Student Organization Handbook

2022-2023

Student Engagement and Leadership

Colorado State University Pueblo

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General Disclaimer
Reasonable changes may be made to this handbook without notice at any time. Information regarding any changes will become available as soon as possible.

Section I: Student Organizations: General Information

Definitions

1. **Recognized Student Orgs (RSO):** An entity that is initiated and directed by a group of current CSU-Pueblo students who share a common vision in promoting an extracurricular or co-curricular mission that enriches campus or community life and personal development. Student Orgs must be registered with Student Engagement and Leadership (SEAL) and on Lighting Link in accordance with these policies and procedures.

2. **Membership:** Active membership in Recognized Student Orgs shall be limited to registered students from the CSU-Pueblo campus. Active members may participate at all levels in the organization's activities (beyond membership registration and payment of financial obligations) as determined by the organization. Membership shall be on a completely volunteer basis and shall not be the basis of academic credits nor shall any coercion be used forcefully to maintain membership.

Note: The Student Org Director has the authority in the interpretation of Student Org policies and guidelines, including, but not limited to exemptions and exceptions. The Assistant Dean of Student Engagement, Events, and Leadership has this authority in the absence of the Director. The Dean of Student Affairs has the final authority over all issues involving RSO's. In addition to the rights, assured to CSU Pueblo Students (as outlined in the *Student Conduct Code*), Recognized Student Orgs and its officers and members must meet the following requirements. If your organization is concerned about meeting the requirements for recognition, please contact the Student Org Director immediately to discuss possible solutions.

Responsibilities of a Recognized Student Org (RSO)

1. RSO's must have at least one CSU-Pueblo faculty/staff advisor.
2. All Presidents from Student Organizations must be part of the Presidents Council and comply with the policies.
3. RSO's must have at least four officers who are current CSU Pueblo students who are enrolled in at least six (6) credits per semester with minimum cumulative GPA's of 2.0.
4. All officers must be in good standing with the University.
5. RSO's must have a mission statement and constitution uploaded on Lighting Link.
6. RSO's must have an up-to-date Lighting Link profile.
7. RSO's must sent at least one officer to all mandatory trainings
8. RSO's must renew their organization every year
9. Student Orgs who collect monies in the form of fundraisers, donations, dues, etc. must maintain a university 900 account through SEAL. University and state fiscal rules state

that no Student Orgs affiliated with CSU Pueblo are allowed to have outside savings or checking accounts.

10. Student Orgs are responsible for all account activity, including overdrafts.
11. Student Orgs will be assigned a university 900 account when requested. All financial transactions (including fundraising, purchases, and other activities) must be conducted through use of the Student Org's University 900 account. Hence, SEAL is responsible for setting up the Student Org's University 900 account. Only the Student Org's advisor is authorized to complete financial transactions.
12. Student Orgs must be unique and substantially different entities. The extent of such uniqueness shall be demonstrated through differences in members, officers, advisors, and/or the mission statement of the Student Org. The Student Org Director will have the authority to decide if a Student Org is a duplicate and/or similar to any other Recognized Student Org, campus department, or program.

Benefits of Recognition

1. Access to Student Organization Funding (SOF) Grants which aid in operation, programming, and travel expenses of your organization
2. The ability to use the University's name in the title of the organization
3. The ability to use the University's logo on promotional and other materials
4. The ability to use the University's tax id number for the purposes of proving tax exempt status
5. The ability to request permission to host a raffle on campus
6. The use of University facilities and space at no charge
7. Access to information regarding University awards and nomination processes for organizations and individual members
8. Free use of basic office supplies from SEAL such as file folders, pens, stapler, etc.
9. Free use printer machine.
10. The privilege to conduct fundraising activities.
11. Eligibility for Lighting Link page
12. Access to a Student Org University 900 Account

Student Org Categories

A list of current RSO's are published according to the following categories on Lighting Link:
1. Academic Organization
    • Organizations with an academic interest
    • Organizations that promote development in a particular academic area or discipline
2. Cultural Organization
    • Organizations with a Diversity or Multicultural interest

- Organizations that encourage and support the various cultural and diverse interests of students including race, background, personal identity, sexual orientation, gender, etc.

3. Campus-Life Organization
   - Organizations with an Entertainment, Social, or Media interest
   - Organizations that provide social and media outlets for on campus projects and membership requirements generally include a commitment to work for and/or an interest in a particular cause or project

4. Honor Society
   - Organizations affiliated with a National Professional or Academic Society
   - Organizations that recognize high level of academic achievement and generally require a demonstrated interest in a particular career or academic discipline and membership requirements may include a certain grade point average, leadership and involvement experience, credit hours, or academic discipline

5. Specific Interest Organization
   - Organizations with a Religious, Political, or Social Action interest
   - Organizations with a focus on any general area of interest, topic, or special issue including social, political, or serve as a support for students of a particular religious denomination

6. Limited Membership Organizations
   - Organizations with an affiliation with a national Fraternity and Sorority
   - Organizations recognized as social Greek-Letter Organization and exempted by Title IX or have a process for membership selection which is not academically based

Section II: Student Org Policies and Procedures

At CSU Pueblo, Recognized Student Orgs (clubs and honor societies) serve a valuable and educational function, offering students the opportunity to join in academic/professional, honor, political, service, social, cultural and/or spiritual groups, and societies. RSO's allow students to assume various leadership roles that provide insight to further the mission of the group and contribute to the personal development and enjoyment of members within the context of the broader teaching, research, and service missions of CSU-Pueblo. These opportunities offer students a chance to become more involved with their campus community, adding an experiential component to their educational experience.

CSU-Pueblo has established a process to define the basis of the relationship between the University and RSO's and the responsibilities and privileges afforded to RSO's. The registration process serves many purposes. First, it offers structure by providing parameters in which organizations can function. It spells out responsibilities for groups that the University expects them to fulfill. Second, it establishes a communication pattern between organizations and Student Engagement and Leadership (SEAL) that may support and add stability to organizations. Finally, it outlines consequences for groups that choose not to exist in accordance with these guidelines.

All RSO's are responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the University, the CSU Pueblo *Student Conduct Code*, and Student Org policies. RSO's will be held accountable for the actions and behaviors of their members or guests at their functions.

It is the responsibility of the Student Org to familiarize themselves with the contents of the Student Org Handbook. Officers should take responsibility to inform others in the organization about University policies affecting their group. Any change in officers, advisors, and/or constitution should be promptly submitted to SEAL and on Lighting Link.

Lighting Link
All RSO's are responsible for maintaining up-to-date information on Lighting Link. Lighting Link is the official means of communication between SEAL and RSO's. In this regard, it would be wise to forward your Lighting Link and University emails to your desired email account.

Communication and Publicity Agreement
RSO officers and advisors agree to maintain open communication with SEAL and abide by all Student Org and University policies and procedures. Officers' directory information may be released to the public. If information is not to be released, please notify SEAL. By registering a RSO, the full RSO membership herby gives CSU Pueblo consent to the use of all digital images, photographs, videotapes, or film, taken of the RSO and/or recordings made of their voices and/or written extractions, in whole or in part, of such recordings or musical performance representing

CSU Pueblo and/or others with its consent, for the purposes of illustration, advertising, creating derivative works, or publications in any manner.

Non-Discrimination Policy
CSU-Pueblo complies with all federal laws, executive orders, and state regulations pertaining thereto and does not discriminate based on disability, race, color, religion, national origin, age, sex, sexual orientation, or veteran status, except in the case of designated organizations which are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.

Anti-Hazing Policy
In keeping with its commitment to a positive academic environment, the CSU Pueblo community is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among peers within RSO's are a guaranteed right that all students possess, regardless of race, religion, gender, sex, sexual orientation, accessibility, or national origin. Hazing is a *Student Conduct Code* violation and a crime in Colorado.

Hazing is defined as any action taken or situation created intentionally, whether on or off University property, by either Greek-letter Organizations, Student Orgs, Club sports, Athletic teams, individual students, or student groups, to produce physical or emotional discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule.

Hazing encompasses any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. Hazing can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to, or affiliation with, any Student Org.

The President, Captain, or person "in charge", and students may be charged with a violation of this hazing policy. If hazing is confirmed, the student(s) may be dismissed. The RSO may also lose privileges and/or recognition status. RSO's are strongly encouraged to have their preinitiation and other activities reviewed by their advisor and/or the Student Org Director, to determine if they promote positive character development. RSO's may develop additional policies and procedures that are more specific to prevent incidents of hazing within their membership. Engaging in the above activities may result in sanctions imposed by the Office of Student Conduct and Case Management. Questions concerning this policy should be referred to the Student Org Director.

The following examples are defined as hazing and are strictly forbidden. This list is by no means comprehensive.
General rules:
1. If you must ask if it is hazing, it is.

2. If still in doubt, call your Advisor/Coach/National office.
3. If you allow hazing to occur, you are a 'hazing enabler'.
4. Failure to prevent hazing could result in serious injury or death.

Subtle Hazing

Subtle Hazing actions are against accepted standards of conduct, behavior, and good taste. An activity or attitude directed toward a member or an act that ridicules, humiliates or embarrasses. Examples include (but are not limited to) the following:
- Neglecting new member(s)
- Calling new members "pledgie" or any other demeaning name
- Silence periods for certain members
- Any form of demerits
- Initiating writing progress reports on new members
- Requiring certain members to address officers as Mr., Miss, etc.
- Scavenger hunts for meaningless objects
- Tasks/privileges only assigned to certain members
- Requiring new members to carry items everywhere they travel
- Scaring new members with what may happen at initiation
- Deprivation of privileges

Harassment Hazing

Harassment Hazing is defined as anything that can cause mental anguish or physical discomfort to a member that might confuse, frustrate, or cause undue stress on them. Examples include (but are not limited to) the following:
- Verbal abuse
- Paddling
- Forced calisthenics
- Coerced physical activity causing excessive fatigue
- Forced consumption of food, alcohol or drugs
- Physical or psychological shock
- Exposure to extreme weather conditions
- Any form of questioning under pressure or in an uncomfortable position
- Stunt or skit nights/events with demeaning and/or crude skits and/or poems
- Requiring pledges to perform personal service or activities such as carrying books, running errands, performing maid duties, etc.
- Participating in morally degrading/humiliating games, activities or public stunts
- Publicly wearing apparel and/or partaking in stunts not normally considered being in good taste
- Activities that interfere with the policies and regulations of SEAL
- Activities that engage in discrimination of any form
- Stranding members far from campus

- Confinement in any room or compartment
- Acts of vandalism or acts that aid and abet vandalism or the destruction of property
- Engaging in behavior that is in violation of University regulations or state and federal laws

(Adapted from Metropolitan State College of Denver's Student Org Handbook, 2003)

Failure to Adhere to Regulations

SEAL will periodically review RSO's to ensure compliance with policies. SEAL reserves the right to impose sanctions against any RSO, officer, and/or members. Concerns regarding student conduct may be referred to Student Conduct and Case Management.

Sanctions

SEAL and/or Student Conduct and Case Management may determine if a sanction is warranted via a review. Moreover, depending on the severity of the violation impose any of the following sanctions deemed appropriate:
1. Place the RSO on probation with full privileges
2. Place the RSO on probation with restricted privileges
3. Suspend the RSO without privileges
4. Revoke the RSO permanently

Appeals

Letters of appeal for sanctions may be submitted to the Dean of Student Affairs within seven days of judiciary sanctions has been deliberated.

Authority

The Student Org Director makes the final decision regarding the registration and recognition of a Student Org in accordance with these guidelines and may grant certain exceptions or make additional necessities on a case-by-case basis. SEAL is the University department that oversees all Student Org operations, programs, and travel for Student Orgs when utilizing SOF Grant funding, but is not responsible for RSOs' actions.

Section III:
Leading a Student Org

Building your Student Org begins by understanding the roles of each officer position within your Leadership Team. In this section, you will find a guideline of the potential responsibilities and roles of each officer position. Please note that it is up to the officers to assign additional responsibilities to each officer position or members as it relates to your Student Org.

The Executive Board of a Recognized Student Org (RSO) serves as the Leadership Team of each organization. Typical Leadership Teams include a President, Vice President, Secretary, Treasurer, and advisor, but many organizations have executive boards that reflect their diverse interests. The **President** is the primary contact and face of the organization. This person should exemplify what the organization stands for and act as its representative. The **Vice President** often acts as "fill-in" for the President and connects the internal organization members and leaders. **Secretaries** record minutes and often manage the membership and database information for the organization. **Treasurers** manage the organization's spending and incoming funds of the organization. The **Advisor** shares knowledge about the University, personal experiences and can assist the RSO in its operation.

Each RSO's constitution should outline the basic role of each officer. Even though an organization's constitution states some specific position responsibilities, each officer has the liberty to personalize their position. Individual interest areas and skills often determine the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what their basic responsibilities are.

General Responsibilities of Officers and Members
1. Officers and members must adhere to all policies found in the *Student Conduct Code*
2. Officers and members shall abide by University regulations, as well as federal, state, and local laws.
3. Officers and members must abide by all SEAL policies, guidelines, and requirements and should work with SEAL staff to comply with these requirements.
4. Officers and members are not permitted to host or sponsor events that incorporate the consumption of alcohol (this includes cash bar, bring your own beer/alcohol, or open bar). The Dean of Student Affairs may grant exceptions on a case-by-case basis if the purpose of the event is of educational value.
5. Officers and members are encouraged to improve their leadership skills through attendance at available workshops and other opportunities provided by SEAL and other University Departments.
6. Officers and members must have an up-to-date Lighting Link page.

President

The President (or other designated primary officer) should:
1. Be a current CSU-Pueblo student.
2. Provide guidance, direction, and support for the Student Org in pursuit of its goals and objectives
3. Be awarded specific powers to call a general or special meeting and be responsible for the conduct of such meetings
4. Be awarded the power to appoint all committee chairpersons, if not elected
5. Present all motions to the members present
6. Be present at 90% of the meetings
7. Represents the organization at official functions
8. Update Lighting Link page
9. Maintain contact with SEAL and Student Org Director
10. Other duties and tasks you can add in relation to this position can include, but are not limited to:
    a. Oversee the responsibilities and actions of each officer position
    b. Obtain appropriate facilities for activities
    c. Complete annual RSO renewal form
    d. Maintain contact with the advisor
    e. Maintain contact with alumni
    f. Vote in cases of ties
    g. Oversee activities for organization
    h. Maintain contact with affiliated organizations or departments
    i. Maintain contact with national organizations, if applicable
    j. Remain fair and impartial during organization decision-making processes
    k. Delegate organizational tasks as deemed necessary

Vice President

The Vice President (or secondary officer) should:
1. Be a current CSU-Pueblo student
2. Assume the duties of the President in the event of President's absence
3. Preside at all meetings and functions in which the President cannot attend
4. Update Lighting Link page
5. Present all motions to the members present
6. Be present at 90% of the meetings
7. Other duties and tasks you can add in relation to this position include, but are not limited to:
    a. Plan new officer's orientation and organization retreats
    b. Coordinate organizational recruitment efforts
    c. Represent the organization at official functions
    d. Coordinate elections
    e. Maintain contact with the advisor

  f. Maintain contact with affiliated organizations or departments

  g. Remain fair and impartial during decision-making processes

Treasurer

The Treasurer (or financial officer) should:
1. Be a current CSU-Pueblo student
2. Keep accurate records of all financial transactions of the organization
3. Collect membership dues
4. Update Lighting Link page
5. Keep a current account of the financial status (annual budget) of the organization and arrange debt repayment
6. Be familiar with policies and procedures
7. Oversee all fundraising activities
8. Other duties and tasks you can add in relation to this position include, but are not limited to:
    a. Prepare and submit Treasurer's Reports to the membership at each meeting
    b. Prepare all budget requests for funds, including SOF Grant proposals
    c. Be familiar with general accounting procedures
    d. Advise members on financial matters (i.e. budgets, fundraisers)
    e. Collect, record, and deposit all dues or funds
    f. Keep organized financial records
    g. Maintain contact with advisor
    h. Pay bills and reimburse expenses

Secretary

The Secretary (or administrative officer) should:
1. Be a current CSU-Pueblo student
2. Keep an accurate record of all proceedings of the organization
3. Maintain and update membership roster on Lighting Link
4. Be responsible for notifying all active members of all meetings
5. Provide copies of minutes to members present at each meeting
6. Other duties and tasks you can add in relation to this position include, but are not limited to:
    a. Keep a record of all members and activities of organization
    b. Help build the agenda for each meeting
    c. Distribute agendas at each meeting
    d. Prepare the calendar of events

   e. Help in the coordination of events and programs

<u>Active Members</u>

Role of Active Members:
Membership plays key roles in executing the mission and goals of each organization. As members of a RSO, you must work with your executive board to learn the goals and plans for the organization. Contribute your ideas to the group to build a history and successful RSO.

Members should use Lighting Link to learn more about the organization and find ways to contribute. Membership in RSO's can build stronger communication, leadership skills, and experience while contributing to the vibrant student life at CSU-Pueblo.

Some students are members of multiple RSO's on campus. Be sure not to spread yourself too thin by joining too many groups. Although members have less responsibility than the leadership team, each RSO relies on their members to contribute and be involved with their organization.

<u>Advisor</u>

The role of an advisor can vary widely depending on the needs of the RSO. To fulfill these needs, it is recommended to openly discuss the areas where you will be needed the most and how much time you will be able to dedicate.

The Advisor should:
1. Attend meetings whenever possible.
2. Assist in identifying program purpose.
3. Assist in planning and implementing programs and events and to refer officers and members to appropriate university resources.
4. Be aware of and assist in the management of its general and financial operations.
5. Be available for consultation and mentorship to advise in organizational-related problems or issues.
6. Encourage all officers and members to participate and collaborate as a team.
7. Do not let personal goals and/or motives interfere with or influence group decisions, activities, or goals.
8. Provide constructive feedback where appropriate.
9. Stay up to date on what is occurring within the organization and in the campus community.
10. Attend functions that meet one of the following criteria:
    a. Admission is charged at the door

    b. The event takes place "after hours"

    c. The event is an official University dance, party, or concert

    d. The event is a fundraising event

    e. When asked to be in attendance either by the officers and members or Director.

11. Student Org Advisor must notify SEAL in the event the Student Org has decided to or has ceased to function

12. If an advisor chooses to resign or is asked to resign:

    a. It is the responsibility of that advisor to notify SEAL

    b. Officers have thirty (30) days to find a new full-time faculty/staff advisor

    c. The outgoing advisor must serve until a successor has been appointed. If, for any reason, it becomes impossible to continue as the advisor, notify SEAL

13. Be honest in offering suggestions, considerations, or ideas, and discussing possible consequences.

14. Be familiar with the organization's history.

15. Help in training new officers and help them develop leadership skills. 16. Be prepared to deal with major problems or emergencies within the organization.

Welcome to the Online World of Lighting Link

Lighting Link is an internet-based social media program comprised of many tools and resources to assist your RSO in its day-to-day operations. Lighting Link is a great tool to connect students to your RSO, enhance your organization's relationship with other RSO's and the Student Organization Team.

How can Lighting Link Benefit my RSO?
1. Bulletin Board
- Lighting Link has a bulletin board on the homepage highlighting upcoming events
- Events posted by your RSO can be placed onto a community-wide bulletin board that is visible to all RSO's, SEAL, and general members

2. Communication Tools
- Discussion forums, mass text messaging, email, and polling can be performed through Lighting Link in order to increase communication across campus and in the community

3. Event Management
- Create an event and post it onto the community calendar
- Use the to-do list tool to delegate responsibilities to your members and officers

4. Online Forms
- A number of forms and files are available to aid in managing your RSO
- SOF grant applications and RSO renewals are completed via Lighting Link

5. File Cabinet & Contact Books
- Manage community contacts established by your RSO
- Files, photos, and videos can be uploaded to your organization's Lighting Link page
- Keep your alumni active

Creating a New RSO

Before filling out all necessary forms to create an RSO, it is recommended to meet with the Student Org Director to discuss vital information and requirements to create and maintain a RSO.

Creating Your Mission Statement
The SEAL and Student Org Team staff recommends your executive board examine your mission statement each year to identify any possible revisions. Compare it to the University and SEAL's mission statement.

Does your mission support ours?   No/Yes
Does your mission drive the University ideals?   No/ Yes

The Importance of Mission Statements

A mission statement defines the purpose of the organization and the values and ethical principles by which members aspire to live. Mission statements provide a foundation by which the organization should operate and create goals. It is very similar to the statement of purpose, found within the organization's constitution, but is broader in scope and connects the organization's purpose with the University and SEAL. Creating and integrating an empowering mission statement takes time and commitment. You should refer to CSU-Pueblo's Mission Statement and consult the following list of statement characteristics as a guideline:

An Empowering Mission Statement
- Focuses on contribution and worthwhile purposes
- Should be created by the organization's members and executive officers
- Is based on timeless principles
- Contains both vision and principle-based values
- Addresses the needs of all participants
- Includes fulfillment in physical, social, mental, and academic dimensions
- Is written to inspire you – not to impress anyone else

If you need guidance in writing or revising a mission statement, a Student Org Team member can help in this process.

Ideas for your Mission Statement:

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_____

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_____

Colorado State University Pueblo Mission Statement

Colorado State University Pueblo is committed to excellence, setting the standard for regional comprehensive universities in teaching, research, and service by providing leadership and access for its region while maintaining its commitment to diversity.

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SEAL Mission Statement
The Student Engagement & Leadership office cultivates a sense of belonging and connectedness in the university community by empowering and educating students through co-curricular activities, leadership development, and civic outreach.

Student Org Team Mission Statement
Student Orgs offer opportunities for students to assume various leadership roles in carrying out the mission of the group and contribute to the personal development and enjoyment of their members within the context of the broader teaching, research, and service missions of CSU Pueblo. These opportunities provide students a special experiential component to their lives and contribute a range of perspectives to the overall University community, thus enriching the campus environment.

What is your Student Org's Mission Statement?

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Writing a Constitution
The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the bylaws.

PREAMBLE
This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the organization.

ARTICLE I. NOTE

Section 1. What is the exact title to be used in addressing this organization?

ARTICLE II. PURPOSE

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, or political organization? Why was the group founded?

Section 2. This section should include a statement of the group's willingness to abide by established policies.

ARTICLE III. MEMBERSHIP

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member?

Section 2. Can a member remain in the organization if she/he fails to pay dues? Section 3. Nondiscrimination clause should include the following: race, color, creed, sex, disability, or sexual orientation.

ARTICLE IV. OFFICERS

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included. What are the duties of the faculty advisor?

ARTICLE V. OPERATIONS

Section 1. How are officers elected? What type of ballot? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How many officers are removed? You may clarify the role of your advisor. Policies pertaining to the time, location of organizational meetings.

ARTICLE VI. FINANCES

Section 1. How will the organization finance its activities? Will the organization use membership dues or perhaps receive funding from SOF or their department?

ARTICLE VII. AMENDMENTS

Section 1. How are amendments to be proposed and by whom? Do you want to provide a delay before voting on amendments? How are amendments to be voted?

ARTICLE VIII. RENEWAL

Section 1. In accordance with established policies and procedures, this section should contain a statement that specifies a date for annual renewal. This date should be one month after your organization's elections.

BYLAWS (Optional)

Constitutions may also include a "Provision for Bylaws" article or a clause pertaining to the establishment of bylaws. The Bylaws might include some of the following items:

- Standing committees of the organization
- Ad Hoc Committees of the organization, which are established for a single purpose, or 1year commitment. Such committees will be eliminated from the bylaws once abolished or defunct
- Structures/purposes of committee

Membership Recruitment

Membership recruitment is vital to ensuring the continuance of support, stability, and expansion of your RSO. New members bring in fresh ideas, encourage organization promotion, and may assume leadership roles. The key to targeting potential members is determining what you can provide for them that they cannot obtain by themselves. Below is a list of suggestions that can help in your recruitment efforts. However, keep in mind that you should also develop other methods that further target your organization's mission and goals.

Target members who share common interests

☐ Many students will search for social groups that pertain to the career field they are pursuing. Try to target those groups whose interests correlate with your organization's mission and goals.

Set recruitment goals

- What kind of recruitment efforts will it take to gain the attention of these potential members?
- How many new members would you like to have?
- How many members will it take to accomplish your organization's goals?

Develop various forms of advertisement

- Flyers, brochures, banners, email digest, sign-up sheets, Lighting Link, ThunderWolves' Howl, etc.
- What do you put on your advertisement (Information about the first meeting,

mission, goals, objectives of the organization, benefits of joining)?

Get current members involved in recruitment efforts

☐ Students like insight from members' point of view ☐ Service involvement

Correlate your efforts with other campus events

- SEAL hosts various events on campus that your organization can take part in and encourage membership recruitment
- Athletic games and events

Plan an orientation event for new members

- How will you introduce the new members to your organization?
- PowerPoint Presentation, membership packet
- Icebreakers to let the new members meet the current membership

- Brainstorming session to give members
  a chance to express their opinion about
  the organization's objectives

Recruitment Tips
- Organize the accomplishments and activities of your organization into a list and make it available to your prospective members. A scrapbook/photo album of your activities and awards is an excellent way to show members in action.
- Invite prospective members to your meeting or other exciting program (in groups or one on one). Be sure that prospective members do not sit by themselves. Have members greet them and invite them to sit with the group.
- Provide food.
- Hold an informal open house or picnic and have each member invite a non-member. Creating a buddy program, which pairs underclassmen with upperclassmen, is a great way to develop friendship.
- Invite a former student who was involved in your organization as a speaker. Look for someone who was a state or national officer or committee person, or someone who attended a recent convention for your organization. Have them discuss their involvement and how it affected their personal and professional growth.
- Hold action-oriented programs. Involve new and prospective members in community health projects.
- Emphasize the positive achievements of your organization.
- Invite your organization national officers to visit your school to meet with faculty and students.
- Attend Associated Students' Government meetings and be involved with University actions and developments.
- Use colorful recruitment posters and strategically place them. Have a membership recruitment poster contest.
- Design bulletin boards depicting activities and projects.
- Select someone from your group to approach your local radio and TV stations for help in recruiting publicity.
- Get involved with other RSO's and Club Sports.
- Invite local restaurants to sponsor parties for incoming students.

Answer the following questions about your recruitment process.
1. What motivates potential new members to join?

   _____

   _____

2. What methods can you use to attract new members (brochures, web posts, activities, etc.)?

   _____

_____

3. What things need to be done or established before recruitment starts?

_____

_____

<u>Running an Effective Meeting</u>

Maintaining the integrity of your RSO through the eyes of your members begins by providing information for them in an organized, efficient, comprehensible, and effective manner. Utilizing the fundamentals of parliamentary procedure, creating an agenda for your meeting, and informing your members (and even potential members) of your meeting times will enhance the quality of your RSO.

Promoting your meeting times and dates
1. A meeting flyer that lists the date, time, location, and information about your RSO.
2. A calendar listing the days you will be meeting for the semester provides a way for members to clear their schedules ahead of time.
3. Send an email to your members to remind them about your meeting. You can include the agenda within the email and other important information.

Developing an agenda for your meeting
The procedure for creating an agenda should follow the guidelines established by your RSO's constitution. Some additional notes to follow while conducting your meeting include:
1. Make sure the Secretary records the minutes of each meeting. The minutes should include:
    a. Time when meeting was called to order and adjournment
    b. A breakdown of the orders of business presented during the meeting
    c. Notes on any important decisions or votes made during the meeting
    d. Names of the members who motioned to adjourn
2. Record membership attendance at each meeting (sign-in sheet).
3. After your meeting has been conducted, you can leave extra copies of your agenda in a place where your members who could not attend can access it.

Running the meeting via Robert's Rules of Order
Following the basic guidelines of parliamentary procedure will help ensure that your meeting is conducted formally, all votes performed during the meeting are bona fide, and the information

you bring to the meeting is properly presented. Some very essential rules must be followed to ensure the correct use of Robert's Rules:

1. You must have quorum, meaning that you have ¾ of your members present to make a vote official.
2. There is no food or gum during the meeting.
3. When meeting is proceeding and it is your turn to speak in accordance with your information on the agenda, you must stand while speaking/presenting. It makes it easier for everyone to hear.
4. The President is not a voting member. They are there to direct the meeting and must remain unbiased. They are the only members not allowed to vote and must keep the meeting on time and productive.
5. Abstaining members such as alumni and advisors do not vote and are allowed to collect votes written on paper by voting members.

Any motion or discussion can be tabled until the next meeting. The following is a list of the basic rules for Parliamentary Procedure and Robert's Rules of Order:

1. **Motion-** A motion is a formal proposal by a voting member, in a meeting, that the assembly take certain action to make sure an issue is voted on and put to rest. Usually the director of the meeting will inform the organization's members to make a formal motion.
2. **Main Motion-** This is the basic form of a motion – The motion is brought to the entire organization to be voted upon by voting members only and is introduced with the expression, *I move to…* (Example: *I move to open discussion about the upcoming fundraiser event*).
3. **Seconding a Motion-** Once a motion is put into effect, another member, before a ¾ vote can be taken into account, must second it.
4. **Stating of the Question-** Once a motion is seconded, the director of the meeting, (usually the President), restates the motion to put the motion in effect before the assembly and open it for debate (Example: *A motion is placed on the floor to open discussion about the upcoming fundraising event. All in favor please raise your right hand* (The President takes count of hands and moves on if the majority is in favor of moving forward with the motions). *All opposed please raise your right hand* (the President has to ask if anyone opposes and ensure that every voting member has raised his or her right hand). In addition, the President must ask for any abstentions in attendance to the meeting. Once the count has been taken, the motion will begin in progress with a discussion followed with a vote.
   a. **Handling a Motion-** Six steps in which the motion is brought before the assembly.
      i. A voting member makes the motion by stating, "I move to…."
      ii. Another member seconds the motion.
      iii. The President then restates the question
         • The motion is up then for debate and can be adopted or rejected by the assembly

iv.   Members debate the motion (including the member who brought the motion to the floor). Members can only speak up to two times on a single motion unless the motion is open for discussion. At this time, anyone can speak on the matter at hand.

v.   After the members debate, a motion must be put into place to close discussion and seconded.

vi.   The question is then put to vote by the chair. Voting is normally performed by a raise of hand, but can also be done by secret ballot. Voting requires either an affirmative (aye) or a negative (no) or a raise of hands. Note: a negative vote must be called even if the affirmative vote was clearly a majority (for some common motions see table below to see if more than a majority is needed).

vii.   The chair then announces the result of the vote:

- Stating who has it (the ayes or the no's)
- Declaring if the motion has been adopted or lost
- Stating how the motion will be executed
- The chair then announces the next item of business 5.
  Adjournment of Meeting- Before adjuring, make sure the following items are completed:

a.   All agenda points have been covered

b.   Gave time for officer reports

c.   Allowed membership to inform the organization

d.   Restate any duties or responsibilities that need to be done before next meeting

e.   Set up a day and time for the next meeting

To do this:	You say this:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Call meeting to order	"I now call this meeting (state date and time) to order"	No	No	No	No	No vote	No
Introduce business	"I move that…"	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	"I move to amend the	No	Yes	Yes	Yes	Majority	Yes

	motion by…”						
Give closer study of something	“I move to refer the matter to committee”	No	Yes	Yes	Yes	Majority	Yes
Adjourn a meeting	“I move to adjourn the meeting”	No	Yes	No	No	Majority	No

(Adopted from The Official Robert's Rule of Order Web Site: http://www.robertsrules.com and Auburn University's Student Org Handbook, 2008)

Leadership Transition

Making the transition from the outgoing to the incoming leadership is the responsibility of both the outgoing and incoming leadership. The passage of knowledge, experience, accomplishment, and goals to your incoming officers will give them the information, advice, and confidence they need to run the RSO successfully. The following suggestions may prove helpful in your leadership transition process.

Start early
1. Identify potential officers early in the year.
2. Encourage these potential officers through personal contact. Develop their leadership skills and explain to them the benefits of running for an elected position and the responsibilities involved.
3. Create and maintain a list and contact information of all your current and alumni members.

Elections
Transitioning a new executive board has to begin with elections. Every elections process should begin with a timeline. Some RSO's provide interest sessions for those curious about running for a board position.

Advisor
Your attendance should be required during the elections. Showing your support during these meetings will give you the opportunity to see students' interest in positions and display your involvement with the organization. The length of the elections process itself will vary depending on how many positions are available. An option is to have a moderator run elections. This person will facilitate the elections and have control over the entire process. This person's main responsibility will be to control the time of the election process.

Inauguration

The installation of the newly elected executive board should occur by the spring semester, at least two weeks before the end of the academic year. When inaugurated by the existing board, the new executive board should assume control of all of the responsibilities pertinent to their elected position. A shadowing period with the outgoing executive board can allow the new executive board members a sneak peak of what their new position entails.

Retreats

Retreats offer the opportunity for motivation, evaluation of organizational goals, bonding time for the new board, and program planning for the new academic year. Some organizations invite past executive board members to help with the translation of information. Visit page 30 of this handbook for more information. Topics to consider covering at the retreat are:

- History
- Challenges to be faced
- What I wish I knew
- Executive board-Advisor relationship ☐   What could have been done better?
- Available resources
- Time management
- Team builders
- Realistic goals for the upcoming year
- How to handle stress
- Budget
- Responsibilities
- Membership recruitment

<u>**Officer Transition Evaluation Form**</u>

The purpose of this evaluation form is to help ensure that incoming officers are ahead of the game when they begin the year as the new executive board. Before you start, try to think of the things that would have made your position easier had you known them at the beginning of your term. By doing this, new officers will be able to pursue new avenues without falling back on the same troubles you faced.

| Officer Name: _____ Organization Name:_____ |
| Date(s) of Term(s) Held: _____ Position:_____ |
| Phone:_____ Email: _____ |

What three things (meetings, events, fundraisers, conferences, services, etc.…) were the biggest successes for your Student Org?

1._____

2._____

3._____

What three things were the biggest drawbacks to your organization? What could you have done to improve them?

1._____

2._____

3._____

If you were a potential member, what might you look for that are currently not provided by this organization (but could be)?

_____

_____

What ideas were not implemented in your term that you wish could have been done?

_____

_____

Going into this position, what are some of the main things that you wish you would have known?

_____

_____

What is the best advice you have for the next person in this position?

_____

_____

New Officer To-Do List

Spring, before summer break
- [ ] Complete renewal form
- [ ] Debrief between old and new officers
- [ ] Get information/documents from the outgoing officers
- [ ] Budget report from the year or other account information
- [ ] Contact names and phone numbers used over the past year
- [ ] Historical information about your organization

List of past year's events

- [ ] Roster of past and current members

- [ ] **Over the summer**
- [ ] Think about what you would like to accomplish during your term in office
- [ ] Where would you like to see the organization at this time next year?

Sign up for Student Involvement and Employment festival and prepare booth
Think of other ways to recruit new members
- [ ] Brainstorm ideas for the next academic year (fundraisers, events, leadership development, service projects, teambuilding, etc)

Beginning fall semester
- [ ] Meet with advisor to discuss upcoming year
- [ ] Schedule, reserve space for, and promote your first meeting
- [ ] Attend Student Organization Summit
- [ ] Continue recruitment efforts
- [ ] Begin planning and scheduling your entire year
- [ ] Contact SEAL if you have any questions

(Adapted from Creighton University's Student Org Officer Guide, 2007)

<u>Student Org Retreats</u>

Upon electing a new leadership team into office, a great way to hand the organizational torch over to the new team is through a retreat. A retreat acts as a formal event for your leadership transition, allows your new officers to sit down with the previous leadership team to discuss the difficulties encountered and goals not reached, a chance to plan out the activities and events for the upcoming year, and create an environment for your new officers to bond and learn to cooperate effectively as a team. Retreats can vary widely from a simple meeting to a full weekend getaway. Whichever end of the spectra you decide, try to choose a place where you can work quietly and efficiently.

Purpose of a retreat
1. Determine what you will accomplish at your retreat
   - Team building, event planning, goal setting, Lighting Link prep, maintaining the organization's history
   - Who will attend the retreat?

Organizing the retreat

2. Budget
   - Review your budget to see what you can afford
   - SOF grants can be requested for your retreat
3. Facilities and food
   - Will the retreat be on or off campus?
   - Make the proper accommodations to suit your needs and budget
   - How many meals will you need to budget for?
4. Transportation
   - If the event is off campus, members should be provided with adequate transportation
5. Recreation
   - As part of your retreat, you can set up a fun activity that provides a bonding experience for your new leadership team

Conducting the retreat

6. Resources for the activities
   - What will be required for the activities you want to put on?
7. Evaluation of the retreat
   - Providing some form of evaluation is important in giving officers an overview of what portions of the organization need improvement and what goals were not accomplished

Section IV:
Event Planning

Programming Basics

Programming events can serve as publicity for your RSO and lead to an increase in membership or co-sponsorship with other entities. These programs are also what create campus life. Programming includes everything ranging from a bake sale to a concert, and each event needs to be planned out according to its specific needs. The following is a general guide intended to help with your programming.

Whom does your program target?
Each event should have a defined target audience. A large target audience could be the entire campus, for example: having a bake sale in the LARC or a performance on the OSC South Patio.

Whom are you bringing to your event?
If your event includes bringing speakers or performers, you need to consider their transportation, technical, and hospitality accommodations. For someone traveling from out of town, make sure to arrange all details before their arrival. This includes lodging, transportation, and meals if their contract stipulates such.

Who is going to help staff your event?
Every event needs people to help run things. Make sure that the person running the event is onsite to ensure that he/she is able to handle any potential obstacles that may arise. Use your members or professionals to staff events. Do not be understaffed; this may make your organization look disorganized.

What purpose does your event serve?
Set goals to achieve during your event and strive to meet those goals. Make sure the type of event you are planning matches your goals. If you want the audience to take something away from your event other than just free food, make sure your event planned to produce these outcomes.

What type of event are you planning?
The type of event you plan influences every detail of the event. Informative or educational events will have a much different focus than an event aimed at entertaining people.

What is the format of your event?
Determining the format for your event will help in the implementation of the program. The set-up of your venue will depend on the type of event. An interactive event might have seats arranged in a circle, while a more serious event, such as a lecture, might consider theater-style seating.

When will your event start?
Effective timing for your event involves more than just picking a good date. For outdoor venues, lunchtime provides a lot of traffic and high exposure. For more serious or labor-intensive programs, nighttime might be a better option.

When will your event end?
The ending time of your event is another factor to consider. Publicizing an ending time for your event lets people know how long your event will last. Be sensitive to the audience's time commitments and interests. Your target audience will appreciate an event that starts and ends on time.

When will your event take place?
Choosing the right date for your event can greatly affect its success. Check academic schedules, holidays, major campus events (homecoming, sporting events) and plan around them. Try not to schedule an event right before a break since many students leave town early.

Where will your event take place?
The location of your event matters. When planning an on-campus event, you must consider accessibility and visibility. For maximum exposure, outdoor venues work great. For a more private atmosphere, meeting rooms might be more appropriate.

Where are reservations needed?
Another factor to think about is what University areas require reservations. How many people are you expecting at your event? While outdoor venues have unlimited capacity, indoor venues must abide by fire marshal laws. Keep in mind the possibility of a bigger attendance than expected and plan accordingly.

Where will you go in case of rain?
Colorado is known for having sunny skies one minute and downpours the next. When holding an event at an outdoor venue, always have a backup location in place. You do not want to be scrambling for all your things and have nowhere to go. Be sure to notify the public if an event moves locations.

Preparing for an Event

The success of your RSO's events rely heavily on how prepared you are for the unexpected. However, your RSO should try to anticipate everything by systematically following these steps and remaining organized throughout the process. Each event should have a planning and brainstorming period, an organizing period, conduction period, and an overall evaluation of the event. Following these steps will help to avoid last minute stresses, anxieties, and major unforeseen obstacles.

Brainstorming
- ☐ Why do you want this event to take place? Does it follow your organization's mission statement? What are the goals of the program? What can your organization provide to the campus community? Is the program within your budget?

Responsibilities
- ☐ Develop goals, timelines, a task list for the event, and how you expect to delegate responsibilities.

Time and Date
- Find a convenient time and date that works for most of the members in the group and does not conflict with other campus event times.
- Make sure this time and date allows members to assist in the set-up and takedown of the event.

Location and Room Reservations ☐
Consider your anticipated attendance.
- RSO's can reserve spaces at no cost.

1. To reserve a room, click on the link on the Event Scheduling website page or go to the website: https://ems.csupueblo.edu
2. Select CREATE A REQUEST in the upper left-hand corner 3. Fill in the date and time of the event.
4. To search for a room, select which building location you would like your event to occur in by selecting the Add/Remove link. Then add the building to your search and select the search icon.
5. Select Request Details at the top of the page.
6. Enter the required information in the appropriate field.
7. Submit the request by selecting the "Create Request" button.

- ☐ If you require further assistance, please contact Brent Lorenz in Facilities at 719-549-2161 or brent.lorenz@csupueblo.edu.

Equipment
- What equipment does your event require? Will the location you select support the equipment? Make necessary equipment arrangements (seating, audio-visual, sound, lighting, staging, maintenance, projection screens, etc.) before your event.

- RSO's may request equipment at no cost. Equipment request forms can be found on Lighting Link. Contact Student Engagement and Leadership (SEAL) at 719-549-2151 for more information.

Budget
- Calculate all expenses and incomes (fees, advertising, security, food, supplies, etc.) to ensure that enough funds are available to cover the expenses.
- If your event requires additional funding, you can conduct a fundraising event to cover the costs and/or you can apply for a Student Organization Funding (SOF) grant.

Publicity
- Design publicity for your target audience
- Develop publicity materials, t-shirts or other promotional materials. Advertise on the University calendar, bulletin boards, kiosks, residence halls, Facebook, etc.
- Make sure publicity is neat, accurate, and is distributed to the public in an effective and timely manner. This will allow your audience to plan of time and make room in their schedule to attend your event. Generally, you want a minimum of two weeks in advance.
- Poster requests must be submitted to SEAL through Lighting Link.

Food
- Does your event require food? If so, what type of food should be served?
- Any food present at your event must be purchased from Aladdin (https://csupueblo.campus-dining.com/).
- If food is donated from an outside source, you must fill out an Auxiliary Services Donated Food Request Form and submit it to them.
- Any outside food requests require a waiver from Aladdin catering. For waivers – email Patrick Friley, Director of Dining Services at Patrick.fridley@aladdingfood.com
- For orders and questions - email Jerry Carter, Catering Manager at jerry.carter@aladdinfood.com

Risk Management
- If event requires liability waivers or releases, ensure that they are completed prior to the event.
- Develop a contingency plan in case the event is postponed, cancelled, or an unforeseen item comes up to inhibit smooth conduction of the event.

(Adapted from the Auburn University's
Student Org Handbook, 2008 and
University of Miami Student Org
Handbook, 2009

Event Planning Checklist

Title of Event:	Date of Event:
Location of Event:	Purpose of Event:
Target Audience:	

At least 2 months before:
- ☐ Brainstorm ideas for your event
- ☐ Organize an event budget
- ☐ Prepare an outline or schedule
- ☐ Determine a target audience (students, community, kids, etc.)

- ☐ Apply for SOF grants

At least 1 month before:
- ☐ Reserve facilities
- ☐ Check schedule conflicts
- ☐ Develop co-sponsorship agreement with another entity or organization
- ☐ Fill out co-sponsor agreement
- ☐ Create a publicity plan
- ☐ Arrange travel and transportation.
- ☐ Reserve A/V Equipment

3 weeks before:
- ☐ Order and turn in catering information
- ☐ Finalize publicity plan
- ☐ Fill out and turn in Donated Food Request form

2 weeks before:
- ☐ Meet with co-sponsors and staff
- ☐ Post flyers, banners, and publicity items around campus
- ☐ Sign-up sheet for members to work event
- ☐ Confirm facilities
- ☐ Confirm transportation
- ☐ Confirm A/V Equipment

Week of event:
- ☐ Finalize arrangements made with various entities
- ☐ Work with organization members to make final preparations for the event.
- ☐ Confirm catering details

Day of event:
- ☐ Arrive early to set up
- ☐ Begin your event on time
- ☐ Photograph the event
- ☐ Facilitate and participate in the event

After event:

☐ Clean up venue and be sure the room is returned to its original condition

☐ Send out thank you cards within 1 week

☐ Fill out evaluation form

☐ Take down publicity

☐ Deposit earned revenue by next   business day

Notes:

_____

_____

_____

Publicity

The purpose of publicity is to sell programs to target audiences by using relevant and unique marketing materials that will attract attention, amuse, interest, and bring people together. In order to attract attention to the event, the RSO must make it real to the target audience. Allowing people to visualize your event is crucial to their attendance, and the more pervasive the publicity is, the more likely it is that you will have a bigger audience. Putting up a few flyers will not be enough; RSO's should ensure their publicity is easily viewable and creative. Seventy five (75) flyers will cover campus. Also, be sure to make use of Facebook, handbills, and word of mouth.

The following are useful methods get your publicity noticed ⬜
Put up publicity on appropriate posting locations across campus.
- Make it creative and eye-catching. Be mysterious by not revealing all or a part of the event.
- Use different tactics: comedy, controversy, and current issues are usually good tracks to follow.
- Personalize the message.
- Distribute promotional items rather than putting them up.
- Use technology, but do not rely on emails that people might delete without reading.

Essential items to include in all publicity
- Name of attraction or event
- Date of event
- Time: beginning and ending
- Location of event
- Admission price (even if it is free)
- Deadline for applying (if applicable)
- Contact information of sponsoring organizations
- Any co-sponsoring organization names
- If you have free food or prizes

Things to consider before starting a publicity campaign
- **Budget**- Determine how much you can realistically spend on publicity.
- **Audience**- Who do you want to reach and how? Is there a pre-selected market available? Take into account age groups, audiences' likes and dislikes, career fields, etc. Publicizing something for professors or non-students may be entirely different than publicizing an event for students.
- **Information**- Make sure your publicity materials contain all of the important information. Publicize the aspect of your program that is most familiar to the audience. Make sure you include correct names and logos of any co-sponsors.
- **Resources**- What are your resources? Are people in your organization skilled at art, design, and/or computers? Make sure everyone understands that publicizing the program is just as critical as planning it.
- **Schedule**- What deadlines must be met? Advertising for the event should start 2-3 weeks before the event, but not any earlier because people may forget about your event when it actually happens. Alternatively, they will become used to seeing your publicity.

Publicity styles
Information must be truthful, attractive, easily understood, tasteful and informative.
- **Word of Mouth**- Personal solicitation and personal endorsement are the best and most effective ways to promote activities.
- **Color**- One of the most important decisions you will make about publicity involves color.
  Use your colors as a symbol for your RSO or event. Use positive color combinations: blue on orange, orange on blue, purple on yellow, black on orange, and green on white. Avoid using more than three colors on one poster.
- **Costumes**- If your upcoming event has a theme, rent costumes that go with it and have members from your organization wear them while handing out event information. Please note masks are not allowed on campus.
- **Unusually shaped posters**- Different shapes will draw more attention than the typical square or rectangular poster
- **Be creative**- Use candy, stickers, balloons, or other inexpensive things you can hand out.

A few other suggestions
- Always use spell check
- When using a computer to make publicity, SAVE your work frequently
- Use distinctive shapes or designs
- Balance light and dark space
- Using all capital letters is very hard to read from long distances
- Adding "Attendees who need special accommodations may contact "___" can be helpful for certain events
- Use no more than three fonts and sizes

- Use minimal colors to get your point across

Reasons why publicity fails
- It's not eye catching enough - It does not stand out amongst everything else that is out there
- There is not enough of it - Maybe the publicity looked good, but there is so little of it around campus that many will never learn of the event
- It is not informative - It does not include enough information to inform students about what the event actually is
- It is too cluttered - No one wants to take the time to read too much text

After your event
- Clean up publicity around campus
- Do an evaluation of the event

University Posting Policy

All posters/flyers intended for display beyond those in the OSC or residence halls must be approved. Posters for residence halls must be approved by the front desk employees and posters in the OSC must be approved through Auxiliary Services. The following is a list of the policies:

1. Posters/flyers for events that are sponsored by University departments or organizations and those taking place at the University have posting priority and may be posted up to two weeks in advance of the event. Those not related to a University event must be approved by the appropriate individual in each building/department, must be dated, and will only be permitted to be posted for two weeks or as space permits.

2. All posters/flyers must be timely and will have a two-week time limit or through the day after the event and will then be removed. Exceptions must be approved through the Office of Marketing, Communication and Community Affairs.

3. All posters/flyers must include the name of the sponsoring department or organization, the date, time and location of the event and contact information. General, undated postings will not be approved and will be removed to accommodate for specific events. Posters from businesses seeking to make a profit also will not be allowed. Off campus activities or services deemed beneficial to students will be considered.

4. Any postings designed in poor taste or with obscene language will not be approved or posted. Discretion will be left up to Office of Marketing, Communication and Community Affairs.

5. Any unapproved flyers or advertisements will be removed immediately.

6. Any posters/flyers that are torn/defaced will be immediately removed regardless of the date.

7. If posters/flyers will be laminated please do this AFTER they have been approved and stamped otherwise that stamp may come off and the postings may be removed.

8. No posting on entry doors, walls or windows.

9. Chalk posting on the sidewalk must be cleaned and removed immediately after the event.

Posting of Approved Flyers

OSC (must be approved at information desk)
__ Top and bottom of south stairwell
__ 2 bulletin boards on OSC main level next to Café
__ Next to elevator on bottom level

Art/Music Building
__ Bulletin board in OSC 103
__ Bottom floor near courtyard

LARC
__ On tables on both sides of entry doors
__ On tables by the computers with the high bar stools and tables around seating areas __ On the stand-alone poster triangles located by Café Libro

Chemistry Building
__ On round tables in the entry way
__ On wall strip located below glass display case in the left hall way

Life Science Building
__ Tables around main lobby
__ Upstairs on the tables around hallways

Math/Physics Building
__ Sandwich board in main entrance
__ Tables in front of classrooms

Technology Building
__ Standing easel in entry way
__ Standing easel in 2nd floor entry area

Hasan School of Business
__ Wall strip in left hallway
__ Wall strip in right hallway

Psychology Building
__ On tables in main lobby
__ Bulletin boards
__ Tables on lower level

Buell Communication Center
__ Bulletin board in lobby

Massari
__ Main entrance tables and benches

Recreation Center
__ Bulletin board across from main entrance
__ Check-in desk by racquetball courts

Residence Halls (must be approved at front desk in Culebra)
__ Staff will distribute

Child Care Center
__ Parent board

Chalking Regulatory Procedures

Chalking is prohibited in the following areas
- All asphalt surfaces, brick surfaces, pavers and stucco surfaces
- All vertical surfaces, including building vertical surfaces, unless specifically designated by these regulations
- All doors and windows
- All stairs and stairwells including exteriors stairs
- All classrooms
- Walls, pillars, benches, bulletin boards, and trash cans
- All signs (it is a criminal offense for anyone to remove, change, cover, or damage University regulatory or way-finding signs and appurtenances)
- Within 20 feet of building entrances (exception is housing village where chalking may not be done within 10 feet of building entrances)
- On the Wolfie Statues and the bases (note, defacement of this item may result in criminal charges)
- All parking lots
- All streets and roads14

Procedures
1. All RSO's must request approval for chalking from Student Engagement and Leadership at the time they submit their event application.
2. Information required on all requests include:
   a. Requested location(s)
   b. Message
   c. A diagram of the proposed chalking may be submitted with each request
   d. Requested start and end date. Note, chalking may be done no more than 7 days in advance of event and must be cleaned up within 24 hours of event end date unless cleanup would constitute a safety hazard such as use of water during a winter ice storm.
3. Only water-soluble chalk may be used for chalking. Water-soluble chalk is available in SEAL
4. Clubs, departments, or individuals who do not adhere to the terms and conditions of these regulations may be required to pay for any clean up or maintenance charges.

Program Evaluation

Evaluator:	_____
RSO Name:	_____
Program Title:	_____
Date(s) of Program:	_____
Start Time:	_____

End Time: _____

Target Audience: _____

Total Attendance: _____

Co-Sponsor (if any): _____

Total Expense of Program: _____

Income of Program (minus expenses):

_____

Brief Description of the Program: _____

Program publicity

What forms of publicity did you use? _____

☐ Which was most effective? _____

☐ Which was least effective? _____

Program funding

Where did you obtain funding for your event? _____

• Were there any co-sponsorships you could have established? _____

• Was there any way to make this program more cost effective? _____

Overall success of the program

What was the audience reaction? _____

The best part of the event was: _____

SWOT analysis

What was the program's overall **S**trengths and **W**eaknesses? What were some **O**pportunities you could have utilized? What **T**hreats (challenges) made your program difficult to conduct, or were a setback?

Strengths	Weaknesses
_____ _____	_____ _____
Opportunities	Threats
_____ _____	_____ _____

Notes:

_____

_____

Contracts

When programming on campus and bringing in outside performers, speakers, and/or when requesting goods or services from a vendor such as entertainment, special events, services and consulting, you may be asked to enter into a legal agreement, which is a contract. Even if the group you are working with has a standard contract that they use, contact Student Engagement and Leadership to see how you should proceed. If there is no exchange of monies, a contract is still needed for legal agreement purposes. Colorado State University-Pueblo policy states that only specific University officials are authorized as signers to enter into such an agreement. Students of the University do not have this authority and cannot bind the University to an agreement.

A contract is a legal agreement made between two or more parties that defines and sets forth the legal obligations of the parties. It clearly specifies all information about the provisions of payment and services so there is no question of the expectations of the parties. CSU-Pueblo does not sign third party vendor contracts.

Each contract should be reviewed first by your Advisor, and then forwarded to SEAL for their review. A contract must be used any time a Recognized Student Organization (RSO) makes an agreement with another party whether or not payment is necessary. Since timely payment to suppliers is important, the review and approval must be done weeks in advance of an event.

Contracts made by the RSO that provide a service without the use of rented or purchased equipment must be approved by Johnna Doyle, Deputy General Counsel in Admin 305.

Contracts made by the RSO and companies that provide a service with the use of rented or purchased equipment must be approved by both Johnna Doyle and CSU-Pueblo's Purchasing Department.

Services paid for using Student Organization Funding (SOF) will be contracted through the committee and Student Engagement and Leadership.

No contracts or legal documents such as banquet hall reservations, performances, speakers, etc. issued by an agency can be signed by students or advisors as an authorizer on behalf of the University. Any attempt to enter into a contract on behalf of the University without proper authorization is prohibited.

Any contract entered on behalf of the University by a student without proper authorization is void. The Director of Student Engagement and Leadership may take disciplinary action against a student, an advisor, or RSO that attempts to enter into a contract on behalf of the University without the proper approval and signatures.

(Adapted from the Western Michigan University' Student Activities and Leadership Programs Handbook)

Risk Management

Risk Management is responsible for administering the state's liability, workers' compensation, and property programs. Utilizing loss control and training, the unit provides services to state employees and state agencies (RSO's) to manage risk in all three programs.

International Travel

Any student or RSO traveling outside of the United States on behalf of the University must contact Risk Management to provide pertinent information and forms before the trip is to take place. Detailed travel schedules and contact information are needed for Risk Management to make a determination if it is safe for the student to travel.

All Travel

All students who participate in any travel must contact Student Engagement and Leadership to complete and sign various travel forms. The Student Org Director should keep a copy of the forms for the RSO's records. Students under the age of 18 must have each form signed by their parent/guardian.

Rental Vehicles

Any RSO that needs to rent a vehicle for a University activity must have a capable driver. In addition, the authorized renter must select both collision and liability insurance coverage for the entire duration of the rental period.

(Adapted from the University of Miami Student Org Handbook, 2009, and the Western Michigan University' Student Activities and Leadership

Programs Handbook)

University Catering and Donated Food Guidelines

CSU-Pueblo has a contract with A'vainds Campus Dining. The terms within this contract specify that all catering needs for campus organizations and departments are to be coordinated through A'vainds Campus Dining Catering Department. The overall administration of contracts with A'vainds are handled through Auxiliary Services and they serve as a resource for information pertaining to those contracts. In order to assist RSO's and departments on campus with various food needs, A'vainds will sometimes grant permission to RSOs wishing to bring in outside food. However, special permission must be given from The Office of Dining Services and Catering.

• Any food present at your event must be purchased from A 'viands (http://campusdining.com/csupueblo/).

- If food is donated from an outside source, you must fill out an Auxiliary Services Donated Food Request Form and submit it to them.
- Any outside food requests require a waiver from A'viands catering. For waivers – email Josh Gurley, Director of Dining Services at Joshua.Gurley@csupueblo.edu

For orders and questions - email Cameron Meek, Catering Manager at csupcatering@aviands.com

Donated Foods

If food items are being donated or partially donated to a RSO or department by an outside entity, a Donated Food Form must be completed and submitted to Auxiliary Services a minimum of one week prior to the event. To assure compliance with contract terms, the A'vainds Director of Dining must approve this form. It will be returned to the requestor upon the approval or denial of the request.

Definitions

1. The term "program" can include (but is not limited to) a gathering, meeting, event, business meeting, or a social.
2. The term "catering" includes the provision of food and service for a program.

Food Handling and Transportation Guidelines

To prevent food-borne illnesses, Auxiliary Services and Pueblo County Health Department have established the following guidelines that must be followed when food is brought onto campus from an outside provider.

1. Wash hands thoroughly
- Wash hands frequently when preparing food, especially when working with raw foods and cooked foods.
- Wash hands with warm water and soap for at least 20 seconds before and after handling raw meat and poultry.

2. Prevent cross contamination
- Use only clean, sanitized food containers, cutting boards and utensils.
- Do not use the same utensils or food containers for handling raw meat and poultry and for handling ready-to-eat foods (cooked foods, hamburger buns).
- Use separate cutting boards for raw foods and ready-to-eat foods. Wash all utensils and surfaces with soap and water.
- Do not touch raw foods and ready-to-eat foods with the same utensil.

- Do not touch ready-to-eat foods with bare hands. Use utensils or disposable gloves. Per request, Chartwells Dining may provide disposable gloves for food handling.
- Dry hands on disposable towels only. Do not use cloth towels.
- Wash raw vegetables with cold running water. Use a brush, if necessary, to remove all visible soil.

3. Cook foods thoroughly
- Keep burgers, chicken, and all other perishable foods on ice until ready to cook.
- Cook hamburgers to 155°F/68°C. To check temperature, insert thermometer probe for 15 seconds in the center of the burger, at a 45 degree angle.
- Cook poultry to 165°F/74°C. Place the thermometer in the thickest part of the meat for 15 seconds.

4. Keep foods at the proper temperature
- Transport cold foods directly from the refrigerator to the event. Transport hot foods directly from the stove/oven to the event.
- Do not let food stand at room temperature (or warmer) for any length of time.
- Maintain cold foods at 40°F or colder.
- Keep cooked foods at a minimum temperature of 140°F/60°C. Eat within a twohour period.

<u>**University Travel Reference Guide**</u>

The following rules and definitions apply to all RSO travel, no matter the source of the funds, and to all individuals engaged in such travel, whether administration, faculty, staff, students, or non-employees traveling for University business. Travel expenses paid by the University must be incurred for the benefit of the State, in furtherance of the University's mission, and in support of assigned duties. It is important to note that **SOF no longer funds flights, hotels, or car rentals. It will, however, fund registration and admittance costs.**

Rental Vehicles
Rental car reservations must be made in advance. All available auto collision (CDW/SL) and liability insurance must be purchased on rented vehicles. Consult with SEAL for guidance to determine if liability insurance should be purchased to the benefit of the State.

CSU-Pueblo has a corporate account with Enterprise Rent-A-Car, which incorporates all fees and taxes into one low fee. For more information, contact SEAL.

<u>Travel Society Contact Information</u>
Andrea Pendolino
Corporate Travel Agent

New Horizons Travel
970-672-8816
AndreaP@travelnewhorizons.com

Lodging Agreements
The In-State Lodging Directory provides hotel options for official State of Colorado business travel. However, these agreements are considered permissive, which allows a State Traveler to stay at other lodging establishments. A traveler shall follow the Traveler's Agency or Institution of Higher Education's Travel Policy regarding the use the State Travel Management Program approved or designated lodging facilities. The traveler shall submit receipts for lodging as documentation of the expense and shall be reimbursed for the actual cost of lodging, provided the Traveler complies with §3.2 of this Fiscal Rule.

Per Diem
SOF does not fund per diem.

Taxis/Subways/Local Travel
Local Travel may not be reimbursed for RSO's. If travel is through a University department, receipts can be kept and used for reimbursement. If taking a taxi or bus, ask for a receipt. Remember to include the tip on the taxi receipt.

Conference/Event Registration
If possible, use a University Procurement Card. Otherwise use Check Request to issue payment directly to vendor/event. Attach registration form or invoice to Check Request (CR) and submit it to Accounts Payable. SEAL can assist in this process. Travelers who personally pay for a registration (in advance of the trip or while on-site at the event) may use CR to request reimbursement upon trip completion.

Non-Reimbursable Travel Expenses
- Personal entertainment expenses (movies, bowling)
- Commuting between home and campus
- Travel accident insurance premiums
- Credit card charges due to the actions of the traveler
- Personal expenditures (laundry, dry cleaning)
- Gifts to friends or relatives in lieu of meals and lodging
- Moving and parking violations
- Personal services (barbers, beauticians)
- Other expenses not directly related to the performance of University business

Travel Funding
All RSO's are eligible to apply for travel funds through the SOF Committee in the form of registration and admittance costs.

Section IV: Treasury

Budgeting 101

The first thing Recognized Student Organizations need to do before applying for funding is to create a budget. The budget should be realistic but high enough to accomplish what the RSO has set out to do. Plan carefully for income and expenses, and remember to consider time constraints. Also, remember SOF funding is not intended to be the only source of funds. RSO's are expected to obtain funds by other means, such as dues and fundraising. Some departments are willing to sponsor RSO's in exchange for publicity or services. Before you begin fundraising, design a budget itemizing all of your projected expenses.

Benefits of preparing a budget
- Help identify exactly what your needs are.
- Find various means to fulfill your needs.
- Show prospective co-sponsors that your RSO is organized and serious. It is important to do a cost-benefit analysis before any fundraising activity. It costs money to raise money, but should generally cost at most 25% of the total raised. Do not spend $75 to raise $100.

Membership dues
Many RSO's use dues as a means of meeting revenue requirements. If your group decides to ask members to pay dues, you may want to meet with a member of the Student Organization Team and your advisor to discuss different procedures and methods of collecting dues. It is essential to deposit all collected dues the day you receive them. When you receive funds from dues, you must keep all funds in your RSO's 900 account. Organizations are not permitted to have private bank accounts in an off-campus financial institution.

Fundraising
Fundraising events are designed to increase visibility to your RSO and encourage individuals to make financial contributions. They can also be a fun opportunity for RSO members to take the lead on a project. Consider holding a car wash, used book sale, rummage sale, bake sale, small reception, or dinner. They are easy to plan and most people have participated in at least one of these events in the past. RSO's are required to pay Colorado Sales Taxes for all fundraising items that are tangible goods. All foods items are not required to give sales tax.

More fundraising ideas
- Coffee and donut sale
- Candy sale
- Restaurant Nights(BWW, Cold Stone, etc)
- Birthday cake delivery
- Garage sales
- Amazon Smile Accounts
- Coupon book
- Sell buttons with RSO's logo

- Finals care package delivery

Depositing checks and cash
Checks should be made payable to Colorado State University-Pueblo. All checks and cash should be delivered to the Cashier's Office within 24 hours. Included with the check should be a deposit form, available from SEAL and the Cashier's Office, indicating the RSO's University 900 account for deposit. Contact the Student Org Director to assist with this process.

Monetary donations
All donations (including cash and checks) will receive a gift receipt, which will serve as the taxdeductible document for the donor. Donation checks need to be deposited with the Foundation Office within 24 hours. If the gift is over $1,000, an acknowledgment from the Student Org Director will be sent. RSO's are also encouraged to thank the donor no matter the amount. All donations must have written documentation from the donor to ensure gift.

Non-cash gifts
Non-cash gifts (in-kind donations) can be accepted by the RSO. Non-cash donations in excess of $5,000 cannot be accepted by a RSO, and should be directed to the Student Org Director. No values for non-cash donations should appear in acknowledgment letters.To process these donations, complete the In-Kind Donation form (available from SEAL) and sent to the Student Org Director. All in-kind donations must have written documentation from the donor to ensure gift.

(Adapted from the Auburn University's Student Org Handbook, 2008, and the University of Miami Student Org Handbook, 2009)

Fundraising Guidelines and Policies

General fundraising guidelines
1. Only Recognized Student Organizations (RSO's) may sponsor a fundraising activity oncampus and/or using Colorado State University- Pueblo resources.
2. Fundraisers may not be conducted for private gain of individuals or for-profit businesses.
3. RSO's may conduct fundraising activities on campus only after receiving written approval from the Student Org Director.
4. Any RSO requesting approval for a fundraising activity must describe, in writing, the nature of the fundraising activity and any University facilities or equipment to be utilized.

5. Approval for fundraising projects is not transferable from one RSO to another.
6. RSO's that conduct fundraising projects must comply with all University, local and state regulations.
7. Under no circumstances can your RSO resell and/or profit from items bought from University/State dollars due to state regulations. All items must have been bought from personal, self-generated dollars, or donated by an individual's personal collections.
8. Before your RSO invites an area merchant or corporation to co-sponsor an event by a contribution of any dollar amount or in-kind service or items, your RSO must receive permission from the Student Org Director who will consult with the Colorado State University- Pueblo Foundation Office.
9. An event evaluation must be completed at the end of your fundraising activity and submitted to SEAL. This form can be found on the Student Org Lighting Link page.

Timeline for approval
Requests for fundraising activities should be submitted via email to the Student Org Director at least two weeks prior to the event. The Student Org Director may request a meeting with the leadership team for further information.

Liability
By holding a fundraising event, the RSO assumes all responsibility and liability for the event. Fundraising activities must be consistent with the policies of Colorado State University- Pueblo and must comply with all local, state, and federal laws and ordinances.

Raffles
Any raffle type activity (selling tickets for a drawing or game of chance) must have approval from the Student Org Director at least three weeks prior to the event. State of Colorado laws require a certified games manager to oversee the raffle and hold a current raffle license.
The games manager must be your RSO's advisor or a University raffle-licensed employee.
Contact the Student Org Director for more information.

Ticketed events
When admission is charged for attendance at an event, the University ticket procedures must be followed. Information about ticket procedures can be obtained from SEAL.

Trademarked items
Sales of items that use the name of Colorado State University- Pueblo or any of its trademark symbols, must be reviewed by The Office of Marketing, Communication and Community Affairs. to ensure compliance with University regulations. Products that violate trademark or licensing regulations will not be approved for sale or distribution and may be confiscated.

Accounting and money management
All monies earned from fundraising activities must be deposited on the first working day after the event into your Student Org's University 900 account.

Items allowable for sale
1. Food items such as baked goods, tortillas, etc. can be homemade or store bought. (Must receive permission from A'Viands catering).
2. Book sales/signing in conjunction with an event.
3. Sale of products related to the organization (pottery from Art Club, car service/washes from Automotive Industry Management club, etc.)
4. Tickets to RSO-sponsored events (dance or movie night)
5. RSO's apparel and novelty items
6. Tangible items (flowers, homemade craft type items, a group's literary publication, stuffed animals, pens, etc.)

Items not allowable for sale
1. Alcohol, tobacco, paraphernalia or related items
2. Items that may cause harm or endanger the safety of others
3. Living creatures or dangerous/rare plants
4. Human or dating service

<u>**Guidelines for Solicitation of Sponsors**</u>

Recognized Student Organizations (RSO's) must follow guidelines when reaching out to individuals, local merchants, or corporations for donations. This is to ensure we do not request funds from the same donors multiple times.

1. Area merchants and corporations can contribute to RSO endeavors in two ways:
    • A direct donation of money or other non-monetary donation of merchandise, products, gift certificates, etc. in response to an approved solicitation by your RSO
    • A co-sponsorship understanding where the merchant will receive recognition from your organization

2. All solicitations of businesses or corporations must be approved through the Colorado State University- Pueblo Foundation Office. The Student Org Director will begin working with the Foundation Office once RSO's provide the following information within their request:
    • A description of the activity or the letter that will be sent to the merchant for which your RSO is seeking support
    • Any promotional materials that will be used for solicitation
    • Methods your RSO will be using to contact merchants
    • A list of potential businesses/donors
    • The amount of money or services you are requesting

- The ways co-sponsoring businesses or corporations will be acknowledged

3. Please submit your request for approval to the Student Org Director at least two weeks before any outreach is conducted, and they will facilitate the approval process through the Foundation Office.

4. All contributions of money or gifts-in-kind (merchandise, products, gift certificates, etc.) will be approved or denied by SEAL and the Colorado State University-Pueblo Foundation Office.

5. If the value of the sponsorship is $250 or more and the individual, local merchant or corporation would like a tax receipt for their charitable contribution, RSO's must contact the Student Org Director , who will request the information from the Colorado State University-Pueblo Foundation Office.

6. All donations must be received in a form of a check that is written to Colorado State University-Pueblo Foundation. All sponsorship checks must be submitted to SEAL instead of your Student Org's University 900 account.

7. RSO's should acknowledge the assistance or contribution of co-sponsoring businesses or corporations in programs, banners, displays or on printed event memorabilia (party favors, t-shirts, caps, etc.)

SOF Grant and Finance Process and Policy

SOF Grant philosophy
SOF Grants are available to any Recognized Student Organization (RSO) for programs and events that enhance the overall quality of student life on campus. SOF Grants should be used to boost the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, governance, leadership, campus and community service, and informational programs and activities. These policies comply with federal, state, and local laws as well as University policies as specified in the CSU-Pueblo Student Handbook.

SOF committee
The SOF committee is responsible for the management, allocation, and supervision of the entire financial process. SOF Grants shall be fiscally managed and administered by SEAL. The committee is composed of nine (9) students and makes all grant funding decisions. The committee shall be structured as follows:
1. Chair of committee- The Vice President of the Associated Students' Government (ASG)
2. Three ASG members- Appointed by the President of ASG
3. Three SEAL student employees- Appointed by Student Org Director
4. Student Org Director, The only non-voting member
5. Two students from the Office of Diversity and Inclusion- Appointed by the Director of the ODI.

SOF Grant eligibility
1. Fully compliant with the Student Org registration and recognition policy
2. Officers of the RSO are in good standing with the University
3. SOF Grants must be submitted to the SOF Committee at least three (3) weeks in advance of events/fundraisers, and at least six (6) to eight (8) weeks before travel. After submission, your grant will be reviewed at the next scheduled SOF Grant meeting. For SOF Grant meeting dates, contact SEAL.
4. All grants must be submitted by students and cannot be submitted by the advisor.

- These grants are intended to support organization activities, not to fully fund them.
- RSO's are never guaranteed funding.
- Grant funding is based on the SOF Committee's evaluation of the organization's request, submitted budget request, presentation, available funds, and information gathered during SOF Grant meeting.

SOF Funding categories
SOF Grant monies are divided into three categories. All requests and expenditures are categorized into one of these three categories.

1. Operating
2. Programming
3. Travel

General Funding Policies and Guidelines

Funding from all three categories (operating, programming, and travel) must comply with the following policies:

1. The SOF Grant philosophy shall serve as the basis for awarding all grants.
2. The Grant must be filled out in its entirety and must be filled out on Lighting Link. All proposals must include quotes from vendors and suppliers for each requested expense item.
3. Officers, members, or advisors are not permitted to sign contracts of any kind.
4. Members should not commit to any events and expenses until SOF Grant funding approval is final. A verbal contract may be considered legally binding. The SOF committee will not fund an event or expense arranged prior to approval of grant funding.
5. No money will be released for purchases until all paperwork is finalized, including signatures and approvals.
6. SOF funding may not be used to reimburse expenses incurred prior to funding approval.
7. All publicity for programs sponsored by SOF funding must have the "Student Fees at Work" logo clear and visible.
8. Unallowable Expenses:
   a. Activities not included in the original proposal
   b. The purchase of furniture items or appliances
   c. Activities designed to promote a single political candidate or issue
   d. Activities that are not open to all students or those that do not comply with the University's non-discrimination policy
   e. The purchase of alcohol
   f. Donations, contributions, scholarships, grants, financial aid, legal services, religious or political proselytizing, or sponsorship of public elections
   g. Activities that are linked to academic courses or when academic credit is awarded
   h. Items for personal use
9. Collaborative events must have all SOF Grant proposals submitted at the same time so SOF committee can review all requests for funds.

Any organization that does not abide by the requirements listed in these policies and guidelines may be deemed ineligible to receive grants from the SOF Committee until these policies have been met.

<u>Operating Funds</u>

Operating funds may be requested annually to support day-to-day operational expenses of organizations. Grants are used for enhancing the overall effectiveness, mission, and presence of RSO's on campus.

1. Operating funds may not be used for the following:
    a. Food at officer meetings
    b. Salaries, stipends, or wages
    c. Computer purchases
    d. Bowling nights for members
2. Operating funds are intended for startup expenses and/or organizational marketing materials, including (but not limited to):
    a. Business cards
    b. Tablecloths
    c. Banners
    d. T-shirts
3. All awarded funds must be expended no later than June 1st of each fiscal year. Any awarded grants not encumbered by June 1st will be forfeited.

Programming Funds

Programming funds are awarded to support events that enhance the educational, cultural, and social experience of CSU-Pueblo students and events that are available for participation by the entire student body.

1. Programming funds may be spent with the following stipulations:
    a. No more than $15 per person per event for food 2.
Programming funds may not be used for the following:
    a. Services or ceremonies that are religious or political in nature
    b. Events that are limited to organization membership
    c. Salaries or stipends for CSU-Pueblo faculty or staff
    d. Programs that are held off-campus
    e. Other stipulations and regulations under General Funding Policies and Guidelines
3. If the SOF Grant includes a lecturer, guest speaker, services rendered or performance, the request must include a letter from the individual or agent that includes:
    a. Qualifications and experience
    b. The proposed honorarium or sample/unsigned contract
    c. Completed and signed W-9 form
    d. Confirmation of availability
4. At least 10% of the total cost of each event must be funded by the RSO through selfgenerated funds or sponsorships with other entities. RSO's should show proof of the availability of funds at the time of submitting SOF Grant requests. RSO's 900 accounts will be checked for confirmation of funds prior to the SOF committee meeting.
5. Programming funds help to provide funding for events, activities, and programs from August 1st to May 31st of the fiscal year.
6. The SOF committee will award funds requested for campus security and emergency services as deemed necessary.

7. To guarantee your event is open to all students, all events are required to be submitted to Lighting Link.
8. An evaluation must be submitted on Lighting Link following your event. If a RSO does not comply, it will affect their eligibility for future grants.
9. All awarded funds must be expended no later than June 1st of each fiscal year. Any awarded grants not encumbered by June 1st will be forfeited.

Travel Funds
Travel funds are only awarded to organizations applying for the costs of registration or admittance costs. SOF no longer provides funding for flights, car rentals, or lodging. A staff member must accompany students if traveling outside of the state or the country.

*International travel requires presidential approval before applying for funds

Advisor travel incentives
All RSO's must be accompanied by a full-time faculty or staff member when traveling out of state with more than three students.
      1. A maximum of $500 may be awarded for assisting the RSO's advisor or designee with travel expenses per year
           a. Expenditures can only be used for registration, lodging, or transportation for the advisor

Fundraising
All fundraising initiatives (with or without SOF Grant funding) must be approved by the Student Org Director , who may seek further review from other University entities.
1. RSO's may request funding for organizational fundraisers within the Programming category of SOF. The SOF Committee may award startup costs to enable the proposed fundraiser. RSO's must repay these startup costs within four (4) weeks after the fundraiser as outlined below:
   a. The SOF Committee may negotiate a repayment of 0%, 25%, 50% or 100% of the funds awarded. This stipulation shall be noted at the time of granting the award.
   b. All self-generated funds by RSO's shall remain in that RSO's on-campus account and shall be carried forward to future fiscal years.
   c. All funds generated through fundraising must be deposited into the RSO's University account within 24 hours.
2. Any RSO that does not comply with these parameters will be subject to judicial sanctions outlined in the Student Code of Conduct.

Helpful tips when applying for SOF Grants
1. Make reasonable and practical requests. The theory that "if you ask for more, you will receive what you need" is inaccurate. If the SOF committee finds inflated requests in your grant proposal, the allocation may be less than what your organization really needs.

2. Be specific when requesting items. If it seems questionable, explain your request providing sufficient information so the committee understands your needs.
3. Discuss the SOF Grant request with the Student Org Director to create the best possible request.
4. Have a location for your event reserved prior to travel. To reserve a location for your event, contact Auxiliary Services.
5. Proposals may be judged on the quality and clarity of the presentation to the committee. The use of PowerPoint and other visual aids is highly encouraged.

Application and Review Process

1. RSO Officers are responsible for developing and submitting SOF Grant proposals for each event, operational expense, fundraiser, and/or travel. a. Applications must be filled out on Lighting Link.
2. Attach all required supporting documentation such as budget forms, quotes, estimates, proposals, biographies, etc.
3. At least one officer listed on the leadership roster must be present at the SOF Grant meeting prepared to give a five to ten minute presentation about your SOF Grant. The SOF committee may ask questions to the presenting member. a. All presentations are open to the public.
4. After the review, the SOF committee will deliberate and allocate funds privately.
5. RSO's will be sent a SOF Grant Notification Letter through Lighting Link within 48 hours and will have five (5) business days to sign the grant or it will become invalid.
6. SOF Grant monies are not transferred into any Student Org accounts. Expenses are processed through a central grant account managed by SEAL.
7. Submissions of SOF Grant proposal does not guarantee an award. If a RSO incurs an expense or commits to a purchase or speaker without prior SOF approval, the RSO shall be personally responsible for paying that expense.

Meetings and quorum

1. Quorum shall be any three (5) voting members.
2. SOF Grant committee shall meet at all scheduled times determined by the Student Org ,Director unless no grants need review on scheduled date.
3. A schedule of meetings will be posted on Lighting Link.

Basis of Grant Decisions

Programs that seek to elevate the quality of education through co-curricular experiences will be considered a priority. The SOF committee shall make decisions based on viewpoint-neutral criteria as listed below:

1. Student Participation

   a.   The number of CSU-Pueblo students active in the organization
   b.   The number of members active in planning, developing, coordinating, and
        implementation of the proposed activity

2. Completed Proposal
   a. The application must:
        a.   Be submitted by the appropriate deadline
        b.   Be filled out completely and thoroughly including (but not limited to):
             a.   Adequate descriptions and goals of event
             b.   Complete, detailed and thorough description of expenses or
                  fundraising
             c.   Budgets must be correctly added
   c. Contain complete, detailed, and thorough backup documentation including (but not
        limited to):
             a.   Bio of speaker, performer, or conference/travel schedule
             b.   Cost estimates (provide as much detail as possible)
             c.   Correspondence and supporting items

3. Financial Dependency- Extent of reliance on grant funds verses obtaining alternative
   funding or use of self-generated funds
   a. Co-sponsorships
   b. Active collaborative efforts/sponsorships from other RSO's or departments
   c. Involvement in fundraising, dues, and other self-generated funding

4. Presentation
   a. The representatives of the RSO must be knowledgeable of the activity and
      adequately answered questions of the committee
   b. The representatives of the RSO should have professionally presented the proposal
      to the committee. Use of PowerPoint or other visual aids is highly encouraged.

5. Cost Mitigation
   a. The honoraria requested must be in the range like other speakers/performers
   b. All expenses must be in the range of items used in similar events
   c. Items cannot be requested that could or should be donated, free, provided by other
      sources, or obtained at a lower cost

6. Uniqueness
   a. The event should not duplicate an event already held in the current semester
      unless proper justification is provided explaining the need for a similar event

7. Event Management
   a. Events must be open to all CSU-Pueblo students

      b. Adequacy of facilities and venue
      c. Scheduling of venue through appropriate University department
      d. Other relative logistical requirements
      e. An estimated attendance is required

8. Promotion
      a. Advertising and promotion plan must be submitted with grant proposal that will include the description and method of advertising and extent of advertising
      b. Promotion efforts should cover the entire campus

9. History
      a. Prior management of funds
      b. Completion of event surveys
      c. Success of past events
      d. Discussed and received assistance about their SOF Grant proposal prior to submission
      e. Events have met the organization's goal for the event

SOF committee members cannot vote on any proposals that they are directly connected to through affiliation or membership. Funding is allocated on a first come, first served basis, until grant funds are depleted. RSO's are encouraged to apply as early as possible. Organizations with deficit funding in their accounts will not be considered for funding until debts are paid.

SOF policy exceptions
RSO's may seek an exception from specific parts of this policy if that policy prevents the RSO from accomplishing its mission. Such exception requests should be submitted to the Student Org Director along with a completed SOF Grant proposal. The Student Org Director will consult with the Director of Student Engagement and Leadership prior to making a decision. The RSO's officers will be notified if the exception is approved before the next SOF Grant review meeting.

SOF Grant appeals
Appeals are limited to the process of receiving funds itself. Amounts in the Funding Policy are not subject to appeal and thus must be followed by the SOF committee. RSO's must submit a letter of appeal to the Director of Student Engagement and Leadership within three (3) business days of the date of receiving the SOF Grant Notification Letter. The letter of appeal must be typed and must include the specific policy or guideline being questioned. The Director of Student Engagement and Leadership may choose to deny the request or uphold the appeal and return the request back to the SOF committee for reevaluation.

Failure to adhere to regulations
Funding spent on items not listed in the grant without the approval of the SOF committee will hold the organization liable for a complete refund.

Section VI:
Student Organizations Through Covid

Event Guidelines

TEMPERATURE SCANS
Entrances for events will be limited to allow for temperature checks utilizing touch-less thermometers. Individuals with a temperature of 100.4°F or above[1] will be taken to a private room where they will be given water and a few minutes to cool down. A secondary temperature scan will be done after five minutes. Employees confirmed to have a temperature of 100.4°F or above will not be allowed entry to the event and will be encouraged to contact their primary physician or Student Health Services. Students confirmed to have a temperature of 100.4°F will be (link to university policy).

PHYSICAL DISTANCING
Event attendees will be required to practice physical distancing by remaining at least six feet away from other groups that are not from the same household or residence hall room while standing in lines, waiting for elevators or moving around campus.

HAND SANITIZER
Hand sanitizer dispensers will be placed at entrances and high traffic areas of the event.

FACE COVERINGS
The Governor of the state of Colorado issued a statewide mandatory mask order[2] that went into effect at midnight on July 16 and is in effect for 30 days and may be extended. Everyone age 11 and older is required to wear a face mask at all times in public areas with limited exceptions. Individuals with medical conditions that prevent them from wearing a face mask may wear a non-restrictive alternative that fully covers the nose and mouth such as a face shield. Guests may remove their mask when eating or drinking while seated or stationary.

SIGNAGE
There will be health and hygiene reminders throughout the event space including the proper way to wear, handle and dispose of masks and face coverings. Digital signs and screens will also be utilized.

LINES
Areas where guests or employees queue will be clearly marked for appropriate physical distancing. This includes entrances, check-in, check-out, food lines for pre-packaged meals, auxiliary services, and other areas where lines may form.

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[1] https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html
2 https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html [2]
https://drive.google.com/file/d/13S9bLuKZbMVmHPucQnekVyOY2k6gYRa9/

MEETING SPACES AND EVENT CAPACITY LIMITS

Meeting and banquet set-up arrangements will allow for physical distancing between guests in all meetings and events based on CDC and state recommendations. Self-serve buffet style food service will be suspended and replaced by grab-and-go or plated options. Meeting space capacities will be mandated by local and state guidelines for indoor[2] and outdoor[3] events respectively. *Indoor Events*

- Capacity should be limited to 50% of room capacity or 100 people in areas of "medium" viral spread[4]. Events that anticipate exceeding this capacity must seek a variance*.

Outdoor Events

- Capacity should be limited to 175 or few people per event in areas of "medium" viral spread. Events that anticipate exceeding this number must seek a variance*.

*Variances must be requested and submitted through the President's Office by contacting donna.souder@csupueblo.edu.

STUDENT ORGANIZATION AND CLUB SPORTS EVENTS

Registered Student Organizations and Club Sports are highly encouraged to hold meetings virtually during the Fall semester. Information on how to set up and conduct a virtual meeting can be obtained by emailing Noelle.sansouci@csupueblo.edu for Student Organizations or student.recreation@csupueblo.edu for Club Sports.

Student organization or Club Sports events or meetings that cannot be held virtually must be approved at least 10 business days in advance by the Director of Student Engagement, Noelle Sansouci, Noelle.sansouci@csupueblo.edu for Student Organizations or student.recreation@csupueblo.edu for Club Sports. Events must follow established event guidelines and comply with Pueblo County and State of Colorado recommendations. A student organization event plan must accompany the request and an example template may be found here.

Event Employee and Volunteer Guidelines

COVID-19 TRAINING.

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[2] https://covid19.colorado.gov/safer-at-home/indoor-events

[3] https://covid19.colorado.gov/safer-at-home/outdoor-events

[4] https://covid19.colorado.gov/safer-at-home-in-the-vast-great-outdoors/guidance-for-everyone/local-ordersvariances

Student and professional employees will receive training on COVID-19 disinfection and safety protocols including, but not limited to, proper hand hygiene, coughing and sneezing etiquette, proper face covering usage, physical distancing, the differences between cleaning, sanitizing and disinfecting, COVID-19 symptoms and reporting protocols and the employee illness and absence policies.

EMPLOYEE, STUDENT, AND VISITOR HEALTH

CSU Pueblo employees have been provided with COVID-19 Positive Case Reporting Protocol, which instructs them on how to respond to positive or probable cases of COVID-19[5]. Employees, students, and guests are asked to stay home if they are exhibiting symptoms of COVID-19 or if they or a household member have tested positive for COVID-19, or they have been in direct contact with anyone who has tested positive for COVID-19 within 14 days. If an employee is notified that a visitor, guest, or university partner that was hosted on campus has tested positive they must notify the COVID-19 Coordinator, Dr. Donna Souder Hodge at donna.souder@csupueblo.edu.

HAND HYGIENE

Student event (Student Engagement & Leadership, Auxiliary Services, etc…) employees are required to wash their hands with soap and water for at least 20 seconds every 60 minutes and before and after taking tickets or money, after taking out trash, sweeping, mopping, etc… If soap and water are not available hand sanitizer containing at least 60% alcohol may be used. Employees will be provided with individual hand sanitizer bottles when working events.[6]

COVID-19 TESTING & SCREENING

CSU Pueblo employees, students, and visitors must visit one of the three screening checkpoints available on campus to completed a daily health screening. Checkpoints are currently available in the Administration Building, Visitor's Center, and the Pack house. Beginning July 20, CSU Pueblo began providing a rapid COVID-19 test, at no charge, to any employee who has been quarantined and/or is symptomatic at the Wolfpack Wellness Center. You must call ahead to make an appointment, 719-549-2830. Employee ID is required.

FACE COVERINGS

CSU Pueblo employees working student events are required to wear cloth face coverings[8] for the duration of their shift. Face coverings may be removed for eating or drinking while seated or stationary or if in their individual office alone. CSU Pueblo branded face coverings will be provided to student employees and events staff.

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[5] https://www.csupueblo.edu/coronavirus/_doc/07-17-positive-case-reporting.pdf
[6] https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html [8] https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html

PRE-EVENTAND POST-EVENT MEETINGS
Employee pre-event and post-event meetings will be conducted virtually or in outdoor areas or large spaces that allow for appropriate physical distancing between employees.

CLEANING AND DISINFECTING
Event spaces will be cleaned and disinfected often. Door handles, chairs, tables, and other high touch areas will be cleaned, at a minimum, before and after the event. High traffic areas, such as check in or health screening spaces will be cleaned every 5-10 minutes. Restrooms in event spaces will be cleaned regularly during events and monitored throughout for cleanliness.[7] Restroom doors will be propped open when possible to avoid touching doors and every other stall and sink will be closed to allow proper physical distancing.

SHARED EQUIPMENT
Equipment will be disinfected anytime the equipment is used by or transferred to a new employee. This includes microphones, phones, radios, computers, tablets, payment terminals, cleaning equipment, keys, and all other direct contact items used throughout the event. Refrigerators, water coolers and coffee brewers with disposable cups and single serve condiments and creamers may continue to be used with proper hand hygiene and enhanced disinfection protocols.

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[7] https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html