



## CONTENTS

Table of contents .....1

Preface ..... 2

Section 1: RSO definition and requirements ..... 2

Section 2: Registration, training, and privileges..... 4

Section 3: Annual renewal of RSOs..... 6

Section 4: Maintaining active status..... 6

Section 5: RSO websites, emails, and Canvas..... 7

Section 6: Mailboxes and lockers..... 8

Section 7: Financial procedures ..... 8

Section 7: Risk and liability ..... 14

Section 7: Travel..... 15

Section 8: Food and beverage policies ..... 15

Section 9: Marketing and recruiting ..... 16

Section 10: Events and reservations..... 18

Section 11: Important contact information..... 23

Section 12: Locations of public bulletin boards..... 25

## PREFACE

This guide is intended to explain policies pertaining to Recognized Student Organizations (RSOs) and describe resources that may be helpful to RSOs. Because many departments at the University of Northern Colorado work with RSOs, a list of department contacts is included with this manual. Where applicable, this guide includes the name of the best department to contact for the particular service or function.

The RSO Manual is intended to be a summary of certain matters of interest to RSOs. Readers should be aware:

- It is not a complete statement of all procedures, rules, and regulations of the University of Northern Colorado (UNC).
- The University reserves the right to change without notice any procedure, policy, and/or program appearing in the RSO Manual.
- University divisions, departments, and offices may have their own procedures and policies applying to student organizations not listed in the RSO Manual.

If you have questions about the policies in this manual, please don't hesitate to contact the Office of Student Organizations, we'd be happy to assist you!

## SECTION 1: RSO DEFINITION AND REQUIREMENTS

### a. Definition

RSOs are interest groups whose membership is comprised primarily of currently enrolled UNC students. RSOs are led by students and may be centered around a wide range of interests and fields of study. RSOs are formally recognized by the University and are conferred with privileges and benefits not offered to non-recognized groups.

### b. Requirements

***Best contact: Office of Student Organizations***

In order to become an RSO at UNC, the organization must meet the following minimum standards:

- RSO
- Comply with all UNC policies and regulations, as well as state, local, and federal laws.
- Comply with UNC's Office of Student Organizations non-discrimination policy which states that "recognized student organizations may not limit membership and participation in organizational activities based on race, religion, gender, age, national origin, disability, sexual orientation, gender identity, gender expression, military service, or political affiliation." This statement extends to membership privileges, officer selection, and voting privileges.
- Submit and renewal of application for each academic year.

**c. Club Sports**

***Best contact: Club Sports***

If an organization wishes to be recognized as a Club Sport it must meet all the RSO requirement lists above and:

- Compete at the intercollegiate level at least once per semester.
- Be a member of a league.
- Complete additional training through Campus Recreation's Club Sports Office.
- Track their membership and activities through the "Do Sports Easy" program.

Groups who do not meet the competition requirement are still eligible to become RSOs, but will be listed as "social organizations" rather than as Club Sports. If you have questions about Club Sports, please contact the Assistant Director of Competitive Sports, Brett Ford at 970-351-2936.

**d. Single-sex and/or single-gender organizations**

***Best contact: Office of Student Organizations***

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the University unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be an RSO at UNC.

The U. S. Department of Education Office of Civil Rights has determined that student organizations are only exempt from Title IX provisions if they meet all of the following criteria:

- the organization must have tax-exempt status under Section 501 of the Internal Revenue Code
- members must be limited to students, staff or faculty of the University
- the organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the University?

If a group answers "yes" to any of the questions, it is not a "social fraternity" and is not exempt from the requirements of Title IX. Therefore, the organization must accept members of all genders and sexes. If you have questions about this requirement, please contact the Office of Student Organizations.

**e. Benefits and privileges**

Student organizations are not required to apply for recognition. However, becoming an RSO allows the group to access certain benefits and privileges including:

- Mostly free use of UNC facilities (select spaces have rental fees, but RSOs are offered a discounted rate)
- Free graphic design service
- Ability to advertise events in the Office of Student Organizations newsletter
- Ability to request funding for events
- Access to guidance from the Office of Student Organizations about event planning, fundraising, marketing, financial management, etc.
- Participation in leadership training
- Ability to check out audio visual equipment, games, credit card readers, and other useful equipment
- Mailbox in the Office of Student Life
- Free printing in the Office of Student Organizations (limited to 150 pages of free, black and white printing per RSO each semester)

## SECTION 2: REGISTRATION, TRAINING, AND PRIVILEGES

### a. Registration process

**Best contact: Office of Student Organizations**

Student organizations who wish to become recognized must submit an online application. This application can be found on the Office of Student Organizations website under the “Recognition” tab. On this application, groups must provide:

- Contact information for a minimum of three officers (must provide Bearmail addresses)
- Contact information for the group’s advisor (must provide UNC email)
- An up to date copy of the group’s constitution
- Meeting information (day, time, and location)
- A short (100 words or fewer) description of the group

Only students may fill out this application. Advisors and student members may not submit applications on the behalf of a student organization. After the Office of Student Organizations reviews the application, they will send a formal notice via email to the applicant.

### b. RSO constitution requirements

**Best contact: Office of Student Organizations**

All RSOs are required to submit their constitutions to the Office of Student Organizations annually. In order to be recognized, the group’s constitution must clearly state:

- Name of the group
- Purpose of the group
- Membership requirements (*these requirements may not conflict with the Office of Student Organizations non-discrimination policy, but groups may set requirements based on GPA, major, meeting attendance, etc.*)
- Officer roles (title and description of duties)
- Officer selection and removal process
- Advisor selection and removal process
- Meeting frequency and types of meetings (if applicable)

- Process for amending the constitution

Additionally, the constitution must contain the required language pertaining to non-discrimination and non-student membership privileges outlined in the RSO Constitution Guide. This guide can be found on the Office of Student Organizations website under the “Resources” tab. The guide also contains detailed directions for writing a constitution and provides example language that RSOs can use.

**c. Financial authority training**

***Best contact: Office of Student Organizations***

Each RSO is required to have three officers who are designated as “financial authorities.” Financial authorities are empowered to initiate and approve financial transactions on behalf of the group. These three officers are required to complete an online training each year through Canvas. This training must be complete by the third week of fall semester or, for groups that become recognized mid-year, within three weeks of becoming an RSO.

**d. Advisor training**

***Best contact: University Police***

Because advisors have significant contact with students and are frequently involved in campus activities, they are considered “campus security authorities” or “CSAs.” As such, they are required to complete CSA training through the UNC Police Department.

The first CSA training is an in-person seminar that takes approximately one hour to complete. Once an advisor has completed the initial training, they do not need to attend further in person meetings. However, they will have to complete an annual “refresher training” each year through Ursa. Advisors who serve more than one RSO do not need to repeat trainings more than once (i.e. if you advise 2 or more clubs, you only have to complete the initial training once and annual refresher training once.)

The UNC Police Department coordinates all CSA trainings. Many faculty and staff complete CSA training as part of their regular job duties. In such cases, advisors are not required to repeat the training when they agree to serve as an RSO advisors.

**e. Annual membership verification**

***Best contact: Office of Student Organizations***

RSOs who have been recognized for three or more continuous semesters are required to have at least 10 student members to maintain active status. Once per academic year, advisors will be asked to verify membership. If an RSO falls below the 10-member threshold they will be required to meet with Office of Student Organizations staff to develop a recruiting strategy. If, after actively recruiting for one semester, the RSO is unable to grow membership to at least 10 students then the group will be assigned provisional status.

## SECTION 3: ANNUAL RENEWAL OF RSOs

### a. Renewal request

**Best contact: Office of Student Organizations**

RSO status does not automatically renew each year. RSOs must fill out a RSO Renewal Request form for each academic year. This is to ensure that the University has updated contact information for officers and advisors each year and to prevent inactive clubs from being listed on the University's website.

On the renewal request form, RSOs are required to provide current contact information for the group's officers and advisor as well a copy of their current constitution. The RSO Renewal Request form can be found on the Office of Student Organizations website under the "Recognition" tab.

### b. Annual Financial Authority training

**Best contact: Office of Student Organizations**

Financial Authorities are required to complete training each year, regardless of whether those individual have completed training the prior year. This is to ensure that Financial Authorities stay apprised of new policies and procedures from year to year.

### c. Annual Advisor CSA refresher

**Best contact: University Police**

Advisors are required to take a 10 minute CSA "refresher" once per calendar year. This course can be accessed through the Skillssoft portal in Ursa. Advisors will be notified via email when it is time to complete the refresher course, typically in April or May.

## SECTION 4: MAINTAINING ACTIVE STATUS

**Best contact: Office of Student Organizations**

RSOs are designated as active, provisional, or inactive based on whether or not the group has met training requirements and followed UNC policies.

- a. **Active status** is assigned to RSOs that have completed all required training and do not violate any UNC policy or law. Active status confers full use of privileges upon the RSO.
- b. **Provisional status** is assigned to RSOs that fail to meet one or more requirements. Groups that are assigned provisional status will have limited access to privileges until they meet outstanding requirements. If an RSO is moved from active to provisional status, their officers will be notified in writing. RSOs on provisional status will be offered resources and support to help complete outstanding requirements.

RSOs who are on provisional status for more than two consecutive semesters are required to meet with Office of Student Organizations staff to determine whether or not it is appropriate for the group to continue operating at UNC.

- c. **Inactive status** is assigned to groups who, after being given adequate notice and support, fail to meet RSO requirements. Groups who are designated as inactive may not access any RSO privileges. If an RSO is inactivated, its officers will be invited to meet with Office of Student Organization staff to determine if it is appropriate for the RSO to be reinstated in the future.

## SECTION 5: RSO WEBSITES, EMAILS, AND CANVAS

RSOs are eligible to use many of the same web resources as UNC offices and academic departments. These resources can be helpful tools in centralizing communication between the group's leadership, current members, and prospective members. RSOs who choose to use UNC hosted websites, email accounts, or Canvas pages are responsible for following all UNC policies related to those resources. If you have questions about these resources, please contact the corresponding office directly.

- a. **RSO website**

**Best contact: Web Support**

Advisors may request websites on behalf of RSOS. To request a website visit UNC's Web Support page: <http://www.unco.edu/web-support/resources/ou-campus/forms/> and click on "New Site Setup/Access." Note, students may not request a site, only advisors.

After requesting a website, the RSOs designated web author(s) must complete training with Web Support staff before they can edit and publish their page.

- b. **Canvas**

**Best contact: Canvas Support**

Canvas is a great tool for sharing and storing RSO documents, communicating with members, and collaborating. To request a Canvas shell for your RSO visit <http://www.unco.edu/canvas/canvas-support> and click "Supplemental Shell Request."

Your advisor must approve the request before your RSO Canvas page can be set up. Once the page is created, Technical Support Center Staff will contact you to add student officers as administrators and help set up the page. To keep the Canvas shell active from year to year, contact the Technical Support Center at the end of Spring semester.

- c. **UNC email**

**Best contact: Technical Support Center**

To request an email address for your RSO visit [www.help.unco.edu](http://www.help.unco.edu) and click on the "Request" button. From there, type "email" in the search bar. This will bring up a list of options on the right side of the screen. Select the "Shared Mailbox Request Option" and then fill out the linked form.

## SECTION 6: MAILBOXES AND LOCKERS

### a. Mailboxes

**Best contact: Office of Student Organizations**

The Office of Student Life offers mailboxes in their lobby area for RSOs to use. There are a limited number of mailboxes available so they will be assigned on a first come, first served basis. RSOs who do not check their mailboxes regularly may lose their mailbox privileges.

To request a mailbox, email [studentorgs@unco.edu](mailto:studentorgs@unco.edu). Mail that is not addressed correctly or is not picked up within 10 days of receipt will be returned to the sender. Mail for RSOs should be addressed in the following manner:

Name of RSO	<i>Example:</i>
C/O Office of Student Life	<i>Scuba Diving Club</i>
University of Northern Colorado	<i>C/O Office of Student Life</i>
Campus Box 78	University of Northern Colorado
Greeley, CO 80639	<i>Campus Box 78</i>
	<i>Greeley CO, 80639</i>

Mailboxes do not automatically renew from year to year. All mailboxes will be cleared out at the end of Spring Semester. To renew your mailbox for the following year, contact the Office of Student Organizations before the end of the Spring semester.

### b. Storage lockers

**Best contact: Office of Student Organizations**

The Office of Student Organizations offers lockers for RSOs to store their equipment. There are a limited number of lockers available so they will be assigned on a first come, first served basis. The lockers are approximately 12"x12"x12". To get a locker, contact the Office of Student Organizations via e-mail. They will assign you a locker number and combination.

RSOs may store equipment during the regular academic year (Fall and Spring semesters). RSOs wishing to store items over the summer must contact the Office of Student Organizations prior to May 1st to make arrangements. Items left in lockers over the summer without prior arrangements will be donated.

## SECTION 7: FINANCIAL PROCEDURES

### a. RSO bank accounts

**Best contact: Student Business Services Office**

Each RSO is automatically assigned an account with the Student Business Services Office. This account works just like a traditional bank account where groups can deposit and withdraw funds as needed. To check your account balance, deposit money, or withdraw funds contact the Student Business Services Office directly.



RSOs are not prohibited from holding off campus bank accounts, but the practice is strongly discouraged because it exposes the group to greater financial risk. The University does not provide any support regarding off campus accounts, nor is it liable for covering costs or taxes associated with an RSO's off campus bank account.

**b. How to spend money**

**Best contact: Student Business Services Office**

To spend from their account, RSOs need to follow these steps:

- 1) **Fill out a Work Copy Form:** This form will ask you to provide a brief description of what you intend to buy, the vendor(s) you will be purchasing from, estimated costs, and approval from two RSOs members who are financial authorities.
- 2) **Choose payment method:** RSOs can pay for purchases with cash, checks, or a UNC credit card called a "P-Card."
  - a. Cash and checks take additional time to obtain, so please contact the Student Business Services office at least 10 business days in advance.
  - b. P-Cards can be checked out for immediate use and do not require advance notice. Please be aware that there are a limited number of P-Cards so there may be times that P-cards are not immediately available. For this reason, plan on purchasing items at least 2 days before needed.
- 3) **Turn in receipts:** RSOs are required to provide an itemized receipt for all purchases. Receipts can be provided as a physical copy or as an electronic copy. Electronic receipts can be emailed to [emily.connor@unco.edu](mailto:emily.connor@unco.edu) or [janine.walker@unco.edu](mailto:janine.walker@unco.edu). RSOs should keep an additional copy of all receipts for their records. Any purchases made without receipts are considered personal transactions and the individual who initiated the transaction will be responsible for reimbursing the costs.

Please note that there are some limitations on what RSOs can purchase when spending from their UNC account, so please make sure to read the "Purchasing Guidelines" below.

**c. UNC purchasing guidelines**

**Best contact: Student Business Services Office**

- **Contracts:**
  - RSOs may not sign contracts themselves. All contracting must be handled by the Business Services Office.
- **Purchases of \$9,999 or less (including shipping):**
  - If External: the purchase may be made using the P-Card or check request
  - If Internal: The purchase must use the Electronic Internal Order (EIO) system. The Student Clubs Business Service Office will arrange EIOs on behalf of RSOs.
    - A UNC Visa (P-Card) cannot be used at the following On-Campus areas: Dining Services, Coffee Corners, Munchy Mart, Bears Mojo Coffee Co., Subway, Einstein's, Parking Services, Ticket Office, Catering, Conference & Event Services, and Campus Recreation

- If you use any of these services you will need to contact the department and the Student Business Services Office to make your arrangements.
- **Purchases greater than \$10,000** will require a Purchase Order. The Student Business Services Office can help you submit a Purchase Order if you have these types of purchases.
- **UNC Visa cards (P-Cards):**
  - P-Cards can be used the same day for purchases only.
  - P-Cards must be returned within 4 hours or by the end of the business day, whichever is earlier.
  - P-Cards will not be checked out overnight or on weekends without prior arrangements.
  - P-Cards have a \$1,500 single transaction limit.
  - Failure to adhere to P-Card procedures will lead to temporary or permanent loss of P-Card privileges for the individual and/or the RSO.
  - If a credit card is used for payment at a restaurant, no alcohol can be purchased using UNC Funds and tips for meals are limited to 20% of the total bill.

**d. Cash and check deposits**

***Best contact: Student Business Services Office***

RSOs can deposit cash and checks at the Student Business Services Office during business hours. To make a deposit visit the Office during business hours, fill out a deposit slip, and give the money to one of their staff members. Checks should be made out to the “University of Northern Colorado” or the RSO name preceded by “UNC” (e.g. UNC Scuba Diving Club).

When your RSO collects cash or checks from member or donors, you should issue a receipt. The Student Business Services Office can provide 3-part carbonless deposit slips to use for receipts.

**e. Credit card readers and deposits**

***Best contact: Student Business Services Office***

Portable credit card reader are available for RSO use and can be checked out from the Student Business Services Office on a first come first served basis. Credit card readers can be checked out for one day. If you need the machine for longer than one day, you must make prior arrangements with the Office. There is limited number of credit card readers, so it’s recommended that you reserve the machine advance regardless of how long you will need it. Credit card readers cannot be checked out for overnight or weekend use.

RSOs may only use UNC card readers to accept credit card payments. Non-UNC card readers, such as Square readers, cannot be linked to a University account which prevents the money from actually reaching the RSO’s account.

**f. Reimbursements**

**1) From RSO accounts**

***Best contact: Student Business Services Office***

Student RSO members and advisors can be reimbursed for purchases from their RSO account as long as two Financial Authorities approve the transaction and the purchases were made to support the group’s

activities. Reimbursements will not be issued for any purchases that are not related to or in direct support of the RSOs activities.

To request reimbursement, fill out a reimbursement form at the Student Business Services Office and get approval from two Financial Authorities and the Office of Student Life. Then bring the completed form to the Student Business Services so their staff can arrange payment.

## **2) From the Office of Student Organizations Account**

***Best contact: Office of Student Organizations***

In some instances, RSOs may be awarded funding from the Office of Student Organization to host events (see “Event Funding” below). In such instances, individuals may be reimbursed for purchase related to the event. In such cases, reimbursements must be clearly outlined in the initial application and approved ahead of time by the Office of Student Organizations.

To request reimbursement from the Office of Student Organizations, follow the process for reimbursements outlined above. Please be aware that purchases made without prior approval from the Office will not be reimbursed.

## **g. Fundraising and dues**

UNC does not offer base funding to RSOs. This means that student groups are responsible for generating revenue to fund their activities. Many RSOs host fundraisers and collect dues from members.

### **1) Fundraising policies**

***Best contact: Office of Student Organizations***

RSOs may engage in fundraising using any method that does not violate state, local or federal laws or UNC policies. When planning fundraisers, RSOs should be aware that:

- Raffles are considered a form of gambling and require a special license from the State of Colorado. For these reasons, RSOs at UNC are prohibited from hosting raffles. RSOs are encouraged to host silent auctions and games of skill as an alternative to raffles.
- Sales of food and beverage items are regulated by state and local laws. Generally, RSOs may not sell any food or beverage items that are not prepared in a licensed, commercial kitchen. If you would like to sell such items, they should be individually packaged and purchased from a commercial vendor (e.g. King Soopers, Sam’s Club, Walmart).
- Donations are not tax deductible unless they are processed through the UNC Foundation. This Foundation is a registered 501(C)3 and can arrange tax deductions for donations greater than \$5,000. To arrange for tax deductible donations, RSOs should contact the UNC Foundation directly.

### **2) Dues**

***Best contact: Student Business Services Office***

RSOs may collect dues from members to fund their activity. Dues may only be used to support RSO activities that are consistent with the purpose and goals of the organization. All dues collected must be deposited into

the RSO's account at the Student Club Business Service Office as soon as possible. Officers and members may not hold dues in personal accounts.

Regardless of the method of collection, RSOs should issue a receipt for all dues payments and have two Financial Authorities review all transactions. RSOs have the following options for collecting dues:

- **Pay at RSO meeting:** officers can collect dues at regular meetings. If needed, RSOs may arrange to check out a card reader so members can pay dues with a credit or debit card.
- **Pay at the Student Clubs Business Service Office:** members can bring their dues to the Office's for deposit into the RSO's account. Members will be issued a receipt to verify that they have paid their dues.

#### **h. Event funding**

***Best contact: Office of Student Organizations***

The Office of Student Organizations offers funding to RSOs seeking to host events that are open to all UNC students. This funding is awarded on a first-come, first-served basis. Due to the limited nature of this funding, RSOs are not guaranteed event funds and the event must meet certain requirements to be eligible.

##### **1) Eligibility**

To request funding, an RSO must be designated as "Active" by the Office of Student Organizations and be considered in good standing with the Student Clubs Business Service Office.

##### **2) Event criteria**

Event funding comes from mandatory student fees. Because all students are required to pay these fees, event funding is intended to facilitate events that are welcoming of all students and benefit the UNC student body. As such, RSOs who utilize this funding must meet the following conditions:

- The event must be primarily for UNC students.
- The event must be open to all UNC students and free for UNC students to attend.
- The event must be advertised broadly (i.e. the event cannot only be marketed to members of the RSO).
- Advertising for the event must include the following accommodations statement: "Any person requesting disability accommodations for this event, please contact (970) 351-2289 at least 3 business days in advance."
- The event must be advertised in the Office of Student Organizations Newsletter. The RSO hosting the event must provide accurate information about the event to include in this newsletter.
- The application for funding must be complete and submitted three weeks prior to the event date.
- The application for funding must reflect thorough planning and budgeting.

##### **3) Funding periods**

The event funding process is divided into 2 periods based on the date of the event. RSOs may only submit event funding applications for the currently open funding period(s). The funding periods are as follows:

- **Period 1 (events in Fall Semester):** Application opens 3 days before Fall semester starts.
- **Period 2 (events in Spring Semester):** Application opens at the end of December.

#### 4) Application process

- i. **Submit application online:** RSOs seeking event funding are required to fill out an online application at least three weeks prior to their event date. The application can be found on the Office of Student Organizations under the “Funding.” The Office will not accept funding requests submitted using any method other than the online application form.
- ii. **Meet with Office of Student Organization:** Any RSO who submits a valid funding request will be invited via email to attend a funding meeting. Funding meetings are held twice weekly. At least one member of the RSO is required to attend a meeting to discuss the event details.
- iii. **Funding notification:** After the meeting, the Office will send a formal notification via email letting the RSO know whether or not they have been awarded funding. If a new budget is decided upon during the funding meeting, the office will note these adjustments in the funding notification email.

#### 5) Conditions of use

RSOs who utilized event funding from the Office of Student Organizations must meet certain conditions. RSOs who do not meet these conditions may have to repay event costs and/or be temporarily or permanently inactivated. The conditions are as follows:

- RSOs must obtain itemized receipts for any good or service paid for with event funds.
- RSOs must submit an online follow-up form within 2 weeks of the event. This form can be found on the Office of Student Organizations website under the “Resources” tab. The follow up requires the RSO to submit copies of all receipts, provide information about the number of attendees, and reflect on how the event served students and the UNC community.
- RSOs must spend funds in a manner that aligns with the approved budget. RSOs will be held responsible for repaying the cost of purchases made outside the approved budget.
- When utilizing funds from the Office of Student Organizations account, RSOs may not spend more than they have been awarded. RSOs will be held responsible for repaying any overages.

#### 6) Ineligible requests

The Office of Student Organizations will reject funding applications deemed inappropriate. Inappropriate funding requests include:

- Events that are not open to all UNC students and/or free for UNC students to attend
- Events hosted during final exams week
- For profit events
- Requests submitted less than three weeks before the event date
- Funding for recruiting events, operational budgets, regular RSO meetings, or RSO recognition events
- Marketing costs that exceed 10% of total event budget
- Overnight events
- Food requests that exceed \$15 per meal per person

- Food for any regularly scheduled organizational meeting
- Payment to speakers who are current UNC students
- Payment to speakers who do not possess demonstrable expertise relevant to the content of the event
- Direct contributions to charitable organizations or agencies (a service or product must be rendered for all monies disseminated)
- Funding for travel to conferences or registration for conferences
- Lodging and travel costs
- Alcohol , tobacco, or drug purchases
- Salaries, stipends, or scholarships for elected or appointed student organization officers.
- Personal gifts that are not connected with the event or exceed \$20
- Private receptions or parties
- Funding for programs or activities which produce academic credits to attendees
- T-shirts that are not marketing material for the specific event in question
- Requests that exceed maximum funding limits

## SECTION 8: RISK AND LIABILITY

### ***Best contact: Office of Student Organizations***

Some RSO events/activities, both on and off-campus, may involve potential for risk. In some cases, the student organization as a group or individual members and officers may incur some liability in the event of a claim. RSOs should take all reasonable precautions to manage risk at their events.

RSOs should be aware of the following policies:

- Low risk, on campus events are generally covered through the University's liability insurance. Some examples of low risk activities are RSO meetings, movie screening, awards banquets, guest speakers, and game nights.
- Higher risk, on campus events may not be covered by the University's liability insurance. In such cases, RSOs should have all participant sign a waiver releasing the group of liability. The Office of Student Organizations can provide waivers specific to the event if given one week's notice. Some examples of higher risk events are contact sports, dance classes, bounce houses, and events with alcohol.
- Off campus events are not covered by the University's liability insurance. RSOs who host events off campus should have every participant sign a waiver regardless of the level of risk involved.
- Travel in personal vehicles is not covered by the University's liability insurance. RSO members/advisors who provide transportation to or from RSO sponsored activities in personal vehicles are advised to have all passengers sign a waiver.
- Individuals under the age of 18 may not participate in any RSO event, regardless of the level of risk, without a signed waiver form a parent or legal guardian.
- Claims brought as a result of negligence by an RSO as a group or an individual may not be covered by the University. In such cases the RSO or individual members may be liable.

The information presented above provides general guidance but, due to the complicated nature of risk, does not cover all scenarios. If you have questions about liability or would like assistance in evaluating risk for an RSO event, please contact the Office of Student Organizations.

## SECTION 9: TRAVEL

### **Contact: Student Business Services Office**

RSOs may use their own funds to cover travel costs as long as the trip is related to and in direct support of the RSOs purpose/mission. If using RSO funds, all arrangements must be processed through the Student Business Services Office.

If members pay out of pocket for travel costs, then the arrangements do not need to go through the Student Business Services Office.

## SECTION 10: FOOD AND BEVERAGE POLICIES

### **a. University Center and Centennial Hall**

**Best contact: Conference & Events Services**

If an RSO hosts an event with food or drinks in the University Center or Centennial Hall, UNC policy states that the group must purchase the food and/or beverages from a University Center Vendor. These vendors are University Catering, Munchy Mart, Einstein's Bagels, Sushi with Gusto, and Subway.

### **b. Other University spaces**

**Best contact: Conference & Events Services**

RSOs hosting events in spaces other than the University Center should contact Conference & Event Services if they wish to serve food or beverages. Based on the nature of the event and the room where it's being hosted, RSOs may be required to apply for a temporary on-campus food service permit.

### **c. Food and beverage fundraiser**

**Best contact: Conference & Events Services**

RSOs may resell commercially prepared food and drinks as fundraisers. If selling in the University Center, RSOs may be asked to halt sales that compete with food vendors (e.g. RSOs selling coffee next to Bear Mojo Coffee, may be asked to stop or move the fundraiser elsewhere.) RSOs may not sell food or beverages they have prepared themselves unless they have acquired a temporary food service permit in advance from Conference & Event Services.

### **d. Alcohol**

**Best contact: Conference & Events Services and University Police**

RSOs are not prohibited from hosting events with alcohol, however, any event with alcohol must be managed by UNC Dining Services and accompanied by a full meal. RSOs must comply with all University regulations as well as local, state, and federal laws pertaining to alcohol.

a. **Posting and distribution of marketing materials**

1) **On campus, outside of residence halls**

**Best contact: Office of Student Organizations and University Police**

RSOs can post flyers and posters around campus on public bulletin boards, RSOs must comply with University Regulation 3-7-128 which states that:

“Posting or affixing materials such as pamphlets, handbills, posters, or flyers on bulletin boards or elsewhere on property and grounds is prohibited, except as authorized by the University on approved bulletin boards on bulletin turnstiles. Distribution of materials such as pamphlets, handbills, or flyers, except in those areas of the property open to the public such as entrances, lobbies, and open corridors, is prohibited unless conducted as part of authorized University activities. University Police shall be advised in advance of the proposed distribution in public areas, and may regulate the time and manner but shall not exercise control over the content of the material. All pamphlets, handbills, posters or flyers should clearly identify the author or sponsoring group.”

For a list of public bulletin board on campus, see the “Bulletin Boards List” included later in this manual.

2) **On campus, inside of residence halls**

**Best contact: Housing & Residential Education**

To distribute posters in residence halls, RSOs must work with Housing & Residential Education located in Tobey-Kendel Hall, Room 199. The procedure for residence hall postings is:

- i. **Get flyer approved:** Bring a copy of your poster or flyer to the Housing & Residential Education Office during Business hours. They may reject your flyer, so it is a good idea to wait to make copies until you have an approved version.
- ii. **Make copies, count, and label:** RSOs must make enough copies for all the residence halls and sort them by hall. Housing & Residential Education can tell you how many flyers are needed for each hall.
- iii. **Bring copies to Housing & Residential Education:** their staff members will put up the flyers for you. RSOs may not post flyers themselves.

RSOs wishing to advertise in residence hall must comply with the following policies:

- Only designated Housing & Residential Education staff members may post flyers or distribute information within the UNC residence halls.
- Advertisements that include alcohol or information that conflicts with the University mission will not be posted.
- Mailbox stuffers will not be accepted.
- Materials meant for the sale/rental of residences will not be accepted or posted.
- Political flyers will not be accepted.
- All dated flyers must be submitted at least five business days before the event occurs. Staff will post fliers within 48 hours of approval.



- Vandalized/worn materials will be removed.
- Promotional/Advertisement tables must receive prior approval from the in-hall staff a minimum of two weeks in advance of the event by speaking directly to the Hall Director.
- Door to door solicitation is not allowed within the Residence Halls for any reason without prior approval from Housing & Residential Education.
- Residence hall areas may not be used for any unapproved commercial enterprise. The Department of Housing & Residential Education reserves the right to limit commercial sales and solicitations in order to prevent disruption of the community, to protect the safety and security of our residents, to protect students from commercial exploitation, and for any other reason.
- No commercial advertising or solicitation of any kind may be distributed through student mailboxes.
- All flyers must have the name of the sponsoring group and a UNC logo.
- Flyers must be counted out and labeled with hall names.

### 3) Off campus

RSOs may distribute and post marketing materials off campus as long as it does not violate local, state, or federal law. RSOs are responsible for checking with the proper authority before posting in off campus spaces.

#### b. In person marketing and recruiting

##### 1) Tabling

**Best contact: Conference & Event Services**

Setting up a table is a great way for RSOs to connect with students passing by. RSOs can request a table in the University Center or the McKee Breezeway by contacting Conference & Events Services.

When tabling, RSOs may not impede traffic by sitting, standing, or placing materials in front of the table. RSOs are also required to practice passive information distribution by allowing people to pass through the space free from aggressive contact.

##### 2) Recruiting in public areas

**Best contact: University Police**

RSOs are welcome to recruit in person by talking to students in areas of University property open to the public such as entrances, lobbies, and open corridors. RSOs planning on recruiting or distributing flyers, handbills, or pamphlets in public areas should notify University Police ahead of time.

#### c. Dining hall banners and table tents

**Best contact: Dining Services**

RSOs may also advertise in dining halls with table tents, easels, or hanging banners. To get approval, RSOs must bring in a sample for approval prior to posting and fill out a Dining Room Advertising Request Form:

<http://www.unco.edu/dining/pdf/Advertising-Request-Form.pdf>

Dining Services requires that advertisements meet specific dimensional requirements, which are detailed on the Advertising Request Form.

**d. UNC Events Calendar**

**Best contact: University Relations**

Go to <https://calendar.unco.edu/admin/default.aspx> and log in with your UNC. After you log in, you'll be redirected to the unco.edu/calendar page, but you'll see the following new navigation bar above the calendar entries. Click on the 'Manage' option then choose "Create and Event." Enter your event details then click "Publish" to submit it.

## SECTION 12: EVENTS AND RESERVATIONS

**a. Reserving spaces**

**Best contact: Conference & Events Services**

Conference & Events Services handles scheduling of on-campus facilities. To reserve a room, visit their website and click on "UNC Student Club" on their homepage (under "Getting Started"). You may not get your first choice, so it is a good idea to have a second and third choice ready when you fill out the form. After submitting a reservation request, a member of their staff will contact you to confirm your reservation. RSOs must notify Conference & Events services in writing at least two business days before the event date to cancel a reservation. Groups who do not provide adequate notice of cancellation will be charged a no-show fee.

**b. Permits**

**Best contact: Conference & Events Services and University Police**

**1) On campus outdoor events**

An Outdoor Event Permit is required for outdoor events on campus or other property controlled by the University for assemblies, demonstrations, gatherings, parades and/or activities with amplified sound. The Outdoor Event Permit application must be turned in to Conference & Events Services at least ten business days prior to the event.

The application must be signed by the Coordinator for Academic Scheduling and Events and the Director of UNC Scheduling and Events before you bring it to University Police for approval. It may take a few days to get all required signatures and RSOs are advised to start their applications at least three full weeks before the event. The application can be found here:

<http://www.unco.edu/police/pdf/forms/Outdoor-Event-Permit-Application.pdf>

**2) Alcoholic beverages**

An Alcoholic Beverage Permit is required for any event on campus where alcohol will be dispensed or consumed. The application must be completed and returned to the University of Northern Colorado Police Department at least five business days before the scheduled event. The application can be found here: <http://www.unco.edu/police/pdf/forms/Alcoholic-Beverage-Permit-Application.pdf>

**3) Off campus outdoor events**

RSOs hosting off campus events must comply with all local, state, and federal laws. Before planning your event, check with the relevant city or county office to get information about permits or other requirements.

**c. Ticketing**

***Best contact: Campus Ticketing***

**1) Events in non-fee spaces**

RSOs may not charge for tickets for events hosted in spaces that have been reserved for free. The University offers these free reservations with the intent of hosting not for profit student events. If RSOs have not paid a reservation fee for an event space, then the event must be free to enter. RSOs are welcome to issue free tickets for events, which can be helpful in tracking interest and attendance. RSOs who wish to set up a for profit event are welcome to do so provided they pay the space reservation fee through Conference & Events Services.

**2) Events in paid-reservation spaces**

RSOs can charge for tickets in spaces that they have paid to reserve through Conference & Event Services. RSOs are required to utilize the UNC ticket office for on-campus events.

**d. Vehicle rentals**

***Best contact: Transportation Services and Student Club Business Service Office***

RSOs can rent UNC vehicles for transportation to and from their events/activities. The fee for vehicle rental varies based on the type of vehicle and duration of the rental. To reserve, RSOs should call Transportation Services at 351-1243 to check if a vehicle is available. If a vehicle is available, visit the Student Clubs Business Service Office to arrange for and Electronic Internal Order (EIO) to pay for the rental.

## SECTION 13: CONDUCT AND HAZING

**a. Conduct**

***Best contact: Dean of Students Office***

RSOs and their members are expected to follow all UNC policies including the Student Code of Conduct and the procedure outlined in this manual. RSOs, either as a group or individual members, will be held accountable for policy violations. The Office of Student Organizations, the Dean of Students Office, or both offices may investigate and adjudicate policy violations.

Violations can be reported on the Dean of Students Office website by clicking the “Report” button. You have the option to report anonymously by selecting the “MySafe Campus” link on the bottom of the reporting page.

**b. Hazing**

***Best contact: Dean of Students Office***

The University of Northern Colorado prohibits RSOS from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

## 1) Definition of hazing

The University of Northern Colorado defines hazing as:

“an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of this rule.”

(University of Northern Colorado Student Code of Conduct Article III, Section B., Subsection 8)

With regards to hazing, RSOs should be aware that:

- Acts are still considered hazing even if the person being hazed is willing to participate.
- While hazing typically involves new members, current members of a group can be hazed.
- Hazing can take physical, mental, or emotional forms.
- Hazing is often about power and control. Hazing does not build unity.
- Context matters: while some behaviors constitute hazing regardless of context (e.g., paddling, use of alcohol), others depend on the circumstances. For example, requiring athletes to perform normal calisthenics as part of conditioning would not be hazing, but requiring new members of a non-athletic student organization to do push-ups in the middle of the night would constitute hazing.
- Hazing can result in a range of sanctions against organizations/teams and individuals that range from educational interventions to suspension or expulsion.

## 2) Responsibilities of RSOs

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities. Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities.

## 3) Initiation Practices and Hazing

Although initiation practices can help new members become part of a group, they should not involve hazing. Hazing takes various forms, but typically involves endangering the physical health of an individual or causing mental and/or emotional distress through humiliation, intimidation, or demeaning treatment. Sometimes hazing involves pressure to drink alcohol, which can have a significant effect on one's physical and emotional health. If you or someone you know is being hazed, don't be afraid to report it to campus officials. You can also report it anonymously by calling the National Anti-Hazing hotline at 1-800-NOT-HAZE (1-800-668-4293).

If you plan on joining a group on campus, it's important to be informed and understand the risk of being hazed. Since hazing thrives on secrecy and deception, take appropriate action if you are exposed to any instances of attempted hazing. No one should be subjected to hazing as a condition for acceptance into a group.

## 4) Subtle Hazing

Behaviors that emphasize a power imbalance between new members/initiates and other members of the organization are termed “subtle hazing” because these types of hazing are often taken-for-granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/initiates on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/initiates often believe they need to endure subtle hazing to feel like part of the organization. (Some types of subtle hazing may also be considered harassment hazing). Examples include, but are not limited to the following:

- Requiring new members/initiates to perform duties not assigned to other members
- Socially isolating new members/initiates
- Line-ups and drills/tests on meaningless information
- Name calling
- Expecting certain items to always be in one’s possession, or taking possession of one’s items without asking for permission
- Expecting or requesting new members/initiates to be deprived of maintaining their normal class schedule and study time
- Sleep deprivation
- The assignment of meaningless and sometimes impossible tasks
- Required “greeting” of members in a specific manner when seen on campus
- Required carrying of certain items
- Required walking in groups to class, the dining hall, etc.
- Restriction of communication

## **5) Harassment Hazing**

Behaviors that have the potential to cause emotional anguish or physical discomfort in order to feel like part of the group. It can be viewed as confusing, frustrating, and/or causing undue stress for new members/aspirants/initiates. (Some types of harassment hazing can also be considered violent hazing). Examples include, but are not limited to the following:

- Verbal abuse, including berating of individuals
- Threats or implied threats
- Asking new members to wear embarrassing, humiliating, or uncomfortable attire
- Stunt or skit events with degrading, crude, or humiliating acts or language
- Expecting, requesting, or demanding new members/initiates to perform personal service to other members such as carrying books, running errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations or stimulations
- Expecting new members/initiates to be deprived of maintaining a normal schedule of bodily cleanliness
- Demanding or expecting new members/initiates to harass others
- Yelling or screaming at new members/initiates, using foul language at new members/initiates, or using language to create a hostile environment
- Personal servitude or chores
- Lineups for the purpose of interrogating, demeaning, or intimidating
- Assigning pranks such as stealing, painting objects, or harassing other organizations

- Forced confinement
- Being dropped off somewhere and forced to find their way back
- Violent Hazing
- Behaviors that have the potential to cause physical and/or emotional or psychological harm or trauma is considered violent hazing. Examples include, but are not limited to the following:
- Forced or coerced alcohol, or any other drug consumption
- Beating, paddling, pushing, shoving, or other forms of assault or blunt-force trauma including striking with fists or any other objects
- Forced or coerced ingestion of vile substances or concoctions
- Water intoxication or over-consumption of food or other substance
- Abuse or mistreatment of animals
- Expecting, demanding, or assigning of activities that are illegal (e.g., shoplifting) or unlawful or might be morally offensive to new members/initiates
- Forced or required conduct that could embarrass or adversely affect the dignity of the individual
- Abductions/kidnapping/holding against one's will
- Forced exposure to cold weather or extreme heat, regardless of appropriate protection
- Participation in physical activities such as calisthenics, exercises or other so-called games
- Total or partial nudity
- Compelled sexual activity
- Branding, cutting, labeling, or shaving parts of the body

#### 6) Reporting hazing

All students, including RSOs members, are required to report hazing behaviors. Hazing can be reported by:

- Submitting an online report by visiting the Dean of Student Office Website (<http://www.unco.edu/dean-of-students/>) and clicking on the "Reporting" button then clicking the "Report a Concern" link. *Note, you may report anonymously by scrolling to the bottom of the page and selecting "MySafe Campus."*
- Report over the phone by calling 1-800-NOT-HAZE (1-800-668-4293)

## SECTION 14: IMPORTANT CONTACT INFORMATION

If you find that contact information listed here is incorrect, please contact the Office of Student Organizations so that we may update this manual.

### **Campus Recreation**

(970) 351-2062

Campus.recreation@unco.edu

[www.unco.edu/campus-recreation/](http://www.unco.edu/campus-recreation/)

### **Canvas Support**

help@unco.edu

<http://www.unco.edu/canvas/canvas-support/>

### **Club Sports**

(970) 351-2936

brett.ford@unco.edu

[www.unco.edu/campus-recreation/programs/club-sports](http://www.unco.edu/campus-recreation/programs/club-sports)

### **Conference & Event Services**

(970) 351-2558

event.services@unco.edu

[www.unco.edu/events](http://www.unco.edu/events)

### **Dean of Students Office**

(970) 351-2001

dos@unco.edu

[www.unco.edu/dean-of-students](http://www.unco.edu/dean-of-students)

### **Dining Services**

(970) 351-2652

diningservices@unco.edu

[www.unco.edu/dining](http://www.unco.edu/dining)

### **Fraternity & Sorority Life**

(970) 351-2871

[www.unco.edu/fraternity-sorority](http://www.unco.edu/fraternity-sorority)

### **Housing & Residential Education**

(970) 351-2721

housing@unco.edu

[www.unco.edu/houosing/](http://www.unco.edu/houosing/)

### **Information Management & Technology**

(970) 351-2341

[www.unco.edu/information-management-technology/](http://www.unco.edu/information-management-technology/)

### **Marketing Specialist**

(970) 351-1367

jason.krukowski@unco.edu

[www.unco.edu/student-life/marketing-request.aspx](http://www.unco.edu/student-life/marketing-request.aspx)

### **Office of Student Life**

(970) 351-2871

[www.unco.edu/student-life](http://www.unco.edu/student-life)

### **Office of Student Organizations**

(970) 351-2906

clubs@unco.edu

[www.unco.edu/clubs](http://www.unco.edu/clubs)

### **Parking Services**

(970) 351-16971

parkingservices@unco.edu

[www.unco.edu/parking/](http://www.unco.edu/parking/)

### **Student Business Services Office**

(970) 351-1308 or (970) 351-1309

[janine.walker@unco.edu](mailto:janine.walker@unco.edu)

[emily.connor@unco.edu](mailto:emily.connor@unco.edu)

### **Student Senate**

(970) 351-1344

tim.hernandez@unco.edu

[www.unco.edu/student-senate](http://www.unco.edu/student-senate)

### **Technical Support Center**

(970) 351-2908

help@unco.edu

[www.help.unco.edu/](http://www.help.unco.edu/)

**Ticketing**

(970) 351-4640

[alex.hope@unco.edu](mailto:alex.hope@unco.edu)

**Title XI**

(970) 351-4899

[titleix@unco.edu](mailto:titleix@unco.edu)

[www.unco.edu/sexual-misconduct](http://www.unco.edu/sexual-misconduct)

**Transportation Services**

(970) 351-1243

[michael.stadler@unco.edu](mailto:michael.stadler@unco.edu)

[www.unco.edu/facilities/services/transportation-services](http://www.unco.edu/facilities/services/transportation-services)

**UNC Foundation**

(970) 351-2034

[uncf.information@unco.edu](mailto:uncf.information@unco.edu)

[www.uncfoundation.org/](http://www.uncfoundation.org/)

**UNC Police Department**

(970) 351-2245

[www.unco.edu/police](http://www.unco.edu/police)

**University Program Council**

(970) 351-4109

[besty.hendrick@unco.edu](mailto:besty.hendrick@unco.edu)

[www.unco.edu/university-program-council](http://www.unco.edu/university-program-council)

**University Relations**

(970) 351-2331

[www.unco.edu/university-relations](http://www.unco.edu/university-relations)

**Web Support**

(970) 351-2331

[evan.rattenborg@unco.edu](mailto:evan.rattenborg@unco.edu)

[www.unco.edu/web-support](http://www.unco.edu/web-support)



## SECTION 15: LOCATIONS OF PUBLIC BULLETIN BOARDS

### a. West Campus Bulletin Boards

#### Candelaria Hall

- 0100 (bottom floor)
- 1200 (main floor)
- 2000 (top floor)

#### Ross Hall

- C1300 corridor (English department)
- C0200 corridor
- C2200 corridor

#### McKee Hall

- 1<sup>st</sup> floor staircase
- outside computer lab 101
- 220-230 hallway
- 2<sup>nd</sup> floor staircase

#### Holmes Dining Hall

- Main Entrance

#### University Center

- Atrium
- Office of Student Life
- Office of Student Organizations

#### Michener Library

- Main Entrance

### b. Central Campus Bulletin Boards

#### Cassidy Hall

- First hallway to the left of main entrance

#### Gunter Hall

- Hallway of Gunter gym

#### Tobey Kendel

- Downstairs hallway

#### Kepner Hall

- Next to Coffee Corner
- Next to computer lab

#### Frasier Hall

- Several boards throughout building

#### Skinner Music Library

- At the building entrance