

UT Student Organization Workshop

*Your guide to UT Student
Organization policies and
procedures!*

Office of Student Involvement
Fall 2009

OSI Staff

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419-530-4944 main line

Student Organization Website:

utoledo.edu/studentaffairs/stuorgs

- Most recent copy of the Stu Org Manual
- Step by Step Instructions for reserving space on campus (streamlined paperwork)
- Commonly Used Forms

Projects in the works...

- Updated organization listing
- Online submission of officer listing forms

BEING A RECOGNIZED STUDENT ORGANIZATION

**As a recognized organization at UT,
YOU are responsible for...**

- * being aware of all policies and guidelines listed in the Student Organization Manual
- * abiding by those policies, even if we do not discuss them today
- * communicating and enforcing the policies with your student organization executive board and members

Privileges of Recognized & Active Status:

- Use of University Facilities
- Right to hold meetings
- Right to request funds through the Student Activities Committee
- Use of the University Name
- Use of a mailbox, shadowbox, and/or office space in the SU (application required)
- Right to house organizational budget within the University accounting system

To Keep Your Active Status...

- You MUST attend this Student Organization Workshop once per year for important updates and policy changes
- You MUST submit an updated Officer Listing Form at the beginning of each semester. All official communications will be sent to the President's UT email address.

To Keep Your Active Status...

- You MUST submit an electronic copy of your constitution to the office by **December 18, 2009** if we do not already have one on file.

After this date, without an electronic constitution on file, your organization will be removed from active status and will not be allowed to reserve space on campus or apply for funding.

Refer to the Sample Constitution on pg. 10.

APPLYING FOR FUNDS

Annual Budget Application Process

- * Orgs wishing to obtain an annual operating budget must submit the annual budget request during Spring semester for the following academic year
- * Application process and guidelines will be announced early Spring Semester via an email to all Org Presidents and on the website
- * The Dean of Students oversees the review and allocation process, typically in cooperation with SAC

APPLYING FOR FUNDS

SAC Special Funding & Collaborative Funding

- * SAC (Student Activities Committee) allocated funds for individual events, programs and travel
- * Collaborative Funding is encouraged for programs sponsored by two or more student organizations
- * Must be submitted minimally FOUR (4) weeks prior to scheduled event
- * Events must be on-campus, and abide by the stipulations as outlined on pages 43-46 in the Org Manual
- * SAC also allocates funds for student organization travel

APPLYING FOR FUNDS

SAC Special Funding & Collaborative Funding

- * SAC meets weekly to review funding requests
Fall Meetings: October 9 – December 11, Fridays @ 2:00pm
Spring Meetings: January 22 – April 30, Fridays @ 2:00pm
- * Funding Application is due in the Office of Student Involvement, 3504 SU by 5:00pm on Monday before the meeting
- * Representatives should plan to attend the meeting to answer questions regarding the funding request

SPENDING GUIDELINES

#1 RULE: ASK BEFORE YOU SPEND!!!

Anthony Kapp, Office of Student Involvement
419-530-4109, anthony.kapp@utoledo.edu

Geni Hofbauer, Dean of Students Accountant
419-530-4471,
genevieve.hofbauer@utoledo.edu



SPENDING GUIDELINES

#1 RULE: ASK BEFORE YOU SPEND!!!

- * Contact the Office of Student Involvement or DOS Accountant minimally 14 days prior to your event to make arrangements for needed payments.
- * Contact the Office of Student Involvement minimally 5 weeks prior to your event to make arrangements for payments when a performance or rental contract is involved.
- * Do not spend your own money. If you spend your own money before speaking with the Office of Student Involvement, you will not be reimbursed.

SPENDING GUIDELINES

FOR PURCHASES LESS THAN \$1,000...

1. Use a University P-Card to go to a store (available on a first come-first serve basis) *Call two-three days ahead to reserve the card!*
2. Pay a vendor directly using the University P-Card. *Work with the office to make arrangements ONE (1) week in advance of payment date!*
3. Paying the vendor/agent (for performances or rental) with a check on the day of the event. *Work with the office FIVE (5) weeks in advance!*

SPENDING GUIDELINES

FOR PURCHASES MORE THAN \$1,000...

1. Paying a vendor with a purchase order for goods or services provided. *Please work with the office to make arrangements at least fourteen (14) days in advance!*
2. *Paying the vendor/agent (for performances or rental) with a check on the day of the event. Work with the office FIVE (5) weeks in advance*

NEW ROOM RESERVATION PROCESS

For events in the STUDENT UNION, DOERMAN THEATER, LIBBEY HALL, FLATLANDS or CENTENNIAL MALL, contact the Student Union:

Student Union Administrative Office, SU Room 2525
419-530-2931, Contact Person: Tom Trimble
Paperwork: Student Union Event Request Form

For events in the STUDENT RECREATION CENTER, HEALTH EDUCATION CENTER or CARTER FIELD, contact the Office of Recreation:

Office of Recreation, REC Room 2112
419-530-3705, Contact Person: Nancy Burhans
Paperwork: REC Reservation Form, plus \$25 reservation fee
Please note that use of pool by a large group must be scheduled ahead of time.

For events in all other ACADEMIC BUILDINGS, contact the Office of Student Involvement:

Office of Student Involvement, SU Room 3504
419-530-4944, Contact Person: Anthony Kapp or Becki Bair
Paperwork: Student Organization Academic Room Request Form

Refer to pg. 10.

NEW ROOM RESERVATION PROCESS

- **ALL requests should be submitted 21 days in advance!**
We will not be flexible on this deadline if UTPD requires security, or if your event is classified as a Social Event.
- **Required paperwork has been consolidated so you will usually only need to fill out one form per event!**
 - NO separate fundraiser form
 - NO separate form for outdoor events
- **Submitting the paperwork does not guarantee your reservations, so we are asking that you list several preferred locations when you complete the paperwork**

Refer to pg. 10.

NEW ROOM RESERVATION PROCESS

- **Once paperwork is received, the staff will make the reservation and obtain necessary approvals**
- **You will receive a confirmation via email that includes any stipulations, limitations, or additional requirements, usually within 96 hours**
 - Social Event Form for dances, concerts, etc.
 - Cost for UTPD to provide security
 - Cancellation Policy
- **It is your responsibility to fulfill all the requirements outlined in the confirmation within the specified deadlines**

Refer to pg. 10.

NEW ROOM RESERVATION PROCESS

- For events in **SAVAGE ARENA, SAVAGE ARENA PRACTICE FIELD (new in 2010), or the GLASS BOWL:**

Athletics Department, 419-530-2486

If student organization funds are being utilized to pay for your event, the organization is required to work closely with the Office of Student Involvement and Office of Dean of Students accountant to ensure proper financial arrangements.

Refer to the Stu Org Manual for more details.

SOCIAL EVENTS

- **Social Events: large crowd/high impact, interactive activities including but not limited to dances, concerts, social mixers/parties, and after parties.**
- **Office of Student Involvement/UTPD determine what events are Social Events. Events deemed "Social Events" are required to submit the Social Event Form and follow the UT Student Organization Social Event Policy.**
 - No advertising may take place off campus
 - Event participants must be currently enrolled UT students with ID, and 18 years or age or older. Each UT student is permitted one non-student guest.
 - Sponsoring organization is responsible for paying the costs associated with hiring UTPD security for the event, at the rate of \$45/hour per officer.
 - Student Affairs staff will be assigned to the event, and will oversee the checking of IDs, collection of money, and posting of necessary signage.
- **SOCIAL EVENT FORM must be submitted 21 days prior to event date.**
- **30% of security costs may be reimbursed, if requested through DOS**

Refer to page 29 in the Stu Org Manual

ACTIVITIES INVOLVING FOOD

- University Dining Services holds the exclusive catering rights on campus, and must be used for on-campus events.
- Exceptions require the approval of a Food Waiver, obtained automatically when you complete your room reservation
- Most Food Waivers for less than \$500 will be approved.
- Food/Catering valued at \$500 or more require the University have the opportunity to bid on the order.
- There are extensive policies on food handling, temperatures, quality, marking, equipment, water, and more that come into play when events include food.
 - Be prepared to provide a certificate of insurance from any outside caterers you plan to use.

ALCOHOL POLICIES

- The university does not promote alcohol use, especially in conjunction with student organization events
- Alcohol usage must be consistent with state, local and university policies and regulations
- University Dining Services must be the licensed server for all on-campus events involving alcohol (Please note that University Dining's license does not allow them to serve alcohol outdoors)
- Please carefully review the Alcohol Policies in the Stu Org Manual, pages 39-42

ADVERTISING & PROMOTION

Advertise TWO (2) Weeks Ahead!

- **Advertisements must include:**
 - Name of Organization
 - Email or Phone Number
 - English Translation
 - No references to Alcohol
 - No vulgar, suggestive or obscene references

ADVERTISING & PROMOTION

Advertising Guidelines:

- Use of the UT logo or seal must have prior written approval from the Office of Marketing & Communications
- It is suggested that you use the Marketing Templates provided by Marketing & Communications through the MyUT Portal
- Flyers may be hung on bulletin boards only
- No permanent materials may be used to post advertisements on University property (paint, permanent marker, glue, etc.)
- Failure to abide by these and other guidelines in the Student Organization Manual will result in revoked posting privileges.

ADVERTISING & PROMOTION

Email your announcements to studentorganizations@utoledo.edu so it can be included in the following campus outlets:

- UT Television Network (Plasma Screens)
- Rocket Blast (Email Announcements)
- Tube 31 (TV Screens in Dining Halls)
- UT Website Calendar of Events



ADVERTISING & PROMOTION

FLYER POSTING ON CAMPUS

- Office of Student Involvement (3504 Student Union) must approve and stamp all Student Organization flyers to be posted on campus.
- Once stamp is obtained (bring one original flyer BEFORE making copies), organization may make copies of the flier to post on campus.
- Drop off 20 copies of your poster in the SU 3504 to be posted in the Student Union,.
- Office of Student Involvement (2509 SU) will have the most updated list of bulletin boards where flyers are allowed on campus.

ADVERTISING & PROMOTION

NEW IN 2009-2010...

- Reservations for **SU Display Cases, Glass enclosed bulletin boards, Shadowboxes, Informational Kiosks,** and **Banners** in the Student Union can be completed in the Office of Student Involvement, 3504 SU...419-530-4109
 - **NO** need to go to the SU Office!
 - Reserve all of these on ONE consolidated form

CURRENT INITIATIVES RELATED TO STU ORGS

- Over the next 1-2 years, the University will begin **REQUIRING** that every student organization have an advisor.
 - The OSI staff will be recruiting faculty/staff interested in serving as advisors
 - OSI staff will assist orgs having trouble finding an advisor, or will serve as your advisor until you are able to find one
 - Advisors may be faculty, staff, alumni, or community members
 - Advisors will be trained so they are better able to support you and provide assistance with event planning and budgeting
 - More details to follow later this year

CURRENT INITIATIVES RELATED TO STU ORGS

- Student Organization Resource Website development (planning stages)
 - Automated Officer Listing Form
 - Individual “profile” pages for student organizations including org logo, description, meeting times, contact info, link to external website, etc.
 - (future) Online centralized room reservation system

CURRENT INITIATIVES RELATED TO STU ORGS

- Opportunities to Engage with the Division of Student Affairs
 - DSA Facebook Page
 - Students Speak Forums
 - Rocket2Rocket Peer Mentorship
 - Passport Project
 - Student Activities Committee

QUESTIONS? CONCERNS?

Stop by anytime if you think of something we didn't answer today!

Office of Student Involvement
3504 Student Union

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419.530.4944, studentorganizations@utoledo.edu