Student Organization Policies and Processes

Introduction and explanation
Student Involvement Staff

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Graduate Assistants

Greg Smith
Greek Life

Boyce Swift
Leadership and Governance

Joe Lepone
Commuter Services and CAP

JP (John) Murray
Student Organizations & Programming

@getinvolvedut
/getinvolvedut

studentinvolvement@utoledo.edu
419-530-4944 Main Line
Maintaining Recognized 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).
Responsibilities

• Adhering to all policies and guidelines listed in the Student Organization Manual (online version)

• 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

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.
Forms

- Event Registration and Room Reservation
- Officer Update Forms
- Publicity Requests
- Annual Reports
- Budget Requests
- WXUT Requests
- Catering Services Waiver
- Liability Forms
- Travel Requests
- Donation Forms
- Contract Requests
- Special Funding Requests

www.utoledo.edu/studentaffairs/osi/forms.html
**Event Registration**

**EVENT REGISTRATION FORM**

To complete this form, type in the highlighted boxes and tab to the next box. Submit to the Student Union Rooms 2235. Document can be saved and submitted electronically to t.johnson@toledo.edu.

Compensation of this form does not guarantee reservation. If this form is not available, a staff member will contact you to determine an alternative solution. Once you have been contacted, you will receive a confirmation via email that will include further instructions, stipulations and applicable policies. **Date/Time must be submitted a minimum of 25 days prior to meeting/event.**

*Live events only on campus are restricted to the following hours:*
- Monday-Thursdays: 7:00am-5:00pm
- Saturdays: 7:30am-5:00pm
- Sundays: Closed

*Special Notes: Food and beverage is not permitted in academic rooms. Rooms are provided as-is. We are unable to accommodate special setup needs. Access to AV/Visual capabilities vary depending on the room you are requesting.*

**Please type or clearly print. All fields are required:**
- **Organization Representative:**
- **Student Organization:**
- **Event/Program Date:**
- **Event Setup Time:**
- **Event End Time:**
- **Estimated Attendance:**
- **Location:**
- **Preferred Location:**
- **Event Description:**

**What charity will receive funds?**

<table>
<thead>
<tr>
<th>Charity Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit</td>
<td>✅</td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Where will monies collected be directed?**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Foundation Account</td>
<td>✅</td>
</tr>
<tr>
<td>UT Student Account</td>
<td>☐</td>
</tr>
<tr>
<td>UT Student Account</td>
<td>☐</td>
</tr>
<tr>
<td>UT Student Account</td>
<td>☐</td>
</tr>
</tbody>
</table>

**SETUP/AU & VISUALS**

<table>
<thead>
<tr>
<th>Setup Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Style</td>
<td>✅</td>
</tr>
<tr>
<td>Lecture Style</td>
<td>☐</td>
</tr>
<tr>
<td>Seminar Style</td>
<td>☐</td>
</tr>
<tr>
<td>Round Tables</td>
<td>☐</td>
</tr>
<tr>
<td>Chair Arrangements</td>
<td>☐</td>
</tr>
<tr>
<td>Room Layout</td>
<td>☐</td>
</tr>
<tr>
<td>Space Dimensions</td>
<td>☐</td>
</tr>
<tr>
<td>Stage Dimensions (limited room availability)</td>
<td>☐</td>
</tr>
<tr>
<td>AV Technician (Electronic/Visual/Audio/Video)</td>
<td>☐</td>
</tr>
<tr>
<td>High Capacity Screen</td>
<td>☐</td>
</tr>
</tbody>
</table>

**ELECTRICITY**

- **Will a tent be needed?** ✗
- **Will this be an outdoor event?** ☑

**Describe electricity usage:**

<table>
<thead>
<tr>
<th>Electricity Usage</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Outlet</td>
<td>☐</td>
</tr>
<tr>
<td>Power Strip</td>
<td>☐</td>
</tr>
<tr>
<td>Generator</td>
<td>☐</td>
</tr>
<tr>
<td>Extension Cord(s)</td>
<td>☐</td>
</tr>
<tr>
<td>Extension Cord(s)</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Outdoor Event:**

- **Setup:**
- **Activities:**
- **Equipment:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td>50</td>
</tr>
<tr>
<td>Tables</td>
<td>10</td>
</tr>
<tr>
<td>Microphones</td>
<td>5</td>
</tr>
<tr>
<td>Screens</td>
<td>2</td>
</tr>
<tr>
<td>Tables</td>
<td>30</td>
</tr>
</tbody>
</table>

**Organizers Assigned to this Event (three required):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td><a href="mailto:jsmith@toledo.edu">jsmith@toledo.edu</a></td>
</tr>
<tr>
<td>Jane Doe</td>
<td><a href="mailto:jdoe@toledo.edu">jdoe@toledo.edu</a></td>
</tr>
<tr>
<td>John Doe</td>
<td><a href="mailto:jdoe@toledo.edu">jdoe@toledo.edu</a></td>
</tr>
</tbody>
</table>

**Additional Information:**

- **Event Date:**
- **Event Time:**
- **Contact Person:**

**Fees and Charges:**

- **Cost:** $50
- **Payment Method:**
- **Refund Policy:**

**CANCELLATION POLICY:**

- **Pre-Cancellation:**
- **Post-Cancellation:**

**I agree to abide by the following terms and conditions:**

1. **Reservations:**
2. **Cancellations:**
3. **Refunds:**

**By signing below, I acknowledge that I have read and understand the University of Toledo Student Organization Social Event Policy, and agree to abide by all rules and regulations that govern event policy.**

**Signature of Account Owner:**

**Signature of Authorized Representative:**

**Signature of Authorized Representative:**

**Signature of Authorized Representative:**

**Signatures:**

1. **Name (first):**
2. **Phone Number:**
3. **Address:**

**Contact Information:**

- **Phone:**
- **Email:**

**Additional Information:**

- **Comments:**
- **Special Requests:**

**Additional Information:**

- **Event Description:**
- **Location Details:**

**Additional Information:**

- **Event Schedule:**
- **Event Timing:**

**Additional Information:**

- **Event Logistics:**
- **Event Logistics:**

**Additional Information:**

- **Event Logistics:**
- **Event Logistics:**

**Additional Information:**

- **Event Logistics:**
- **Event Logistics:**
One Form, Numerous Purposes

- Requests the Room/Space
- Registers the event
- Provides Event details
- Informs OSI of support needed
  - Grounds (bonfire, electrical, trash, sprinklers, etc.)
  - WXUT
  - Security (Police and/or Div. of Student Affairs Staff)
  - Money Drop/Deposit
- Additional Forms/Actions Needed
  - Catering Waiver (non-Aramark food provided)
  - Contract Request (contracted services)
  - Copyright law email (showing a movie)
Life Cycle of Event Registration

Student Org
- Org Completes Event Reg.
- 4 weeks Prior

Email/Submit to Rubye Wise
- Finds space in EMS
- Tentatively Book space

Walk Form up to OSI
- Confirm Org Standing / Approve Event
- Evaluate Risk
- OSI Contacts Campus partners*

Day of Event
- Setup
- Admission
- Execution
- Clean-up
- Debrief

Pre-Event Meeting
- Logistics
- Security
- Confirm Room Setup
- Finances

@getinvolvedut /getinvolvedut

Office of Student Involvement
## Event Registration

Please type or print clearly. **All fields are required.**

<table>
<thead>
<tr>
<th>Organization Representative</th>
<th>Rocket Number</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Organization</th>
<th>UT Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of Event/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event/Program Date</th>
<th>Day of Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Set Up Time</th>
<th>Event Start Time</th>
<th>Event End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Attendance</th>
<th># Students</th>
<th># Non-students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Is the Event open to:**

- UT and other college or HS students: No [ ] Yes [ ]
- UT and General Community: No [ ] Yes [ ]
- UT students and no outside participants: No [ ] Yes [ ]
- Only specifically invited UT students: No [ ] Yes [ ]

**Preferred Location:**

- Student Union (Location) [ ]
- Centennial Mall [ ]
- Flatlands [ ]
- "Q" (Near Parks) [ ]
- Grassy area west of SU [ ]
- Doerman Theater ($$$) [ ]
- Libbey Hall (Use of UT Food Service Required) [ ]
- Academic Room (Location) [ ]
- Off-Campus (location) [ ]
- Rec Center (REO) ($$$) [ ]
- Health Education Center (HEC) ($$$) [ ]
- Residence Hall [ ]
- Other [Type of Location] [ ]

**Description of Event/Program** *(Describe in detail what will take place at the event.)*

__REQUIRED or event will be denied!!!__
# Event Registration

<table>
<thead>
<tr>
<th>Question</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Notes/Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will food be served at this Event/Program?</td>
<td>No</td>
<td>Yes</td>
<td>Type of food (pizza, snacks, full meal)?</td>
</tr>
<tr>
<td>If Yes, indicate food provider:</td>
<td>UT Dining Services</td>
<td>Outside Caterer</td>
<td>Student Organization</td>
</tr>
<tr>
<td>Please indicate the estimated cost/value of the food to be served:</td>
<td>$</td>
<td></td>
<td>This information is required.</td>
</tr>
<tr>
<td>Please refer to the Student Organization Manual provided by Office of Student Involvement for detailed policies regarding events with food. Food Waivers are required for events catered by outside caterers and/or costs in excess of $499. Submit to Aramark three weeks prior to event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will there be a bonfire at this Event/Program?</td>
<td>No</td>
<td>Yes</td>
<td>Yes (Complete Burn Permit. Consult the Office of Student Involvement. $$$)</td>
</tr>
<tr>
<td>Will music be played at this Event/Program?</td>
<td>No</td>
<td>Yes</td>
<td>Yes (Complete Verification of WXUT Services Form and attach to this form)</td>
</tr>
<tr>
<td>Will you be using a DJ (WXUT must be utilized)?</td>
<td>No</td>
<td>Yes</td>
<td>Yes (Requires additional approvals. Consult the Office of Student Involvement)</td>
</tr>
<tr>
<td>Will there be dancing at this Event/Program?</td>
<td>No</td>
<td>Yes</td>
<td>Yes (Complete Contract Request Form and submit TEN weeks prior to event)</td>
</tr>
<tr>
<td>Will alcohol be served at this Event/Program?</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Will the event be publicized?</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are you contracting for performer, speaker, rental, etc?</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Will money be exchanged at this Event/Program?</td>
<td>No</td>
<td>Yes</td>
<td>Yes (If Yes, answer the questions below.)</td>
</tr>
<tr>
<td>Will admission be charged?</td>
<td>No</td>
<td>Yes</td>
<td>Yes (If Yes, answer the questions below.)</td>
</tr>
<tr>
<td>Cost: $</td>
<td></td>
<td></td>
<td>Please indicate:</td>
</tr>
<tr>
<td>Will physical items or food be sold at the Event/Program?</td>
<td>No</td>
<td>Yes</td>
<td>Pre-Sale</td>
</tr>
<tr>
<td>Is this Event/Program a Fundraiser for your organization?</td>
<td>No</td>
<td>Yes</td>
<td>At-The-Door</td>
</tr>
<tr>
<td>Is this Event/Program a Fundraiser for a charity?</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Is this Event/Program a Fundraiser for a charity?</td>
<td>No</td>
<td>Yes</td>
<td>(If Yes, answer the questions below.)</td>
</tr>
<tr>
<td>What charity will receive funds?</td>
<td></td>
<td></td>
<td>Date charity will receive funds</td>
</tr>
<tr>
<td>Where will monies collected be directed?</td>
<td>UT Funded Organization Account</td>
<td>UT Foundation Account</td>
<td>Outside Bank Account</td>
</tr>
</tbody>
</table>
**Event Registration**

**Setup / Audio & Visual Needs**

For indoor events... (This information is required for all events in Student Union. In all other locations, it is the responsibility of the organization to make appropriate arrangements with an outside vendor.)

Room Setup Requested:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Style Seating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Style (tables with chairs on one side)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner Style (round tables with 8 chairs each)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs around the edge of the room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs in a circle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empty Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piano (Limited room availability)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage, Dimensions (Limited room availability)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/V Technician Requested (additional hourly charges apply) ($$$)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Chairs
# 8' Rectangular Tables
# Round Tables
# Seminar Tables
# Podium With Mic?  Yes  No
# Wired Microphone Stand?  Yes  No  No
# Wireless Microphone Stand?  Yes  No  No
# Lapel Microphone  Yes  No
# Laptop Audio  Yes  No
# Screen  Yes  No
# LCD Projector  Yes  No
# Extension Cord(s)  Yes  No
# TV  Yes  No
# DVD Player  Yes  No

SU Rooms 3018 and 3020 are mediated with white board capabilities; however, laptop is NOT provided.

Describe room set-up including placement of stage, tables, etc.
For Outdoor Events...
In the spaces below, please describe in detail the logistical requirements for the Event/Program. The Student Union staff will provide needed setup and assistance obtaining electricity ONLY in Centennial Mall close to the SU steps. In all other outdoor locations, it is the responsibility of the organization to make appropriate arrangements with Facilities/Grounds or an outside vendor to setup and remove tables, chairs, tents and other needs for the Event/Program.

- 8' Tables (SU Steps & Centennial Mall Only)
- Round Tables (SU Steps & Centennial Mall Only)
- Chairs (SU Steps & Centennial Mall Only)
- Trash Bins and Recycling

Describe Electricity Needs:

Describe Water Needs:

Will a tent be erected? □ No □ Yes (If Yes, describe tent and size.)

If a tent is being erected on campus, you must complete the Tent Application available in the Office of Student Involvement, SU3504, or online at www.utoledo.edu/studentaffairs/stuorgs.
Event Registration

If a tent is being erected on campus, you must complete the Tent Application available in the Office of Student Involvement, SGS304, or online at www.utoledo.edu/studentaffairs/stuorgs.

Complete this section if more than THREE of the following apply to this event. These criteria indicate that this event would be classified as a SOCIAL EVENT and police officers could be assigned.

<table>
<thead>
<tr>
<th>Alcohol is served</th>
<th>Music/Dancing Focus</th>
<th>Thursday, Friday or Saturday evening event</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 100 attendees</td>
<td>Outdoor Event</td>
<td>Cash collected at event.</td>
</tr>
<tr>
<td>Non-UT students in attendance</td>
<td>Event goes past midnight</td>
<td></td>
</tr>
</tbody>
</table>

Organization Members Assigned as Event Assistants for this event (three required):

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BY SIGNING BELOW, WE ACKNOWLEDGE THAT WE HAVE READ AND UNDERSTAND THE UNIVERSITY OF TOLEDO STUDENT ORGANIZATION SOCIAL EVENT POLICY, AND AGREE TO ABIDE BY ALL REGULATIONS SET FORTH IN THAT POLICY.

It is further understood that the UT Police Department will assign security detail for this event as they deem necessary in accordance with the UT Student Organization Social Event Policy, and the sponsoring organization will be responsible for all security costs. Sponsoring organization will receive notification of assigned security via email from the Office of Student Involvement. If the event is cancelled five working days or more before the scheduled time, no security expenses will be incurred. Events cancelled with fewer than five working days notice will require the payment of one hour of pay to each officer assigned, at $50 per hour. Events cancelled on the day of the event will require payment of two hours of pay to each officer assigned. If it is determined at event time that the officers are not needed, they will be paid a minimum of three hours pay. If the officers are there for period exceeding one hour and it is determined that they are not needed, each officer will be awarded the full amount of pay for the event. All cancellations should be communicated to the Office of Student Involvement at 419-530-4944.

CANCELLATIONS MUST BE MADE A MINIMUM OF 72 HOURS IN ADVANCE BY CALLING 419-530-8520 or emailing rubye.johnson@utoledo.edu

Failing to cancel could jeopardize future reservations.

<table>
<thead>
<tr>
<th>Representative Signature</th>
<th>Name (print)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisor Signature</th>
<th>Name (print)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisor UT Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other Campus Spaces

- **Recreation Facilities** – Rec Center, Cater Field and The HEC
  - Nancy Burhans, REC 2111, (419) 530-3705, nancy.burhans@utoledo.edu

- **Athletic Properties** – Savage, Feterman and the Glass Bowl
  - Tim Warga, Savage 1140, (419) 530-2104, tim.warga@utoledo.edu

- **Residence Life Rooms**
  - 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 OSI for approval. Once approved by OSI, Residence Life will contact you with a reservation confirmation. This process requires the standard 4 weeks notice.

- **Doermann Theater**
  - Laura Malkuian, UH3340, (419) 530-2738, Laura.Malkuian@utoledo.edu
Officer Update Form

- Provides contact information for President and Advisor
- Lists all Executive Officers
- Also serves as the Anti-Having, Anti-Harassment, Non-Discrimination Compliance Form

- Once Submitted we update the Presidents List Serve, our excel spreadsheet and the website
- Supposed to be submitted each semester
  - When not submitted, organization fail to receive communication
Catering/Food Waiver Form

- **REQUIRED** Anytime you give out food on campus not from Aramark
  - Reasons for a food waiver
    - Donated food/drinks
    - Substantially lower cost food
    - Providing the food yourself
  - **MUST FOLLOW SAFE FOOD HANDLING PROCEDURES**
    - [www.co.lucas.oh.us/documents/144/146/147/catering%20guide.pdf](http://www.co.lucas.oh.us/documents/144/146/147/catering%20guide.pdf)
  - If catering from off-campus (non-Aramark) you must submit a copy of:
    - External catering quote
    - Their food service license
    - Their proof of liability insurance
Catering/Food Waiver Form

Contact Information
Representative Name ____________________________
Representative Address __________________________
Representative Phone Number ______________________
Representative Email ____________________________

Date ____________________________
Organization Name ____________________________
Faculty/Staff Advisor ____________________________
Advisor Phone Number ____________________________
Advisor Email ____________________________

Event Information
Event Name ____________________________
Event Location ____________________________
Event Date(s) ____________________________
Expected Attendance ____________________________
Start Time ____________ End Time ____________
Event / Food Description ____________________________

Alcoholic Beverages desired? □ Yes □ No
Catering/Food Waiver Form

Will this event be catered? □ Yes □ No
If yes, please provide the following information:

Catering Company/Food Source: ____________________________________________ Total Food & Beverage Value: $__________________________

□ I have read the food safety summary (http://co.lucas.oh.us/documents/Health/Environmental_Health/Food_Protection/catering_guide.pdf) and agree to abide by it and the State of Ohio’s Uniform Safety Code.

If your event is to be catered, you must submit a copy of external catering quote, food service license, proof of liability insurance along with this completed food waiver form to UT Dining & Hospitality Services Department, attn: Jennifer Darr, darr-jennifer@aramark.com at least three (3) weeks prior to the date of your event.

If your food waiver is approved and you use external catering company, you are not permitted to use any equipment, products, or services of UT Catering. If your food waiver is approved, you must adhere to all food and safety guidelines as stated above and according to the State of Ohio.

*Please note: All catered food must be prepared in a licensed kitchen.

FOR ADMINISTRATIVE USE ONLY

_________________________ Date received at UT Dining & Hospitality Services

_________________________ Date sent to Auxiliary Services Department

_________________________ Date response sent to client

Dining & Hospitality Services Response to Food Waiver

□ Waiver Approved
□ Waiver Not Approved – Client must use UT Catering for event

Comments: ________________________________________________________________

_________________________________________________________________________

If you need assistance completing this form, please contact Jennifer Darr at 419-530-8488.
WXUT Request / Waiver

- REQUIRED Anytime your event will have DJ services
  - You can order WXUT service for your event
    - $50 setup plus $10 and hour
    - Karaoke also available
  - If you will use another DJ, WXUT must approve a waiver
  - If requesting a waiver, please provide a reason
    - Lower cost / donated
    - Specific type of performance needed
    - Etc.

- NEW FORM AVAILABLE ONLINE
Publicity Request Form

• Be Heard, Be Seen, Be Noticed!
  • Glass Display Cases in Trimble Lounge (2 available, 3D display opportunity)
  • Glass Covered Bulletin Boards by Starbucks (3 available)
  • Banner space above Starbucks (capacity dependant on banner sizes)
  • Banner Space outside the SU (1 available above the Union Steps)
  • Outdoor Information Kiosks (7 kiosks with 2 sides, fits 4 posters)
  • Also Chalking (need permission, cannot chalk vertical spaces or the seal)

Complete 2 weeks before requested time
First come, First Served – Limit 2 weeks at a time
Submit to OSI or Rubye Wise
Liability Form

- Anytime you hold an event where there is risk of injury all participants must complete
- When traveling as an organization all travelers must complete

LIABILITY RELEASE & COVENANT NOT TO SUE

I, Participant ________________________________ [print full legal name of Participant]
whose address is ____________________________________________________________
and ________________________________ [print full legal name of Participant’s Parent or Guardian if Participant is a Minor]
whose address is ____________________________________________________________
request that the Participant be granted permission to participate in the following activity/trip:

____________________________________ [Date of activity/trip]
Liability Form

We understand the risks inherent in this Activity and/or transportation to, during, or from the Activity, which may include bodily injury, death, or property damage. We understand the Participant’s safety depends on Participant’s own good judgment, adequate preparation and constant attention.

In consideration of Participant being permitted to participate in this Activity, we the undersigned do hereby release, waive, forever discharge and covenant not to sue the State of Ohio, the University of Toledo, its trustees, officers, agents, employees, any students or members of any sponsoring organization (“Releasees”) from and against any and all liability for any harm, injury, claims, damage, actions, causes of actions, costs and expenses of any nature which Participant may have or which may hereafter accrue to Participant, arising out of or related to any loss, damage or injury, including but not limited to suffering and death, that may be sustained by Participant or by any property belonging to Participant, whether caused by the negligence or carelessness of the Releasees, or otherwise, while Participant is in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity occurs or is being conducted. It is our express intent that this Liability Release and Covenant Not To Sue Agreement (“Agreement”) shall bind the members of Participant’s family, estate, heirs, administrators, personal representatives or assigns.

We understand and agree that Releasees may not have medical personnel available at the location of the Activity. We understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary and that such action by Releasees will all be subject to the terms of this Agreement not to sue. We understand that the Releasees assume no responsibility for any injury or damage, which might arise out of or in connection with such authorized emergency medical treatment.

In signing this Agreement, we acknowledge that we have reviewed and understand what the above means and that this document is signed as a free act and deed. We further state that there are no health-related reasons or problems which preclude or restrict the Participant’s participation in this Activity and that Participant has adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to Participant. We further agree that this Agreement will be construed in accordance with the laws of the State of Ohio.

I, [for Minor] Participant’s Parent or Guardian, further state than I am fully competent to sign this Release and Covenant Not To Sue Agreement; and that I execute this Release for full, adequate and complete consideration fully intending for myself, for Participant and Participant’s family, estate, heirs, administrators, personal representatives or assigns to be bound by the same.

THIS IS A RELEASE OF LEGAL RIGHTS. READ BEFORE SIGNING.

Participant Signature ____________________________ Date ___________
Parent Signature ____________________________ Date ___________

[only necessary if participant is minor]

Witness Signature ____________________________ Date ___________
Additional Forms

- Annual Reports
- Budget Requests
- Contract Requests
- Travel Requests
- Donation Forms
- Special Funding Requests

www.utoledo.edu/studentaffairs/osi/forms.html
Calendars

- GetInvolved Calendar
- Google Calendar based on Event Registrations
- Events open to the UT community will be posted
Calendars

- UT Master Calendar
- University Calendar of all events
- Submit your events and select the Student Activities & Programs Calendar
- [http://calendar.utoledo.edu/MasterCalendar.aspx](http://calendar.utoledo.edu/MasterCalendar.aspx)
BUDGETS AND FUNDING
APPLYING FOR FUNDS

ANNUAL BUDGET APPLICATION PROCESS

* ORGS WISHING TO OBTAIN AN ANNUAL OPERATING BUDGET MAY REQUEST FUNDING FOR THE FOLLOWING ACADEMIC YEAR THROUGH COMPLETION OF THE ANNUAL REPORT.

* APPLICATION PROCESS AND GUIDELINES WILL BE ANNOUNCED EARLY SPRING SEMESTER VIA AN EMAIL TO ALL ORG PRESIDENTS, AT THE STUDENT ORGANIZATION GALA AND ON THE OSI WEBSITE.

* THE OFFICE OF STUDENT INVOLVEMENT OVERSEES THE REVIEW AND ALLOCATION PROCESS, TYPICALLY IN COOPERATION WITH SAC.

NOTE: ORGS MUST APPLY FOR A BUDGET ANNUALLY. RECEIVING A BUDGET THIS YEAR DOES NOT GUARANTEE A BUDGET FOR NEXT YEAR.
SAC SPECIAL FUNDING & COLLABORATIVE FUNDING

* SAC (STUDENT ACTIVITIES COMMITTEE) ALLOCATED FUNDS FOR INDIVIDUAL EVENTS AND PROGRAMS. PRIORITY GOES TO ON-CAMPUS EVENTS THAT ARE OPEN TO ALL STUDENTS.

* COLLABORATIVE FUNDING IS ENCOURAGED - EVENTS THAT ARE COLLABORATIVE IN NATURE WILL RECEIVE HIGHER PRIORITY.

* SAC MAY ALLOCATE FUNDS FOR STUDENT ORGANIZATION TRAVEL, BUT AT A LOWER PRIORITY.
APPLYING FOR FUNDS

SAC SPECIAL FUNDING & COLLABORATIVE FUNDING

* SAC MEETS WEEKLY TO REVIEW FUNDING REQUESTS AND CONSTITUTIONS- OTHER THAN BREAK WEEKS OR HOLIDAY WEEKENDS.

* FUNDING APPLICATION IS DUE IN THE OFFICE OF STUDENT INVOLVEMENT, 3504 SU BY 4:00PM ON MONDAY BEFORE THE MEETING- 4 WEEKS BEFORE THE EVENT.

* REPRESENTATIVES SHOULD PLAN TO ATTEND THE MEETING TO PRESENT THE REQUEST AND TO ANSWER QUESTIONS REGARDING THE FUNDING REQUEST.
SPENDING GUIDELINES

#1 RULE: ASK BEFORE YOU SPEND!!!

GENI HOFBAUER, DEAN OF STUDENTS ACCOUNTANT
419-530-4471,
GENEVIEVE.HOFBAUER@UTOLEDO.EDU

DO NOT SPEND YOUR OWN MONEY. IF YOU SPEND YOUR OWN MONEY BEFORE SPEAKING WITH OSI, YOU WILL NOT BE REIMBURSED.
SPENDING MUST BE IN COMPLIANCE WITH THE SPENDING LINES AND AMOUNTS AWARDED IN THE 14-15 SCHOOL YEAR.

- SPONSORED EVENTS
- HONORARIA
- OFFICE SUPPLIES
- COMPUTER SUPPLIES
- OTHER SUPPLIES
- TRAVEL
- ROOM RENTAL
- AWARDS & BANQUETS
- SUBSCRIPTIONS
- DUES
- PRINTING
- PHOTOCOPIES
- ADVERTISING
- TELEPHONE
- POSTAGE
- EQUIPMENT RENTAL
SPENDING GUIDELINES

Student Org Budgets are General Fee dollars and may NOT be spend on:

- Personal Property
- Charitable Donations
- Campaign Contributions
- Alcohol
- Food during Travel
- Printing & Copies off campus that could be purchased on-campus
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!

WHEN YOU PICK UP THE P-CARD, THERE WILL BE A FORM TO COMPLETE- DESCRIBE YOUR INTENDED PURCHASE, WHERE, WHY, AND ESTIMATED COST.

NOTE: FAILURE TO COMPLY WITH P-CARD PROCESS MAY RESULT IN LOSS OF PRIVILEGES, RESTITUTION, SANCTIONS, AND/OR LOSS OF RECOGNIZED STATUS.

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 TEN (10) WEEKS IN ADVANCE!
SPENDING GUIDELINES

FOR PURCHASES MORE THAN $1,000... P-CARD MAY NOT BE USED

1. PAYING A VENDOR WITH A PURCHASE ORDER FOR GOODS OR SERVICES PROVIDED,
   PLEASE WORK WITH GENI HOFBAUER TO MAKE ARRANGEMENTS AT LEAST 4 WEEKS IN ADVANCE!

2. PAYING THE VENDOR/AGENT (FOR PERFORMANCES OR RENTAL) WITH A CHECK ON THE DAY OF THE EVENT. WORK WITH THE OFFICE TEN(10) WEEKS IN ADVANCE