DEPARTMENT OF
CAMPUS INVOLVEMENT
ST. CLOUD STATE UNIVERSITY

Organizations Guidebook
REV: Summer 2024

Using this Guidebook

Introduction
For your convenience and reference, you can find relevant University and organization policies for Registered Student Organizations (RSOs) in this guidebook. It also includes relevant information for Sponsored Organizations (SOs). Questions regarding information included in this guidebook should be directed to the Department of Campus Involvement-Student Organizations, Assistant Director at 320-308-2205 or campusinvolvement@stcloudstate.edu.

Policy Changes
St. Cloud State University and the Department of Campus Involvement (DCI) - Student Organizations program reserve the right to edit/update the policies, procedures, rules, regulations, and information found in this guidebook at any time. Changes will become effective immediately and will be posted online at the Department of Campus Involvement- Student Organizations website.

Developing this Guidebook
The Student Organization Guidebook is reviewed regularly and updated online annually by DCI for accuracy and to remain current with local, state and national policies and practices in higher education, and to best meet the needs of our University and its students.

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Commonly Used Acronyms:

AMC – Atwood Memorial Center	RSO – Registered Student Organization
AS – Administrative Services Building	SFC – Senate Finance Committee
DCI - Department of Campus Involvement	SO – Sponsored Organization

Group Classifications

St. Cloud State University has two types of organizations/groups comprised of students that are registered with the Department of Campus Involvement.

 1.) Registered Student Organizations (RSO)
 2.) Sponsored Organizations   (SO)

Determining Group Classification:
Group classification is determined at the discretion of the Department of Campus Involvement in consultation with University Administration. The classification occurs during the process of inquiry/application to register as an organization on campus.

Registered Student Organization (RSO)

Definition: an association comprised primarily of students that upon completion of
the official registration process - through the Department of Campus Involvement- Student Organizations Program - is entitled to certain privileges, including access to a variety of resources on the St. Cloud State University campus. Student groups are those that mainly present events limited to their membership, the campus community, or occasionally, the wider community. These organizations are primarily interest groups, around a topic/issue. Any St. Cloud State University student can form a student group with at least 5-7 members and a university faculty or staff member of their choosing to serve as the adviser. Registered Student Organizations must comply with all University and MinnState policies and procedures.

Relationship to the University: RSOs are affiliated with the University and are responsible
for managing their organization in accordance with their Constitution and all University policies and procedures. They are not agents of the University and shall not represent themselves as such.

Use of University Name: Because RSOs are not agents of the University, they may **not** use "*St. Cloud State University; St. Cloud State; State; SCSU*" or any version of the University name as a pre-fix to the student organization name. When approved to do so, organizations may be allowed to use "at *St. Cloud State"* after the student organization name. These organizations most often have a state or national governing body. Example: *National Society for Leadership & Success-at St. Cloud State*.

Sponsored Organization (SO)

Definition: an association comprised of students, sponsored by a St. Cloud State University department, program or unit. An SO is similar to an RSO in composition, the requirement to have an operating document, advisement, and benefits for all involved. SOs, however, operate under the purview/guidance of the sponsoring unit to assist in fulfilling the unit and University overall mission for internal and external constituents. SO advisement is assigned by the sponsoring unit. SOs often have specific/additional internal requirements, training, and/or local/state/national affiliation and oversight due to their scope and purpose.

Relationship to the University: SOs include groups of students, affiliated with and under the advisement/supervision of a department/unit/program of the University, to help that unit serve all of their internal and external constituents. SOs have access to the same kinds of benefits as registered student organizations and may have access to other internal and external resources due to their

affiliation. They may be viewed as representing the University in the public eye – as they may wear SCSU uniforms/apparel, engage in performances at University-sponsored events, and the like. SOs are subject to all University, Department, and sponsoring program policies and procedures as well as potential state and national guidelines.

The two required criteria below must be met, along with many of the 'additional considerations' outlined later in this section.

1. **Accountability/Affiliation:** to a University program, department or state and/or national organization when applicable.
   - group operations and activities are subject to the oversight of the program, department, division or SCSU Administrative unit
   - group is subject to problem solving by/within the department, unit or program organizational structure (Org. Chart). Campus Involvement staff may provide guidance/advice to students and advisers.
     - o Department, program, SCSU administrative unit hold students responsible when necessary

2. **Assigned Advisement**
   - group has annual departmental/university-level support staff (faculty, staff, administrator, etc.) <u>assigned</u> as an adviser to assist them in functioning optimally
   - group advisement may be written into a position/employee's position description, PDP, etc.

<u>Additional Considerations for Sponsored Organization Classification</u>:

Sponsored Organization classification is also based on, but not limited to, some or all of the following criteria. Committee considers precedent set by the University for these type of programs, the number of factors applicable as well as the level of significance of each factor when determining the SO classification. SO classification is determined very sparingly, only when a significant number and level of criteria below are met. This classification is not intended to supplant the RSO classification.

A. **Purpose, Scope, and Likelihood Group will be seen as Representing SCSU**
   - The group serves a specific interest area or group
     - o may have governing body and/or programming functions for said group and/or the entire student body (e.g. IFC/CPC for Greek Life groups, UPB for campus programming, etc.)
   - participation in the group may require member to participate in a specific course, national organization, etc.
   - group and members often have additional requirements/expectations in line with relevant academic, departmental, program, or related professional/national standards by a governing organization/structure
   - group serves to fulfill Department/program mission and entire University, while providing leadership, service or engagement opportunities for students
   - group would typically not exist, or have the same purpose, if not affiliated with the sponsoring Department/program, etc.

B. **Risk to University**
   - group activities may incur more than average exposure to risk/liability for the University

- group represents the institution regularly and formally in the public eye at events/programs/have a standard format/platform for visibility and communications
  - o via performances, print, social media, etc. or University-public events
- group may engage in travel and/or represent the University in local, state, national or international competitions)

C. **University/Department/Unit Resources/Allocation**
- group participation with the required annual budget process (history of seeking and receiving funds to serve institution annually; this could be via SFC, FAC process, Department budget, etc.
  - some group leadership positions may be paid from University sources-via the Department, program or unit
- there is a moderate to high level of University resources invested in the group (fiscal, human, operational, physical--i.e. University-owned storage facilities, equipment, uniforms, instruments, etc.)

Examples of Sponsored Organizations include:
- Greek Life (Social Fraternities & Sororities & their governing Councils IFC/CPC)
  - o St. Cloud State will only consider chartering nationally affiliated social Greek-letter organizations (as of 2012). The University will register no more local social Greek organizations.
  - o As of Dec. 2019, any new student organization that wants to form using Greek letters in their name must have a national governing body/oversight.
- Music Department Ensembles (e.g. Husky Sports Band; Wind Ensemble(s); Choir(s), Orchestra(s), etc.)
- Mass Communications Department Media Programs (e.g. KVSC and affiliated radio stations; UTVS television; University Chronicle newspaper, etc.)
- Spirit Groups (Cheer & Dance Teams)
- Sports Clubs
- University Ambassadors
- University Program Board (campus activities programming body)

Sponsored Organization Application:

To be considered/apply for Sponsored Organization classification, requests may be made by a department/unit/program via email to the Asst. Director for Student Organizations, Carly Frederick, carly.frederick-thompson@stcloudstate.edu or email campusinvolvement@stcloudstate.edu.
A form/link will then be sent to the applicant to complete and submit to DCI.

Review Committee for Sponsored Organizations Classification Requests:
Associate Director for Campus Involvement
Assistant Director for Student Organizations
1-2 student leaders from Department of Campus Involvement
Special Adviser to the President of St. Cloud State

Registered Student Organization (RSO) Categories & Eligibility Requirements

Involvement in student organizations provides students with valued learning experiences that bridge learning inside and outside the classroom environment.

1. **Categories for RSOs**
    a. Each student organization is assigned a category based on its purpose. New organizations make a request for the category with which they want to affiliate. The Department of Campus Involvement- Student Organizations staff and the student organization leaders make the final decision about the category association. Categories Include:
    Academic Focus (most); Arts; Communications; Council/Advisory Groups; Graduate/Professional; Honorary Groups (i.e. professional Greek-letter orgs., academic achievement, etc.); Language & Culture; Political & Social Concerns; Recreation & Sports; Religious & Spiritual; Special Interest.
    b. Student organizations that wish to be re-categorized may contact the Department of Campus Involvement- Student Organizations Support Staff at AMC 134, carly.frederick-thompson@stcloudstate.edu or 320-308-2205.
    c. ***Note:** Issues falling within academic purview should be directed to the appropriate adviser, department chair, or Dean's Office in the school or college to which they pertain.

2. **RSO Eligibility Requirements**
    a. <u>Membership:</u> Must have a minimum of 5-10 current St. Cloud State University student activity fee-paying members. Must be currently enrolled students of St. Cloud State University. Others from the community or other schools may support your organizations and attend events with your organization but are NOT included as part of the 5-10 official members – as the University has no relationship to those students/people. ALL members should be listed on your roster with appropriate contact information in case needed. Organizations are required to maintain an active membership roster on HuskiesConnect.
    b. <u>Officers:</u> Must have a minimum of three (3) executive officers (President, Vice President, and Treasurer), who must be current St. Cloud State University students, in good academic and student conduct standing with the University, and maintain a 2.0 Grade Point Average or higher. Executive Officers can be included on the organization's 5-10 member roster. You may list other positions on your roster as well and appropriate to your organization. All positions should be appropriately titled for their duties – avoiding slang/casual/or inappropriate terminology. DCI may require you to adapt any confusing or questionable titles.
    c. <u>Adviser:</u> Must maintain a St. Cloud State University part/full time faculty or staff member as an adviser. Primary advisers cannot be graduate assistants. Organizations may have two SCSU co-advisers with one listed as primary. Cannot be on sabbatical, starting retirement/ be retired, are on temporary leave, or have left St. Cloud State
    d. <u>Constitution:</u> Maintain a current copy of a student organization constitution and by-laws. This must be submitted to the Department of Campus Involvement-Student Organizations Support Staff, via HuskiesConnect. Constitutions should be reviewed for accuracy and adapted as necessary annually. If a submission is more than 3 years old, you should update your constitution – and may be required to do so in order to be approved as an organization.
    e. <u>Officer Elections:</u> It is advised that student organizations hold student officer elections annually. Your constitution/Bylaws should indicate in which semester the organization holds elections and include specific election process. Process and election timing may

vary among type of registered organization and among organizations within a specific category. Seek guidance from your adviser or DCI if needed.

f.   <u>Non-Discrimination, Title IX, etc.:</u>   Student organizations must comply with St. Cloud State University Affirmative Action policies, including Title IX. The University is committed to helping enhance student and organization awareness of their resources, rights, and responsibilities as they pertain to these issues. <u>As part of the registration process organizations must review the information and policy statement and agree to it in order to fully submit their registration.</u>

To carry out this commitment, SCSU not only prohibits discrimination in policy and process, but takes affirmative steps to prevent sexual and discriminatory harassment in the workplace and classroom. SCSU students or employees with concerns or uncertainty about possible harassment or discrimination are encouraged to contact the university Designated, Equity & Access Officer, ADA Coordinator, and Title IX Compliance Coordinator (phone (320) 308-5123 or via email <u>oea@stcloudstate.edu</u> .

Policies and procedures pertaining to discrimination, harassment and sexual assault, as well as information on available resources can be found at: <u>www.stcloudstate.edu/oea/policies.</u>

g.   <u>Fronting:</u> Registered Student Organizations that are co-sponsored by an off-campus organization must have a student member or St. Cloud State University organization advisor as the liaison between the organization and campus. No outside entities should have access to campus resources without the organization members requesting or present.

RSO Student Organization Registration Process

Purpose of Registration for RSOs

Registration, which occurs annually, is meant to benefit organizations by requiring student organizations to revisit and reconfirm their purpose, constitution, various programs, and their adviser. It is also meant to verify that student organizations remain in compliance with University and student organization requirements. The registration process also ensures that the Department of Campus Involvement (DCI)-Student Organizations program has updated contact information for officers, members, and the adviser on HuskiesConnect (our Online Student Organization Management System) to allow the university to communicate with the student organization and to provide support to programs and services.

Timeframe

Complete the registration process with the DCI by the deadline each year. Annual registration requirements for registered student groups and campus programs may vary and will be communicated to the appropriate parties each year. It is important to note that to register the organization after the fall deadline, students will need to complete all steps required to form a new student organization.

Registration is valid for one year. Each organization must complete the registration process set by DCI. The registration process includes the D2L Online Training and the HuskiesConnect Registration Form. Any (optional) registration information sessions will be publicized on the DCI-Student Organizations website, on HuskiesConnect, and sent directly to the listed student leaders and adviser for each group via e-mail communication. Registration requirements for student groups and campus programs may vary, and will be clearly outlined each year.

Required Registration Process for RSOs

1. Training
   a.   President, Vice President, or Treasurer are required complete the online training

created by DCI. All officers and adviser are encouraged to view the videos provided to learn all information regarding policies and procedures related to organizations.

2. HuskiesConnect Registration Form

a. Update the Department of Campus Involvement -Student Organizations Program, via HuskiesConnect of any changes to officers, adviser, members, and calendar. Organizations are required to input and maintain an up-to-date roster on HuskiesConnect.

Failure to Register for RSOs
    o   If a Student Group fails to complete the annual registration process, the organization will need to meet with the Assistant Director of Student Organizations in the Department of Campus Involvement- Student Organizations and appeal their loss of registration.
    o   If the group fails to register or appeal their registration, the organization will lose all benefits afforded to registered student organizations.
    o   To register the student organization after the deadline each year, Student Groups will need to complete all steps required to form a new student organization.

Inactive Status for RSOs
Registered Student Organizations may become inactive due to a variety of reasons. When this occurs the Department of Campus Involvement staff will remove the organization's profile from HuskiesConnect, notify Atwood Memorial Center and Business Services and the organization will no longer receive the benefits of registered clubs and organizations. If an organization does not complete the next cycle of registration requirements, the group will no longer be registered. An organization can be restarted at any time by following procedures outlined in this guidebook for new student organizations.

Process to Form a New Registered Student Organization (RSO)

Any St. Cloud State University student can form a student organization as long as there is not another registered student organization with the same purpose or similar purpose, and they are willing/able to meet all the University requirements of registered student organizations. The following steps are required to form a new student organization:
1. Complete the New Organization Registration Form on HuskiesConnect
   a. Form can be located on HuskiesConnect under the Organization tab. In the left navigation bar there is a "Register an Organization Button". Select the blue "Register a New Organization" button. Complete the form.
   b. Once the registration form is completed a Student Organization Support Staff member will review the information to make sure it fits with all policies regarding registering student organizations.
2. Adviser Confirmation
   a. Once the registration form has been reviewed the listed adviser will be contacted to confirm their willingness to serve as adviser for the new student organization.
3. Training
   a. When the previous two steps are confirmed, the student organization leaders will be contacted to set up a meeting with the Student Organization Support Staff to complete online training and review student organization policies.
4. Final Confirmation
   a. After final training has been completed the HuskiesConnect Registration form will be accepted and the organization's profile will be live on HuskiesConnect.

Sponsored Organization (SO) Registration Process

Purpose of Registration for SOs
Registration, which occurs annually, is meant to benefit the sponsored organization, sponsoring unit, and the campus community. It requires the group and sponsoring unit to revisit and reconfirm their purpose, operating procedures, programs, adviser and more. The registration process also ensures that the Department of Campus Involvement (DCI)-Student Organizations program has updated contact information for group adviser(s), leaders, and members, on HuskiesConnect (our Online Student Organization Management System) to allow the university to communicate with the sponsored organization and to provide support/resources as needed.

Timeframe
Notices about annual registration will be sent by DCI several times to current Sponsored Organization Advisers and student leader(s); this usually begins in early May and goes through early September. Registration is valid for one year.
Complete the registration process with the DCI by the fall deadline each year. Annual registration requirements for sponsored organizations may vary and will be communicated to the appropriate parties each year. It is important to note that to register the sponsored organization after the fall deadline, the sponsoring unit adviser or designated student leader will need to complete all steps required in the usual annual registration process. The requirements to register your sponsored organization will be clearly outlined within the HuskiesConnect involvement platform.

Required Registration Process
1. HuskiesConnect Registration Form
   a. Input contact information for the Sponsored Organization, the group adviser, 3 student leaders, all members, and other required information sought in the online form, via HuskiesConnect.
   b. The University Department/Program/Unit must upload a document outlining the parameters by which the organization shall operate. This must be in the form of an operations/procedures manual, constitution, by-laws, etc. The document may be created by the sponsoring unit or in collaboration with affiliated students. Contact the Department of Campus Involvement for further consultation on this. This document should be maintained within the sponsoring unit as well.
   c. Sponsored Organizations are required to input and maintain an up-to-date roster on HuskiesConnect.

Registration Resources to Review:
1. Training Videos Available on HuskiesConnect
   a. All sponsored organizations at the University are different in scope, purpose and more. Many have very specific guidelines, policies and procedures (state and national) to which they must adhere, in additional to University policies, etc. However, we strongly encourage/advise Sponsored Organization advisers and any student leader(s) are encouraged to review the videos-especially if there are specific ones related to their operations-to learn all information regarding policies and procedures related to organizations.

Failure to Register for SOs
- If a Sponsored Organization fails to complete the annual registration process, the organization will need to communicate with the Assistant Director of Student Organizations in the Department of Campus Involvement and appeal their loss of registration. Due to the nature of these groups service to the student body, having assigned advisers, sometimes

funding, and other unique characteristics, DCI in conjunction with any appropriate University administration, sponsoring units, and when applicable-Student Government-Fee Allocation Committee, will determine the effects on budget for failure to complete the official annual registration process.

Forming a New Sponsored Organization (SO)

A St. Cloud State Department, Program or Unit may request to register a group of interested, affiliated students as a Sponsored Organization within their unit/area of purview and support. The following steps are required to form a new student organization:

1. Make and official request of your intent to sponsor a group of students per the parameters outlined earlier in this Guidebook. Email your request for the application for to be sent to you. Email the Assistant Director for Student Organizations at: slbosakci@stcloudstate.edu.
    a. Once you receive the form, complete the form and submit as directed.
        i. Be prepared to state your purpose, how you meet the 2 required criteria for Sponsored Organization classification, as well as how you meet the additional criteria (A, B, & C and their sub-points) presented.
        ii. Be prepared to provide your contact information as the applicant; the sponsoring unit; contact information for 3 student leaders; and the document the sponsored organization will use to guide their work and how they function. This may be an operations manual; a constitution, by-laws, etc. It should be clear, with roles, responsibilities, and leadership positions, how those are determined, how roles are filled if vacated, resolution of group issues addressed within; the sponsoring unit org. chart; etc.
            1. The operations/guiding document may be created by the sponsoring unit or in collaboration with affiliated students. Contact the Department of Campus Involvement for further consultation on this. This document should be maintained within the sponsoring unit as well.
    b. The Review Committee for Sponsored Organization applications will review the information and determine if this is the most appropriate classification and notify the applicant of the decision.
    To Appeal a Classification Decision:
        Requests to appeal a group classification determination may be emailed to the Executive Director of Atwood Memorial Center and Department of Campus Involvement, Tommy Balicky at tbbalicky@stcloudstate.edu
2. Adviser Confirmation
    a. If the application for Sponsored Organization status is approved, the listed adviser will be contacted to confirm advisement role for the Sponsored Organization.
3. HuskiesConnect Profile Creation/Updates
    a. Sponsored Programs must have a profile on HuskiesConnect. It is essential for engaging the campus and community to maintain this page and have an active presence on it. DCI can help you to and answer questions in the process.
4. Training
    a. There are a variety of helpful videos and resources for students and advisers alike on the DCI-Student Organizations and HuskiesConnect websites. Sponsored Organization adviser(s) and leader(s) are strongly encouraged to review these and contact the DCI Student Organizations staff with questions.
5. Final Confirmation
    a. Upon being approved, submitting adviser and student leader information to DCI, creating or updating your organization's profile on HuskiesConnect, and completing

any additional information required, the Sponsored Organization profile will be live on HuskiesConnect and the group

Adviser Information

Role of the Adviser
The University requires that each organization be advised by at least one faculty or staff member. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities. Advisers play an important role in organizations. By sharing knowledge about the university and personal experience, advisers provide professional expertise to student organization members, as well as foster rewarding mentorships with students. Advisers are rewarded in knowing that they have contributed significantly to the growth and development of students through co-curricular activities. The Department of Campus Involvement is happy to meet with advisers who would like more information about how to assist their organization and its members. There are also a variety of resources for groups and advisers in the Organization Guidebook and online at: https://www.stcloudstate.edu/campusinvolvement/student-orgs/resources.aspx

Choosing a RSO Adviser
RSOs are generally responsible for selecting their own adviser, in accordance with their constitution and/or operating documents. Any organization may have more than one adviser, though only one adviser is specified as the "primary adviser" to sign financial forms.

Adviser Requirements
- Must be a St. Cloud State University employee during the academic year in which one serves.
- Represent and protect the interests of St. Cloud State University in all matters pertaining to the organization.
- Serve without pay nor provided release time from other professional duties unless specified in a job description.
- Perform the duties of a Campus Security Authority
  - Campus Security Authorities (CSA) are federally mandated crime reporters. CSAs shall report, on a timely basis, any Clery Act crimes that they are made aware of to the SCSU Public Safety Department. Public Safety will use the submitted information to verify the appropriate classification of the crime. It is important for CSAs to document sufficient incident detail to allow Public Safety to properly classify the crime type.

St. Cloud State employees are **NOT** allowed to be organization advisers if any of the following applies:
- They are on sabbatical
- They are retiring or are retired
- They are on temporarily leave from St. Cloud State University
- They are leaving or have left St. Cloud State University

General Adviser Responsibilities
In assuming the role, organization advisers agree to fulfill the following:
- Serve as the official person responsible for the budget, including signing financial forms, budget requests, etc.

- Take an active role in advising the student organization.
- Know the general purpose of the organization and be familiar with all provisions outlined in its constitution or by-laws, and review the constitution annually with the organization membership.
- Meet with the organization president on a regular basis (at least twice each month is recommended).
- Review and consult student leaders on materials the student organization wishes to display on and around campus (see link to display and distribution policy under University policies)
- Attend organization meetings and events as able.
- Remain informed of all activities sponsored and conducted by the student organization.
- Establish with the student organization president the manner in which the adviser will participate in the organization's activities; i.e., programs, social events, recruitment and new member activities, and meetings.
- Know the officers and members of the organization(s) you advise.
- Know the current status (active, inactive, frozen, etc.) of the organization.
- Know the organization's process for obtaining new members.
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving, conflict management, group evaluation, and other needed areas.
- Be knowledgeable of and adhere to University Policies and Procedures which may pertain the student organization, programs they host, etc. and inform the student organization officers and members of their responsibilities as well. These may include but not be limited to things like: (click on links below)

     o Campus Food Management
     o Chalking
     o Parking
     o Political Activity
     o Religious Observance
     o Animals on Campus
     o Copyright
     o Display and Distribution of Information
     o Small Unmanned Aircraft Systems

- Be knowledgeable of policies and procedures listed in the St. Cloud State University Student Code of Conduct, and review with the student organization membership the policies and procedures which are specific to or may impact student organizations.
- Review and adhere to the policies in this Guidebook. Please also review the Eblast (electronic) newsletters sent to your University email address regularly throughout the year for the latest updates.
- Promptly report to the Department of Campus Involvement- Assistant Director for Student Organizations - any activities that may or will violate University policies.

Advising a Sponsored Organization (SO)
- Benefits to faculty and staff who advise SOs are primarily the same as those of a RSO adviser. However, SO advisers have enhanced ability to guide, manage certain elements, responsibility for the organization, and accountability to sponsoring unit, and University.

- Letters outlining these differences in responsibilities, benefits, and resources for SO advisers are sent annually by DCI.

Benefits for Advisers

There are professional and personal rewards associated with being the adviser to a student organization, and they include:

- Observe and assist in the development of students.
- Teach, lead, and coach students.
- Serve as a reference for students.
- Serve as a mentor for students.
- Observe culture changes in the life of the University and community.
- Form networks with colleagues involved as advisers in similar organizations.
- Provide service to the University.
- Participate in an organization whose purpose you support.
- Eligible to receive recognition by the institution, the organization, and students for a job well done.
- Receive bi-weekly electronic newsletter (E-blast) with information relevant to student organization and advisers.
- Consulting, training, and resources available for support to you/your organization and to gain new skills and insight to be successful
- Relates to Criterion 4 in IFO Professional Development Plans – 'Contribution to Student Growth and Development'.

Changing an RSO Adviser

Contact the Department of Campus Involvement- Student Organizations program area, as soon as possible regarding all changes and updates to advisers. Organizations should complete and submit online the Adviser Change Form located on HuskiesConnect under the Forms tab at: https://huskiesconnect.stcloudstate.edu/forms. Upon receipt of the online form, the new adviser information will be updated on your organization's HuskiesConnect Profile Page, as well as with Business Services (Administrative Services). Both advisers and student organization leaders should communicate with one another if there is a desire by either party to change the adviser.

Change in SO Adviser

The sponsoring unit (dept., program, etc.) is responsible for notifying the Department of Campus Involvement-Student Organizations program area, as soon as possible regarding all changes and updates to advisers for a sponsored organization. Email: carly.frederick-thompson@stcloudstate.edu.

Benefits of Being an Organization (RSO/SO) at SCSU

Besides the opportunity to develop personal leadership skills students, in organizations registered with DCI, receive additional benefits:

- **Accounts**: Set up an account through the Business Services in AS 122. The form needed is available at https://www.stcloudstate.edu/businessservices/forms/default.aspx
  Student organizations that do not already have a 334 account from the Senate Finance Committee will automatically be given an account when funding is approved.
- **Atwood Memorial Center Space Reservation**: Meeting rooms, lounge space, kiosk space, and studio is available at no charge through the Atwood Memorial Center (AMC)

Administration Office in Atwood Memorial Center room 110 or by making a reservation online at http://www.stcloudstate.edu/atwood/reservations/default.aspx.

- **Audio-Visual Equipment and Films:** Equipment and films from Distribution Services in the Learning Resources Center are available at no charge. A check-out form must first be completed and signed by a faculty or staff, preferably the organization's adviser. Equipment may be reserved for up to one week. Tape recorders, movie projectors, DVD or VCR machines, cameras, and lighting equipment are all available. Call 320-308-3083 for more information.
- **Budgets/Financial Resources**: According to Senate Finance Policy, student organizations can apply for reserve funds sixteen (16) weeks or 1 semester from the group's charter date. Information on budgets and reserve funds through Student Government is available at http://stcloudstate.edu/studentgovernment/.
- **Button-Making Machine**: A button-making machine is available, free of charge, through the Department of Campus Involvement- Student Organizations. Parts required to make 50 wearable buttons are available for free to each organization per year. The buttons have pin-backs to attach to apparel or backpacks, etc. To make a reservation, email the organization name, date(s), time of pick up and drop off to campusinvolvement@stcloudstate.edu or call 320-308-2205. Reservations can also be made by visiting the Department of Campus Involvement Front Desk across from AMC 134.
- **University Events Calendar**: Advertising events through the Campus Events Calendar on St. Cloud State University's website is available. The University Events Calendar is powered by HuskiesConnect. Add your event, program, meeting, etc. on HuskiesConnect and it will be also added to the University Events Calendar.
- **Cash Box Usage**: Organizations can check out a cash box free of charge through the AMC Accounting Office behind the AMC Information Desk. Bring in a student ID, the dates and times for pick up and drop off of the cash box, and a list of all students that can check out the cash box for your event.
- **Contracting for Speakers/Performers**: Staff in the Department of Campus Involvement- Student Organizations will assist students in drafting the appropriate paperwork to create contracts for speakers and performers. University contracts are required to bring speakers, programs, and performers to SCSU. Payments to groups will not occur without a fully executed contract prior to the event and/or activity. Stop by the Student Organizations staff, in AMC 134, make an appointment with one of the staff members, or calling 320-308-2205.
- **Consultation**: Student Organizations Support staff members are available for 1-1 consultations about any trainings, issues, questions, concerns, or advice that student organizations need. Make an appointment by contacting studentorgs@stcloudstate.edu, 320-308-2205, or stop by AMC 134.
- **Copies Plus**: Copies Plus provides copying, resume and fax service at a nominal cost, and will bill your 900 or 334 account.
- **E-blasts**: Department of Campus Involvement- Student Organizations publishes and electronic newsletter called the e-blast that is emailed to all organization officers and advisers every two weeks. The e-newsletter lists upcoming opportunities, announcements, requirements, and policy updates. To include information in the e-blast, email a short description of what you would like included to carly.frederick-thompson@stcloudstate.edu.
- **Event Planning Assistance**: The Department of Campus Involvement- Student Organizations offers resources on the website for student organizations, including a full section on event planning. Staff members are also available to individually assist organizations. Visit the Resources section of the Student Organization Website or contact the Department of Campus Involvement-Student Organizations at 320-308-2205, studentorgs@stcloudstate.edu, or at stop in to schedule a meeting at AMC 134.

- **Financial Advising/Forms**: Support Staff with the Student Organizations program will assist student organizations in financial advising and assisting in drafting the appropriate paperwork to pay bills, etc. Forms are available on the Department of Campus Involvement- Student Organizations web site under the organization resources section. For advising or help with forms, visit the DCI-Student Organizations support staff in AMC 134, make an appointment with one of the staff members by calling 320-308-2205, or emailing studentorgs@stcloudstate.edu.
- **Fundraising Opportunities**: The DCI-Student Organizations webpage lists ongoing opportunities for fundraising on the Resources section of the Student Organization Website. Opportunities that come up at different times in the year are also included in the student organizations bi-weekly emails, or E-blasts.
- **Storage Lockers**: Storage Lockers are allocated to registered student organizations as needed. Each student organization is allowed two storage lockers however if an additional locker space is needed please contact the DCI Student Organizations support staff to apply for additional locker space. Perishable items, money, hazardous items and the like should not be kept in lockers. Lockers should also be cleaned out at least once per academic year by student organizations to ensure they only hold what is needed. DCI checks lockers every summer for appropriate usage and may clear out lockers if deemed necessary.
- **Storage Closets**: DCI offers locked storage closets on a very limited basis. Storage spaces are applied for annually and will be assigned based on usage, needs, and maintenance. Organizations interested in storage space should contact DCI-Student Organizations staff at 320-308-2205 or carly.frederick-thompson@stcloudstate.edu. Items in closets must be able to fit comfortably without infringing upon others' space if the closet is shared. Re-usable structures must be able to be "broken down". Items must also be stored according to acceptable building/fire code (at least 18" from the ceiling). Closets should also be cleaned out at least once per academic year by student organizations to ensure they only hold what is needed. DCI checks lockers every summer for appropriate usage and may clear out lockers if deemed necessary.
- **Student Involvement Fairs**: DCI hosts the activity fairs Mainstreet and Sidestreet annually. Registered student organizations are invited to take part in these fairs. This provides an opportunity for student organizations to recruit new members, showcase their purpose, promote events, and serves as a marketing tool.
- **Supplies:** DCI provides a limited amount of roll paper, markers, and other supplies free of charge. To access supplies call 320-308-2205 or visit the DCI Front Desk.
- **Ticket Sales**: Student organizations can work with the AMC Information Desk to sell tickets for their events free or for a nominal fee. Visit the AMC Accounting Office behind the Information Desk for more information or call 320-308-4085.
- **University Facilities Reservations**: Registered student organizations can reserve space for free or nominal charge in many University facilities including, AMC and the Student Recreation Center in Halenbeck Hall.
- **Vehicle Rental**: Vans are available through Atwood Memorial Center (one 12 passenger and one 7 passenger van. St. Cloud State has a contract with Enterprise that will allow for student organizations to rent cars, vans or SUVs. Please see the travel section of this guidebook for details on reserving these vehicles.
- **Website Resources**: The student organizations website, http://www.stcloudstate.edu/campusinvolvement/student-orgs/default.aspx, offers resources

for student organizations and Advisers, including sample agendas, event planning resources, forms, evaluations and much more.

- **Workroom**: DCI provides an area in Atwood Memorial Center and is available for all student organizations to prepare event and promotional materials. Office and art supplies can be checked out by the DCI Front Desk staff during office hours.
    - o Student Organizations supplies must not be stored in the workroom space. Any supplies left out without notification or a label to the DCI support staff will be disposed of.
    - o No aerosol spray paint or glue are allowed to be used in this space.
    - o Organizations must clean up after themselves each time the work room is used
    - o Materials should be laid down before cutting to prevent ruining table and floor surfaces
- **Chalking on campus**: Registered Student Organizations are able to sidewalk chalk for event promotion. Refer to full Chalking if your organization is interested in this promotional activity.
- **Bake Sales on campus**: Registered Student Organizations are authorized for non-potentially hazardous foods in specific approved locations. These locations include; Ritsche Auditorium Lobby, Centennial Hall 2 floor lounge, Centennial Hall 1st floor corridor, Wick Science Building 1st floor, Engineering and Computing Center 1st floor, and Atwood Memorial center main lounge. Refer to Campus Food Management policy if your organization is interested in hosting a bake sale.

Conduct

University Student Code of Conduct
The St. Cloud State University Student Code of Conduct can be found in the Student Handbook at:
http://www.stcloudstate.edu/studenthandbook/code/default.asp.

Standards for Students & Organization Conduct
- Student organizations or clubs may be charged with alleged violations of the Student Code of Conduct. Initial investigation and/or resolution may be addressed by the Department of Campus Involvement staff or other appropriate department staff using University student conduct procedures.
- A student organization or club and its officers may be held collectively and/or individually responsible when violations of the Student Code of Conduct by those associated with the organization or club have received the tacit or overt consent or encouragement of the organization or club or of the organization's or club's leaders, officers, or spokespersons. Usually, if more than three members are present at a function, it may be considered a student organization or club sponsored event.
- The officers, leaders, or any identifiable spokesperson for a student organization or club may be directed by the Student Conduct Administrator to take appropriate action(s) designed to prevent or end violations of the Student Code of Conduct by the student organization or club or by any persons associated with the student organization or club who can reasonably be said to be acting in the student organization or club's behalf.
- Failure to make reasonable efforts to comply with the directives of University representatives will be considered a violation of the Student Code of Conduct by the officers, leaders or

spokespersons for the student organization or club and by the student organization or club itself.

Organization and Member Responsibilities
As members of the St. Cloud State University community, students are expected to act as good citizens, and to engage in responsible behaviors that reflect well upon their student organization and University; to be civil to one another and to others in the campus community; and to contribute positively to student and University life.
- Members of student organizations are expected to become familiar with the Student Code of Conduct and all applicable University and Minnesota State Colleges and Universities policies, federal, state and local laws to best serve the campus community and uphold strong individual and group conduct.
- A student organization and its officers may be held collectively and/or individually responsible when violations of the Student Code of Conduct by those associated with the organization have received explicitly, tacit or overt consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons. Usually, if more than three members are present at a function, it may be considered a student organization or group sponsored event.
- The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Student Conduct Administrator to take appropriate action(s) designed to prevent or end violations of the Student Code of Conduct by the group or organization or by any persons associated with the group or organization who can reasonable be said to be acting in the group's or organization's behalf.
- Failure to make reasonable efforts to comply with the directives of University representatives will be considered a violation of the Student Code of Conduct by the officers, leaders or spokesperson(s) for the group or organization and by the group or organization itself.

Organizations may be held responsible for individual member behavior when:
- A member of an organization is violating local, state, or federal law or University or Minnesota State Colleges and Universities Board policies and other members are present, and condone the behavior by failing to discourage the activity;
- Acts grow out of or are directly related to the student organization's activities or an environment created by the organization;
- Acts are committed by guests of an organization, or persons authorized or permitted to represent themselves are connected with the organization.

Questions to Consider
To determine whether a student organization bears responsibility for a violation of the Student Code of Conduct, the following questions may be asked:
- How many organization members were involved in the event/activity? How many members were there?
- Were organization funds used for the event/activity?
- Was the organization executive board involved in approval, pre-planning, and/or support of the alleged activity?
- Was the event advertised or announced by the organization? If so, how?
- Were any organization members present and/or participating in the alleged infraction regardless of whether the member was acting in an official capacity?
- Did any members of the organization attempt to cover up the alleged incident and/or to protect the organization members involved in the alleged infraction?
- Did the event/action take place in a space owned, operated, rented, or commonly used by the organization?

The response to just one or two of these questions may indicate that this was an organization activity. Each activity is likely to have a unique set of circumstances. As leaders, you should evaluate each activity separately. Please use these questions to assist you in planning safe and responsible events. If you have any questions or would like to discuss risk management further, contact the Department of Campus Involvement- Student Organizations Assistant Director 320-308-2205, or stop by to visit with the Student Organizations Support Staff in AMC 134.

Risk Management

Portions of this section have been adapted from:
http://www.fipg.org/ and the University Student Code of Conduct

Involvement in an organization at St. Cloud State University is a great opportunity to learn leadership skills, make lasting friendships, and positively influence the campus community. Risk management is the process of thinking through and planning for the potential and perceived risks involved in activities and taking actions and proactive steps to minimize these risks. The goal of risk management is to ensure that organizations plan and host events that are safe and fun for everyone involved!

Answer the following questions to help identify risk and help in the mitigation process:
- What can you do to mitigate this possible risk?
- How does this actually mitigate the risk?
- What resources will you need to make this happen?
- Who will be responsible for making sure this is done and by when?

Educating Members
Organizations should educate all members annually on risk management practices. Additionally, work with your faculty/staff adviser to ensure your risk management procedures follow local, state, and federal laws and Student Code of Conduct.

Risk Factors
There are five major factors that often lead to legal risks for organizations. Any one of these factors may be applicable to the organization as a whole, the organization's officers, or individual members:
1. Ignorance of the Law – Not being aware of the laws. For example, this could be applicable to the organization that does not adopt behavioral expectations, stating that when members are involved in hazing or sexually violent situations, it is not the responsibility of the organization. The entire organization, officers, or individual members may be found responsible under the St. Cloud State University Student Code of Conduct. Individuals found responsible for some actions classified as hazing or sexual assault and prohibited by the St. Cloud State University Student Code of Conduct, may also be faced with criminal charges or civil claims in a court of law.
2. Ignoring the Law – Knowingly violating the law. For example, although an organization knows that serving minors alcoholic beverages is illegal, they continue to violate the law.
3. Failure to Act – Realizing a behavior or action needs to stop, but not doing anything to stop it. An organization that would allow risky behavior (such as a fist-fight) to continue at a function could be held liable for the injury, because of its failure to take some sort of action to stop the behavior.
4. Failure to Warn – Not notifying participants of what risks are associated with an activity or event. An organization that sponsors an activity that requires proper techniques for safe

participation must inform all participants of the inherent dangers involved. Courts have held parties responsible for harm that is foreseeable and could have been prevented.

5. <u>Expense</u> – Failing to spend money on ensuring safety at an event or activity. An organization that fails to appropriate funds to ensure and maintain safety at an event or activity that they sponsor may be liable in the event of an accident or injury.

Budget and Finance

Please note: <u>The Department of Campus Involvement Student Organizations Program does not allocate or manage student organizations funds.</u> All student organization funding and management processes go through the Student Government Senate Finance Committee. Funding received goes into a 334 (or student fee) account under your organization's name; to be used for the explicit purposes for which you were funded.

Requirements for Requesting a Budget from Student Government
Student organizations may apply for funding from Student Government anytime throughout the year – as long as funds are still available. Organizations receiving funding from Student Government must comply with the policies and procedures of the Student Government Finance Committee and the University, including completing any mandatory trainings, attending meetings to present your request, and submitting any follow-up reports.

Finances
Managing finances is an important responsibility of student organization leaders and members. It is expected that all student organizations manage their money in an ethical and responsible way. Careful planning adds to the success of managing organization funds. For all finance resources visit the Budget and Finance section of the Student Organizations website
http://www.stcloudstate.edu/campusinvolvement/student-orgs/budget-finance.aspx

Opening/Re-opening a Fundraising (900) Account
To open an agency (or 900) account, a "Agency Account Request Form" must be submitted to the Business Services (AS 122). These forms can be obtained in the Business Services (AS 122) or downloaded online at https://www.stcloudstate.edu/businessservices/forms/default.aspx. The form will be reviewed by the Business Services Office staff and, if approved, a copy of the request with the new account number will be sent to the student organization. Processing time is usually five business days. Your adviser's signature is required on the form. When opening an account, it is recommended that student organizations have a budget and a receipt book for record keeping.

Organizations that re-form and wish to access funds in 900 accounts that have been dormant will need to work in accordance with Business Services Office procedures. Department of Campus Involvement- Student Organizations staff members are available to assist student organizations in this process.

Auditing
From Senate Finance Committee Policies:
- All student organizations, co-curricular, sponsorships, student media, and Student Government are required to be audited at least one time during the fiscal year by the Senate Finance Committee. A fiscal year is July 1 to June 30.
- Senate Finance Committee reserves the right to audit any organization at any time for any reason.

- Failure to comply with the audit request will result in funds being frozen and/or reimbursement of spent funding.
- All organizations must keep receipts of all purchases for a minimum of three years.
- Groups submitting fraudulent reports will be required to reimburse funds received from the Senate Finance Committee.

Banking/Off Campus Accounts

Registered student organizations are required to maintain all financial accounts with the St. Cloud State University Business Services Office. Student organizations are not authorized to establish checking accounts at a bank or other financial institution. 900 (fundraising/agency) accounts are available to student organizations, ensuring that a detailed accounting of receipts and expenditures is maintained. 900 accounts that carry over $5,000 during a fiscal year may be charged a 5% administrative fee.

Cash Handling

All organizations are expected to follow the St. Cloud State University cash handling policy located online at https://www.stcloudstate.edu/businessservices/accounting/policy-cash-handling.aspx
Some key pieces of this university policy that specifically apply to organizations are:
- All monies received by departments/organizations must be delivered to the Cashier's Office in Administrative Services 122 by the end of the business day of the event or activity. For events in the evening and/or weekends, all monies must be placed and secured in the safe in Atwood. To place monies in the safe, go to the Atwood Information Desk and see the Atwood Building Manager on duty. The official deposit form to be used can be found online at https://www.stcloudstate.edu/campusinvolvement/student-orgs/budget-finance.aspx
- All ticket sales must be balanced to their generated revenue on a daily basis.
- The collection of checks cannot be held for accumulation.

Any time an organization receives income from fundraisers, sales, dues, or other organization activities funds must be deposited immediately into the student organization account. Organizations should not maintain money in an unsecured location or in the possession of any member. A secure option for securing cash and checks is the AMC Accounting Office (behind AMC Information Desk).

Theft, embezzlement, and loss of money may occur when funds are stored in lockers, organization offices, and kept by individuals. If organizations are using a cash box, the cash box must be emptied at the end of each day's event and the contents deposited as instructed above. Keep only enough money in the cash box for making change during the next day's sales. With prior notification, the Department of Campus Involvement-Student Organizations staff can help the group get starter cash for the purpose of making change. Starter cash should be deposited separately and marked as "returned starter cash" on the deposit form. It is recommended that all student organizations keep record of all incoming money and provide receipts.

Contract Information

If an organization is paying an individual for a service (such as a speaker or entertainer) they are required to use a University contract. Business Services staff recommend that a contract be prepared at least two months before the event to ensure time for processing. To complete a contract, contact the Department of Campus Involvement-Student Organizations Office in AMC 134.
- Please note: If a contract is more than $2,000 and the speaker or entertainer lives outside of Minnesota, a 2% entertainer's tax will be withheld.

- Contracts cannot contain erasures, cross-outs, or whiteouts. Forms and Business Services Office policies can be found at https://www.stcloudstate.edu/businessservices/purchasing/purchasing-manual.aspx
- Please contact Department of Campus Involvement-Student Organizations for assistance in filling out a contract for any individual that you will be paying for their service.
- Contract Process
  - o Student organization leaders will need to complete a Contract Information Sheet.
  - o Once form is completed and signed by faculty/staff adviser, email Lori Laudenbach, DCI Office Manager, lalaudenbach@stcloudstate.edu to set up a meeting to review entire contract process.
  - o This meeting will confirm whether or not the vendor is listed in university system.
- Contract Policies
  - o Student organization leadership/members are encouraged to make sure they are timely with the processing of their contracts to make sure it will be processed in time for you to hold the event. Any questions can be directed to the Department of Campus Involvement-Student Organizations staff, or the Business Services Office, AS 122.
  - o Contracts containing erasures, cross-outs or white outs will be returned to the organization to be redone unless all parties involved have initialed the changes. Any alteration of the contract may require additional approval.
  - o If the request is not entered into Purchasing Control System and approved prior to the date of the contract, the student organization will be sent a letter of explanation (16A late letter) to be completed and returned before payment can be issued.

Debt

If an organization should end a fiscal year (June 30 of each year) with a negative balance in their 334XXX account, the Senate Finance Committee reserves the right to freeze a portion of the organization's funding during the following fiscal year. Debt in the 900XXX account may result in the Department of Campus Involvement Student Organization Support Staff holding or suspending registration status until debt is paid.

Depositing Funds in Your On-Campus Account

To deposit funds into your organization's account you need to divide checks and cash and bundle them separately with the total listed. Bring deposits to the Business Services Office, AS bldg.., Rm.122, with a deposit slip, available at: http://www.stcloudstate.edu/campusinvolvement/student-orgs/budget-finance.aspx under Forms. Make sure to write the total amount deposited and the organizations account number on the form. The funds will be deposited into the account listed on the deposit form and a receipt will be provided along with the deposit form for the organization's records.

Developing a Budget

The best first step on the path to fiscal responsibility is to develop and maintain a detailed organization budget. It is best to have all officers in the organization work together to develop the budget, which will limit the possibility of missing revenue sources or possible expenditures. It is also good to refer to copies of past budgets when developing a current or projected budget for the student organization. Additionally, the budget should be shared with all members and the student organization adviser.

- When developing a budget, remember to be realistic and conservative. A well-organized budget has two parts: income and expenses. Income could include fundraising revenue, dues, and any other planned revenue sources. Expenses include any money the

organization plans to spend throughout the course of the year. Project expenses for all events - large and small. Remember to include expenses for national membership dues (if applicable), supplies, printing, promotional materials, travel, and conferences.

- Once a list of income and expenses has been developed, subtract the total expenses from the total income: the difference is the amount of money the organization needs to raise through additional fundraising or requests for Student Government Funds.
- A free budget template designed for student organization can be found on the Student Organizations website https://www.stcloudstate.edu/campusinvolvement/student-orgs/budget-finance.aspx

Donations
- The University does not issue tax deductible donation receipts to registered student organizations/donors to the student organization.
  - If a group receives a donation of money for the organization in exchange for sponsorship or other item of value, the money may be deposited into the organization's 900 (or agency) account, however, no receipt will be provided to the donor and the gift is not considered tax deductible.
- Online/Electronic Donations or Payments
  - The university does not allow organizations to establish or use any form of online/electronic payment system, such as PayPal or other programs like it.
  - Student Organizations are allowed to direct donations to a nationally hosted website/organization for fundraisers to that organization or on their behalf (i.e. Am. Cancer Society; Susan G. Komen Foundation, etc. – as those organizations may be able to provide tax deductible receipts to donors.
- Political Candidate Sponsorship and Donations to Charitable Organizations out of student organization accounts
  - Student activity fees (funds allocated by the SFC through annual budgets or reserve requests) cannot be used for direct contributions, donations, or used to pay expenses for charitable organizations, individuals, or campaign funds.

Managing Your Budget
Once an organization has finalized a budget, it is important and helpful to refer to it often and update it as needed. The organization will be more successful and able to reach its goals if it maintains a budget that accurately reflects income and expenses. It is fiscally responsible to make every attempt to stay within the set budget. Fiscal responsibility will aid the organization's future financial planning.

While most organizations have a treasurer to manage financial matters, it is important that more than one person understands the financial operations of the organization. A lack of understanding could lead to overspending, unpaid bills, and a lack of financial control and expenditures. If more members understand revenue potential and expenditure constraints, they will be more willing to work within the budget.

While every member should understand the organization's budget, only a few people in the organization should be authorized to handle financial transactions or access the account. Maintaining monthly financial reports and documentation could help prevent financial problems, so the treasurer should keep a record of all deposits and expenses for comparison to the reports provided by the Business Services Office to the student organization's adviser. An organization should appoint a treasurer to be responsible for tracking the budget and handling most, if not all, financial transactions.

It's normal for a budget to change and shift throughout the year. If an organization would like to purchase equipment or plan an activity that was not budgeted for in the beginning of the year, then the budget will have to be rearranged to compensate for the unexpected cost, or the group will have to find another source of income to cover it. Likewise, if a purchase turns out to be significantly more expensive than predicted, the budget will have to be adjusted to cover this cost; another expense will have to be cut, or additional income will need to be found. Note: Organizations receiving money from Student Government that want to make a major change to their budget or spend money different than what it was allocated for, must present written justification to the Senate Finance Committee within two weeks of the purchase. Failure to do so may result in budget money being frozen.

Budget/Funding Object Codes
For a listing of object codes, please refer to the following link within the Business Services Purchasing Manual at https://www.stcloudstate.edu/businessservices/purchasing/object-codes.aspx

Paying Bills
For details on paying bills, please see the following links to detailed charts on Getting Money and Spending Money. These charts illustrate topics such as receiving money, account information, dates and deadlines, and spending money. Paying bills does vary depending on which account (334, 900, or foundation) the money is coming out of.

Record Keeping
Student organizations are encouraged to maintain records of all money coming in (dues, fundraisers, etc.) and going out (reimbursements, programs, etc.). A receipt book or Excel spreadsheet are a good ways to keep these records. Comparing the receipt book of records to the monthly transaction report that the adviser receives from the Business Services Office regarding the organization's accounts is a good way to verify that records are accurate. Student organizations receiving money from Student Government must maintain their receipts on expenditures for three years.

Reimbursements
If a member of the organization spends their own money to purchase goods or services for the group, the member can submit a request to be reimbursed for that expense using the 1400 form along with a receipt for the goods/services. 1400 forms can be found online at https://www.stcloudstate.edu/businessservices/_files/documents/purchasing/1400-purchasing-request.pdf and require the adviser's signature. The forms can be turned in to Department of Campus Involvement- Student Organizations for review and staff will forward it on to the Business Services Office for processing.
- **Note:** Because St. Cloud State University is a tax exempt institution, you need to stop by DCI to pick up a Tax Exemption Form before you make any purchase. Present the form to the vendor at the time of purchase to avoid paying sales tax.

Senate Finance Committee (SFC) Policies
Student organizations operating with student fee money, through the reserve requests or annual budget process from Student Government, must be in compliance with and know all SFC policies. Please review the policies at http://www.stcloudstate.edu/campusinvolvement/student-orgs/budget-finance.aspx

Fundraising

Organizations are encouraged to sponsor fundraising events to support their organization's operations and event planning needs. All fundraising events must comply with University policies. Department of Campus Involvement-Student Organizations staff members can assist organization members in brainstorming about fundraising options and strategies.

- Student organizations are encouraged to be clear about the purpose of any fundraising activities. For example, if a student organization is raising money for an organization outside St. Cloud State University, be sure to make that clear in the organization's advertising. Fundraised money should be used for the stated purpose only.
- Fundraising Resources: https://www.stcloudstate.edu/campusinvolvement/student-orgs/resources.aspx
- Special Fundraising Policies:
  - *Human Auctions*: Auctions which involve selling, bidding for, or in any way paying for person's individual company or services are prohibited.
  - *Raffles:* Gambling for money or other things of value on campus or at University sponsored activities is prohibited except as permitted by law. To review Minnesota Laws, visit http://www.minnstate.edu/board/policy/515.html . Drawings are permitted where the winner is selected randomly. (Student Organization Support Staff can assist in the planning of events or answer gambling questions.)
  - *Food Sales:* Any food-related sales anywhere on campus must be approved and coordinated through Chartwells Food Services. For questions on food sales, please call Chartwells Catering at 320-308-4295.

Non-profit Status/Tax Identification

Student organizations are allowed to use St. Cloud State University's Minnesota tax identification number. A tax ID number may be used for:

- Purchases in Minnesota with a sales tax (other than food).
- Often outside organizations will require the tax identification number for their purposes if they work with a student organization on a fundraiser.
- Student organizations that wish to use the tax ID number must contact the Department of Campus Involvement- Student Organizations Support Staff and they will assist in your purchases.

Off-Campus Fundraiser

Off-campus charitable, not-for-profit and commercial enterprises offer programming opportunities, which often include sales. Such programs may be brought on campus under the co-sponsorship of organizations.

- It is recommended that when planning an off-campus fundraiser, organizations obtain written permission from the owner of the private property before scheduling an event. The permission form should include the date of the event, type of event, what the student organization will be doing, number of participants, contact person's name, address and phone number, and the type of security, if necessary. If more detailed arrangements are required, a written contract is recommended. A contract protects both parties and clearly spells out agreements in writing.
- Participation in an off-campus event, or events involving physical activity, insurance requirements need to be discussed and reviewed with Campus Involvement staff. Participants should sign a written disclaimer giving participants warning and notice of risk.
- Should follow all cash-handling policies listed under the *Cash Handling* heading found previously in this Guidebook.

Funding Sources

This is not meant to be an exhaustive list of funding sources. Organizations are encouraged to seek other funding sources that comply with St. Cloud State University and Department of Campus Involvement-Student Organizations policies. For further details on fundraising ideas visit https://www.stcloudstate.edu/campusinvolvement/student-orgs/resources.aspx.

- Student Government Free Balance and Reserve Funding
  - o Organizations may request funds through the free balance and/or reserve funds throughout the academic year. See Senate Finance Policies for full details.
- Membership Dues
  - o Organizations are required to have a membership section to their constitution and to review and submit the constitution annually to Department of Campus Involvement-Student Organizations. Organizations may charge membership dues as listed in their constitution, and are encouraged to set the dues at a level that encourages student involvement.
- Fundraising Events
  - o A successful fundraiser can do much more for an organization than raise money. The event can commemorate an important day or week, build group and campus community, give event planning experience to new members and be an opportunity for campus and community visibility for the organization. Additional information regarding fundraising can be found in the Fundraising section of this guidebook.
- Food Sales
  - o Student organizations may reserve the Atwood grill for cookout fundraisers through Atwood Memorial Center Administrative offices. All food sales must be done in coordination with Chartwells. Chartwells staff can be reached at 320-308-4295.
  - o Organizations are authorized to hold Bake Sales of non-potentially hazardous foods on campus in specific approved locations. Contact Atwood Memorial Center's Support Staff in the Administration Office, Rm.110, with additional questions.
- Co-Sponsorship/Collaboration
  - o It is recommended that organizations collaborate and/or co-sponsor events with other organizations or campus departments to share in the cost of the event and to reach a wider audience.
- Off-Campus Vendor Sponsorship
  - o Organizations are welcome to solicit vendors to sponsor their event or portions of their event on their own. Department of Campus Involvement-Student Organizations staff members are available to answer questions about vendor sponsorships and help organizations to follow appropriate promotional standards regarding vendor sponsorships.

Any inappropriate sponsors brought to the attention of the Department of Campus Involvement-Student Organizations Support Staff will be investigated through procedures explained in the St. Cloud State University Student Code of Conduct.

Event Planning

Approval to host an event is not necessarily required by the Department of Campus Involvement (DCI). However, all organization events must be in compliance with University policies and procedures; if it is determined that an event or program is not in compliance, the event may be cancelled. To ensure safe and successful events, it is recommended that organizations discuss risk management, budgeting, and should keep their adviser informed. Also, groups must follow all

campus procedures for reserving space to host events. The following policies should be used as a guide for planning events:

- Organizations can request event planning assistance from DCI.
- All organization sponsored events held in St. Cloud State University facilities must be initiated, planned and implemented by St. Cloud State University students.
- Organizations are responsible for notifying their adviser of meetings, programs, and events.
- Organizations are responsible for the conduct of their members, guests, speakers, and performers.
- The sponsoring organization must have members or officers accessible throughout the entire event.
- Federal, state, local laws and ordinances must be followed as well as St. Cloud State and Minnesota State Colleges and Universities Board policies and procedures.

Atwood Center-Full List of Policies:
https://www.stcloudstate.edu/atwood/about/policies/default.aspx

The following policies and procedures are established in order to abide by campus regulations and to ensure that there is care to the facility of Atwood Memorial Center.

- Academic Facility Rental Guidelines
- Advertising and Promotional Areas and Policies
- Cultural Events
- Equipment Check Out
- Event Co-Sponsorship
- Event Space Usage
- Food and Beverages
- Outdoor Events/Public Expression
- Other

Advertising/Promotion
To assist organizations in promoting their organization and event we have listed the University approved advertising and promotion methods in accordance with the Display and Distribution of Information Policy.

- For additional ways student organizations can advertise and promote their organization and or event please review the Marketing and Promotion Guide.
- Display and Distribution of Information Policy
  - All materials must be posted on designated bulletin boards or mall kiosks and may not exceed 14" x 22" in size. Materials must be mounted with thumb tacks. Only one announcement per program or event may be affixed to each designated site. Further, materials may not be posted on top of other announcements which have been previously posted.
  - For all space outside buildings organizations should seek approval from Facilities Management at 320-308-2266 or bldgsgrounds@stcloudstate.edu or http://www.stcloudstate.edu/facilities/.
  - Publicity or displays that could result directly or indirectly in personal gain must also receive approval from the office of Administrative Affairs at 320-308-2286 or AS 205.
  - Unless otherwise authorized, materials should not be posted any sooner than two weeks before the announced program or event. Materials should be removed the first class day after the program or event by the organization that posted the information.

Failure to promptly remove materials may result in the refusal to honor future posting requests.

- o On the last day of each academic semester and/or summer session, the general maintenance staff will remove all announcements posted on designated bulletin boards. The security staff will, likewise, clear mall kiosks of all announcements at this time. This policy applies to materials posted in all academic and administrative facilities and on institutional grounds. Materials may not be placed on the windshields of student, employee or visitor vehicles for any reason at any time. Persons found in violation of this policy will be charged an hourly clean-up fee.
- o Those interested in posting materials in campus residence halls or in AMC should refer to the policies adopted by those operations and/or contact the directors of those respective units. Persons unfamiliar with designated posting sites should contact building coordinators. For a complete list of building: https://www.stcloudstate.edu/facilities/_files/documents/building-coordinators-list.pdf (or) contact Facilities Management at 320-308-2266, bldgsgrounds@stcloudstate.edu

- St. Cloud State University Graphic Standards
  - o When using the University logos, organizations must follow all University graphic standards. Graphic standards can be found at http://www.stcloudstate.edu/ucomm/ under "graphic standards".
  - o For specific questions regarding graphic standards, contact University Communications at 320-308-3151 or ucomm@stcloudstate.edu.
  - o University Letterhead
    - ▪ University letterhead is for official University business only. Registered Student Organizations (RSOs) are not allowed to use University letterhead.

Alcohol at Events
Student groups and organizations are subject to the St. Cloud State University Alcohol and Other Drug Policy available in the St. Cloud State University Student Code of Conduct.

Assessment/Evaluation
Organizations are encouraged to assess/evaluate events and programs to learn what went well and what areas of the event can be further developed. For assistance in developing an assessment/evaluation for programs and events, contact the Department of Campus Involvement-Student Organizations staff at campusinvolvement@stcloudstate.edu, 320-308-2205 or stop by across from AMC 134.

Cash Handling
For information on cash handling, refer to the Budget and Finances section of this guidebook.

Clean Up
Organizations are required to clean up after events and programs. Check with the building that operates the space where the event is held to see what specifics regarding clean-up are required.

Contracts
For information on contracts, refer to the Budget and Finances section of this guidebook.

Copyright
Organizations intending to show films or using video games during an event or public performances, must obtain proper license to do so, even if the film or video is available for check out from the on campus library, or a copy owned by a student. The liability to play a film or video in a public

performance is not a legal right that comes with the purchase of an individual copy. For assistance and advice with copyright policies and licensing, contact the Student Organization Support Staff.

Federal Copyright Act

Title 17 of United States Code Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

- Note: This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or nonprofit, or whether a federal or state agency is involved. University facilities will require written documentation that a group has a license to use a film/video before allowing such an event in all campus venues. In order to show a film as a public performance a student group must purchase a Public Performance License for each instance they would like to show a film/video. This can be done by contacting one of the following agencies that handle public performance licenses for many different film companies. If license is not available through these agencies, the student organization will need to contact the film/videos creator to obtain license purchasing information.
- Penalties of Copyright Infringement
- Willful infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Inadvertent infringers are subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

Co-sponsorship

Organizations working with off-campus sponsors of events must follow a number of University policies: https://www.stcloudstate.edu/atwood/about/policies/cosponsorship.aspx

- Student groups must initiate, lead and make all event decisions.
- Student groups cannot be used to gain access to University facilities by an off-campus organization.
- Events must directly support the group's mission or purpose.
- All contracts and agreements must be in the name of organization name.
- The organization must conduct all advertising and promotion.
- Organization representatives must be in attendance at the event.

Cultural Event Planning

See full list of resources, policies and procedures on Atwood Center website:
https://www.stcloudstate.edu/atwood/about/policies/cultural.aspx

Food

For all food related policies can be found in full detail in the Campus Food Management policy guidelines including; personal consumption, tailgating, potlucks, bake sales, exclusive spaces, beverages, and cultural events.

Utilizing Chartwells Kitchen Facilities for Events

See full list of resources, policies and procedures on Atwood Center website:
https://www.stcloudstate.edu/atwood/about/policies/cultural.aspx

Fire

There are no bonfires allowed in the City of St. Cloud. Outdoor or recreational, self-contained fires are allowed on the St. Cloud State University campus for special occasions/events and must be requested by the administrator of the department/area where the fire will be held.

- Campus Fire/Burning Permits can be obtained from: Joe Teff at jmteff@stcloudstate.edu or 320-308-2145.
- Event space use policies/procedures/reservations: Lisa Johnson at lajohnson@stcloudstate.edu or 320-308-2074.
- Recreational fires must be accompanied by an approved fire safety plan. For events involving any type of fire, check with the department that operates the space for the event to see what policies and procedures exist. In general, the following applies:
- Spiritual/Ceremonial burning of certain substances is allowed in certain circumstances. To obtain permission, contact the building coordinator.
- Pyrotechnic devices are not allowed.

Keep in mind that any fire alarm will trigger an immediate and mandatory evacuation. It is best to avoid the possibility rather than push the limits of the system.

Weapons/Fireworks

The St. Cloud State University Student Code of Conduct prohibits the use or possession of weapons on University premises, unless expressly authorized by Minnesota law, Minnesota State Colleges and Universities Board policy or University policy. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, Billy clubs, fireworks, and inappropriate use of vehicles. Simulating the use of weapons with items that appear to be real weapons (for events, games, or programs) is not allowed. Fireworks cannot be used on any public way, street or park. Fireworks can only be used on private property and the St. Cloud State University campus is not private property.

Nudity/Indecent Exposure

St. Cloud State University's Student Code of Conduct states that offensive sexual behavior directed at another without that individual's consent, such as indecent exposure or voyeurism is prohibited. Minnesota law states that a person who commits any of the following acts in any public place, or in any place where others are present, is guilty of violating the law if they willfully and lewdly exposes the person's body, or the private parts thereof; procures another to expose private parts; engages in any open or gross lewdness or lascivious behavior, or any public indecency other than behavior specified in this subdivision.

Use of Outdoor Space

It is the policy of St. Cloud State University that the facilities of the university are to be used primarily for the purpose of fulfilling the university's mission of teaching, research and public service. In fulfilling its purpose as an institution of higher learning, it encourages the free exchange of ideas. The university will protect the rights of freedom of speech expression, petition, and peaceful assembly as set forth in the U.S. Constitution. St. Cloud State University maintains its right to place reasonable restrictions on time, place, and manner of expression and prohibits any acts that are disruptive to the normal operations of the university. Any participant in a disruptive activity may face criminal charges. Faculty, staff and students engaging in a disruptive activity may be subject to disciplinary action.

- Click here to view full Use of Outdoor Space policy
- The university reserves the right to locate any assembly so as to ensure that the activity does not interfere with the normal operation of the university or interfere with the rights of others. The university reserves the right to maintain a perimeter to promote physical safety.

<u>Scope</u>
- This policy is effective on the campus of St. Cloud State University and on any other property or medium controlled by St. Cloud State University. Members of the St. Cloud State University community, including employees, students, guests and visitors are subject to this policy.

<u>Public Expression Areas</u>
- St. Cloud State University recognizes the tradition of the "public square"; therefore, the university establishes the following outdoor areas for public expression:
  - The mall between Atwood and the Performing Arts Center
  - The mall area in front on the west side of Stewart Hall
  - The mall on the west side of Administrative Services Building
  - Plaza on the south side of the National Hockey Center
  - Southwest plaza side of the Husky Stadium
- Other outdoor areas may be available for public expression use after receiving approval in advance. Individuals or groups wishing to use any campus facilities other than the Public Expression areas must make arrangements through the office of the Vice President for Administrative Affairs. Public Expression areas, as designated above, are open to the public and do not require an advance reservation for use between 8:00 a.m. and 5:00 p.m., however, notification of the intent to use the space is suggested in order to ensure that a location is available on a specific date and time. An application for <u>Use of Outdoor Space</u> is available on-line under the *Supporting Documents (Forms, Instructions)* tab.
  Note: the form will be offered to a speaker at the time of the event

<u>Procedures</u>
- The purpose of this section is to provide a non-exclusive list of forms of public expression and to describe the time, place and manner restrictions that will guide university management of events, speakers and other public activities. There are other university policies and procedures that apply and references to additional sources of law or policy may be provided below:
- <u>Access:</u> Interfering with, impeding and causing blockage of the flow of vehicular of pedestrian traffic or ingress and egress to or from any building is not permitted.
- <u>Demonstration:</u> Gesturing, wearing symbolic clothing or otherwise protesting is permissible unless it is a disruptive to university operations or impedes access.
- <u>Banners And Signs</u>: The carrying or display of posters, signs, placards or banners in a way that obstructs or interferes with others' views on University grounds or inhibits the normal movement of any vehicular traffic or pedestrian movement or presents safety hazards, on university property is prohibited unless permitted by statute.
  Temporary Structures/Displays/Exhibits: All proposed structures may be constructed or placed for any activity upon authorization by the Director of Public Safety. This authorization would be in consultation with the Director of Facilities Management.
  Use of Fire: Any torches, flammable outdoor displays or open fires must be approved by the University Safety Administrator. Use of candles is permissible so long as candles are in fire-proof containers and any spilled wax is cleaned up by the sponsoring group after the event.
- <u>Responsibility toward Property</u>: Care must be taken to insure that the university and personal property is not damaged or destroyed or left littered. Those responsible for such damage will be liable for any clean-up or repair costs.
  Preference for Student and University Events: The University may, from time to time, at its discretion, preserve University outdoor space exclusively for students or for university sponsored events.

Preference for Scheduled or Reserved Purposes: All activities in Public Expression areas must be conducted so as to avoid interference with the regularly scheduled or reserved functions of that space.

- Available Time for Events without Advance Approval: Events may occur only between the hours of 8 a.m. and 5:00 p.m.
- After Hours Events: Events after 5:00 p.m., including overnight stays, are permitted on campus only by registered student groups, with prior approval and in accordance with applicable rules.
- Sound Levels: Noise levels should not interfere with classes, meetings, campus events or operations and activities in progress or the privacy of residence hall students. Event noise heard within buildings may be determined disruptive and in violation of this policy. While the interpretation of the sound level may be subjective, the University and its representatives must err on the side of caution in order to reasonably protect the University's operations. City ordinances may also apply.
- Speech That Is Not Protected: The First Amendment to the United States Constitution does not protect speech or expression that threatens the health, safety or welfare of persons in the University community. Any speech that has the effect or is designed to inflict harm or cause a breach of the peace; incite an individual or individuals to commit a crime; threats to do harm; or speech that causes a panic is not considered protected speech. While the interpretation of these factors may be subjective, the University and its representatives must err on the side of caution in order to reasonably protect the University community members and property.
- Legal Authority: All individuals participating in events are expected to comply with state and federal law, municipal ordinances, St. Cloud State University policies and the above guidelines. Failure to do so may result in immediate removal from the campus and any other appropriate action by university officials and/or the police which could include being trespassed from campus for a period of time among other remedies.

Purchasing Items for Events/Programs
If your organization has funds in either a student fee (334) account for the purpose of purchasing items for events (OR) you have funds in a fundraising (900) account, the office manager in Campus Involvement can assist you in making items purchases online and charge them to your student organization account. You MUST have funds in an appropriate account in order to make such purchases.

Sound
Amplified sound in outdoor areas on campus is usually allowed - but must not disrupt classes or other campus events. University officials reserve the right to prohibit or limit volume levels or prohibit amplified sound when necessary (i.e. during department/University sponsored events like Mainstreet; Lemonade Fair; etc.). Off campus events must follow the City of St. Cloud policies. The city's policy on outdoor amplified sound states that no person, without a permit, shall create or emit any amplified sound, except from a radio, recorder or other device possessed and used by an individual and operated in such a manner so as not to interfere with the use and enjoyment by another person.

Technology and Email
Organizations are required to follow all technology policies and guidelines available for review at https://stcloudstate.custhelp.com/app/answers/detail/a_id/463. Email is the official form of communication with members of our St. Cloud State community. Students and organizations (especially the leaders) need to regularly check email for important messages and updates.

Ticket Sales
If the organization is hosting an event with an admission or ticket sales charge, please follow these guidelines:

- Admission charges should be stated on the organization's event advertising. Recommend using www.SCSUTickets.Com for ticket sales. To use, see staff at the Atwood Information Desk or call 320-308-4085.
- All money collected for ticket sales should be deposited into the student organizations on-campus account.
- Determine a way of tracking tickets that are sold.
- Give consideration to the rates the organization will charge St. Cloud State University students vs. non–students.
- All revenue-generating events may be charged a fee for facilities use and services.

Organizations Receiving Money from Student Government
All groups that receive money from Student Government must follow all Senate Finance Policies regarding ticket sales for their events. Organization leaders and members should review these policies annually as they change over time. Senate Finance Policies are available online at http://www.stcloudstate.edu/campusinvolvement/student-orgs/budget-finance.aspx.

Video Equipment and Video Editing
Video equipment is available for checkout through the Miller Center Circulation Desk. For a listing of software available in open computer labs, such as, "iMovie" or "MovieMaker", visit https://www.stcloudstate.edu/its/services/software/default.aspx .

Waivers
The university waiver of liability should be used for events that have a high risk level, particularly those events where a person's health or safety may be at risk. In addition to using a waiver, participants should be informed of the risks associated. The university waiver of liability is available at http://www.stcloudstate.edu/campusinvolvement/student-orgs/resources.aspx under the "Forms" tab. The group and/or its adviser should retain these forms in the event of a claim.

Concerts and Dances
- Events, such as dances and concerts, that are open to the general student population or general public and are scheduled later than a building's normal operating hours may require the hiring of St. Cloud State University security staff or St. Cloud Police depending on the potential liability risks as determined by the department operating the space where the event will be held.
- Security must be arranged or contracted 14 days before the scheduled date of the late night event. The number of security officers required will depend on the nature of the event and anticipated number of participants.
- All charges for security will be the responsibility of the organization sponsoring the event. Charges will be based on the current hourly rate for the officers from St. Cloud State University Public Safety or the St. Cloud Police Department.
- The sponsoring organization will be responsible for all damages to the premises as a result of the event. If an organization is paying a fee for the dance or concert, a contract must be signed before the event.
- Review the contracts section of this guidebook for specific steps to getting a contract. If an organization receives money from the Senate Finance Committee, the Senate Finance Policies must be reviewed.

Off-Campus Events
The university assumes no responsibility or liability for activities conducted by student organizations off campus. The University has the authority to hold student organizations and/or their members responsible for Student Code of Conduct violations that occur off campus.

Speakers
Organizations sponsoring speakers are encouraged to work closely with Department of Campus Involvement-Student Organizations prior to making verbal or written agreements.

Reserving Space for your event
- Making a Reservation: http://www.stcloudstate.edu/atwood/reservations/default.aspx for information on the reservation process for buildings on campus. For buildings not listed on the site, contact Facilities Management at 308-2266 for information on reservations.

Cancellation of Space
- o If an event is cancelled, please contact the department that the group has reserved space through with as much notice as possible. There may be charges to the group for not cancelling space. Review and/or ask about the cancellation policy for the area the organization are reserving when planning the organization event.

Fronting
- o St. Cloud State student organizations and university departments that co-sponsor a reservation with an off-campus organization must:
  - Be the reservation contact prior to, during, and following the event;
  - Make the reservations;
  - Have a student member, St. Cloud State University organization advisor, or university staff contact representing the group present at the reservation;
  - Be financially responsible for all bills and invoices
- o The reservation must be linked to the mission and or purpose of the student organization or university department. Advertising and promotional materials must clearly provide the name of the organization(s) or university department. Organizations and university departments shall not use their privileges for access to St. Cloud State University campus, space, and services inappropriately to "front" for a non-university group or commercial vendor in order to avoid or receive reduced expenses and/or provide access to campus for those entities. Organizations and university departments are not to reserve space for events which they are not directly involved in and present at.
- o Groups not following this procedure will receive a warning after the first infraction and upon a second infraction will not be able to reserve space in Atwood Center for the remainder of the academic year and will be charged for the reservation space at the public rate.

Travel for Organizations

Approval
Organizations are subject to Minnesota State Colleges and Universities Board policy/procedures 5.19.3, which requires written prior approval for all out-of-state travel, including international travel.

Requirements
Your organization must adhere to the following policies for all travel:
- If traveling by vehicle, students must complete the vehicle user agreement through the St. Cloud State University Facilities Management Department online at: https://www.stcloudstate.edu/parking/motorpool.aspx. This must be done to rent any vehicle

through a St. Cloud State department or Enterprise Rent-A-Car and when using a personal vehicle for travel.
- o Only St. Cloud State employees or St. Cloud State student employees/leaders can be authorized drivers. No one other than St. Cloud State employees and St. Cloud State students may ride in an Enterprise vehicle or Atwood Memorial Center Vehicle with the authorized driver(s).
- Advisers must approve University vehicle rental.
- A roster of who is traveling, including name and student ID number, must be submitted to the adviser (and to the department or Enterprise Rent-A-Car if a rental vehicle is used.).
- Seek appropriate approval for in state, out of state or international travel as described below.
- **Note:** RSO advisers are not required to accompany organizations during their travel. Sponsored Organizations may have differing requirements surrounding travel. Check with the SO adviser, dept. or head of the sponsoring unit for more information as it relates to SO member/group travel.

Authorization Procedures
- In-State Travel: requires the verbal approval of the organization's adviser prior to travel.
- Out-of-State Travel: requires written approval of the organization's adviser prior to travel. Please follow these steps for out of state travel:
  - o Complete the student organization travel authorization form, available online at http://www.stcloudstate.edu/campusinvolvement/_files/documents/organizations/Editable%20PDF%20Student%20Organization%20Travel%20Authorization%2011%2027%2012.pdf
  - o Turn the completed form in to the organization's adviser for approval at least 10 business days prior to departure.
  - o Adviser signs the form for approval and keeps it on hand.
  - o When reimbursements for the travel are required, the out of state travel request form must be submitted along with reimbursement forms to the Business Office.
  - o Out of state travel that was not approved will not be reimbursed.
- International Travel: International travel requires written approval and signatures from the following parties:
  - o St. Cloud State University adviser of record
  - o Department of Campus Involvement staff: Assistant Director, Student Organizations
  - o Vice President for Student Affairs
  - o University President
  - o All required signatures must be obtained in advance of travel.
- Please follow these steps below regarding international travel:
  - o Complete the travel authorization form, available online http://www.stcloudstate.edu/campusinvolvement/_files/documents/organizations/Editable%20PDF%20Student%20Organization%20Travel%20Authorization%2011%2027%2012.pdf
  - o Turn the completed form in to the organization's adviser for approval at least 10 business days prior to departure.
  - o Contact the Center for International Studies staff in Lawrence Hall to complete any required paperwork for traveling abroad. Email: educationabroad@stcloudstate.edu (OR) international@stcloudstate.edu (OR) call 320-308-4287.
  - o Adviser signs the form for approval and ensures all appropriate people sign the form prior to departure.
  - o When reimbursements for the travel are required, the travel authorization form must be submitted along with reimbursement forms for the Business Office.

- International travel that was not approved is not allowed and will not be reimbursed.
- Organizations must not travel to countries for which a travel advisory has been issued by the United States Department of State. Check for Travel Warnings at https://travel.state.gov/content/passports/en/alertswarnings.html

These processes have been established to enhance your safety and that of others as well as to protect university resources. Willful failure to follow these processes could be viewed as a violation of the Student Code of Conduct.

Vehicle Rental
Options Available to Organizations
- Atwood Memorial Center Vans
  - Available for rent: one 10 passenger van and one 7 passenger van. Rental fee includes a daily rental rate and a gas card if needed. Mileage will also be charged at the current annual rate used by Atwood Center.
  - For more information visit: http://www.stcloudstate.edu/atwood/reservations/request-vehicle.aspx
- Enterprise Rent-a-Car
  - St. Cloud State has contracted with Enterprise Rent-A-Car for the rental of vehicles for state travel and the procedures that need to be followed.
  - For full details on renting a car from Enterprise visit https://www.stcloudstate.edu/parking/motorpool.aspx
- Online Enterprise Reservations: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STCLOUDU
  - Students should work with their adviser to determine if their purpose for traveling is considered official state business use or non-official state business use.
  - You must call Enterprise or complete the online reservation to schedule your rental. You do not need a separate purchase order. All rentals are billed to one St. Cloud State account. You must have your St. Cloud State six-digit cost center number (Organization Account number) available at time of rental to be included on the rental agreement. The Facilities Management staff will use this cost center number to charge the rental to your account.
  - Each authorized driver must present their driver's license at the time of rental. The Enterprise contract for rentals within the six state areas of MN, SD, ND, IA, WI, and IL requires drivers to be at least 18 years of age. The contract for rentals driving outside of the six state areas requires drivers to be at least 21 years of age.
  - If you need to have a vehicle available prior to 7:30 a.m., you may pick up the vehicle after 4:00 p.m. on the day prior to your departure for a small additional fee. Your rental time then commences as of 7:30 a.m. the next day. If you need a vehicle early on a Monday morning or late on a Sunday, you will have to pay a relatively small weekend rental fee to pick up the vehicle on Friday. You MUST tell the Enterprise personnel that you are picking the vehicle up for an early departure so that you are not charged for a full day. If you pick the vehicle up prior to 4:00 p.m. you will be charged for an extra day. If Enterprise asks you to pick up the vehicle prior to 4:00 pm you will then not be charged for an extra day.
  - You must add 18.75% sales tax to amount shown on the fee schedule listed on the website. We are not exempt from paying these taxes. Rentals can be based on limited or unlimited mileage so you should review your travel needs to make the most economical decision. Please make certain you tell Enterprise which rental option you desire at the time of rental. Remember your rental time is for a 24 hour time period from when you pick up the vehicle (or 7:30 a.m. based on early pickup). So, be

mindful of the time you return your vehicle so that you do not incur unnecessary extra hour or day charges.

<u>Gas for Enterprise Rent-A-Car Vehicles</u>

- You are responsible for paying the gas for rental vehicles. If a student or adviser pays for gas while on an organization trip, gas receipts must be kept and turned in with an employee expense form for reimbursement. Be sure the vehicle has a full tank when you pick it up. If it does not, immediately notify Enterprise and have it documented in writing. The vehicle must be returned with a full tank or you will be charged through Enterprise to fill the tank.
- When <u>returning your rental vehicle after Enterprise office hours</u>, put the vehicle keys in the key drop box near the Enterprise office. If your keys are not deposited in the drop box, there is the possibility of an extra day rental charge. Also, be aware that there are only certain designated spaces for parking Enterprise vehicles as well as your vehicle. If you are uncertain of where to park, ask Enterprise employees to explain the parking regulations. St. Cloud State will offer a pick up and drop off site for Enterprise vehicles on the north end of C-Lot on the St. Cloud State campus, this area will be marked with Enterprise sign standards.
- Please ask questions whenever you are unsure of pricing or procedures. It is better to be informed prior to rental than after the invoice is received. We will post any changes to the contracts on the Facilities Management website when they occur and will notify the campus of changes through the daily email notices.
- Student organizations are responsible for compliance with Minnesota State Colleges and Universities Board travel policy and procedures, university policies, state laws, federal laws, and IRS guidelines and for accurately completing all required forms for reimbursement of authorized business travel expenses. The adviser is responsible for reviewing and approving all travel requests and expenses.

Flights

If your organization has funds in either a student fee/senate finance account for the purpose of flying to a destination (OR) you have funds in a fundraising account, the office manager in Campus Involvement can assist you in purchasing your airline tickets online and charge them to your student organization account. You MUST have funds in an appropriate account in order to make such purchases. You MUST also do all the necessary research and have all appropriate travel forms completed prior to this step.

For any additional questions related to the management of your organization please contact the Student Organization support staff:

Phone: 320-308-2205
Email: carly.frederick-thompson@stcloudstate.edu or
campusinvolvement@stcloudstate.edu Location: Atwood Memorial Center,
Rm.134