IX](#)
- [Transportation Services](#)
- [Police Department](#)
- [UNCO Transparency Report](#)

Quick Reference: Common RSO Questions

This quick reference summarizes common questions addressed throughout this manual. When an activity or situation is not specifically addressed, contact Student Activities before proceeding.

Who can start an RSO?

A new RSO begins with at least three UNC students, including a President, Treasurer, and one additional officer. The organization must also secure a UNC employee advisor, create a constitution and bylaws, register in BearConnect, and complete required training.

Can AIMS2UNC students participate?

Yes. AIMS2UNC students may participate in RSOs but may not serve as officers.

What does an RSO need to do each year to remain recognized?

Organizations must re-register in BearConnect by the end of spring, update the officer roster and constitution, confirm the advisor and elections, complete required trainings, and submit an annual budget request if funding is needed.

What happens if an organization misses renewal or required training?

The organization may be placed in Inactive/Frozen status and its recognition privileges are paused until the required remediation is completed.

Do RSOs have campus-wide programming expectations?

Yes. RSOs in good standing are expected to host two free events each year that are open to all UNC students and posted on BearConnect.

How far in advance should an event be planned?

All RSO events should be entered in BearConnect at least two weeks in advance. Events involving contracts or outside vendors require additional lead time, and high-risk events require at least four weeks.

Can a student or advisor sign a contract?

No. RSOs, student leaders, and advisors may not sign contracts on behalf of the University. Contracts must be processed through the appropriate University contract process.

Can an RSO use Venmo, Cash App, or a personal bank account?

No. Organizational funds must be managed through appropriate University processes. Personal payment applications and personal accounts may not be used to manage organization finances.

How much event funding may an RSO receive?

Recognized RSOs may be eligible for up to \$1,500 in annual event funding, subject to Student Activities funding requirements and available funds.

What should an organization do if an incident occurs?

Address immediate safety needs first. Serious incidents, injuries, significant conduct concerns, property damage, or safety concerns should be documented and reported promptly through the appropriate University process. Emergencies require calling 911 and, when on campus, UNC Police.

Who reviews conduct concerns involving an RSO?

The Dean of Students Office reviews incident reports and determines the appropriate University process. Matters may be referred to Student Conduct, Student Engagement, Fraternity & Sorority Life, Campus Recreation, OIEC, or another appropriate office.

Are fraternities and sororities RSOs?

Yes. Recognized fraternities and sororities are RSOs and are also subject to additional Fraternity & Sorority Life recognition, recruitment, intake, reporting, and accountability expectations.

Are Club Sports RSOs?

Club Sports are student-led organizations administered through the Department of Campus Recreation and are subject to the additional eligibility, safety, finance, travel, and competition requirements described in the Club Sports section of this manual.

Who should an organization contact when the manual does not answer a question?

Contact the Department of Student Activities for guidance before taking action. Fraternity and Sorority Life and Campus Recreation should be contacted for questions specific to their recognized organizations and programs.

Document Administration

This manual is maintained by the Department of Student Activities and is reviewed periodically to reflect current University processes, resources, and expectations. Questions regarding interpretation or implementation should be directed to Student Activities or the appropriate University office.

