Student Organization Manual

2015-2016 School Year

Office of Student Involvement & Leadership
http://www.utoledo.edu/studentaffairs/OSIL

Student Union 3504
Phone: 419.530.4944
Fax: 419.530.2908

Student Union, 2801 W. Bancroft, Mail Stop 105 Toledo, OH 43606

NOTE: The most current and applicable law, UT policy and OSIL processes will supersede this document.

The most up-to-date version of this document can be found on the Office of Student Involvement & Leadership’s website; www.utoledo.edu/studentaffairs/OSIL
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Introduction

Message from the Office of Student Involvement & Leadership

Student organizations provide a unique, rewarding opportunity for students to gain practical skills and enhance the out of classroom experience. As important additions to the organization, advisors guide student organization members by enhancing this experience, and effectively operating the organization. In addition, advisors often act as confidants in both individual and organizational-related matters, rendering knowledge about the organizations’ history and tradition, and providing valuable context to the operations of student organizations.

Volunteer or assigned to this role, you will devote a significant portion of your time to making the students’ experience at The University of Toledo a rewarding one. This dedication rewards both the students and the organization. It will also bring personal satisfaction to the advisor.

Our office is here to help you and your student organization leaders, if you have any question please contact our office.
Office of Student Involvement & Leadership

Student Union 3504
2801 W. Bancroft St - Mail Stop 105
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Mission Statement

The Office of Student Involvement & Leadership seeks to build community and is committed to providing students with opportunities for involvement that will enhance and complement their UT experience. This is achieved through social, educational and developmental programs and support to help students get connected to campus, discover involvement, gain leadership opportunities and learn more about campus life.

Programs and Services that are managed through the Office of Student Involvement include;

* Student Organizations  
* Greek Life  
* Levis Leadership UT  
* Traditional Events  
* Commuter Student Services
Things You Should Know About Student Organizations

Recognition of a student organization does not constitute endorsement, approval, or ratification by the University of Toledo of any doctrine, act or mission of the student organization.

Failure to comply with any of the following criteria may be grounds for denying or rescinding the recognition of a student organization.

1. Student Organizations and their members are subject to federal, state and local laws, University of Toledo (UT) policies, the Student Handbook, this handbook and the Student Code of Conduct.
2. A minimum of 10 currently registered students must be on the active membership roster at any given time.
3. An Officer Listing Form and a signed copy of the Anti-Hazing / Non-Discrimination / Anti-Harassment form must be on file with the OSIL and current to the semester.
4. The organization must have an approved constitution on file with the OSIL. Please email the constitution to the OSIL as a word/PDF document.
   a. The organization must conduct all activities in compliance with this constitution.
   b. If the organization wishes to make changes within the organization, the constitution must be amended and approved through the OSIL to reflect these changes.
   c. Organizations may be required to update their constitutions if they are found to be out-of-date by current law or UT policy.
5. All officers and active, voting members of recognized student organizations must be currently enrolled students of the University of Toledo.
6. Officers must not be found responsible for any violation of the UT Student Code of Conduct and must be in good academic standing.
   a. If either of these situations occur, the officer must immediately resign from their leadership position.
   b. Once the individual is in good academic standing or once all conduct sanctions have been successfully met, s/he may go through the organization’s election process again.
   c. NOTE: Student Academic Records are protected by FERPA. The Office of Student Involvement will communicate related issues directly to the student, but will not release information to the organization.
   d. NOTE: Student Conduct Records are protected by FERPA. The Office of Student Conduct will communicate related issues directly to the student, but will not release information to the organization.
7. In compliance with UT’s non-discrimination policy, no student organization may deny membership or discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, veterans status or the presence of a disability (unless specifically exempted by law).
8. Recognized student organizations are required to have at least one advisor that is a UT employee and approved by the OSIL. The current advisor(s) must be listed on the officer/advisor contact sheet. If a student organization can not secure or loses an advisor, a staff member from the OSIL will serve as the advisor until a qualified advisor can be secured.
9. All recognized student organizations must have representation at all mandatory organization meetings including a General Information session at the beginning of each school year. Officers and advisors are strongly encouraged to attend the Student Organization Fairs (fall & spring) and the student organization gala near the middle of spring semester.
10. No student organization may duplicate another recognized student organization’s purpose or name.

**Maintaining a Recognized Student Organization Status**

Updating student organization information is required each semester. The recognized status of a student organization will expire unless:

1. At least one officer must attend mandatory student organization meeting(s).
2. The leadership turns in an up-to-date **Officer Listing Form** with an **Anti-Hazing / Anti Harassment / Non-Discrimination Form** by the end of the third week of each semester and whenever the leadership changes.
3. The leadership of the student organization turns in an **Annual Report** by the date established at the beginning of spring semester (usually late February / early March).

**Annual Report Overview**

<table>
<thead>
<tr>
<th>A hard copy and an electronic copy template of the Annual Report will be made available by the OSIL at the start of the spring semester. <strong>The Annual Report includes:</strong></th>
</tr>
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<tbody>
<tr>
<td>An overview of the organization’s activities.</td>
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<tr>
<td>An overview of the organization’s membership demographics.</td>
</tr>
<tr>
<td>An overview of how the organization’s funds were utilized <em>(if receiving a University budget)</em>.</td>
</tr>
<tr>
<td>An overview of intended activities for the up-coming academic year.</td>
</tr>
<tr>
<td>A statement about leadership transition with a list of the officers elect <em>(if available)</em>.</td>
</tr>
<tr>
<td>A budget request for the up-coming academic year <em>(optional)</em>.</td>
</tr>
<tr>
<td>A full disclosure of any off-campus banking accounts.</td>
</tr>
<tr>
<td>An office, phone, mailbox, shadowbox request for the up-coming academic year <em>(optional)</em>.</td>
</tr>
</tbody>
</table>

**Important Dates related to maintaining a Recognized status**

*Failure to adhere to these deadlines may result in loss of recognized status and related privileges.*

- **August** General Information Sessions; Must Attend One
- **September 24** Update OrgSync with Executive Board/Advisor Info
- **February 4** Update OrgSync with Executive Board/Advisor Info
- **February 26** Deadline for Annual Report/Budget Request
- **April 29** Update OrgSync with Executive Board/Advisor Info
OrgSync

Org Sync is the student organization online management system designed for student organizations and Offices of The University of Toledo. Through OrgSync student organizations can manage room reservations and event requests. Student Organization Advisors do have a role within OrgSync as an administrator to their student organizations portals.

- First time users of OrgSync will submit the advisors name → an automated email is sent to the advisor → the advisor needs to follow the link to confirm they are the advisor

Benefits of using OrgSync

For Students

OrgSync encourages student involvement and awareness by making it easier to find registered student organizations and communicate with their members. Students are also able to keep an official record of involvement, create an eProtfolio, and utilize a personal calendar of events or a virtual to-do list. It is extremely easy for students, by using the organization search feature, to type in a word or two in order to narrow down the 300+ organizations and quickly find the right organization for them. Individual students who use this system will be more aware of the great opportunities and events happening on campus. In turn, they will become more involved, more invested, and enjoy their experience on campus more.

For Student Organizations

OrgSync houses all necessary materials for campus organizations in one place. Within OrgSync, members of a campus organization may keep a log of past officers for reference purposes, post pictures, complete organization surveys, announce meeting schedules, post event information, and more.

For example, OrgSync allows student organizations to do the following:

- Be sustainable by moving all organization forms online for easy access and storage of collected data
- Register online annually, which provides up-to-date information for people to quickly connect with the organizations
- Promote events using the online calendar (events can be private for their organization or promoted to everyone on campus)
- Communicate with group members or other groups via email, message, discussion board, or text message
- Store files for easy officer transitions from year to year
- Create an organization website (where you never have to worry about losing access to changing the information if the web developer graduates)
- Browse all registered student organizations and recruit new members
Privileges of Recognized Student Organizations

Abuse of these privileges may result in loss of recognized status and/or further code of conduct charges.

1. Ability to use the name of The University of Toledo in the organization title.
2. Use of UT facilities subject to reservation and user policies.
3. Ability to apply for funding through established UT processes and in compliance with UT policies.
4. Ability to use the name and images of UT in connection with publicity subject to policy.
5. Publication of organization activities in UT calendars and other marketing sources subject to policy.
6. Ability to apply for use of an organization office, mail box and/or shadow box subject to policy and processes.
7. Official recognition as a recognized student organization through the OSIL.

Responsibilities of Recognized Student Organizations

Failure to comply with these responsibilities may result in loss of recognized status and all privileges.

1. Maintain an active student-centered program that is compliant with the organization’s constitution, Student Organization Manual, UT policy, and Federal/State/Local law.
2. Maintain up-to-date paperwork with the OSIL to the semester.
   a. Constitution (submitted on Orgsync Word/PDF document)
   b. By-Laws and/or National Constitution/Charter (if applicable)
   c. Officer Listing Form (updated on OrgSync each semester and as changes occur)
   d. Anti-Hazing / Anti-Harassment / Non-Discrimination Sheet (accompanies the Officer Update)
   e. Annual Report / Budget Request (by the date established by the OSIL)
3. Maintain compliance with all terms of the above listed Conditions for Registration.
5. Effectively pass the leadership of the organization from one year to the next.
6. At least one officer must attend mandatory student organization meetings.
7. Officers and advisors are strongly urged to attend the student organization fairs each year.
8. Represent your student organization through professionalism and respect of diversity and human dignity.

Accountability

Student organizations are held accountable to the same “Code of Conduct” that individual UT students are. Violations of the Code of Conduct may result in sanctions.

See the University Of Toledo Code Of Conduct in its entirety at the following web address;
https://www.utoledo.edu/studentaffairs/conduct/pdfs/3364_30_04_Student_code_of_conduct.pdf

Sanctions

Sanctions may be placed on individual students or on student organizations as a result of any violation of the student Code of Conduct. Sanctions imposed will come from the Office of Student Conduct.

Due Process

Student organizations may not have the same due process as an individual student, but if a student organization does have reason to believe that they have been treated unfairly or not in accordance with current UT policy, the student leaders of the organization may submit a petition to the Office for the Student Experience for investigation.
Offices, Services & Programs Supporting Student Organizations

**Office of Student Involvement & Leadership (OSIL) – Student Union 3504**

The Office of Student Involvement & Leadership staff is the official connection between Student Organizations and The University of Toledo. Student organization leaders are encouraged to communicate directly with OSIL staff regularly. OSIL staff are available as consultants to help student organization leaders as they manage the business of their organizations.

**Student Organization Resource Center – Student Union 3509**

This room is a collaborative effort between OSIL and Student Government. This room serves as a place for student organization leaders to access tools and information to serve their organizations. The hours will be posted on the door of the office.

**Marketing and Communications – University Hall 2801**

The Marketing and Communications department is dedicated to working with student organizations to make sure they have professional advertisements. They will help student organizations market their organization as well as their events. This service is free of charge to students.

**Office of Student Disability Services – Rocket Hall 1820**

The Office of Student Disability Services is focused on assisting students with disabilities in having full access to academic programs. The professionals who work in this office also serve as a resource to student organizations in helping to make events for students as accessible as possible.

**Campus Activities & Programming (CAP) – Student Union 1532F**

Campus Activities & Programming is the premier programming board at UT. As a student organization, CAP strives to serve the entire student body in providing programs related to social events, networking events, educational events and entertainment to students. While CAP functions with an executive board of student leaders, the involvement and input from CAP general members is extremely important to the success of this organization. All student organizations are encouraged to send a representative to CAP general meetings and to look for opportunities to collaborate with CAP in programming and marketing.

CAP also maintains a supply of programming supplies and equipment that is available to student organizations. Please consult the current leadership for an inventory of equipment.

**Student Government (SG) – Student Union 3512**

Student Government represents the entire student body. SG works with UT administrators to influence policy and processes that effect students. There are many opportunities for students to communicate to SG and all student organizations are encouraged to communicate directly to SG members about what they like most about being a UT student and thoughts and ideas on how UT can better serve students.
Forms

Student organizations will utilize several forms as they conduct business. A list of the most commonly used forms is below. Organization leaders can obtain hard copies of these forms in the Office of Student Involvement and in the Student Organization Resource Center.

Many of these forms may be completed and submitted electronically. Copies of all of these forms can be found on line.

www.utoledo.edu/studentaffairs/OSIL/forms.html

Organizational Administration Forms

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<thead>
<tr>
<th>Form</th>
<th>Used for</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Organization Application</td>
<td>Creating a new Student Organization</td>
<td>Upon application</td>
</tr>
<tr>
<td>Sample Constitution</td>
<td>Help writing a constitution</td>
<td>Reference only</td>
</tr>
<tr>
<td>Officer Listing Form</td>
<td>Informing the University of Organizational</td>
<td>Beginning of each semester and anytime</td>
</tr>
<tr>
<td></td>
<td>Leadership</td>
<td>leadership changes occur</td>
</tr>
<tr>
<td>Anti-Hazing / Anti-Harassment / Non-</td>
<td>Acknowledgement of University policies by the</td>
<td>With any changes to the Officer</td>
</tr>
<tr>
<td>Discrimination</td>
<td>leadership</td>
<td>Listing Form</td>
</tr>
<tr>
<td>Travel Authorization Form</td>
<td>Inform the University that your organization</td>
<td>14 days prior to departure</td>
</tr>
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<td></td>
<td>is traveling. Remember that each travel</td>
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<td></td>
<td>must also complete a liability waiver.</td>
<td></td>
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<tr>
<td>Liability Waiver</td>
<td>1. Anytime you hold an event where there is</td>
<td>Completed prior to risk activity and forms</td>
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<td></td>
<td>risk of injury all participants must complete</td>
<td>turned into OSIL with 7 days</td>
</tr>
<tr>
<td></td>
<td>2. When traveling as an organization all</td>
<td></td>
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<td></td>
<td>travelers must complete</td>
<td></td>
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<tr>
<td>Annual Report</td>
<td>Mandatory report completed each spring that</td>
<td>Late February / Early March each</td>
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<tr>
<td></td>
<td>outlines what the organization has accomplished</td>
<td>year</td>
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<td></td>
<td>that year</td>
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<tr>
<td>Budget Request</td>
<td>Recognized Student organizations can request</td>
<td>Late February / Early March each</td>
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<td></td>
<td>an operating budget for the following fiscal</td>
<td>year</td>
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<td></td>
<td>year</td>
<td></td>
</tr>
<tr>
<td>Office / Mailbox / Shadowbox space</td>
<td>Recognized Student organizations can request</td>
<td>Late February / Early March each</td>
</tr>
<tr>
<td>request</td>
<td>an office space in the Student Union, a mailbox</td>
<td>year</td>
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<tr>
<td></td>
<td>and/or a shadowbox for the following fiscal year</td>
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Event Planning and Implementation Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Used for</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Registration Form</td>
<td>STARTING POINT for PROGRAMMING</td>
<td>28 days prior to your event</td>
</tr>
<tr>
<td></td>
<td>• Request permission to hold an event on or off campus</td>
<td>(10 weeks if a contract is requires)</td>
</tr>
<tr>
<td></td>
<td>• Request space on campus</td>
<td></td>
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<td>• Initiates requests for:</td>
<td></td>
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<td></td>
<td>o UTPD Security</td>
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<td></td>
<td>o Facilities/Grounds support</td>
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<td></td>
<td>o Bonfires</td>
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<td></td>
<td>o Approval to have Alcohol on campus</td>
<td></td>
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<tr>
<td></td>
<td>o Risk Management Approval</td>
<td></td>
</tr>
<tr>
<td><strong>Student recreation Center Space request</strong></td>
<td>Reserve space in the Student Recreation center (must still complete event registration)</td>
<td>28 days prior to your event</td>
</tr>
<tr>
<td><strong>Food Waiver</strong></td>
<td>Anytime you serve food on campus that is not purchased from Aramark, you must get an approved food waiver</td>
<td>21 days prior to your event</td>
</tr>
<tr>
<td><strong>WXUT Service or Waiver</strong></td>
<td>WXUT has first right of refusal on all DJ services on campus. Use this form to request WXUT Service or to request a waiver to use another DJ.</td>
<td>21 days prior to your event</td>
</tr>
<tr>
<td><strong>Publicity Application</strong></td>
<td>Request Publicity and advertising space around campus (glass display cases, banners, kiosks, etc.)</td>
<td>Min. 14 days prior to desired reservation</td>
</tr>
<tr>
<td><strong>Tent Application</strong></td>
<td>Request permission to have a tent/canopy on campus</td>
<td>21 days prior to your event</td>
</tr>
<tr>
<td><strong>Travel Authorization Form</strong></td>
<td>Inform the University that your organization is traveling. Remember that each travel must also complete a liability waiver.</td>
<td>14 days prior to departure</td>
</tr>
<tr>
<td><strong>Liability Waiver</strong></td>
<td>Many uses: 1. Anytime you hold an event where there is risk of injury all participants must complete 2. When traveling as an organization all travelers must complete</td>
<td>Completed prior to risk activity and completed forms turned into OSIL with 7 days</td>
</tr>
<tr>
<td><strong>Special Funding Request</strong></td>
<td>Application for special funding from the Student Activities Committee (SAC) to cover event programming or travel</td>
<td>Min. 28 days before event/travel. Due by 4 pm on the Monday before the scheduled SAC meeting you wish to present your request</td>
</tr>
<tr>
<td><strong>Incident Report Form</strong></td>
<td>Used to document anything that is out of the ordinary or a violation of local/state/federal law or UT policy</td>
<td>Anytime</td>
</tr>
<tr>
<td><strong>Donation Form</strong></td>
<td>Prior to soliciting money or supplies to be donated from any source, we must get the approval of the UT Foundation</td>
<td>14 days prior to solicitation of support</td>
</tr>
<tr>
<td><strong>Contract Request Form</strong></td>
<td>University funded Student Organizations cannot enter into a legal agreement for goods/services. All contracts must be between the university and the vendor.</td>
<td>10 weeks prior to event</td>
</tr>
<tr>
<td><strong>Directory Information Request</strong></td>
<td>If you are looking to target a specific group of students by email, you supply the criteria and OSIL will request the list of email addresses. The OSIL will send out your email on your behalf. **Please note, we will not send out physical mailers via USPS.</td>
<td>6-8 weeks prior to your desired send date</td>
</tr>
</tbody>
</table>
Policies & Practices

From UT policy 3360-30-13, the Student Code of Conduct and other UT policies as indicated.

Failure to adhere to these policies and practices may result in Code of Conduct charges being filed against individuals or against the organization, sanctions or restrictions applied to the organization, restitution required of the organization, and/or the student organization’s loss of recognized status and all associated privileges.

Absenteeism from Class
While being a student leader and running a student organization is an important part of personal and professional development, academic commitments must come first. If conflicts between class and a student organization occur, refer to your class syllabus for attendance expectations, discuss the issue with your instructor/professor and make a wise choice.

If your instructor/professor needs documentation of your involvement in a student organization event, conference, etc., please contact your advisor and/or the OSIL staff for a written or email letter.

Advertising; postings, handbills, chalking, other
A good practice in advertising is to begin advertising at least 2 weeks before the event and continue to advertise right up to start time. To get your event to “UT Tradition” status, plan the event a year ahead of time and work with OSIL staff to promote your event as a tradition. When you advertise an event, in addition to the general event information, be sure to include the following:

a. Name and Contact information of sponsoring organization (E-mail, phone, website, Facebook)

b. English translation if a foreign language is used

Student organizations must adhere to the following restrictions in advertising
1) All postings (flyers, posters, handbills, and/or banners) posted or distributed on University property must be pre-approved. If approved, a copy of the posting will be stamped. After being stamped, copies may be made and distributed for display on campus.

   a) All postings sponsored by student organizations must be approved by the OSIL.
   b) Postings being made by anyone other than a student organization must be approved through the Office of Marketing / Communication (MarCom); UH 2110, 419.530.2002, utmarcom@utnet.utoledo.edu
   c) Postings related to Student Government elections will be given specific guidelines from the Election Board.

2) Adhere to the posting guidelines of respective buildings; after being stamped by the OSIL...
   a) SU – drop off 16 copies in the OSIL for bulletin boards, we’ll hang them for you
   b) Rec Center; drop off 1 or 2 copies in the Office of Recreation
   c) Residence Life; drop off 145 copies to the Office of Residence Life (1014 Ottawa House West)
      i) Copies must be divided by hall as follows:

<table>
<thead>
<tr>
<th>Hall</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter Hall</td>
<td>24</td>
</tr>
<tr>
<td>Parks Tower</td>
<td>31</td>
</tr>
<tr>
<td>Presidents Hall</td>
<td>24</td>
</tr>
<tr>
<td>McComas Village</td>
<td>17</td>
</tr>
<tr>
<td>International House</td>
<td>15</td>
</tr>
<tr>
<td>MacKinnon</td>
<td>7</td>
</tr>
<tr>
<td>Ottawa House</td>
<td>21</td>
</tr>
<tr>
<td>Scott and Tucker</td>
<td>6</td>
</tr>
</tbody>
</table>

d) All other buildings; bulletin boards only per the policy of that building

3) The use or reproduction of the University of Toledo name, seal, logos and symbols is prohibited without prior permission. For events ON or OFF campus, permission is requested through properly completing and submitting the event request form AND sending a proof of the artwork/advertising to the OSIL. OSIL will confirm the event approval and send the artwork/advertisement to Marketing and Communications for approval. If permission is denied by OSIL or Marketing and Communication, the person(s) who submitted the event request form will be notified.

   a) **NOTE:** when using the University of Toledo logo, you MUST use the ones provided through the Office of Marketing and Communication’s website in accordance with the proper use standards
These logos may not be distorted or altered in any way and may not appear under or over any other text or graphic (overlapping).

b) Student Organizations may not use any symbol or logo associated with UT Athletics without the expressed permission of the Department of Athletics. This includes the Rocket Logo below or any incorporation of this image.

4) Postings are to be hung on bulletin boards or designated areas only. Maximum of 1 flyer per bulletin board. No taping or otherwise attaching to windows, doors, walls, sidewalks, light poles, signs, trees, etc.

5) “Open Access” bulletin boards may be used within the following guidelines:
   a) Only one sheet no larger than 11”x17” may be posted
   b) Material posted must be dated and include clear identification of who is posting it
   c) Material will be removed every Friday

6) In compliance with City Ordinance No. 2603, flyers may not be posted on city property or on private property. If posting flyers in a public space in the community, secure the permission of the proprietor first.

7) No permanent materials (including but not limited to paint, marker, glue) can be used to post advertisements on University property.

8) Literature of any type may not be placed on vehicles in any way.

9) Sidewalk chalk may only be done on outdoor horizontal spaces that are not under any overhang, no vertical spaces such as walls, columns, etc.

10) Sidewalk chalk may not be used on the center plaza of Centennial Mall.

11) Postings, flyers, handbills, etc. may not be tossed on the ground or tossed to the wind.

**Event/Program Marketing Options on Campus**

There are dozens of ways to advertise your event or program on campus. Utilize as many of these approved methods of marketing as you feel is appropriate.

1. Flyers in the Student Union  16 copies to OSIL, 2 wks prior
2. Flyers in the REC  2 copies to REC Office
3. Flyers in the Residence Halls  145 copies to Ottawa West
4. Flyers in other buildings on Main, HS, and Scot Park Campuses bulletin boards ONLY
5. UT Master Calendar of Events (on UT’s website) through OSIL, 2 wks prior
6. Outdoor Kiosks on Main campus – 14 copies through OSIL, 4 wks prior
7. Banners in the SU through OSIL, 2 wks prior as available
8. Handbills & promotions distributed in SU from an info table through SU, 4 wks prior
9. Rocket Blast email Through SO Marketing
10. Sidewalk Chalking NO vertical spaces or under overhangs
11. Present at select student organization meetings
12. Collegian Ad – call 419.530.7788 for rates
13. Submit a press release for community news media through MarCom
14. Shadow boxes on SU third floor reserve at OSIL as available
15. SU Glass display cases (restrictions apply) reserve at OSIL as available
16. SU Glass covered bulletin board (restrictions apply) reserve at OSIL as available
17. UT News newspaper to faculty/staff MarCom
18. Tweet or Blog about the event
19. Send a text message reminder to all your members on the day of the event
20. Post the event on your members’ facebook pages
21. Post the event on your organization’s website
22. UT Update; email to faculty/staff announcements@utoledo.edu
23. Flyers & Handbills in Student Organization mailboxes through OSIL 2 wks prior
24. Your group members can wear T-shirts or buttons about the event
25. Print event information on pins, highlighters, Frisbees, magnets or other give away items
26. Use glass markers on your (AND ONLY YOUR) car as a moving ad – not windows, safety first!
Advisors
All student organizations are required to have at least one UT employee advisor. Additional advisors that are not employees are permissible. OSIL staff will serve as advisors to organizations that do not yet have or that lose an employee advisor.

Organizations should choose their advisor based on expertise, knowledge and passion related to the functions of the organization. Advisors are NOT to control the decisions and functions of the organization; they are there to guide and support organization leaders. Your advisor will know UT policy and processes and will be able to help leaders think through choices and situations.

Alcohol at Events (UT policy 3360-30-11)
The following policy applies to on campus events and off campus events that are pre-approved to serve alcohol or for approved student travel such as conferences, field trips and athletic events. University regulations regarding alcohol are consistent with the laws of the state of Ohio as stated in the Ohio Revised Code. The Ohio Revised Code includes the following statements:

1) It is unlawful for a person under 21 years of age to purchase, consume, possess or transport any intoxicating liquor.
2) It is unlawful to knowingly and falsely misrepresent one’s age to obtain alcoholic beverages or to represent that another is of legal age for such purpose.
3) It is unlawful to furnish or buy or contribute money to the purchase of alcohol for an underage drinker.
4) It is unlawful to have in one’s possession in a public place an open container of beer or intoxicating liquor.
5) It is unlawful to consume any beer or intoxicating liquor in/on a motorized vehicle.

In addition to the above regulations, UT further regulates the use of alcohol on any UT campus and/or in association with UT in the following ways:

1. The Vice President for the Student Experience must approve, in advance, all student events that serve alcohol on any UT campus. The VPSE may impose additional restrictions or conditions as deemed necessary. Student organizations seek this approval through the proper completion and submission of the Event Registration form.
2. An “F” permit must be successfully secured for the event through the University system. If this request is denied by the city or the University for any reason, alcohol will not be permitted at the proposed event or the event will be canceled.
3. Alcohol must be sold by a licensed and insured vendor. UT’s food service contractor, ARAMARK, is the preferred vendor and must give permission to use any other vendor on campus.
4. Alcohol may not be advertised or promoted in any University publication or in/on any University operated facility or property.
5. Unless pre approved, Alcohol cannot be – in any way – associated with the University of Toledo through any advertising on campus, off campus or through social media.
6. Advertising for events that are approved to serve alcohol must refer to alcohol as “Legal Beverages Available”. Advertising may not include the sale price of the alcohol nor can it refer to the price advantage or amount available.
7. Specific brands or types of alcohol may not be referred to in any advertising.
8. Alcohol manufacturers, distributors, and retailers may not sponsor UT associated events.
9. University funds may not be used to purchase alcohol.
10. Alcohol may not be sold or used prior to noon.
11. For an event lasting 3 hours or more, sale or service must stop 45 minutes before the end of the event. At no time may the sale or service of alcohol last more than 3 consecutive hours.
12. No one under 21 is permitted to “tend bar”, serve or transport alcohol.
13. Anyone serving alcohol is not permitted to consume alcohol while serving. Intoxicated people are not permitted to serve alcohol.
14. Persons who demonstrate signs of being intoxicated may not be served alcohol.
15. Security (assigned police officers) must be present at any event serving alcohol as determined by the UT Chief of Police or designee.
16. Any event serving alcohol will also be supervised by UT officials who have the authority to apply additional terms, restrictions or conditions to the event. These officials also have the authority to cancel the event and/or stop the sale of alcohol at any time during the event.
17. Drinking games, beer bongs, party bongs, and alcohol punch-type parties are strictly prohibited.
18. Events that serve alcohol may not use alcohol as a theme of the event and may not actively encourage alcohol consumption in any way.
19. Events that serve alcohol must provide non-alcoholic beverages and unsalted foods in quantity sufficient for the number of expected guests. All food items must be visible and readily available.
20. Drinking containers for alcohol must not exceed the following:
   - Beer = 12 ounces
   - Wine = 6 ounces
   - Liquor = 1 ounce
21. Alcohol may not be served free of charge.
22. The minimum charge for 12 ounces of beer, 6 ounces of wine, or 1 ounce of liquor must be $1.00.
23. There must be a clearly defined and easily enforced area for the event such as a snow fence.
24. ID checks must be made by the licensed vendor and/or University officials. Student leaders of the organization may assist as determined by the University official but may not be the sole ID checker.
25. An ID check protocol must be clearly determined and approved by UT officials ahead of time, clearly communicated to participants and strictly adhered to for the duration of the event. I.e. ticket sale process, wrist banding processes, bar set up, ordering and serving protocols, etc.
26. Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event. Other than approved to sale, no alcoholic beverages may be brought into the event area.
27. If the event is a performance event such as a concert, the sale of alcohol (or tickets for alcohol) must end no less than 60 minutes before the scheduled end of the performance. Actual alcohol distribution must end no less than 45 minutes before the scheduled end of the performance.

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**Amplified Sound Outdoors (UT policy 3360-30-16)**

Approved outdoor locations for amplified sound via DJ, bands, radio broadcasts, and the like are;
- McComas Village Courtyard (reserved through Res Life)
- Centennial Mall & around SU (reserved through Student Union)
- Student Union (reserved through Student Union)
- Flats (reserved through Student Union)
- Carter Field (reserved through SRC Office)
- Parking Lots (reserved through Student Union)

Any event utilizing these areas must have prior approval through the facilities reservation and event planning process. Amplified sound may be denied or rescinded if there may be or is any disruption to classes or general University operations.

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**Bonfires**

The only approved place for bonfires on campus is in the flatlands. To host a bonfire, a student organization will need to reserve the flatlands and indicate the desire to have a bonfire on the form through the SU office at least **5 weeks in advance**. Most bonfires require a burn permit through the city and may be denied based on timeline, weather conditions or other uncontrollable factors. The maximum size of fire per the Ohio EPA is 5 foot x 5 foot x 5 foot. The sponsoring organization will be responsible for paying the Facilities and Grounds staff for tending the bonfire.
Student organizations receiving operational funding through the University will receive a printout indicating how much money is allocated to specific sub-accounts. All spending from the operation budgets must strictly adhere to the amounts and the sub-accounts given. All spending must be approved through the Dean of Student’s Accountant and over spending in any line will not be permitted. The following provides a brief explanation of the most frequently used sub-accounts.

71113 Honoraria  payment to educational speakers, entertainers and the like
    Ent. Contractor payment to social speakers, entertainers and the like
72102 Office Supplies basic office supply needs
72302 Equip. Repair repair to university owned office equipment other than computers
72103 Equip. Rental rent of golf carts, 2 way radios and the like
72104 Computer Suppl. computer paper, printer cartridges, etc for university owned machines
72105 Film, Slides photo or video film and processing
72202 Office Equip. typewriters, calculators, etc. – cost under $5,000
72203 Computer Equip. computers, printers, etc. – cost under $5,000
72303 Comp Software computer software upgrades for university owned computers
72999 Other Supplies any supplies not listed above
73203 Travel, Conf. national, regional conferences, hotel, transportation, registration fees
73402 Sponsored Events food, decorations, supplies for events on campus
73403 Awards, Banquets plaques, trophies, etc for events held on campus
74102 Subscriptions magazines specific to your organization
74103 Dues national or regional professional association dues
74104 Printing printing jobs through non UT vendors – must be pre approved
74105 Printing, UT printing jobs done through UT print shop
74106 Photocopies copies of flyers, letters, etc. through UT print shop or Rocket Copy
74107 Advertising newspaper ads and the like
74202 Telephone telephone instillation costs & monthly fees – only in SU offices
74204 Long Distance long distance calls from phones in the SU offices
74302 Postage stamps and mailing costs
74303 Freight UPS, Fed Ex, etc
75202 Room Rent charge for facility rentals such as REC

Canceling an Event
If organizational leaders cancel a scheduled event at least 5 working days before the event date, there will be no charges related to police officers but any facility rental deposit paid will be forfeited. To cancel an event, communicate directly to the individual who gave you a facilities reservation confirmation AND the Office of Student Involvement. Cancellation of an event with less than 5 working day’s notice may result in police officer billing. It is the organizations responsibility to communicate the cancellation to the general student body.

Charitable Contributions
University funds may NOT be used as charitable donations or contributions. Student organizations may conduct fundraisers to raise money as a charitable contribution as long as the “Event Registration” form is properly completed, submitted and approved.

Code of Conduct and Conduct Violations
The student code of conduct and all policies and processes related to the code apply equally to students and student organizations. Student organizations are subject to the full range of University sanctions for violations of the code. Any alleged violation will be investigated and processed through the Office of Student Conduct. Student organizations and individual students within an organization may be issued sanctions as a result of the violation investigation.
**Computer Use and Restrictions**

Computers that are the property of the University of Toledo – including those provided in student organization offices must be used in strict adherence to UT policy.

**Constitution Updates and Changes**

Student organizations are required to conduct business in strict adherence to their OSIL approved constitutions, all UT policy, and all applicable law. To make a change to the constitution, a revised copy must be electronically submitted to the OSIL as a word/PDF document. The revised constitution will go through the same approval process as new student organization constitution and must meet all current requirements.

**Contracts for Performers and Rental/Entertainment Companies**

Any event that utilizes outside talent or vendors paid by University funds requires a contract between the performer/vendor and the University of Toledo. STUDENTS ARE NOT PERMITTED TO NEGOTIATE OR SIGN ANY CONTRACT ON BEHALF OF THE UNIVERSITY OF TOLEDO. Events that may require a contract need to have space reserved with the appropriate facility and a contract request form submitted to Student Union office with as much notice as possible and a MINIMUM 10 WEEKS’ NOTICE. Only a UT generated contract will be accepted. The agency or company may have their own contract as well, but that contract cannot be used in substitute of a UT generated contract and cannot contradict the UT generated contract. ONLY UT General Council may sign a contract on behalf of the University of Toledo. Students may not sign contracts on behalf of the University.

Contracts must be approved through the V.P. for the Student Experience office and the UT General Council Office. Most contracts require some negotiation and/or clarification so this process may take several weeks. UT’s General Council requires that specific conditions (such as insurance) be met through the contract. If these conditions cannot be satisfied, the contract will not be issued.

**Copyright and Trademark Material**

Federal copyright law applies to student organizations. DVD’s that are rented or purchased from retail stores are licensed for in home viewing only. To show a DVD in a public setting, a license must be secured from a booking agency. Swank Motion Pictures has worked with many student organizations in the past – 1.800.876.5577

**Date or Slave Auctions**

The University of Toledo values equity, civility, and respect in all of its institutional endeavors. The Office of Student Involvement encourages all recognized student organizations to consider and uphold these values when planning events and activities for their members and the university community.

Occasionally, organizations choose to hold “date” or “slave” auction events as a fundraiser for their own group or for charity. While it is understood that these types of events are usually held with good intentions, we would like to challenge organization leaders to think more in depth about these types of events and their potential effects on the campus community.

“Date” or “Slave” auctions involve the process of bidding on a human being for the services or the ability to spend time with a certain person. This process devalues a human being to the level of merchandise and involves a comparison of the relative value of each person being auctioned. For these reasons and more, the Office of Student Involvement strongly encourages and would like to empower student organizations to hold alternative events and fundraisers.

**Directory Information Requests**

The OSIL and the University of Toledo will not give out list serves or hard copy lists of student organization contact rosters. Anyone who wishes to communicate to student organizations must use SO Marketing or submit their information to the OSIL. If approved, OSIL staff will forward the information to the student organization’s contact listing (the President/Advisor list).
Facility Reservations

Student Union and All Other Properties

<table>
<thead>
<tr>
<th>SU Rooms</th>
<th>Rocky’s Attic</th>
<th>Memorial Fieldhouse Lawn</th>
<th>Centennial Mall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flatlands</td>
<td>Libby Hall</td>
<td>Scott Park Rooms</td>
<td>Academic Rooms</td>
</tr>
</tbody>
</table>

Submit a Event Registration and Room Reservation form to the Student Union Office with **at least 4 weeks’ notice** (10 weeks if a contract is needed).

Student Recreation Center Properties

- The Student Recreation Center
- Carter Field
- The Health Education Center (outside academic use)

Submit a facility reservation form to the Office of Recreation with **at least 4 weeks’ notice** (6 weeks if a contract is needed). In most cases, student organizations will be required to pay a $25 application fee to reserve space at Student Recreation Center properties.

Athletic Properties

- Savage Arena
- Fetterman Practice Field
- Glass Bowl Stadium

To discuss reserving athletic facilities, contact Tim Warga directly with **at least 5 weeks’ notice** In most cases, there will be a rental fee associated with using athletic properties. If athletic facilities are reserved, an Event Registration form for the event must be submitted to the OSIL at least 4 weeks in advance.

- Timothy R. Warga, Assistant Athletic Director
  - Email: tim.warga@utoledo.edu
  - Office: SV 1140 Mail Stop: 302
  - Phone: 419.530.2104 Fax: 419.530.4428

Residence Life Properties

- Residence Hall spaces
  
  Please visit the specific hall desk and inquire about the desired space's availability. If available, staff will place a tentative reservation on the books for you and you must then complete and submit an Event Registration to the OSIL for approval. Once approved by OSIL, Residence Life will contact you with a reservation confirmation. This process requires the standard **4 weeks’ notice**.

Other Properties

- Doerrmann Theatre

Contact Karen Bell for reservations (Karen.Bell@utoledo.edu or 419-530-2738)

Food Service Waiver

Aramark has first right of refusal for any food service that happens on any UT campus. If a student organization knows that they would like to use Aramark to cater an event, contact the Aramark catering office directly. If a student organization wishes to ask for a food service waiver (donated food and/or food catered by another agency) indicate this on the Event Registration Form that is turned into the OSIL and complete a Food Waiver (submit for waiver to Jennifer Darr of Aramark). The decision to
waive the food services contract is the decision of Aramark in consultation with UT’s Office of Auxiliary Services. While food service that is under $500 is likely to be granted a waiver, a waiver is not guaranteed and if it is denied, the organization will be required to use Aramark or discontinue food at the event.

If requesting a food waiver for anything other than pizza or pre-packaged foods, an itemized food service quote must be submitted from the selected vendor or vendors as well as food service license, proof of liability insurance. Aramark has the right to refuse any request for a food waiver.

**Food Service Handling**

If an outside catering service is utilized for food service, the student organization is responsible to clean up all food and all areas utilized. Off campus catering services must:

1. Provide evidence of appropriate, University of Toledo approved insurance coverage.
2. Hold the University of Toledo harmless waiver signed.
3. The food must come from a licensed food service establishment.
4. The Lucas Co. Health Department will investigate any alleged food borne illnesses.
5. Alcohol service may not be provided by the food catering service.

Any student organization that brings food onto campus must assume responsibility for all injury or damage of any kind resulting from or arising out of the organization’s operations or services. Handling and serving food must be done in compliance with the State of Ohio Uniform Food safety Code. Among other items, this code requires the following standards and processes.

The person(s) listed as contacts on the Event Registration form shall be the person(s) in charge of the food and food serving areas. This person shall familiarize themselves with knowledge of food-borne disease prevention as outlined in the document found at the following web address: [http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/rules/final/3717-1/3717-1-01.ashx](http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/rules/final/3717-1/3717-1-01.ashx)

**Food handlers must wash their hands after:**

- touching body parts other than hands and exposed parts of the arms.
- using the restroom.
- handling service animals or aquatic animals.
- coughing, sneezing, using tobacco, eating, or drinking
- handling soiled equipment or utensils
- handling raw foods
- prior to putting on single-use gloves

**Other food handling safety regulations include:**

- Anyone in direct contact with food may not wear fingernail polish or artificial fingernails when working with exposed food.
- Jewelry may not be worn on hands or arms with plain rings (i.e. wedding bands) as the exception.
- All outer clothing must be clean.
- Food handlers may not eat or drink in the area that food is being prepared or served.
- Food handlers working with exposed foods must wear hair restraints such as hats, or hair nets.
- Hand sanitizers may not substitute for handwashing.

**Food Quality and Identification**

- Food must be from an approved source – listed on the Event Request form.
- Bulk food containers must be identified with the common name of the food.
- Fresh shellfish identification tags must be kept on file for a minimum of 90 days.

**Food Temperatures**
- A metal stern, dial-type thermometer with temperature ranging from 0 degrees Fahrenheit to 220 degrees Fahrenheit must be provided to check hot and cold served foods.
- Refrigerated potentially hazardous food must be stored and served at 41 degrees Fahrenheit or below.
- Cooked potentially hazardous food must be held and served at or above 140 degrees Fahrenheit.
- All shell eggs, fish and pork must be cooked to an internal temperature of 145 degrees Fahrenheit. Ground meats must be cooked to an internal temperature of 155 and stuffed meats, stuffed pastas and poultry must be cooked to an internal temperature of 165.
- Processed foods must be heated to 140 degrees Fahrenheit for hot holding.

Food Storage and Handling
- Food handlers may not contact exposed, ready to eat food with their bare hands and must use utensils such as deli tissue, spatulas, tongs or single-use gloves.
- Food must be properly stored and handled to prevent cross-contamination.
- Raw fruits and vegetables shall be thoroughly washed with cold, running water before being cut, combined with other ingredients, cooked, or served.
- Single-use gloves must be used for only one task, and should only be worn over properly washed hands.
- All food and paper products must be stored at least 6 inches off the floor.
- Food on display must be protected from contamination.
- Frozen, potentially hazardous foods must be thawed by refrigeration, under cold running water, in a microwave, or as a part of the cooking process.

Marking Food Products
- Potentially hazardous foods that are prepared and held cold for more than 24 hours must be marked at the time of preparation to indicate the date by which the food shall be consumed. Food must be dated for expiration 7 calendar days or less from the day of preparation if stored at 41 degrees Fahrenheit or colder and dated for expiration at 4 calendar days or less if being stored at 41-45 degrees Fahrenheit.
- “Cottage Food Products” include bakery products and candy that is made in a private residence rather than a commercial kitchen or restaurant. Cottage Food Products must be labeled per each unit of food offered or sold in the following ways:
  - Common name of the food product
  - Ingredients in descending order by weight
  - Net weight or net volume of the food product
  - The following statement must be in no less than 10-point type “This product is home produced.”

Equipment, Utensils and Linens
- All food contact surfaces must be smooth and easily cleaned.
- Food temperature measuring devices must be accessible at all times.
- Food service equipment must be stored clean and dry when not in use.
- Tableware must be wrapped to prevent contamination or set at the table after the customer is seated.
- Hand washing stations must be easily accessible by food handlers and in or immediately adjacent to toilet rooms.
- Fire extinguishers must be available if cooking is being done.
- Propane gas tanks must be tightly secured to prevent tipping.
Food Sales, Bake Sales

If a student organization sells baked goods or any other food item as a fundraiser, all applicable sanitation guidelines and health code regulations must be followed. In addition, the following guidelines must be adhered to:

1. Baked goods must be individually wrapped and labeled. Items such as pies and cakes must be covered with a lid or plastic wrap. Labels must include the following:
   a. Common name of the food product
   b. Ingredients in descending order by weight
   c. Net weight or net volume of the food product
   d. The following statement must be in no less than 10-point type “This product is home produced.”

2. No liquid refreshments may be sold; including coffee, tea, etc.

3. No electrical appliances such as warmers may be used.

4. The sale area must be kept in an orderly appearance throughout the sale period and must be restored to its normal appearance immediately following the sale.

5. The sale of any other item other than baked goods requires a food service license from Lucas County and/or the state of Ohio.

Free Speech

Students have a constitutional right to freedom of speech. While there are specific policies and law related to disruption of university proceedings and infringing of the rights of others, UT certainly supports and protects students’ rights to free speech. An open access bulletin board is located in the Student Union. See the section on “Advertising” for more information.

Funding for Student Organizations

Recognized student organizations have several options for gaining funding for their activities.

UT supported operational budget

Recognized student organizations can apply for an operational budget for the following school year by completing the Annual Report process toward the end of each school year. Operational budgets are issued on a year-to-year basis and having an operational budget one year does not guarantee an operational budget during the following year. Funding is awarded based on the request, justifications for expected expenditures, the activity of the organization and the funds available each year. These funds are from the Student General Fee and there are many restrictions on how the funds can be used. See “Spending Process” for more information.

Special Funding

Recognized student organizations can apply for special funding at any time during the fall or spring semesters. The special funding request must be submitted to the OSIL at least 4 weeks before the event or travel. The Student Activities Committee (SAC) is the committee that hears special funding requests. This committee meets most Friday afternoons during fall and spring semesters. A representative of the student organization must verbally present the funding request to the committee during the scheduled meeting. SAC’s priority is to provide funding for on-campus events that are open to all students. SAC may provide funds for other events and for travel, but these are lower in priority. Special Funding also comes from student general fees and may not be used for charitable contributions, stipends, personal property, operational expenses, food for travel, any political campaign, or give-away or prize items.

If an event receives a special funding award and there is income associated with the event, any profit made from that event must be used to re-pay SAC up to the amount awarded.
Other sources of funding for student organizations include membership dues, fundraising and soliciting for donations. See these sections for more information.

**Fundraisers**

Recognized student organizations may conduct fundraisers for the organization or for charity. To gain approval to fundraise using the name of the University of Toledo – an organization must submit an Event Request Form to OSIL at least 4 weeks before the date of the proposed event. The money gained through a fundraising event must be deposited into an approved account (UT or off-campus) before it can be spent.

If it is deposited into your UT account, you can specify which sub-account you want the funds to become available in. If an organization used some of their UT budget money to seed the fundraiser, the seed sub-account must be reimbursed and the PROFIT can be placed into the sub-account of choice. If it deposited into an off-campus account a deposit slip must be submitted to OSIL within 5 days after the fundraising event.

**Gambling, Bingo, Casino Games, Raffles**

State gambling laws apply to student organizations and their activities. Gambling (*games of chance for with a chance to lose and win money*) in any form is not permitted. Bingo, Raffles, Casino Games and other activities can be done as entertainment and even as a fundraiser as long as gambling laws are strictly adhered to. Consult with OSIL staff in order to make sure your event is compliant.

Student organization are not permitted to conduct a raffle as it is a violation of the State of Ohio gambling laws. A raffle is defined as a game of chance where:

1. There is a financial cost in exchange for one or more chances of winning
2. Winners are chosen by chance (i.e. a drawing)
3. The prize for winning has a financial value (i.e. cash or tangible good)

In order to award prizes (**cash and pre-paid credit cards are prohibited**) through chance, everyone must have an equal opportunity to win by meeting one of the following criteria:

1. All persons in attendance have the same number of entries or chances
2. There is no financial cost in exchange for entries or chances
3. Chances to win or entries are attached to the sale of a good, AND, the price for the good is of fair value with or without the chance to win

**Guest Speakers or Entertainers**

Any speaker, presenter, entertainer or facilitator performing at UT must be at the invitation of a recognized student organization or UT department. Speakers may not urge the audience to take action which is prohibited by the rules of the University or which is illegal. Advocating or urging the modification of the government of the US or the state of Ohio by violence or sabotage is specifically prohibited. It is also specifically prohibited to interfere with any general operation of the university including classroom operations. It is the responsibility of organization leadership to inform speakers of these prohibitions.

There are many experts in many areas employed by the University of Toledo and student organizations are encouraged to seek out and take advantage of these “in-house” experts. However, UT employees may not be compensated in any way for their help or services provided to a UT student organization. Speakers, entertainers, facilitators, etc. who are not UT employees may be paid for their contribution through an organizations “honoraria” budget line.

If a non-employee speaker or entertainer is recruited to perform or present at UT, a University contract must be initiated through the Office of Student Involvement at least 10 weeks prior to the proposed date of the performance. Only UT’s legal office personnel may negotiate and sign contracts on behalf of the
University. Students do not have the authority to negotiate agreements, make promises, sign contracts or obligate the University in any way.

**Harassment / Discrimination**

The University of Toledo is committed to high standards of professional conduct by all members of the university community, including faculty, students, residents, physicians, volunteers, employees, supervisors, managers, executive officers and visitors. The University strictly prohibits harassment directed toward any individual for any reason. UT’s harassment policy #3364-50-01 sets guidelines to create a safe and hospitable environment.

No student organization should condone or tolerate any form of sexually abusive behavior on the part of its members or affiliates, whether physical, mental or emotional. Sexual harassment shall be defined as unwelcomed sexual advances, requests, gestures, or physical conduct of a sexual nature. This includes any actions that are demeaning to anyone including, but not limited to date rape, gang rape, sexual assault, verbal harassment or threats.

Additionally, a complaint form can be filled out and delivered to the Office of Institutional Diversity. Go to the website of the Office of Institutional Diversity to print the form.

Student organizations are required to use the most up-to-date version of the University of Toledo’s non-discrimination clause in their constitution and more importantly, they are expected to follow this non-discrimination clause in all of its activity and function.

While student organizations are permitted to limit membership with specific criteria such as a degree program, organizations may not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, veterans status, or the presence of a disability.

**Hazing**

The Office of Student Conduct will investigate and preside over any case of alleged hazing. Sanctions for a hazing violation will be given at the discretion of the hearing officer/board. Hazing is a negative and harmful attempt at teambuilding and the University of Toledo strictly prohibits any form of hazing. Student organizations are strongly encouraged to work with Greek Life, OSIIL, Recreation and other professional staff members to develop healthy and positive forms of teambuilding.

Examples of hazing would include but are not limited to the forced, coerced, expected or encouraged involvement in any of the following: uniforms, acts of vandalism, public humiliation, theft, isolation, physical/emotional abuse, servitude, line-ups, kidnapping, calisthenics, sleep deprivation, exposure to weather, tests of stamina, tests of courage, sex acts, anything that would impair academic efforts, anything that would compromise personal safety, inhibiting cleaning or hygiene, caring objects, use of alcohol, use of tobacco, use of controlled substances, use of over-the-counter substances, unlawful activity, trespassing, nudity.

A person violates the hazing policy if the person:

1. Engages in hazing
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
3. Intentionally, knowingly, or recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student at The University of Toledo, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Office of Student Involvement or other appropriate officials of the University.
Mailboxes
Student organizations mailboxes are located on the 3rd floor of the Student Union just outside the Office of Student Involvement. Many organizations, departments and agencies use mail box notices to communicate opportunities to student organizations. Orgs can request the use of a mailbox for the next school year through the Annual Report process at the end of the school year. Orgs who are issued mailboxes are expected to empty their mailboxes at least once each week.

Membership Dues
Student organizations may charge membership dues to registered or voting members of the organization. If dues are charged, it must be so stated in the organization’s constitution and members have a right to know exactly what the dues will be spent on. Funds raised through dues must be clearly documented; a written receipt must be given to anyone paying dues and deposited within an approved account BEFORE spending. This could be through the Division of Student Affairs Accountant or an off campus account.

Movies & Films
Federal copyright law applies to student organizations. DVD’s that are rented or purchased from retail stores are licensed for in home viewing only. To show a DVD in a public setting, a license must be secured from a booking agency or rented from UT Carlson Library. Swank Motion Pictures has worked with many student organizations in the past – 1.800.876.5577

Off Campus Affiliations
Student organizations are permitted to affiliate with organizations outside the UT system. If an organization is affiliated with a non-UT entity, it must be so indicated in the organization’s constitution. Off campus affiliates may serve as organization advisors but the organization must still have at least one advisor who is a UT employee. Organization budgets and special funding issued through the University come from student general fees and may in no way support non-UT agencies or non-UT students. This includes travel and food purchased from UT budgets. UT gives certain privileges to its students and employees that may not be extended to non-UT affiliated persons such as access to facilities, free admission to events, etc. People who are not current UT students may not vote, hold office, receive benefit from university originated organizational funds or direct the activities of a student organization.

Off Campus Bank Accounts
Majorly funded student organizations may not open off campus bank accounts. Other student organizations may open off campus bank accounts, checking and/or savings. It is strongly suggested that the organizations use the UT Federal Credit Union or Huntington Bank. It is also strongly suggested that any off campus bank account be overseen by at least one UT employee advisor and at least one current organization leader – as a check & balance system. Any off campus account must be fully disclosed to the OSIL each year through the Annual Report process.

Even in the use of off campus bank accounts, recognized student organizations are required to deposit any funds raised into an account BEFORE any spending may occur and maintain proof of deposit for seven years.
**Off Campus & Online Publicity**

The name or any images associated with the University of Toledo may NOT be used in any way without the prior permission of the University of Toledo. To request permission to use the name or logo of UT for off-campus or online advertising, a student organization must submit a completed Event Request Form and a proof of said advertisement to OSIL 4 weeks in advance of the event.

When posting in public establishments, please gain the permission of the proprietor first. The City of Toledo ordinance 2603 expressly prohibits the posting of signs on railroad overpasses and city property including streets, parks, etc. Postings on private property is considered trespassing. Posting on utility poles and street signs is also prohibited.

**Office Space**

Student organizations may apply for the use of an office space in the Student Union for the upcoming school year through the Annual Report at the end of each school year. Office space is allocated on an annual basis. Having an office space one year does not guarantee having an office space the next year. Student Union and OSIL staff will collaborate to make office space assignments as needed to best serve students. Office space will be assigned based on the good standing of the organization, the way the organizations has used or intends to use the office, the activity of the organization and the number of students the organization serves. Office space is not to be used as a lounge, it is to be used as an office space for the work and business functions of the organization. University officials reserve the right to inspect student organization offices without notification at any time. Further office use parameters include:

- Fire code prohibits any open flame such as candles.
- Alcohol, tobacco and any controlled substance is strictly prohibited inside any office.
- Personal items should not be stored in offices, the SU or the University of Toledo is not responsible for lost, stolen or damaged personal property inside offices.
- Items may be posted on the interior door, but not on the outer hallway doors or walls unless a bulletin board has been place there by University officials.
- Any damage will result in sanctions, restitution and may result in the loss of the office space or the loss of recognized status.
- Any physical alterations (paint, drapes, altering built-in features, etc) must be approved in advance by the Administrative Office of the Student Union. The organization must bear any cost associated with these physical changes.
- The display of obscene or offensive material or material in violation of UT, state, local or federal regulation is prohibited.
- If the office is outfitted with a telephone, the organization must bear the costs associated with installation, maintenance and call bills.
- No items may be posted on any window or door on the inside of the building which could be viewed from the outside of the building unless prior approval from the Administrative Office of the SU is secured.
- The organization must maintain the office space in a clean and clutter free way.
- Access to the roof is strictly forbidden.
- Screens on exterior windows must remain in place and not removed.
- Minimal furniture will be provided and remains the property of the University and may not be removed or replaced without the prior approval of the Administrative Office of the SU.
- Electrical appliances are prohibited due to fire hazard.
- A list of students and employees approved to access the office must be submitted to the OSIL as soon as possible. It may take several weeks to have the door swipe access activated through the University system.
- Student organizations must notify SU personnel of any expected delivery to make arrangements for receiving the items.
**Political Activity**

Student general fee dollars may not be used to support any political candidate or political cause whether federal, state, local or University level.

**President's / Advisor's List Serve**

The President / Advisor's list serve is compiled each semester directly from the Officer Listing forms. Communication about upcoming events, deadlines and announcements will go to Student Organizations via this list serve. Since this communication is official UT business, ONLY UT email addresses can be used for this list serve. We will not use hotmail, gmail or any other email accounts other than UToledo email accounts. It is expected that the Presidents and Advisors will forward received communication to organization members.

**Printing Services**

Any printing services done using UT budgets must be done on campus through the print shop—even if it is cheaper to do it off campus. Organizations may use off campus printing only if given permission by the UT print shop or if they need a job done that cannot be done on campus.

**Prizes and Give Away Items**

If prizes or give-away items are purchased with UT provided budgets, the items can only be given to current UT students. If the give-away items are given to all who participate (such as pens or t-shirts) a form does not need to be completed. If the items are a prize that is awarded to a student for winning something or accomplishing something (such as winning a tournament or a door prize drawing) a Prize Recipient Form must be completed and turned in to OSIL which indicates who was awarded the prizes and their R number. This form must be turned in to OSIL within 5 days of awarding the prizes.

**Property of Student Organizations**

UT provided budgets may not be used to purchase personal property (i.e. shirts or other items given to organization officers). Anything purchased with UT provided budget becomes the property of the University of Toledo. If these items are given away, the opportunity to receive these items must be open to all students. If the items are to be used by the organization for a duration, they should become a part of the organization’s inventory and may be checked out to individuals but may not be “owned” by an individual. This property is the property of the University of Toledo.

To purchase items to become personal property, an organization may do a fundraiser or have those receiving the items pay out of pocket.

**Public Assembly**

Students have the right to public assembly but doing so may not in any way disrupt regular UT processes or functions. This includes classes and/or the function of offices or departments.

**Reimbursements**

Reimbursements for student organization expenses will ONLY be made in relation to travel (no other purchases will be reimbursed) and then only if:

1. the travel request is approved beforehand
2. the Travel Reimbursement form is properly completed and submitted to OSIL within 7 days of return from travel
3. the student organization has adequate UT provided funding in the travel sub-account
4. only in compliance with current University policy related to travel and travel reimbursement
Social Events – Student Sponsored

Social Events are student sponsored events that would tend to be of high impact on the university community such as dances, parties, after parties, mixers, icebreakers, and concerts. The Police Chief or Captain in dialog with OSIL and Student Union Administrative staff will determine which events will be considered Social Events. If an event is considered to be a Social Event, the OSIL will need to evaluate the risk factors as reported on the Event Registration Form by the sponsoring student organization.

At least one Pre-Event meeting will be scheduled as soon as possible before the event and student organization leaders are required to be there to meet with representatives of the OSIL, the police department, the building staff, Facilities/Grounds staff and any other department that may be involved in the event. Details of the event will be discussed and parameters will be finalized. Event stipulations will be determined based on the impact level of the event, the past history of the event and the student organization, presence of cash, presence of alcohol, the expected attendance, location, the date, time and day. Specific stipulations will be determined in the following areas at the Pre-Event meeting.

- Supervision Levels and specific roles, responsibilities and authorities
  - police officers at $55/hour/officer with 3 hour minimum (union contract terms apply)
  - student affairs staff
  - student leaders of the organization
  - organization advisors
- ID Checks
- Stipulations on non-UT Guests
  - Most social events will be limited to UT students and employees who may sponsor one non-UT guest each. Non-UT guests will be required to present a photo ID.
- Wrist Bands
- Metal Detectors
- Venue Set up and Traffic Flow
  - Most social events will have a strict no re-entry protocol.
- Status of any needed Contracts
- Signage and equipment needs
- Ticket sale and Admission cost processes (see Fundraisers)
- Money handling and depOSILted processes
- Need for a Post Event meeting

Events that are not determined to be Social Events will usually not require a pre-event meeting or any of the above stipulations. Examples would be organization general meetings and small scale activities.

Solicitation and Donations

Student organizations must submit a Donation form to OSIL before asking for donations from any business, corporation, person or entity. The form must include a copy of the letter, flyer or exact terminology being used to solicit donations. The solicitation plans must be approved through the University and the University of Toledo Foundation; this may take up to two weeks to approve, partially approve, or deny the request. All donations, solicited or unsolicited must be depOSILted into an approved account before any spending can be made; UT or outside. If it is depOSILted into an outside account, a copy of the depOSILted slip must be maintained for seven years.
Spending Process and Restrictions

Student organizations using student general fees must follow spending guidelines and restrictions. Failure to do so may result in sanctions and/or the complete loss of current and/or future funding. The Dean of Student Experience's office in cooperation with the OSIL will communicate and monitor spending processes and restrictions. These would include, but are not limited to the following:

a. No student, group of students or student organization may represent the University of Toledo without prior permission to do so. Permission is requested through the Event Request Form.

b. Student organizations are granted funding for a purpose or purposes specified by their funding requests. It is expected that if funds are approved, whether through special funding or the regular budget process, they will be expended in accordance with the purposes stated in the funding request. Any substantial deviation in proposed expenditure will not be approved.

c. For spending amounts less than $1,000 – budget must first be confirmed through the Division of Student Affairs Accountant then the following options are available:
   1. Student organizations may use purchasing cards from the OSIL. The P-card must be checked out through the Dean of Student Experience Accountant during regular business hours. Specific instructions will be given at the time the P-Card is checked out. It is a good process to call to reserve a P-card since there are only a limited number that can be checked out.
   2. A vendor may be paid directly through the internet or by phone by giving the Division of Student Affairs Accountant all spending specifications.
   3. A vendor or performer may receive a University check on the date of the performance if a contract request is turned into the OSIL at least 10 weeks before the day of the event.

d. For spending amounts for $1,000 and over – budget must first be confirmed through the Dean of the Student Experience office then the following options are available:
   a. A vendor may be paid with a University purchase order by giving the Division of Student Affairs Accountant all spending specifications at least 4 weeks before the expenditure is needed.
   b. A vendor or performer may receive a University check on the date of the performance if a contract request is turned into the OSIL at least 10 weeks before the day of the event.

e. Any supplies, products or services which are available through the University of Toledo established sources, must be obtained in this fashion.

f. Reimbursements to individuals will not be processed or paid through University accounts. The only exception is in relation to approved travel.

g. General fee funding may not be used to purchase the following:
   1. Personal property
   2. Charitable donations
   3. Campaign contributions
   4. Alcohol
   5. Food during travel
   6. Printing off campus that could have been done on campus
Stipends for Student Organizations

Only a few student organizations are approved for stipends to be paid to officers. Stipends are approved year-to-year and having an approved stipend in one academic year does not guarantee the stipend will be approved the following year. If a stipend is approved the following stipulations must be adhered to:

1. The stipend payment must be from the Organization’s University held operating budget.
2. The student must be currently registered and full time status.
3. The student may not hold another principal position in any other student organization.
4. The student may not be employed during the stipend period except during breaks and summer – unless waived by the Vice President for the Student Experience.
5. The student must fully satisfy the requirements of the organization position as outlined in the organizations constitution.

Student Workers for Student Organizations

Organizations that would like to hire student labor or student work study students for office work purposes must gain permission from the OSIL and show that their budget can support it – if paid. To apply for permission for a student worker a job description and proposed schedule of work must be submitted to OSIL. Very few organizations will be granted permission to use student workers or work study students and permission will be granted based on justified need.

Tax Exempt Status (under review for accuracy)

Student organizations that need to show a tax exempt status must first be recognized with the OSIL. At that point, the organization would fall under the University of Toledo’s tax exempt status.

Telephones

The installation of telephones will be restricted to those organizations that have assigned offices in the Student Union. The Student Union will bill non-funded organizations and will deduct costs from funded organizations budgets. Telephone costs are for installation, repair and local charges. Long distance service may be obtained by working with the Division of Student Affairs Accountant who must first verify that the organization has funds in the long distance sub-account.

Tent Installation

Any event that requires a tent must have a tent application form along with an event request form. The tent must be installed by a licensed vendor (such as Meredith party supply). Small shade structures (10’x10’ with one or less sides) do not need a tent installation permit.

Travel

Students may be permitted to travel in the name of the University and organization budgets may be used to help cover travel expenses only if:

a. The traveling students will be representing the University of Toledo and thereby enhancing the prestige of the University and the organization.
b. The traveling students will be gaining knowledge and experience in accordance with goals and purposes of the organization.
c. The traveling students will be fulfilling responsibilities in accordance with the goals and purposes of the organization.

Travel in the name of the University – at any time - may only be done with prior approval. To request this approval, the organization must submit a Travel Authorization form with a signed Liability Waiver from each student traveling. These forms must be submitted to OSIL at least 2 weeks prior to the intended travel.

Organization budget money may not be used to pay for food during travel and it may not be used to pay any related expenses for anyone other than currently registered UT students.
Umbrella Organizations

An Umbrella Organization is a Recognized Student Organization that will serve as a coordinating agency for other smaller, related student organizations. Umbrella organizations may apply for an operating budget, special funding for events, and must include information on all umbrella’ed organizations in its Annual Report. Umbrella organizations must have clearly outlined criteria for determining when another organization would fit under their “umbrella”. This criteria must be clearly communicated in the Umbrella organization’s constitution.

Member organizations of an umbrella may apply for an independent operating budget; however, member organizations’ funding will be contingent based on the operating budget of the umbrella organization. Member organizations may still apply for special funding as long as they are currently in good standing with the Office of Student Involvement.

The most common examples of Umbrella Organizations include:
- Greek Councils
- Sport Clubs
- International Student Association
- Student Bar Association

Use of UT name

By University Policy, no person, organization or entity may use or associate themselves or any activity with the University of Toledo without prior permission from the University of Toledo. Student organizations may request to use the name and logos and to associate with the University of Toledo in two ways.

1. The use of the University of Toledo’s name in association with the organizations name and identity (i.e. “The UT Skateboard Club” or “The Recreation Therapy Club of The University of Toledo”) is through the OSIL recognition of the organization and approval of the organization name as documented by the constitution submitted to OSIL. See “Conditions for the Registration of Student Organizations”

2. To use the University of Toledo’s name in association with an event (i.e. “The UT Official Icebreaker” or “University of Toledo’s International Village”); request permission by submitting an event request form to the OSIL at least 4 weeks before the event, 10 weeks if a contract is needed. This applies to ANY event, on campus or off campus.

Vehicle Smashing Events

To request an event that involves vehicle smashing or vehicle damaging in any way, complete and submit an Event Request form to the OSIL at least 6 weeks before the proposed event. The following safety and risk management parameters will be enforced. Any cost related to a vehicle smashing event must be covered by the sponsoring organization. Additional parameters may be applied as well depending on the circumstances of the event.

- The location must be properly reserved through existing facilities reservation processes.
- The vehicle must be placed by a commercial towing company – UT contract required.
- The vehicle and all debris must be removed by a commercial towing company on the same day as the event before dark.
- The vehicle must be secured in a way that it does not move with force.
- The fuel tank and all associated fuel supply systems must be REMOVED before being towed.
- The battery and all fluid in the vehicle must be REMOVED before being towed.
- Any device having mechanically stored energy must be REMOVED before being towed. This would include but is not limited to airbags and shock absorbers.
• All glass must be REMOVED before being towed. This would include, but is not limited to windows, mirrors, and lights.
• Air must be removed from tires to help stabilize the vehicle.
• The vehicle must be placed on two sheets of plastic with a minimum thickness of 10 mil and extending at least 10 ft beyond the edge of the vehicle on all sides.
• A barrier must be placed around the vehicle at least 10 ft from the edge of the plastic in order to control access to the vehicle.
• Only one contestant at a time will be permitted inside the barrier.
• Contestants must wear full-length pants, a shirt that covers the upper torso and shoes that cover the entire foot.
• Contestants must wear a hard hat, work gloves and safety goggles.
• Sledgehammers must be provided by the organization and must be in sound condition and checked for signs of damage frequently during the event. If the sledgehammer shows any sign of damage, it must immediately be removed from use. Contestants may not bring their own sledgehammer or any other object to strike the vehicle with inside the barrier.
• A liability waiver agreement obtained through OSIL must be signed by each contestant. All signed agreements must be submitted to OSIL immediately following the event.

Websites
Student organizations may purchase and operate their own independent websites as long as they adhere to all applicable UT policy; advertising, use of UT name and images, alcohol, etc.
Opportunities, Suggestions, Resources

**Accessibility Issues & Support**
While being a student leader and running a student organization is an important part of personal and professional development, academic commitments must come first. If conflicts between class and a student organization occur, refer to your class syllabus for attendance expectations, discuss the issue with your instructor/professor and make a wise choice.

If your instructor/professor needs documentation of your involvement in a student organization event, conference, etc, please contact your advisor and/or the OSIL staff for a written or email letter.

**Awards & Recognitions**
Information is forthcoming on Parks Awards, Thompson Awards and more. Awards and recognitions will be communicated in detail at the **Student Organization Gala** which will occur a few weeks into spring semester.

**Conflict Resolution**
(from [http://www.helpguide.org/mental/eq8_conflict_resolution.htm](http://www.helpguide.org/mental/eq8_conflict_resolution.htm))

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<thead>
<tr>
<th>Healthy and unhealthy ways of managing and resolving conflict</th>
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<tbody>
<tr>
<td><strong>Unhealthy responses to conflict:</strong></td>
<td><strong>Healthy responses to conflict</strong></td>
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<tr>
<td>An inability to recognize and respond to the things that matter to the other person</td>
<td>The capacity to recognize and respond to the things that matter to the other person</td>
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<tr>
<td>Explosive, angry, hurtful, and resentful reactions</td>
<td>Calm, non-defensive, and respectful reactions</td>
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<tr>
<td>The withdrawal of love, resulting in rejection, isolation, shaming, and fear of abandonment</td>
<td>A readiness to forgive and forget, and to move past the conflict without holding resentments or anger</td>
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<tr>
<td>An inability to compromise or see the other person’s side</td>
<td>The ability to seek compromise and avoid punishing</td>
</tr>
<tr>
<td>The fear and avoidance of conflict; the expectation of bad outcomes</td>
<td>A belief that facing conflict head on is the best thing for both sides</td>
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Escort Services (Night Watch)
Equipped with two-way radios, and in constant contact with the Police Dispatcher, two-person teams of escorts will provide assistance to people requesting an escort from one UT building to another, late at night. The purpose of the Night Watch (Escort Service) is to provide for the safety of anyone walking alone on campus during the evenings.

Although the campus is well lit, those traveling the campus on foot should choose well-used routes. People who feel uncomfortable walking alone on campus during evening hours can utilize the Escort Service that operates weekdays from 7 p.m. to 3 a.m., Sunday to Thursday, and 7 p.m. to 10 p.m. Fridays and Saturdays, when school is in session.

To request an escort, students should call 530.3024. (On-campus 3024.) An escort will be sent to their location and accompany them to any parking lot or campus building. The escorts are cleared through the University Police Department prior to assuming their duties.

Hazing Alternatives – Teambuilding
Building a sense of team and collective ownership does not need to – and absolutely should NOT – include any form of hazing. Following is a short list of some teambuilding ideas for groups that are pOSILlive, fun and effective. Consult with any OSIL or Office of Recreation staff member for more options or guidance in putting a teambuilding session together for your group.

1. Participate in a Ropes Course
2. Use teambuilding activities and games – OSIL and the Office of Recreation have several books of teambuilding games available for check out.
3. Plan and participate in a community service project.
4. Host a new member surprise party.
5. Select a book for the group to read and discuss.
6. Invite an Advisor or group mentor to conduct a development workshop/retreat.
7. Sign up for an Intramural sport as a team or challenge another group to a volleyball or flag football game.
8. Plan and execute a fundraiser and use the money to pay for theme park tickets.
9. Attend a regional or national conference related to your organizations function.
10. Plan and execute a campus wide, large scale social event and invite all students.
11. Have each member establish personal health/fitness goals. Share everyone’s goals with the group and have the group establish objectives for everyone’s goals and support one another and hold each other accountable to achieve the goals. Consult with professionals in the Office of Recreation!
12. Have each member establish personal/professional development goals. Share everyone’s goals with the group and have the group establish objectives for everyone’s goals and support one another and hold each other accountable to achieve the goals. Consult with professionals in the Office of Career Services!

Ice Breakers & Warm Ups
Here is a collection of Ice Breakers compiled from internet searches. None of the content is original nor does the Office of Student Involvement have any ownership of the content.

http://www.utoledo.edu/studentaffairs/OSIL/docs/Theatre%20Games.doc
Leadership Transition

A key element of continued success for any student organization is a good transition of leadership from one year to the next.

It is wise for current leaders to start grooming up-and-coming leaders during the spring semester so they are well prepared to take the leadership role as school starts the following fall. Organizations are also encouraged to conduct elections no later than mid spring each year so that the officers-ELECT have a few weeks to work with the current officers before an exchange of leadership is made. Other encouraged transition practices would include:

- The entire leadership team should prepare the Annual Report toward the end of the school year and the leaders-ELECT should at least read it before taking over.
- Hold Leadership retreats during the late spring, during summer or right before school starts in the spring – outgoing leaders can provide training to new leaders.
- Hold a transition ceremony after the election and make sure that new leaders fully understand their new roles and are excited about getting started.
- Mentoring from your advisor(s) is always encouraged, but is even more helpful during times of transition. Advisors can provide a strong sense of continuity.

Meetings

Tips for Holding an Effective Meeting

1. **Set an objective**: All meetings should have a focus. Let group members know the purpose of the meeting and goals you are trying to achieve by the end of the meeting. Do this step prior to the meeting so that members are already prepared. Pose a question that gets them thinking before they arrive and engage members in the goal at hand.

2. **Plan the agenda**: To keep the meeting moving alone plan an agenda. Don’t just write down what you want to talk about, write down how long each topic should take. Leave updates to 5 minutes per topic. Think about the areas that can be tabled until the following meeting. Table those items if your meeting goes over the allotted time you have given members.

3. **Choose the best timing**: Make sure that you are choosing a time that most members can attend the meeting.

4. **Find a nice meeting place**: The University of Toledo has some pretty cool and professional meeting places. Just make sure you reserve your meeting spaces at least 28 days in advance. Putting in one request for all of your meetings is your best bet to get the space you need, it takes less time to do it all at once instead of constantly updating forms.

5. **Involve EVERYONE and promote creativity**: The key to having members who are excited to be in your organization and excited about meetings are to not only make them purposeful but to give people a purpose to attend your meeting. Ask for ideas, engage all members in conversation, give all members task to do and hold them to the same standard you do your executive board. The members are the heartbeat of the organization. They make operation so much easier when they are engaged and are allowed to help your organization grow.
**UT Alert**

All students are strongly encouraged to sign up for “UT ALERT” through the myUT portal. By providing the contact information requested on the “sign-up page,” you are agreeing to become part of The University of Toledo UT ALERT emergency notification program. UT ALERT is a means by which UT officials can notify you quickly about events that, in the view of key UT law enforcement or safety officials, present an imminent/foreseeable danger to your personal safety on any University of Toledo campus. This service is provided to you with no charge from UT. If you choose the notification option of receiving this information via a text message to your cell phone, you will, however, incur the normal text message charge your cell phone carrier has established for such messages. That cost will be your responsibility. Depending on your cellular phone provider and plan, you may not be able to receive text messages. UT makes no guarantee that phone provider systems will transmit notifications without delay or problems. It is your responsibility to assure that you keep your contact information updated.

**Robert’s Rules of Order – the basics**

From Robert’s Rules For Dummies by C. Alan Jennings, PRP

Read more: [http://www.dummies.com/how-to/content/roberts-rules-for-dummies-cheat-sheet.html#ixzz0xoJEc7vo](http://www.dummies.com/how-to/content/roberts-rules-for-dummies-cheat-sheet.html#ixzz0xoJEc7vo)

Making and Handling Motions According to Robert’s Rules

When that light bulb goes off in your head and you have a great idea, you make a motion according to Robert’s Rules to get your idea discussed and a decision made. Following are the eight steps required from start to finish to make a motion and get the group to decide whether it agrees. Each step is a required part of the process.

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Say</th>
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<tbody>
<tr>
<td>1. The member rises and addresses the chair.</td>
<td>“Madam Chair. . . I have a motion”</td>
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<tr>
<td>2. The chair recognizes the member.</td>
<td>“The chair recognizes Ms. Gliggenschlapp.”</td>
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<tr>
<td>3. The member makes a motion.</td>
<td>“I move to purchase a copy of Robert’s Rules For Dummies for our president.”</td>
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<tr>
<td>4. Another member seconds the motion.</td>
<td>“Second.”</td>
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<tr>
<td>5. The chair states the motion.</td>
<td>“It is moved and seconded to purchase a copy of Robert’s Rules For Dummies for your president. Are you ready for the question?”</td>
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<td>6. The members debate the motion.</td>
<td>“The chair recognizes Ms. Gliggenschlapp to speak to her motion. . .”</td>
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<td>7. The chair puts the question and the members vote.</td>
<td>“All those in favor of adopting the motion to buy a copy of Robert’s Rules For Dummies for your president will say ‘aye,’ [pause] those opposed will say ‘no.’” Majority carries a motion. A show of hands may be used as well to get an accurate count.</td>
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<tr>
<td>8. The chair announces the result of the vote.</td>
<td>“The ayes have it and the motion carries, and a copy of Robert’s Rules For Dummies will be purchased for your president.”</td>
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</table>
Standard Order of Business According to Robert’s Rules

An easy way to remember Robert’s Rules’ standard order of business is with the mnemonic 3R-SUN — which you can see in the following list. This list is a quick reference to make it easy for you to set up a basic agenda for your meeting quickly and without much fuss.

1. Reading and Approval of the Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special (Select or Ad Hoc) Committees
4. Special Orders
5. Unfinished Business and General Orders
6. New Business

Student Organization Fairs
This event is held on the first Wednesday of each semester. It is an opportunity for organizations to display what they do, who they are and what they are all about. Please be sure to register.

Frequently Called Numbers

In An Emergency: Campus Police TC 419.530.2600
In A Non-Life Threatening Emergency: Campus Police TC 419-530-2601

<table>
<thead>
<tr>
<th>Office of Academic Access</th>
<th>RH 1820</th>
<th>419.530.4981</th>
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</thead>
<tbody>
<tr>
<td>Alcohol, Tobacco and Other Drug Prevention Committee</td>
<td>RH 1810</td>
<td>419.530.2426</td>
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<tr>
<td>Office of Alumni Relations</td>
<td>Driscoll 2001</td>
<td>419.530.2586</td>
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<tr>
<td>Athletics, Box Office</td>
<td>Athletic Complex 4th floor</td>
<td>419.530.4184</td>
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<tr>
<td>Barnes and Noble Bookstore</td>
<td>1430 Secor Rd. (At Gateway)</td>
<td>419.530.2516</td>
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<tr>
<td>Center for Experiential Learning and Career Development</td>
<td>SU 1533</td>
<td>419.530.4341</td>
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<tr>
<td>Catharine S. Eberly Center for Women</td>
<td>Tucker Hall 0168</td>
<td>419.530.8570</td>
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<tr>
<td>Commuter Students &amp; Off Campus Services</td>
<td>SU 2504</td>
<td>419.530.8521</td>
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<tr>
<td>Counseling Center</td>
<td>RH 1810</td>
<td>419.530.2426</td>
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<td>Department</td>
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<tr>
<td>UT Federal Credit Union</td>
<td>SU 3019</td>
<td>419.530.2316</td>
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<tr>
<td>La Petite Academy (Child Care)</td>
<td>2935 East Rocket Drive</td>
<td>419.530.1070</td>
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<tr>
<td>UT Dining &amp; Hospitality Services</td>
<td>SU 2005</td>
<td>419.530.8403/2670</td>
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<tr>
<td>Office of Greek Life</td>
<td>SU 3504</td>
<td>419.530.4036</td>
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<tr>
<td>Information Technology</td>
<td>Main Campus</td>
<td>419.530.2400</td>
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<tr>
<td>Interfaith Center</td>
<td>2086 Brookdale St</td>
<td>419.530.4198</td>
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<tr>
<td>Office of International Students and Scholar Services</td>
<td>Snyder Memorial 1000</td>
<td>419.530.4229</td>
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<tr>
<td>Marketing &amp; Communication Office</td>
<td>UH 2110&amp; 2160</td>
<td>419.530.2002</td>
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<tr>
<td>Mentoring Collaborative</td>
<td>College of Education</td>
<td>419.381.3280</td>
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<tr>
<td>Office of Excellence and Multicultural Student Success</td>
<td>SU 2500</td>
<td>419.530.2261</td>
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<tr>
<td>New Student Orientation Programs</td>
<td>RH 1750</td>
<td>419.530.1267</td>
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<tr>
<td>Night Watch (escort services)</td>
<td>Transportation Center</td>
<td>419.530.3024</td>
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<tr>
<td>Parking Services</td>
<td>SU 1570</td>
<td>419.530.5846</td>
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<tr>
<td>Pharmacy, UT</td>
<td>Main Campus (Next to the Medical Center)</td>
<td>419.530.3471</td>
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<tr>
<td>Office of Recreation</td>
<td>2801 West Bancroft St.</td>
<td>419.530.3700</td>
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<tr>
<td>Office of Residence Life</td>
<td>first floor of Ottawa West</td>
<td>419.530.2941</td>
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<tr>
<td>Rocket Card, ID Center</td>
<td>SU 1570</td>
<td>419.530.5842</td>
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<tr>
<td>Rocket Solution Central</td>
<td>RH 1200</td>
<td>419.530.8700</td>
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<tr>
<td>Rocket Wireless</td>
<td>SU 1570</td>
<td>419.530.7998</td>
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<tr>
<td>Sexual Assault edu and prevention program</td>
<td>RH 1810</td>
<td>419.350.3431</td>
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<tr>
<td>Office of Student Conduct</td>
<td>Ottawa West Office 1015</td>
<td>419.530.5476</td>
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<td>Service</td>
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<td>Office of the Student Experience</td>
<td>SU 2521</td>
<td>419.530.2500</td>
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<td>Student Government</td>
<td>SU 3512</td>
<td>419.530.4466</td>
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<tr>
<td>Office of Student Involvement</td>
<td>SU 3504</td>
<td>419.530.4944</td>
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<td>Student Legal Services</td>
<td>RH 1610</td>
<td>419.530.7230</td>
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<tr>
<td>Medical Center</td>
<td>Main Campus</td>
<td>419.530.3451</td>
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<td>Health Science Campus</td>
<td>419.383.4000</td>
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<td>Military Service Center</td>
<td>RH 1350</td>
<td>419.530.1392</td>
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<td>Student Union</td>
<td>SU 2525</td>
<td>419.530.2931</td>
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<td>Transit Services (Bus)</td>
<td>Facilities Grounds Building</td>
<td>419.530.1026</td>
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<td>TRIO Student Support Services</td>
<td>Carlson Library 0300</td>
<td>419.530.3849</td>
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<tr>
<td>Tutoring (Learning Enhancement Center)</td>
<td>Carlson Library B0200</td>
<td>419.530.2176</td>
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<tr>
<td>Undergraduate Research</td>
<td>Sullivan Hall 2140</td>
<td>419.530.2983</td>
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<tr>
<td>Writing Center</td>
<td>1005 Carlson Library</td>
<td>419.530.2176</td>
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</table>
Traditional Major Student Events

There are DOZENS of traditional events for students and by students all school year long. Student Organizations are encouraged to stay informed of the traditional events on campus and support them through attending, helping to plan, and by scheduling other activities around these important culture building events. The following list is just a few of the higher profile events. See the Event Posters, the UT Master Calendar and the OSIL office calendar for many others.

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
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<td>RSA Bonfire</td>
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<td>Convocation &amp; Concert</td>
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<td>Jam Session / Cookout</td>
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<td>Student Job Fair</td>
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<td>President’s BBQ</td>
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<td>NPHC Icebreaker</td>
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<td>Rocket to the Point</td>
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<td>Hispanic Heritage Month</td>
<td>LSU</td>
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<td>Rocket to the Point</td>
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<td>Fall Festival</td>
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<td>Greek BBQ</td>
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<td>Sorority Recruitment</td>
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<td>Parent and Family Weekend</td>
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<td>Homecoming; Parade</td>
<td>Blue Key</td>
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<td>Natl. Coming Out Week</td>
<td>Spectrum</td>
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<td>Blood Bowl</td>
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<td>Welloween</td>
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<td>ISCO</td>
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<td>DIYA Festival of Lights</td>
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<td>International Village</td>
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<td>Stroll Competition</td>
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<td>Relay for Life</td>
<td>ACS</td>
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<td>Black History Month</td>
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<td>Winterfest</td>
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<td>Bash-Con</td>
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<td>BSU Fashion Show</td>
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<td>Interfaith Week</td>
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<td>Women’s History Month</td>
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<td>Rainbow Days</td>
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<td>Songfest</td>
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<td>Asian American Heritage Month</td>
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<td>Livestrong 5K</td>
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<tr>
<td>Dance Marathon</td>
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