# Table of Contents

## The Student Activities Center
- About the Student Activities Center ........................................ 4
- Student Activities Center Departments ............................. 4

## Recognized Student Organizations
- What Are Recognized Student Organizations? ...................... 6
- RSO Expectations .......................................................... 6
- Authority for Recognition ............................................... 6
- Requirements for Recognition ......................................... 7
- Recognition Checklist ................................................... 7
- Writing a Constitution ................................................... 8
- Required Elements & Sample Constitution ......................... 9
- RSO Workshops ......................................................... 14
- Types of Recognition ................................................... 14
- Benefits and Privileges of Recognition ............................ 14
- Additional Organizations Notes ................................... 16
  - Social Greek-Letter Organizations ................................ 16
  - Sport Clubs .............................................................. 16
  - SGA Affiliates ......................................................... 16
  - Student Academic Programs .................................... 16

## RSO and Their Relationship to the University
- Liability Information .................................................... 17
- Using the Name of the University .................................. 18
- Copyrights and Trademarks ........................................ 18
- Representing the University in an Official Capacity .......... 19
- RSO Review Process ................................................ 19

## Event Planning and Permitting
- Why is Planning for Events Important? ............................ 20
- Event Planning Tips .................................................... 20
- Planning your Event ................................................... 20
  - Planning Your Event Budget ..................................... 20
  - Paying for Your Event ............................................. 21
  - Sample Event Budget ............................................. 22
  - Finding and Using Space for Your Event ...................... 23
  - Food Options ....................................................... 25
  - Event Promotions/Publicity .................................... 25
  - Co-Sponsorships .................................................. 26
- Event Permitting ....................................................... 26
  - Why are permits required for events? ......................... 26
  - Event Permitting .................................................. 26
  - Processing Contracts ............................................ 27
- Notes on Specific Types of Events ................................. 29
  - Food Permitting .................................................. 29
  - Traditional Fundraisers .......................................... 29
  - Other Ideas .......................................................... 30
  - Gambling as a Form of Fundraising ............................ 30
Date Auctions........................................................................................................ 33
Promoting RSO Events on Campus................................................................. 34

Funding and Fundraising
Activity and Service (A&S) Fee Funding...................................................... 35
Funding Boards/Committees......................................................................... 35
Off-Campus Banking................................................................................... 36

University Policies and Procedures
Student Code of Conduct, Codes and Policies......................................... 38
Alcohol Policies............................................................................................ 38
Florida’s Hazing Law.................................................................................. 40
Oglesby Union Board Policy...................................................................... 42
Amplified Sound Policy................................................................................ 42
University Posting Policy........................................................................... 43
Market Wednesday Guidelines.................................................................... 43
Student Activities Center Closet Guidelines............................................. 45

Risk Management
Student Organization Travel....................................................................... 45
The Florida State University Policy for International Experiences.......... 46
Waivers.......................................................................................................... 47
Crisis Response............................................................................................ 47
Sample Emergency Contact Card.............................................................. 48

Organizing Your RSO
A Consultation: The Student Activities Center........................................ 49
What it Means to Be a Member................................................................. 49
Leader Guidelines....................................................................................... 49
Characteristics of Leadership.................................................................... 50
Delegation: Things to Consider................................................................. 50
Running an Effective Meeting................................................................. 51
Benefits of Keeping Minutes.................................................................... 52
Recruitment.................................................................................................. 52
Selecting an Advisor.................................................................................. 53
Evaluation is Key......................................................................................... 53
Officer Training and Transition................................................................. 54
Other Helpful Hints.................................................................................... 54
Officer Transition Worksheet................................................................. 56

Advisors
Advisor Guidelines...................................................................................... 57
Advisor Resources....................................................................................... 57
Semantics of Liability.................................................................................. 58
When Leaving the Advisor Role............................................................... 58

Campus Departments
List of Campus Departments................................................................... 59
The Student Activities Center

About the Student Activities Center
The Student Activities Center serves as a guide for Florida State students in molding and creating their FSU experience.

The Student Activities Center believes that student involvement outside of the classroom contributes to important learning gains and a well-rounded college experience that prepares students for life after graduation.

The Student Activities Center hopes to serve as a catalyst to engage and involve students by:

- providing advising, training, and mentoring to student leaders and advisors
- inspiring students to become active members of the campus and community
- creating programs that foster interactions among the diverse members of the University community
- maintaining lively spaces and resources for student-focused initiatives that enrich our campus culture
- designing and supporting programs, venues, and resources that cultivate student expression
- engaging student leaders to discover new knowledge that will enable them to critically evaluate evidence, make informed judgments, balance multiple perspectives, and act ethically

Student Activities Center Departments

Organizations & Involvement: The Student Activities Center helps students make their mark on campus and get involved in a wide variety of opportunities around campus. In addition, the Student Activities Center is home to over 600 student organizations at FSU.

- **Recognized Student Organizations**: provides skills-based training opportunities to student organization officers and advisors as well as student organization mediation. The office also hosts events for student organizations, such as Market Wednesdays, Presidents’ Mixer, Involvement Fairs, and Leadership Awards Night. The Student Organization Advisory and Resource (SOAR Board), a peer advisory group for Recognized Student Organizations (RSOs), assists RSOs with the recognition process and provides workshops on funding, branding, and more! For more information about our programs and services for student organizations, call the Student Activities Center at 644-6673 or visit us online at www.union.fsu.edu/sac/involvement.

- **Peer Involvement Mentors**: The Peer Involvement Mentors help students create their unique involvement experience. They set students up with a mentor to talk about their interests and start getting them involved. Whether it’s honor societies, student government, clubs, or anything else on campus, they will find the perfect opportunity on campus for each student. Come see them on the third floor of the Oglesby Union. Visit them online at http://myexperience.fsu.edu/.

Event Planning & Permitting: The Student Activities Center is available to provide assistance with event planning and permitting at all stages in the process. From setting event goals and conceptualizing the program to evaluation of the event afterwards, we can work with you to make your program a success. The Student Activities Center also facilitates the Special Events Permitting process and approves events that require university approval. Contact the Student Activities Center staff at 644-6673 to make an appointment to review your event plans and obtain assistance with the event planning process or the Special Events Permitting process. Or visit http://union.fsu.edu/eventplanning for more information on how to plan your event.

Union Productions: The Student Activities Center houses the major campus programming board at FSU, Union Productions (UP). UP provides programs and entertainment all year long, providing entertainment and fun through programs such as comedians, movies, concerts, lectures, and special events such as Geek Night and...
Spring Fling. Many of these events take place in the Club Downunder, an on-campus nightclub in the Oglesby Union open 3-5 nights a week featuring the best up and coming bands and comedians. UP also co-sponsors many events with student organizations and agencies throughout the year. For more information on Union Productions events visit UP online at http://up.union.fsu.edu/.

**Homecoming & Pow Wow:**

- **Homecoming**: The history of Homecoming at The Florida State University is rich in tradition and pride. The first Homecoming was held on December 3-4, 1948. Throughout the late 90's and early 21st century the week of Homecoming was expanded. Skit Night, Philanthropy Day, and Renegade Rally were introduced to the schedule, as well as the first Warchant. Since then Homecoming has continued to expand and become more popular with students, turning into what it is today. The week of events now kicks off with Warchant, a concert in which popular headlining artists perform for the FSU community. Spear-It Night, Renegade Recess, Skit Night, the Garnet and Gold Gala, and the Homecoming Parade are the events that follow throughout the week. Visit Homecoming online at http://homecoming.fsu.edu/.

- **Pow Wow**: Homecoming week culminates with Pow Wow, which is the largest pep rally at Florida State, with entertainment from student organizations such as the FSU Flying High Circus, appearances by Jimbo Fisher and members of the football team, and performances from comedians, such as Steven Colbert and Kathy Griffin. The most popular event of the week, the FSU football game rounds out this amazing week of events! Visit Pow Wow online at http://powwow.fsu.edu/.
Recognized Student Organizations

What are Recognized Student Organizations (RSOs)?
All students are encouraged to enrich the FSU campus and their own college experience by getting involved. One method of involvement is joining a student organization. Student organizations foster interpersonal relationships, explore educational opportunities, develop professional skills, and enhance academic experiences by serving the campus community and cultivating leadership at FSU. Over 600 student organizations currently thrive at FSU and new organizations are continuously being recognized. Recognition is a process that must be completed annually by all student organizations to receive and maintain privileges on campus.

RSO Expectations
RSOs are afforded privileges and resources at FSU and, in exchange, are required to adhere to and fulfill the following expectations as conditions of recognition.

RSOs will:
- Complete the annual recognition process with the Student Activities Center by submitting all required information, participating in annual RSO workshops, and making timely updates to organization’s information (officers, constitution, etc) as changes occur.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures of Florida State University, including the FSU Student Code of Conduct (http://srr.fsu.edu) and the Student Organization Handbook (http://union.fsu.edu/sac/involvement/student-organization-handbook).
- Remain in good standing with all departments at FSU (Oglesby Union Guest Services, SGA, campus departments, etc) and conduct themselves in a manner that is consistent with the mission of the University.
- Adhere to the rules and procedures set forth in the organization’s constitution, including the non-discrimination and non-hazing requirements for membership.
- Meet all fiscal obligations incurred by the organization and abide by the SGA Finance Code when applicable (http://sga.fsu.edu/).
- Ensure proper planning and execution of organization events, and consult with the Student Activities Center staff for help with event policies and contract management (http://union.fsu.edu/sac/eventplanning/).
- Provide adequate training during the officer transition process.
- Establish consistent communication with the organization advisor, and keep advisor informed of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, office space, and other benefits afforded to the organization.

Authority for Recognition
The Florida Administrative Code states, “the Vice President for Student Affairs or designee” will be responsible for the annual recognition process of student organizations at FSU. The Vice President for Student Affairs has designated the Student Activities Center to oversee this process for the University. All new RSOs are approved in by the Associate Director for Student Activities and Director of Student Activities (as designee for the Vice President for Student Affairs).
Requirements for Recognition
All groups submitting an application must meet the following criteria to become a Recognized Student Organization.

- Each organization is required to participate in an online workshop for RSO leaders offered by the Student Activities Center. These workshops are designed to help student organizations understand the resources and guidelines associated with maintaining RSO status. Workshops can be completed online at http://union.fsu.edu/sac/involvement/get-recognized.
- The officers of an RSO must be currently enrolled FSU students, maintain a minimum 2.0 GPA, be registered for a minimum of 6 credit hours for undergraduates or 1 credit hour for graduate students and be free of any obligation of fees or payments to the university. Student identification information is required of all officers for verification of status. A minimum of two officers (one must be designated as president) are required for every organization. If the group would like to apply for funding through SGA, a treasurer is also required.
- All organizations must have a minimum of 10 members who are currently enrolled FSU students. This information will be verified by the Student Activities Center, as well as the Student Government Association as part of the funds allocation process.
- All organizations must submit a current membership roster at the time of recognition.
- All organizations must draft and submit a current local constitution and submit it with annual recognition application. Each constitution must include the required elements outlined in the following “Writing a Constitution” section of this handbook.
  - Social Greek organizations may submit a memorandum of understanding in place of a local constitution.
  - SGA Affiliates may submit bylaws/statues in place of a local constitution.
- Each organization must have an advisor who serves as a full time faculty or staff member of FSU. Graduate or undergraduate students (including Graduate Assistants and Teaching Assistants) may not serve as advisors to RSOs.
- All officers and the advisor must read the liability information listed in this handbook. The president and advisor must attest to their understanding of the information by signing the application for recognition.
- All RSOs must uphold the “Expectations of RSOs” listed in this handbook as a condition of recognition.

Recognition Checklist
Use the following checklist in order to help with completion of the Recognition Process:

- Complete the Get Recognized! Workshop online with the Student Activities Center (http://union.fsu.edu/sac/involvement).
- Complete all sections of the online RSO application at Nole Central.
- Submit the updated local constitution (or Memorandum of Understanding for Greek organizations or bylaws/statues for SGA affiliates) along with membership roster through the RSO recognition website, studentgroups.fsu.edu.
- Have your advisor and president read, complete, and sign the Student Organization Signature Packet and return it to the Student Activities Center, located on the third floor of the Oglesby Union A305, to complete the Recognition process.
- Note: The recognition process is not complete until the advisor and the president receive an approval email from the Student Activities Center.
Writing a Constitution
A constitution is a set of rules for your organization. A well-written constitution can be a great asset to your group. Use the sample constitution in this section to generate ideas and get started. Then spend time writing a constitution tailored for your student organization. It may be any length, but must cover the basic components and include required statements outlined below.

An important note to nationally affiliated groups: national constitutions will not be accepted as part of the recognition process. All organizations must draft a local constitution for their group to include FSU-specific requirements and policies for the organization. A Student Activities Center staff member may assist you with this process if you have questions when drafting a local constitution.

For help writing your constitution, contact the Student Activities Center at 644-6673 or SOAR Board at soar@admin.fsu.edu.

Your constitution is only helpful if you use it!! Get into the habit of referring to it for clarification and use it as your basis for decision making. Distribute a copy to the members of the organization each year so they are familiar with the rules of the organization. Update your group’s constitution annually and submit a revised copy to the Student Activities Center.

By-Laws
By-laws may often accompany a constitution with “working rules” of the organization. If your group wants to put your common practices in writing, you will need to draft by-laws. Common topics included in by-laws are elections, committees, officer vacancies, rules of order, meeting parameters, etc. By-laws are NOT required for each organization; rather, they are an additional tool available for your organization.
Required Elements of a Constitution

The items below will be required in all organization constitutions. Organizations have the discretion to determine their own rules and procedures. See the attached sample constitution for ideas. The text in the Sample Constitution is a suggestion only, but at a minimum, the following must be included: (Items in bold are required, Items in italics are suggestions and guidelines from the SAC Office)

- Organization Name
  - This section should be used to state your organization name and any acronyms or nicknames that your organization will use throughout the year. Please note that organizations may NOT use FSU in the front of their name, due to University Policy. More information regarding this policy can be found here: http://one.fsu.edu/page.aspx?pid=598

- Purpose
  - This section should be utilized to outline the mission and/or vision of your organization. What is the purpose of the organization? What type of student interest do you attract?

- Membership Requirements, including:
  
  (a) Membership Statement: Recognized student organizations shall be limited to currently enrolled FSU students.
    - This is a requirement set forth in the Florida Administrative Code, which can be found here: http://www.fsu.edu/gencounsel/notices/full/6c2-3.0015.html.
    - Some organizations have general membership and active membership, or members that must remain in “good standing”. You should consider explaining on what “active membership” or “good standing” entails for your organization so that it is clearly defined.

  (b) No hazing or discrimination will be used as a condition of membership in this organization.
    - Information regarding hazing can be found at http://hazing.fsu.edu.

  (c) This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.
    - Groups exempt under Title IX, are not required to include gender in their Non-Discrimination Statement. Those organizations must also be entitled to single-sex membership under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S Education Act of 1972.

  (d) Revocation of Membership
    - This section describes the process your organization should take in order to revoke the membership of someone in your organization who is not fulfilling the membership requirements.
Example: Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for three (3) semesters.

(e) Appeal Process

Example: Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 4 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

- Officers:
  (a) Eligibility
    - This section should outline what requirements your organization has set for members of your organization to hold officer positions. (GPA, held a previous position, completed certain requirements, etc.)

  (b) Titles and Duties
    - List a separate section for each officer. These sections should outline the titles of each officer and the responsibilities of each officer.

- Selection of Officers, including:
  (a) Eligibility to Vote
    - This section should discuss who within the organizations have the ability to vote. Is voting open to anyone in attendance in the meeting? May only members in “good standing vote?”

    Example: Ability to vote will be limited to all students who are active members in good standing.

  (b) Nomination Process
    - This section should outline your nomination process.

    Example: The nomination of officers shall occur at the first meeting held in November. Any eligible member (as defined in Article III Section 1) present may nominate someone
or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered an eligible member (as defined in Article III Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process.

(c) Election Process

- This section should outline your election process. We highly encourage that RSOs function very democratically. The nomination and election process should be fair to all members of the organization.

- Example: The election of officers shall occur at the second meeting held in November. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article III Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office will tabulate all votes. The highest-ranking officer not running for office shall announce the officer with a simple majority of votes cast by eligible members. After announcing the new officer the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

(d) Term of Office

- In this section, describe how long officers will serve in their positions. Will the term be one calendar year? Can officers be re-elected for a second term?

- Officer Vacancies, including:

  (a) Removal of Officers

- Example: Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

  (b) Resignation

- Example: Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.
(c) Filling Vacant Officer Positions

- **Example:** In the event an officer is removed or resigns, the nomination process as stated in Article V Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article V Section 3 at the next scheduled meeting following nomination. The newly elected officers term shall end at the annual election scheduled in November.

- You may adjust the dates/months and section numbers as necessary.

- Advisor

  - This section should outline the responsibilities of the advisor. The advisor should not have any voting rights within the organization.

  - **Examples:**

    - **Nomination and Role** The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.

    - **Removal and Replacement of Advisor** The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be remove from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

- Finances:

  - (a) This section should outline whether or not your organization will have dues. If so, you should outline how much those dues are and how often they will be collected. (yearly or per semester) Don’t forget to include the mandatory inability to pay dues statement below.

  - (b) Inability to pay dues statement: No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

- Publications

  - (a) University Posting Policy Compliance: All advertisements of the organization must comply with the University Posting Policy (http://posting.fsu.edu).

  - (b) Approval

    - This section should discuss who will approve all flyers, publications, t-shirts etc. before they are publicly distributed or printed.

- Amendments
This section should discuss how amendments to the constitution can be made. Who must the amendments be proposed to? Will they be made at meetings? What percentage of your organization must be in attendance in order to pass an amendment?

Example: Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.
RSO Workshops

To begin the recognition process, all recognized student organizations must complete an online Get Recognized! Workshop presented by the Student Activities Center. The workshop is meant to familiarize organizations to the recognition process, the benefits of being an RSO, the responsibilities of an RSO, the Union Board policies, the Event Permitting process, and the SGA policies. The workshop should be completed by the highest ranking officer available. RSOs that do not complete a workshop and do not complete the recognition process are not recognized by the university. The Get Recognized! workshop can be found online at http://union.fsu.edu/sac/involvement/get-recognized.

Types of Recognition
There are two types of recognition for student organizations:

Creating a New Organization: Student organizations just beginning at FSU will follow the recognition process designed for new organizations. This process includes attending a workshop, completing the online application, signing/completing the Student Organization Signature Packet, and turning the Student Organization Signature Packet in to the Student Activities Center office. Applications are submitted for approval by the Associate Director of Student Activities and the Director of the Student Activities Center. New RSOs will be sent email notification once their applications have been approved, usually within 10 business days. Visit the Student Activities Center online to complete the online recognition process at http://union.fsu.edu/sac/involvement/.

Creating a new organization can take place during any recognition period, including the summer semester. Recognition will be complete when the organization receives an email from the Student Activities Center stating that the recognition was approved.

Re-Recognizing a Existing Organization: Re-recognition is for current RSOs and occurs between April and September. Student organizations must re-recognize each year to update officer contact information and to retain benefits and services for the organization. Student organizations completing the re-recognition process must complete a Get Recognized! Workshop, complete the online application, sign/complete the Student Organization Signature Packet and turn in the Student Organization Signature Packet to the Student Activities Center office. The Student Activities Center staff will review the application and submit it for processing. Officers will be notified if changes or additional information is required to submit their application. Visit the Student Activities Center online to complete the workshop and online recognition process at http://union.fsu.edu/sac/involvement/. Re-recognition will be complete when the organization receives an email from the Student Activities Center stating that the recognition process was successful.

An inactive organization who is looking to become active again will also go through the re-recognition process, but must first meet with a staff member in the Student Activities Center. Contact the Student Activities Center (644-6673 or sac@admin.fsu.edu) to set up a meeting if your group has been previously established here at FSU.

Benefits and Privileges of Recognition
In order to be eligible to receive privileges and services, student organizations must complete the recognition process with the Student Activities Center. The benefits of a recognized student organization are numerous. Below are several examples of benefits for recognized student organizations:
▪ 5,000 free black and white copies each year on the copy machine in the Student Activities Center (groups must provide own paper). A copy code is given to each RSO and is required to use the free copies.
▪ Access to computers and a fax machine in the Student Activities Center – usage of these tools should be for organization business only.
▪ Recognized student organizations are automatically included in a list of current organizations at studentgroups.fsu.edu.
▪ Campus posting privileges including chalking, distribution of handbills, and posting flyers in compliance with the University Posting Policy (http://posting.fsu.edu).
▪ Eligibility to win awards such as “Student Organization of the Year,” and the “Vires, Artes, Mores” Awards at Leadership Awards Night held each spring – nominations are due in February.
▪ Eligibility to apply through the Union Board for an office space assignment in the Student Activities Center. Applications are due early in the Spring Semester, as space assignments begin in the summer and last for one full year. For more information about the space allocation process, please contact the Union Board at 644-5322 or stop by A305 in the Student Activities Center.
▪ Ability to co-sponsor events with Union Productions - contact UP at 644-6673 or email upcosponsor@fsu.edu, for more information.
▪ Eligibility to apply for a campus mailbox in the Student Activities Center. Only a limited number of mailboxes are available.
▪ RSO Leaders are added to Leaders Listserv, a weekly newsletter with upcoming events sponsored by RSOs. Organizations can also utilize the Leaders Listserv to promote events and information to other student leaders.
▪ Access to a SOAR Board to communicate with about issues or concerns (http://union.fsu.edu/sac/soar/).
▪ Tabling during Market Wednesday (http://union.fsu.edu/sac/market/).

**Space Reservations**

RSOs can reserve rooms for meeting and event space on campus through Oglesby Union Guest Services. Groups can also reserve Union tables and banner space. Oglesby Union Guest Services in located in Krentzman Lounge and can be contacted by calling 644-6083, GuestServices@admin.fsu.edu or by visiting the website http://union.fsu.edu/guest_services/.

**Event Planning Resources**

The Student Activities Center staff is here to assist RSOs with planning their events! If you are holding a major campus event or an event involving food, amplified sound, inflatables, or an outside entity requiring approval, the Student Activities Center can help you complete the Event Permitting process located at http://union.fsu.edu/sac/eventplanning. The Guest Services office will let you know if an Event Permit is required to complete your request. Food permits may also be required if your event has food and can be completed as part of the event permit. Event permits are due at least 10 days before your event.

**Contracts**

Any event sponsored by a RSO, which brings an outside person or company to campus, has to be officially contracted by the University. This includes, but is not limited to DJs, speakers, bands, and conferences. Even if the cost is $0, a contract must still be signed.

Contracts are legal documents on behalf of Florida State University and there must **ALWAYS** be signed by official staff of the Student Activities Center. **Never sign a contract yourself** - you or your organization could be responsible for paying the entire fee on your own. Never verbally commit a date or a certain fee to an artist – **verbal commitments are legally binding in the state of Florida.**
RSOs can contact the Student Activities Center at 644-6673 or sac@admin.fsu.edu for more information and help concerning contracts of any kind.

**Funding Opportunities**

RSOs are eligible to apply and obtain Activity and Service (A&S) fees to help fund their organization. To request A&S funding, an organization must be recognized by the University, have a treasurer, become financially certified, and submit a funding request.

There are also several funding boards established to allocate funding to student organizations. Please check with the Student Government Association Accounting (http://sga.fsu.edu/) or visit them at A209 Oglesby Union for more information about the funding boards or any funding opportunities.

**Additional Organizations Notes**

**Social Greek-Letter Organizations**

For a Title IX exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization on the Florida State University campus, it must first be granted membership in its University-recognized Greek council. Once membership is confirmed with either the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or the Panhellenic Association, recognition materials will be processed by the Student Activities Center. For requirements related to membership in one of the aforementioned councils, visit the Office of Fraternity & Sorority Life website at www.greeklife.fsu.edu

**Sport Clubs**

Sport or recreation-based student organizations that desire to be a part of the Sport Club Program within the Department of Campus Recreation, must apply for admission on annual basis through the Department of Campus Recreation. Once membership is confirmed by the Sport Club Program, the recognized student organization shall be classified as a Sport Club by the Student Activities Center and shall be subject to the administrative requirements of the Sport Club Program and budgetary processes of the Sport Club Allocations Committee. For requirements related to admission into the Sport Club program, visit the Sport Club Program website at http://campusrec.fsu.edu/sport/clubs/.

**Student Government Association Affiliates**

For a Florida State University Student Government Association (SGA) Affiliate to be recognized as a student organization on the Florida State University campus, they must first be promulgated in SGA statutes. Upon confirmation of promulgation, recognition materials will be processed by SGA and the Student Activities Center. To be an affiliate of the Student Government Association, please contact SGA at www.sga.fsu.edu.

**Student Academic Programs**

Student Academic Programs (SAP) are unique in their relationship with academic units and their multiple funding sources. While these organizations are unique, they will still be held accountable to adherence to University policies. For this reason, this memorandum confirms the necessity for SAP groups to participate in the recognition process under the auspices of Student Activities.

The requirements for recognition, as well as these other limitations, are on file in the Student Activities Center, Office of Fraternity & Sorority Life, Student Government Association, and the Department of Campus Recreation.
RSOs and Their Relationship to the University

Liability Information
RSOs at FSU are responsible for their events and activities, as well as the actions or negligence of the organization membership. Take a moment to thoroughly read the liability information detailed below. Be sure to review the information with your organization at the beginning of each semester, and discuss how these issues might affect your group’s activities. The president and advisor must initial and sign the Recognition Application stating they have read and understand the liability information.

Compliance
The purpose and activities of all organizations must be in compliance with the rules and regulations of the Florida State University, the Florida State University Board of Trustees, and local, state, and federal laws, including the FSU Hazing and Alcohol Policies located in the FSU Student Code of Conduct and Chapter 6C2 of the Florida Administrative Code. The policies and practices of the organization pertaining to membership may not discriminate on the basis of race, creed, color, religion, sex, age, sexual orientation, national origin, marital status, parental status, disability, gender identity, gender expression, or any other protected group status. In cases where the nondiscrimination policy conflicts with the organization’s religious beliefs, tenets, or doctrines, or an organization’s limitation of membership to a particular gender, as allowed by law, the organization may request in writing an exemption from the part of the policy that is in conflict. Requests for exemption will be submitted to the Director of Student Activities who will determine whether the exemption will be granted. Denial of a request for exemption may be appealed to the Vice President for Student Affairs, whose decision shall constitute final University action on the matter. The Office of the General Counsel at the Florida State University may be consulted as necessary regarding legal issues associated with the request.

If an organization is Title IX exempt (i.e. Social Greek organizations), they do NOT need to submit a request for exemption.

Insurance Clarification
Florida State University has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and the Florida State University Board of Trustees, the University is unable to provide insurance that covers any student organization or activity. The only exceptions to this rule are for salaried officers of the Student Government Association acting within the scope of his/her office. Completing the recognition process with the Student Activities Center as a student organization is not recognized by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or the Florida State University Board of Trustees coverage under that fund. Approval of a student organization or activity by the Student Activities Center or the Student Government Association does not establish State of Florida, Florida State University, or the Florida State University Board of Trustees liability coverage for that organization or activity.

Responsibility and Liability
In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the academic school year, the organization’s officers and individual members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative policies and procedures. It is understood that neither Florida State University, the Florida State University Board of Trustees, nor the State of Florida can defend the activities of the organization under its present insurance coverage or defray the costs, including attorneys’ fees, of defending any lawsuit or claim against the organization, its officers or members. The organization agrees to indemnify and hold harmless the State of Florida, Florida State University, The Florida State University Board of Trustees, and their officers and employees for and against any claims caused by the
activities of the organization, its officers, and members. The organization may be held fully liable for its activities and any claims that may result will be against the organization, its officers and members.

Acknowledgement
The chief officer and advisor of this organization shall declare in writing by signature on the application for student organization registration that they both fully understand and acknowledge their reliance wholly upon their own judgment, belief, and conscious appreciation of the particular activities and dangers involved in the organization's events, programs, and functions. Further, they acknowledge and understand that the State of Florida, The Florida State University Board of Trustees, and The Florida State University disclaim liability for any and all damage, injury, or loss of life that may occur with respect to the activities, functions, and programs of the organization. By signing the following form, they also acknowledge their responsibility to notify all members of the organization of these terms and conditions, and the provisions stated in Section 6C2-3.0015, Florida Administrative Code, found in the FSU Student Handbook and FSU General Bulletin. The term of registration is valid for one academic school year from October 1st to September 30th, and it is the responsibility of the signing officers to notify any future officers of the terms and conditions of this disclaimer of liability. They understand that signing this form does not relieve FSU from liability for its negligence, as stated in Section 768.28, Florida Statutes.

Non-Profit Status/Tax-Exemption
Official recognition of any club or organization does not constitute university endorsement or grant university-specific privileges. As a result, tax-exempt status is not granted when organizations receive recognition.

Using the Name of the University
Recognized Student Organizations that wish to use the university’s name as part of their organization’s name may do so as long as sponsorship or endorsement by the university is not implied or stated. If used, organizations are restricted to the following:

- The university’s name may only appear at the end of the organizations name and should be followed by the statement “a Recognized Student Organization” (i.e. Student organization at Florida State University, a Recognized Student Organization).
- The title should follow one of these forms: (1) Florida State University; (2) FSU.

Copyrights and Trademarks
Where permission is necessary, the use of any registered University symbol or logo shall be by written agreement between the University and the user. Any individual, group, or organization desiring to use registered university symbols or logos, for commercial or non-commercial purposes, should contact the Director of University Trademark Licensing, who shall be responsible for determining the appropriateness of such use, and the execution of any necessary written agreement extending permission for use. All requests received by other university offices for permission to use the University's name, symbols, or logos should be referred to the Director of University Trademark Licensing. Proceeds derived from the use of university symbols or logos by third parties shall accrue to the Seminole Boosters, Inc. or other departments as determined by the President or designee.

The Director of University Trademark Licensing shall be responsible for general monitoring of the use of the University's registered symbols or logos and shall report to the Office of the University Attorney all uses which may constitute infringement of the University's registration.
Representing the University in an Official Capacity
According to the Florida Administrative Code, the only person(s) who can represent the University in an “official” capacity are University faculty, staff, administrators, and the Student Body President. No student, aside from the student body president, is ever considered an official representative of the University. This is especially important to understand when working with outside vendors, agents, etc.

RSO Review Process
The Recognized Student Organization (RSO) review process is in place to educate organizations about the responsibilities of having official University recognition, to hold organizations accountable for violations of University Policy, and to protect the rights of recognized student organizations. Students, faculty, staff, and community members can report any RSOs who violate any laws, University policies, or established protocols and procedures related to student organizations through the RSO Incident report found here. Recognized Student Organizations may be called to a review, depending on the severity and/or frequency of alleged violations. After going through the review process, if the organization is found to be responsible for the alleged incident, they will be charged with appropriate sanctions, which could include probation or suspension of the organization for a period of time. For more details about the RSO Review Process or the RSO Review Board, see their Nole Central page at studentgroups.fsu.edu or contact the Student Activities Center.
Event Planning and Permitting

Why is planning for events so important?
Anyone can plan an event, but it takes hard work and preparation to host a GREAT event! Even a simple meeting can involve advertising and promotion, coordinating the event agenda, contracting speakers, planning engaging activities, keeping up with committees and special projects, and providing and permitting refreshments. Just imagine what’s involved with bringing a big-name speaker, comedian, or performance to campus! The purpose of hosting events can vary (to communicate ideas, promote the organization, etc.) so it’s important to know both why you’re planning the event and how to do it successfully.

The Student Activities Center is available to provide assistance with event planning at all stages of the process. From setting event goals and conceptualizing the program to evaluation, we can work with you to make your event a success. Contact the Student Activities Center staff at 850-644-6673 to make an appointment to review your event plans and obtain assistance with the event permitting process.

**Please visit http://union.fsu.edu/eventplanning for event planning and permitting tips.

Event Planning Tips
The Student Activities Center Event Planning staff has developed great resources for you to use for event planning.

- The Event Planning Guide is full of useful tips for envisioning your event, planning your event, utilizing campus resources, explaining the Event Permitting process, publicizing your event, and executing your event.
- Special resources for planning a 5k on campus are in the 5k Packet.
- Helpful forms and resources about what to expect for common aspects of campus events are all available on the Event Planning website on the Forms page.

General Tips:
- Plan ahead: know the basics of your event before contacting anyone (the event planning guide can help you start this process).
- Know who to contact (Student Activities Center, Guest Services, FSUPD, Medical Response Unit, etc) and when they should be contacted.
- Complete all necessary forms (such as Events Permits, Food Permits, etc) and build in at least 10 business days for them to be processed, reviewed, and completed.
- Read and adhere to all the guidelines and required arrangements outlined for your event once it has been processed. You can check the status of your event by viewing your submission in Nole Central or calling the Student Activities Center event planning staff.
- Relay all the given information to the entire sponsoring organization so every member is aware of what is happening.
- Contact the Student Activities Center if anything changes regarding your event.

Planning your Event

Planning your Event Budget
Many student organizations make the mistake of allocating the entire program budget to the cost of the speaker or artist. There are other costs involved with planning an event that must be considered:
- Production Costs (such as sound)
When requesting funding for your event, be sure to include ALL expenses for the event so you can predict the entire cost.

**Paying for your Event**

You organization can either use A&S Fees (SGA money) or off-campus private funding to pay for your event.

**With A&S Fees**

RSOs often request funds through the SGA Program Allocations Committee for event funding. Other options may be available as well. Information on funding procedures can be found at [http://sga.fsu.edu](http://sga.fsu.edu). Events funded through SGA or using self-generated funds held in a SGA-managed account must use approved methods of purchase and payment. All organizations who receive A&S Fee funding are required to complete an accounting financial workshop and receive Financial Certification each year to update your organization on the current purchasing and payment procedures. As a general rule, students CANNOT purchase an item and expect to be reimbursed from the University. A purchase order (P.O.) must be generated in advance with specific purchase details provided. For more information, contact the SGA Accounting Office at 644-0940 or visit them in A209 Oglesby Union. **Important Note:** After your event is completed, check with the accounting office to make sure all invoices have been paid and there are no outstanding bills for your student organization.

**With Off-Campus Private Funds**

If you are using off-campus private funds (managed at a bank) to pay for your event, you should first ensure that you have the adequate amount of money in your account to fund the event. You do not want to overdraw your account or bounce any checks! After you verify the funds, you can purchase the items you need for your event. If one of these items includes bringing in someone or something from off-campus to provide a service at your event (ex. DJ, speaker, inflatables, rented equipment), you will need to complete a RSO Facilities Use Agreement for those individuals or groups. This form is also required if the vendor is unpaid. Companies providing rented equipment or services for on-campus events also much provide proof of insurance. Contact the Student Activities Center Event Planning office for current guidelines.
## Sample Event Budget

**Event** __________________________ **Building** ____________________ **Date** __________________

<table>
<thead>
<tr>
<th>Expense</th>
<th>Explanation</th>
<th>Estimates</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Rent</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>State and Local Sales Tax</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Ticket Surcharges</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Box Office Staff</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Talent</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Talent</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Talent</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Talent–Commissions</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Sound and/or Lights</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Staging</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Stage Crew</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Towels</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Catering Service</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Security T-Shirt</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Security Police</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Ushers</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Electric Hookups</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Runners</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Extra Staffing/Labor</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Equipment Rental/Spots</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Car Rental/Limos</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>ASCAP/BMI</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>First Aid–EMT</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Energy Fee</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Cleanup</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Phones</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Barricade</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Forklift</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Piano Tuner</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Production Labor</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Backline</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>Promoter</td>
<td>Venue</td>
</tr>
</tbody>
</table>
**Finding and Using Space for your Event**

A major benefit offered to Recognized Student Organizations is the use of campus space. There are a variety of spaces across campus available for student use. In order to use a specific space on campus, it must be reserved ahead of time. This also applies to outdoor spaces on campus and 5k runs. Reservation policies vary by department.

Make sure that you have reserved space, paid any fees (if applicable), and received final confirmation of the space reservation BEFORE you advertise for an event. You should also request your Event Permit after reserving space.

Each space has its own system of reserving and space use limitations. To find out those guidelines please contact the administrative office within the building that you are trying to reserve. A list of facilities can be found on the Event Planning website at [http://union.fsu.edu/sac/eventplanning/contacts-for-events](http://union.fsu.edu/sac/eventplanning/contacts-for-events).

**Oglesby Union Guest Services**

Guest Services within the Oglesby Union can be a great resource to groups planning events. The majority of your events will be reserved through Guest Services as their facilities are specifically designed to host a wide variety of events for RSOs.

Guest Services only books space within the Oglesby Union, the Student Services Building, and the Askew Student Life Center. This includes the Union Green, and Woodward Plaza around the Integration Statue. Guest Services is also the appropriate department to contact about using Ruby Diamond Auditorium or Landis Green. To request space, contact Guest Services at 850-644-6083 or submit an online request through their website unionreservations.fsu.edu. **Please note:** This is a REQUEST for space. You do not have a space reserved until you receive a CONFIRMATION e-mail.

Only officers listed on the organization’s Nole Central (studentgroups.fsu.edu) page can request space with Guest Services. If the person requesting space is not an officer of the organization, the space request will not be granted. Recognized Student Organizations are strongly encouraged to keep their organization’s information on Nole Central current, so as to not delay any pending space reservation requests.

All audio/visual and furniture needs must be reserved ahead of time. Last minute requests are granted at the discretion of the Building Manager on duty. Equipment is only guaranteed if it is on your confirmation. RSOs are liable for all equipment used during their event.

For more details about reserving space in the Oglesby Union, see [http://union.fsu.edu/guest_services/terms-conditions](http://union.fsu.edu/guest_services/terms-conditions).

**Academic Space**

As another service, RSOs can reserve academic space for their events in the following buildings: BEL, HCB, HTL and WMS. The request form can be found [here](http://union.fsu.edu/guest_services/terms-conditions) and must be submitted to the Oglesby Union Guest Services office. The RSO Advisor must sign the form, as the advisor will get access to the reserved room with their FSUID. This is a REQUEST for space that Guest
Services submits to the Registrar’s Office. The RSO will receive a confirmation e-mail from the Registrar’s Office if they allow the event to take place. Guest Services does not book this space and has no access to these rooms.

Cancellations

Cancellations of reserved space must be received by Guest Services no later than forty-eight (48) hours prior to the start of the event. Groups that do not properly cancel an event will be charged with a No-Show for that event. Groups charged with three (3) no-shows will lose reservation privileges and any outstanding space reservations belonging to the organization will also be cancelled.

Exchange of Money

Regardless of organization type (RSO, university related, etc.); a rental fee will be assessed for all reservations that include any type of monetary exchange (i.e. admission fees, donations, items for sale, auctions, etc.).

Amplification of Sound

Amplification of sound in outdoor spaces is allowed between the hours of 12:00pm and 1:00pm, Monday through Friday. Sound amplification is also permitted Friday between the hours of 5:00pm and 11:00pm, Saturday between the hours of 3:00pm and 11:00pm, and Sunday between the hours of 3:00pm and 7:00pm. Please note that sound checks are not permitted before 4:30pm on Friday. Approval to extend the hours of sound amplification must be granted by the Director of the Oglesby Union or Director of Student Activities. All events featuring an amplification of sound require an Event Permit (EP). See Event Permit section below.

Please Note: Amplification should be structured so as to minimize the noise level outside. Failure to comply with the amplified sound policy or directives from university staff regarding sound/noise levels will result in the sound device being turned off and may result in disciplinary action imposed on the sponsoring organization or organization members.

Room Rates and Equipment Rental

There is no charge for the use of reservable space in the Oglesby Union when a university group composed of a majority of FSU students uses the facilities without charging admission or taking donations.

For information on room rates and capacities, please see: http://union.fsu.edu/guest_services/

In order to utilize tables, chairs and other equipment from the Oglesby Union, your event must be held in Union facilities.

Non-Union space will require equipment from the Facilities Department, which can be requested at https://www.facilities.fsu.edu/requests/ or an insured off-campus vendor. Only campus entities
with OMNI budget account numbers will be processed to request equipment from the Facilities Department (ex. SGA or departmental account). Most RSOs do not have these accounts. Therefore, student organizations will have to use insured outside vendors to rent equipment for non-Union space. For Facilities information, check out https://www.facilities.fsu.edu/requests/.

Other Campus Facilities

Many other facilities are available for Recognized Student Organizations to use on campus for meetings and/or events. Each department has separate reservations processes and policies, so check with them for more information. Make sure you are aware of all the policies regarding using these spaces on campus when you make your reservation. Other campus facilities frequently used by RSOs include:

- Some Academic spaces through the Office of the Registrar
- The Center for Global Engagement
- Campus Recreation facilities – Rec Sportsplex, Main Campus Fields, Westside Courts, Tully Gymnasium, FSU Reservation
- Langford Green
- Miller Hall
- FAMU-FSU College of Engineering
- College of Law

Food Options

The preferred caterer for all events on campus is Classic Fare Catering, a division of Seminole Dining. Use of this option does not require a food permit. Their website is: https://seminoledining.catertrax.com/

All other catering and food provided by your organization must be approved by the Environmental Health and Safety office via a Temporary Food Permit. Temporary Food Permits must be requested at least 10 business days in advance. The request form is built into the overall Event Permit request in Nole Central. You can find guideline and policy information on the Environmental Health and Safety website.

Event Promotions/Publicity

There are a variety of ways to promote/publicize your organization’s events. Some methods include:

- Posting Flyers in the Union - See http://sga.fsu.edu/?page_id=388 for more information
- Leaders Listserv (email leaders@lists.fsu.edu) which goes out weekly
- Division of Student Affairs Calendar (http://studentaffairs.fsu.edu/)
- Posters or Banners - Contact Student Publications for posters Oglesby Union A302 (http://sga.fsu.edu/student-publications.shtml)
- Union Market Wednesdays Tables – visit http://union.fsu.edu/sac/market/.
- FSView (http://fsunews.com)
- V89 (http://wvfs.fsu.edu/)
The Florida State University Posting Regulation can be found at http://posting.fsu.edu. This interactive site will provide you with useful information for posting a wide variety of promotional items such as flyers, yard-signs, and A-Frame signs. The site shows maps of approved locations, the various promotion privileges, and Helpful Hints to help you stay in compliance.

**Co-Sponsorships**

Co-Sponsorships are a great way to combine ideas and resources to plan an event. Why compete when you can collaborate? RSOs may choose to co-sponsor programs with other RSOs, SGA agencies, community organizations, the Student Life Cinema, and/or Union Productions. Union Productions may be able to help with event costs if they decide to co-sponsor the event. Contact these organizations about event co-sponsorship well in advance of the event date to allow for ample planning time.

For information on co-sponsoring with Union Productions, visit [http://up.union.fsu.edu/co-sponsorships/](http://up.union.fsu.edu/co-sponsorships/).

For information on co-sponsoring with the Student Life Cinema, visit [http://movies.fsu.edu/Cinema](http://movies.fsu.edu/Cinema).

**Event Permitting**

*Why are permits required for events?*

Some events require permits due to possible concerns with security, food, money, liability, or other factors. The Event Permitting process was created to assist student organizations with event planning, with hopes to ensure safe and successful events on campus. The permitting process ensures that all stakeholders in the event are informed about the event and can provide the organization/department with the adequate support to make the event both safe and successful. Once the Event Permit is completed and all subsequent paperwork has been submitted, it is sent out to various campus departments for review and approval (i.e. Guest Services, Athletics, FSUPD, Environmental Health and Safety, etc). After all approvals are received, an official notification of Event Permit Completion will be sent out to the organization.

**Event Permitting**

The Event Permit is a more in depth version of a standard space reservation. *It should be done 10 business days prior to your event; 15 business days if your event involves any artist or rental contracts.* A good rule of thumb for large-scale events or 5k runs is to submit your request at least a month in advance to give adequate time since they require many reviewers on campus and more planning/arrangements.

An Event Permit is required for any event which involves one or more of the following:

- Events held outdoors
- Events in which food is served to the general public
- Events in which large crowds are anticipated
• Events that involve physical activity or in which a waiver is necessary
• Events involving amplified sound (like DJs or bands)
• Events that involve performers, speakers, or other acts
• Events that involve one or more contracts or rentals
• Fundraisers or events where money exchanges hands
• Events that involve minors on campus
• Events in which controversial and/or emotionally charged content may be involved
• Events in which national, state, or local appointed or elected officials or candidates will be present (not SGA or RSO officers)
• Events in which media will be on campus
• Rallies/demonstrations held in areas other than designated free speech zones
• Events in which a motion picture is being shown

This list is not exhaustive and the Student Activities Center and/or Guest Services reserve the right to decide whether a proposed event should be permitted.

A good rule of thumb is to request an Event Permit for any event larger than a members-only organization meeting.

More information on how to complete event permits can be found at www.union.fsu.edu/eventplanning.

One of your main resources is the Student Activities Center (SAC) and its staff. The SAC can provide assistance with event planning at all stages in the process. From setting event goals and conceptualizing the program to evaluation, the SAC staff can work with you to make your program a success. Contact the SAC staff at (850) 644-MORE (6673) to make an appointment to meet about event planning or permitting.

**Processing Contracts**

Regardless of the funding source (SGA, Off Campus Account, etc), whether an artist is being paid or not, or the location, any event sponsored by a RSO, which brings an outside person or company to campus to provide a service, has to be officially contracted. This includes, but is not limited to, DJs, speakers, bands, and conferences.

The contract process is split into two separate processes, depending on your funding source. A&S Fee, or funding provided by SGA, contracts use one process. Off-campus funded and $0 (unpaid) vendors use another process. Each process has paperwork specific to that process; however, both processes need to be completed 15 business days in advance of your event.

**Contracts for Events Using A&S Fees**

Contracts using A&S fees (SGA funding of any kind or self-generated funds in an SGA account) are official legal documents on behalf of FSU, and therefore must ALWAYS be signed by official staff of the university. The Student Activities Center will ensure all contracts are routed and signed by the appropriate individual(s). **Never sign an A&S Fee contract yourself**—you
could be responsible for paying the entire fee on your own! SGA Accounting has to verify that you have the appropriate funds in your A&S Fee account.

When talking with a speaker or artist (or agent), never verbally commit to paying a certain fee or bringing the artist on a certain date. Verbal agreements are legally binding in the state of Florida. Use language such as:

- Can you give me a price quote for the lecture?
- Is the artist available on a certain date, if we are also available?
- I will pass this information on to the planning committee and respond back to you shortly.
- Please send me a contract with the quoted fees and I will seek the necessary approvals.
- Please send me an artist rider with the quoted fees and I will seek the necessary approvals.

To complete an A&S Fee contract, you will need to follow current processed outlined by SGA. Information and any appropriate procedures and forms can be found at [http://sga.fsu.edu](http://sga.fsu.edu). In some cases (like most rentals or performing artists) they will send you a contract to have signed. It is a good idea to ask for one to make sure you have everything well in advance so you can provide it with any SGA contract forms. One SGA receives and verifies funding, the information will be forwarded to the Student Activities Center Contract Manager for processing.

For more information and assistance with this process, you can contact the Assistant Director of Student Activities for Event Planning and Permitting in the Student Activities Center at 644-6673 or visit [http://union.fsu.edu/eventplanning](http://union.fsu.edu/eventplanning).

**Contracts for Events Using Off-Campus Funding or $0 (Unpaid)**

Off-campus funded (private bank) or $0 (unpaid) contracts have two components: (1) a [RSO Facilities Use Agreement](http://sga.fsu.edu) with the University, and (2) verification of insurance coverage, if applicable.

In some cases (like most rentals or performing artists) they will send you a contract to have signed. It is a good idea to ask for one to make sure you have everything well in advance. If the vendor does not have a contract, it is encouraged to work one up on your own so all expectations and clearly outlined and agreed upon.

The University cannot sign the contract portion of off-campus funded contracts since the University does not have any way to verify that the organization does indeed have the funds to pay the outside party. Thus, the University goes into an agreement with the organization for the space and the organization goes into an agreement with the outside party binding them to the event (i.e. the organization will sign the contract portion). However, the University can assist the organization with contract negotiation for the outside party and will review contracts for you to ensure the company is not transferring undue liability to your organization or the university.

To complete an off-campus funded or $0 contract, you will need to complete a [RSO Facilities Use Agreement](http://sga.fsu.edu), attach insurance coverage verification (if applicable and in adherence with current university guidelines) and turn it in to the Assistant Director for Event Planning and
Permitting in the Student Activities Center for processing. Forms can be found online at www.union.fsu.edu/eventplanning.

Notes on Specific Types of Events
The following types of events all require Events Permits and meetings with the Assistant Director of Student Activities for Event Planning and Permitting to discuss the perceptions and nuances of the event.

**Food Permitting**
A temporary food permit is required if your event meets any one of the following criteria.

- Event is open to non-members of the hosting organization
- Food is not pre-packaged by manufacturer (ex. granola bars)
- Food is not provided by Classic Fare Catering/Seminole Dining
- Baked goods to be served or sold

Obtaining a food permit is necessary even for popular food choices such as pizza delivery and pot-luck meetings.

Food permits for student organizations are part of the event permitting process. More information can be found at www.union.fsu.edu/eventplanning. Temporary food permit guidelines and policies can be found at http://www.safety.fsu.edu/foodevent.html.

Why is food such a big deal? Though rare, food borne illness can happen and FSU wants to make sure everyone enjoys a safe environment on campus. The Department of Environmental Health & Safety oversees events serving food, to record what was served and how it was prepared. If someone does get sick from food at a campus event, the record shows where the food came from and they can help track down the source of illness, and reach others who might have shared the food.

**Traditional Fundraisers**
Traditional fundraisers are great ways to earn money for your organization. They are tried and true methods that are employed by numerous organizations and consistently bring in money for organizations. Some examples include:

- Car Wash
- Bake Sale
- Krispy Kreme Doughnut Sales
- Requesting Donations
- Ad sales for program or ad booklets
- Ticket sales for a party or event
- 5k races or sports tournaments
**Other Ideas**

While the above fundraising ideas work well, many organizations are looking for more innovative ways to raise money. These ideas may take more time and effort, but they will surely increase the revenue for your organization.

- Working concessions at the Civic Center – Be sure to contact the Leon County Civic Center for details or Seminole Dining to work the football game concessions.
- Working concessions at the Daytona 500 (yes you can!) – Traveling may cost your organization a little money, but large scale events are always in need of volunteers for concessions. In the end your organization will make a percentage of the concession profits. Other large venues in the state offer similar programs.
- Making and selling crafts (could be good for teambuilding and bonding as well!)
- Corporate donations – The FSU Foundation can put you in contact with local businesses that frequently donate to the university and/or your cause. It’s also helpful to go through the Foundation because they can ensure that multiple organizations aren’t going to the same businesses at the same times. Corporate entities receiving advertising or the opportunity to come to campus in conjunction with an event must be approved by the FSU Office of Business Services.
- Setting up an Online Store – There are some online stores that will create and ship the products you design at no cost to you. They set a base price for the item, and you determine your profit by increasing the price. Once your items begin to sell, the online store will mail you a check. If your items don’t sell, you don’t get money, but you won’t lose money either.

Whatever your organization decides, it is important to remember that at no point is it okay to misrepresent the cause for which you are raising money. Fundraising can be a huge benefit to your organization and it is important to be ethical as you represent not only your organization, but also your affiliation with the university.

**Gambling as a Form of Fundraising (State of Florida Law)**

All Recognized Student Organizations are expected to uphold all State of Florida laws. Specifically, gambling as a form of fundraiser, or as a fun activity, is not acceptable for any RSO. This includes, but is not limited to, raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; betting on, wagering on, or selling pools on any University athletic event.

If a RSO is planning an event, such as Casino Night, or Poker Tournament, or raffle drawing must meet with the Assistant Director of Event Planning and Permitting by contacting 850-644-6673.

Types of Gambling are as follows:

- **Gaming** - where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- **Betting or wagering** - on the outcome of a future event. Examples include horse racing, Sports betting, and Internet betting.
- **Speculation** - such as gambling on the stock market.
State of Florida Law

849.08 Gambling.--Whoever plays or engages in any game at cards, keno, roulette, faro or other game of chance, at any place, by any device whatever, for money or other thing of value, shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

History.--RS 2651; s. 1, ch. 4514, 1895; GS 3579; RGS 5508; CGL 7666; s. 1063, ch. 71-136.

849.085 Certain penny-ante games not crimes; restrictions.--

(1) Notwithstanding any other provision of law, it is not a crime for a person to participate in a game described in this section if such game is conducted strictly in accordance with this section.

(2) As used in this section:

(a) "Penny-ante game" means a game or series of games of poker, pinochle, bridge, rummy, canasta, hearts, dominoes, or mah-jongg in which the winnings of any player in a single round, hand, or game do not exceed $10 in value.

(b) "Dwelling" means residential premises owned or rented by a participant in a penny-ante game and occupied by such participant or the common elements or common areas of a condominium, cooperative, residential subdivision, or mobile home park of which a participant in a penny-ante game is a unit owner, or the facilities of an organization which is tax exempt under s. 501(c)(7) of the Internal Revenue Code. The term "dwelling" also includes a college dormitory room or the common recreational area of a college dormitory or a publicly owned community center owned by a municipality or county.

(3) A penny-ante game is subject to the following restrictions:

(a) The game must be conducted in a dwelling.

(b) A person may not receive any consideration or commission for allowing a penny-ante game to occur in his or her dwelling.

(c) A person may not directly or indirectly charge admission or any other fee for participation in the game.

(d) A person may not solicit participants by means of advertising in any form, advertise the time or place of any penny-ante game, or advertise the fact that he or she will be a participant in any penny-ante game.

(e) A penny-ante game may not be conducted in which any participant is under 18 years of age.

(4) A debt created or owed as a consequence of any penny-ante game is not legally enforceable.
(5) The conduct of any penny-ante game within the common elements or common area of a condominium, cooperative, residential subdivision, or mobile home park or the conduct of any penny-ante game within the dwelling of an eligible organization as defined in subsection (2) or within a publicly owned community center owned by a municipality or county creates no civil liability for damages arising from the penny-ante game on the part of a condominium association, cooperative association, a homeowners' association as defined in s. 720.301, mobile home owners' association, dwelling owner, or municipality or county or on the part of a unit owner who was not a participant in the game.

**Planning Poker & Other Games of Chance**

In preparation for hosting an event which involves gambling/games of chance, you must complete the following steps in chronological order to have your event approved:

1. Read the section of the Student Organization Handbook related to gambling and games of chance.
2. Complete an Event Permit at [http://union.fsu.edu/eventplanning](http://union.fsu.edu/eventplanning). You must include a very detailed description of the gambling or game of chance, including what games is being played, how it will be played, how prizes are awarded, etc.
3. Schedule a meeting with the Assistant Director of Event Planning and Permitting in the Student Activities Center, to discuss the details of the event at 850-644-6673.

**Important Details…**

- There is a minimal cost for space when any exchange of money occurs for programs hosted in the Oglesby Union, Askew Student Life Center, or Student Services Building. For pricing, please contact Guest Services at 850-644-6083 or visit [http://union.fsu.edu/guest_services](http://union.fsu.edu/guest_services).
- The Student Activities Center staff or designee reserves the right to attend the event.
- Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a student organization and/or can be referred to the Office of Student Rights and Responsibilities.

**Drawings**

Section 849.0935, Florida Statutes, authorizes qualified nonprofit corporations and their officers, employees and agents to conduct drawings by chance, provided certain conditions are met. All brochures, advertisements, notices, tickets, or entry blanks used for such drawings must conspicuously disclose:

(a) The rules governing the conduct and operation of the drawing.
(b) The full name of the organization and its principal place of business.
(c) The source of the funds used to award cash prizes or to purchase prizes.
(d) The date, hour, and place where the winner will be chosen and the prizes will be awarded, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than 3 days prior to the drawing.
(e) That no purchase or contribution is necessary.
It is unlawful for any organization that is authorized to conduct a drawing by chance to require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of either entering the drawing or being selected to win a prize. Therefore, the organization distributing the raffle tickets may not require a contribution or donation in order to participate in the raffle; nor may it arbitrarily disqualify or reject any entry or discriminate in any manner between entrants who contribute to the organization and those who do not. It is also unlawful to fail to notify the person whose entry is selected to win that they have won, or to fail to award the prizes in the manner and at the time stated.

**Date Auctions**

A variety of opinions have been expressed regarding whether or not date auctions are appropriate activities for student organizations at FSU. The purpose of this statement is to discuss briefly three aspects of date auctions that make them inappropriate in the opinion of the Student Activities Center. It is not our belief that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

**Racial insensitivity**

Date auctions tend to have the appearance of and the "trappings" of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being's services to another is inappropriate.

**Gender insensitivity**

An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person may want. Date auctions can create an environment where those expectations may be used to the disadvantage of one or the other participants.

**Personal safety**

A date auction often involves a "well known" person spending time with a stranger that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.
We believe organizations have very good intentions in sponsoring date auctions. Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. With the many positive and imaginative alternatives that organizations have for raising funds, we feel date auctions should be avoided.

*Adapted from the Texas A&M University Statement on Date Auctions.*

**Planning an event with Date Auctions**

In preparation for hosting an auction (i.e. exchanging services for money), you must complete the following steps in chronological order to have your event approved:

1. Read the section of the Student Organization Handbook related to hosting an auction.
2. Complete an Events Permit at [http://union.fsu.edu/eventplanning](http://union.fsu.edu/eventplanning). You must include a very detailed description of the auction, including what is being auctioned, how it will be auctioned, etc.
3. Schedule a meeting with the Assistant Director of Event Planning and Permitting, to discuss the details of the event 850-644-6673.

**Important Details…**

- There is a minimal cost for space when any exchange of money occurs for programs hosted in the Union, Student Life Building, or Student Services building. For pricing, please contact Guest Services at 850-644-6083 or visit [http://union.fsu.edu/guest_services](http://union.fsu.edu/guest_services)
- The Student Activities Center staff or designee reserves the right to attend the event.
- Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a student organization and/or can be referred to the Office of Student Rights and Responsibilities.

**Promoting RSO Events on Campus**

The Florida State University Posting Regulation can be found at [http://posting.fsu.edu](http://posting.fsu.edu). This interactive site will provide you with all the information you need to promote your events on campus. Maps of approved locations, the various promotion privileges, and read Helpful Hints to help you stay in compliance.
Funding and Fundraising

A&S Fees
Each student at Florida State University pays an A&S fee as part of their institutional fees. These fees are used to fund involvement opportunities on campus as well as several campus facilities. Agencies, bureaus, affiliated projects, funding boards, the Congress of Graduate Students, and student organizations are all eligible to receive and spend A&S funds. Please remember these funds are allocated to your organization to help it fulfill its mission.

For more information on funding, please visit the SGA Accounting Office in A209 Oglesby Union.

Funding Boards/Committees
Please check the SGA website for the most up-to-date and detailed information regarding organizational funding: http://sga.fsu.edu/.

All graduate level organizations not affiliated with the College of Law or College of Medicine must apply for funding through Congress of Graduate Students (COGS). Contact the COGS Program Assistant at 644-7166 or http://www.fsu.edu/~sga/cogs/ for more information.

Recognized Student Organizations affiliated with the Sport Club program within Campus Recreation must apply for funding via the Sport Club Allocations Committee. Contact the Director of Intramural Sports and Sport Clubs at 850-644-7698 or visit http://campusrec.fsu.edu/sports/clubs/ for information.

Recognized Student Organizations with the primary mission of performing service must apply for funding through the Office of Servant Leadership (OSL), a bureau of the Student Government Association. OSL defines a service organization as one whose primary mission is the improvement of a community through service where the beneficiaries of the group’s activities include both the members and those who they are serving. Groups who meet these criteria will be made members of the SGA Service Council, although membership maybe revoked for failing to meet the responsibilities of the council. Members are eligible to receive funding as provided by the Service Act, Chapter 811 of Title VIII, for community service activities, but are not guaranteed the allocation of money for activities. For more information, visit http://sga.fsu.edu/?page_id=322.

The allocation of funds for all other RSOs is done via a funding board/allocation committee:

- Student Academic Programs (SAP) – allocates funds to organizations classified as academic program.
- Resources for Travel Allocations Committee (RTAC) – allocates funds in the expense category. Any expense items which are in relation to an event shall be redirected to the Programming Allocations Committee. This is now only relating to travel.
- Programming Allocations Committee (PAC) – allocates funds in the food, clothing, awards, contractual services and (as necessary) expense categories. Expense items funded by PAC shall be items in direct relation to an event. All other claims shall be sent to the
RTAC. These committees are formed to meet only during the fall and spring semesters of the academic year. Funding during the summer requires bill from senate.

- Organizational Funding (OF) – allocates one-time start-up funds to RSOs that have the structure and need for expenditures in the early part of the fiscal year. Organizations may request up to $200 at the beginning of the fall semester for general organizational needs if their organization received and spent A&S funds in the prior fiscal year.

**Off-Campus Banking**

The safety and security of RSOs and their assets are of the utmost importance! Utilizing off campus bank accounts could be a great way for your organization to maintain its finances, but here are a few tips you should be aware of when establishing and/or maintaining an off campus account:

Establishing an off-campus bank account is a good idea because it helps:
* To prevent an individual from tax implications with the IRS
* To assist and provide continuity in budget information with officer transition
* To expedite and simplify organization’s transactions

**How to establish an off-campus bank account:**

First, establish a permanent on-campus address

1. Visit the Student Activities Center, located on the third floor of the Union, above the SGA offices.
2. See front desk and/or Latoya Brown to establish mailbox and address.
3. Visit mailbox at least weekly to receive mail.

*Please note, it is acceptable to have a mailbox outside of the Student Activities Center, but must be a permanent campus address*

Second, request a Federal Employers’ ID Number.

**Note**- Obtaining an EIN number does not mean your organization becomes an official 501(c) 3 Non-Profit Organization that is exempt from federal taxes. This is a separate process that has extensive requirements. Please note the organization will still pay taxes on purchases with the off campus bank account, but will not have to file a tax return.

The EIN number is used to identify an organization for tax purposes with the IRS. This EIN, also referred to as a Tax ID number (TIN) or FEID#, is similar to a social security number for your organization. These instructions lead you to obtaining 501(c) 7 status, which is the proper status for a student organization.

1. Download the SS4 form from this website:
2. Print and complete form.
3. On the first page of this form, you will want to follow the instructions according to:
   ‘If the applicant opened a bank account’ (found on page two)
**Specifically:**
Section 3, leave blank, you do not have to provide name.
Section 7 a- b, not applicable for purposes of RSO establishing number
Section 9a, select ‘Other nonprofit organization’ and you will need to indicate your type of entity as a 501(c)(7).
Section 10, select banking purpose and indicate university affiliated student organization

4. You can either call or fax the information to the IRS. Please have this form completed to expedite the process.


5. Call IRS to provide information at 800-829-4933. Please note you may be on hold for a while.

6. You will receive the EIN over the phone. The IRS will send you official documentation of your number in a couple of weeks. Once you receive the official letter from the IRS with the EIN, bring a copy of the letter to Kelly McDowell, Assistant Director of Student Activities, who will then provide a letter verifying the organization’s status as a Recognized Student Organization at FSU, which you will need to establish an account with a bank. The Student Activities Center is located on the 3rd floor of the Union (644 6673).

Third, visit a local bank to establish your account. Bring copy of IRS letter with EIN and verification letter from Student Activities Center.

1. Discuss banking options that will benefit your organization

   Points to consider:
   * Checking – Is it free? Cost of checks? How many signers will be on the account? Who will have access to account’s information?
   * ATM cards – who will have them, how many? How will these be passed down to new officers? Who will pick PIN #?
   * How many transactions are permitted during a month without cost?
   * Is there a required minimum balance?

2. Here are some sample institutions used by RSO’s currently:
   SunTrust, FSU Credit Union, and Bank of America.

For the future of your bank account:

Be sure to pass along this information to new officers when they are elected.
If and when there are changes to the account, be sure to mail in the changes to the IRS. You will need to specify the changes in a letter and attach it to the form that is located on the second page of the original EIN documents. This form also has the address for the IRS for you to mail in the changes. The only time you will need to update information with the IRS is when the organization’s address changes and/or if the individual name on the account changes.

Please note by requesting this EIN does not mean that your organization is tax exempt. Again, please note the organization will still pay taxes on purchases with the off campus bank account, but will not have to file a tax return.

- You are not allowed to use the Federal Identification Number of Florida State University.
- Avoid using the Social Security number of an individual member of the organization. If that individual were to be audited, it would appear that they have undeclared taxable income.
- Avoid storing fundraiser profits in your car or home. If you have a weekend or evening fundraiser and need to keep the profits in a safe place until you can deposit it the next business day, work with the Student Activities Center to determine a safekeeping alternative.

**University Policies and Procedures**

**Student Code of Conduct, Codes and Policies**

The Florida State University Student Conduct Code applies the principles found in the "Statement on Values at Florida State University" by promoting responsible freedom for all students. Responsible freedom is exercised when actions are directed by ethical standards. This Code seeks to apply the principle of responsible freedom as it guides the conduct of FSU students. Moreover, the Code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible. FSU jurisdiction regarding discipline is generally limited to conduct of any student or Recognized Student Organization that occurs on Florida State University premises. However, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community and its international programs.

Students and RSOs should be aware of the Student Code of Conduct, as it is the document that should guide their behavior and operations. To view the code in its entirety, please visit [http://srr.fsu.edu/Student-Conduct-Code](http://srr.fsu.edu/Student-Conduct-Code).

**Alcohol Policies**

Below are alcohol policies that are pertinent to RSOs; however RSOs should be aware of all university alcohol policies as listed in the FSU Student Code of Conduct. Please read the code online at [http://srr.fsu.edu/Student-Conduct-Code](http://srr.fsu.edu/Student-Conduct-Code).

The alcohol policy pertaining to all members, groups, events, and organizations in the University Community states:
(a) No individual under the legal drinking age (minimum of 21 years of age) may serve, sell, consume or possess alcohol on university properties, except to the extent allowed by law within licensed premises or designated areas of the university.

(b) No individual may serve or otherwise provide alcohol to persons under the legal drinking age.

All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and university regulations related to the sale and use of alcohol. They include, but are not limited to the following:

1. It is unlawful for any person to aid or abet an underage person in the purchase or attempt to obtain alcoholic beverages.

2. It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain or attempt to obtain alcoholic beverages.

3. It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase or attempt to purchase alcoholic beverages.

4. No person may bring any type of alcoholic beverage into a licensed facility or area nor may any person take alcoholic beverages out of the licensed facility or area.

5. Transportation of all alcoholic beverages on campus shall be in unopened and unobservable containers.

6. Damage to or destruction of property, or injury to person(s), which is caused by or can be shown to be related to the consumption of alcohol will be subject to disciplinary action, as will any other violation of this rule.

Promotional guidelines in regard to alcohol state:
The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for Student Affairs. Events that seek advertising approval must meet the following requirements:

1. Alcohol shall not be used as an inducement to participate in a university event and may not be offered as a prize or gift in any form of contest, raffle or competition. Social events that encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.

2. Alcohol advertising on campus or in campus media, including that which promotes events as well as product advertising, shall not portray drinking as a solution to personal or academic problems of students or as an enhancement to social, sexual, or academic status.
3. Advertising for any university event where alcoholic beverages are served shall mention the availability of non-alcoholic beverages as prominently as alcohol, i.e., beverages.

4. Promotional materials, including advertising for any university event, shall not make reference to the amount of alcoholic beverages available. This includes references to kegs or open bars.

**Florida’s Hazing Law**

All students involved in social activities at Florida State University should visit [http://hazing.fsu.edu](http://hazing.fsu.edu) to learn about our community’s strong stance against hazing behavior.

On the web site, students can hear student leaders discuss the issue, read Florida’s criminal hazing law and FSU’s policy, test their knowledge about hazing information and resources, report incidents they observe in the community, and list their name and organization’s commitment to providing a safe and hazing-free environment.

**Florida’s Hazing Law**

*Florida’s hazing law is called the ‘Chad Meredith Act’*

In 2001, University of Miami student Chad Meredith returned from a concert and began drinking with two officers of Kappa Sigma, a fraternity he wished to join. After several hours of drinking, the group tried to swim across Lake Osceola near campus. Meredith had a blood alcohol level of 0.13. He drowned 34 feet from shore in six feet nine inches of water. Although, the fraternity officers protested that the incident was not a fraternity-sanctioned hazing event, a jury found otherwise, and awarded the deceased student’s family a $12.6 million verdict in a negligence suit based on hazing.

Under Florida’s law, "hazing" includes, but is not limited to:

- Pressuring or coercing the student into violating state or federal law;
- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that which could adversely affect the physical health or safety of the student;
- Any activity that which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that which could result in extreme embarrassment;
- Other forced activity that which could adversely affect the mental health or dignity of the student.
Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In 2005, Florida became the first State to designate hazing as a felony

A person commits hazing, a **third degree felony**, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

A person commits hazing, a **first degree misdemeanor**, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

In Florida and at Florida State University, you cannot defend hazing behavior by stating:
- The consent of the victim had been obtained;
- The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; Or
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

**Hazing-Free Community Pledge**

All students are encouraged to submit their name and organization on [http://hazing.fsu.edu](http://hazing.fsu.edu) to let others know that you are committed to creating a safe community for Seminoles.

“I have read FSU’s Hazing Policy and agree that hazing is harmful for students and our community and contrary to the values of Florida State University. By signing this pledge, I commit to lead by example and will not support, condone, or participate in any hazing activities throughout my involvement in student organizations, sports clubs, or athletic teams.”

**Florida State University**

The [Student Conduct Code](#) outlines behavior expected of all students.

Hazing is… any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person’s initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person’s initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing.
Hazing includes, but is not limited to:

- Unreasonable interference with a student's academic performance
- Forced or coerced consumption of food, alcohol, drugs, or any other substance
- Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
- Forced or coerced exclusion from social contact
- Branding
- Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep)
- Deprivation of food
- Beating, whipping, or paddling in any form
- Line-ups and berating
- Physical and/or psychological shocks
- Personal servitude
- Kidnapping or abandonment
- Unreasonable exposure to the weather
- Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation or humiliation
- Expectation of participation in activities that are unlawful, lewd or in violation of University policy

Oglesby Union Board Policy
The Union Board was established to develop policy and guidelines for activities, programs, and services in the Oglesby Union. The Union Board represents the university community so that facilities, services, and amenities of the highest standard are offered to meet the needs and interests of this community. Specific responsibilities of the Oglesby Union Board include the following:

- Develop the Union Board Policy Manual
- Administer space assignments in union facilities through the Space Committee
- Participate in the budgetary process for the overall union budget
- Offer input on long range planning issues for the union

For more information on the Oglesby Union, including contact information and a current Union Board Policy Manual, please visit http://union.fsu.edu/unionboard or stop by their office in the Student Activities Center, Oglesby Union A305.

Amplified Sound Policy
RSOs that would like to have amplified sound at an outdoor event will need to request approval for amplified sound during the event permitting process. To ensure that amplified sound does not interfere with the academic processes or activities of the University, the Union Board has implemented an Amplified Sound Policy. This policy pertains to areas outside Oglesby Union including and, including but not limited to, the Union Green and Langford Green. The Director
of the Oglesby Union and/or the Director of the Student Activities Center can grant exceptions to the Amplified Sound Policy.

Amplified sound will be permitted during the following times:
Friday from 5 PM to 11:30 PM
Saturday from 12 PM to 11:30 PM
Sunday from 3 PM to 7 PM

For more information about the Amplified Sound Policy, you can refer to the Union Board Manual found at http://union.fsu.edu/unionboard/union-board-policy-manual/.

University Posting Policy
It is important that the campus environment remains aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking and the distribution of commercial and promotional materials, which deface, and depreciate the value of our grounds, facilities, and campuses. To ensure proper posting, FSU has a posting policy that applies to all entities that post, including student organizations. The University Posting Policy can be found online at http://posting.fsu.edu.

Market Wednesday Guidelines
Market Wednesday is a medley of activities that occurs every Wednesday of the semester in the Oglesby Union courtyard. A combination of recognized student organizations, market vendors, and passersby makes the Union the place to be on Wednesdays. The event occurs every Wednesday during the school year. If you are interested in participating, find more information at http://union.fsu.edu/sac/market or contact the Student Activities Center at 850-644-6673.

Recognized Student Organizations
RSOs can participate in Market Wednesday by tabling, fundraising, or sponsoring the amplified sound hour. The Student Activities Center and the Student Organization Advisory and Resource (SOAR) Board encourage all RSOs to join us every Wednesday to help highlight our student organizations and to help get students involved on campus. If you have ideas for Market Wednesday events, questions, or concerns, you can contact SOAR Board at soar@admin.fsu.edu.

Tabling
RSOs can participate in Market Wednesday by reserving a table to promote their events, recruit new members, or just show off their group. All RSO tables are on the east side of the Oglesby Union Courtyard (the side closest to Moore Auditorium).

Table reservations can be made online at https://union.fsu.edu/market/ from 10:00 am on Thursday until 4:00 pm on Tuesday before each Market Wednesday each week. Once registered, check-in and set-up will begin at 9:30 am Wednesday morning.

The following policies must be followed when tabling:
- **Check-in begins at 9:30 am.** Someone must be at your table no later than 10:30 am or your table may be reassigned to other organizations on the waiting list.
• You must have a current FSU ID and table reservation confirmation upon check-in. You must also present the confirmation page emailed to you after registering for the table online. You can print the confirmation or show it on your Smartphone.

• Each student may only reserve a table for ONE RSO.

• Each RSO may only reserve ONE table.

• Reservations must be made online EACH WEEK. Reservations do not roll over each week.

• If no more tables are available online, your organization will be placed on a waiting list. Waiting list organizations will be given tables that have been unclaimed after 10:30 am Wednesday morning. Organizations on the waiting list will be contacted at the phone number given at registration if and when tables become available.

• To cancel a table registration, you must email soar@admin.fsu.edu PRIOR to that Wednesday.

• If your organization registers for a table and does not show up for Market Wednesday, sanctions may be imposed. After the THIRD time your organization does not show, your tabling privileges at Market Wednesday will be revoked.

• All materials/set-up must fit within your organization’s table space. You may not interfere with another area.

• The University Posting Policy (http://posting.fsu.edu) must be followed at all times. This means no posters/banners/flyers can be taped to painted surfaces or brick walls, absolutely no balloons can be used outside, and all chalking must be in the pre-approved areas.

• Tables and chairs CANNOT be moved for any reason.

• Please make sure all trash is discarded into trash cans during Wednesdays and especially before leaving your table for the day. Consistent violators will be asked not distribute flyers to promote their organization, event, activity, etc.

• If your organization is planning to do a bake sale, a Food Permit must be completed through the event permitting process http://union.fsu.edu/eventplanning, and receive approval. If your organization is planning to sell any other items, you will need to table as a vendor. Vendor tables can be reserving through Oglesby Union Guest Services union. More information can be found at http://union.fsu.edu/sac/market/vendors.

• If your organization wants to sponsor the Amplified Sound Hour, you must complete an Amplified Sound Hour request form and get approval in addition to registering for a table.

• Any violations of these policies may result in the loss of tabling privileges at Market Wednesday.

Fundraising
RSOs can also fundraise during Market Wednesday. If your group would like to do a bake sale, all you need to do is complete a food permit as part of the event permit process and table with the other RSOs. If your organization would like to sell any items other than food, you must register to table with the vendors at Market Wednesday. You can find the vendor forms online (http://union.fsu.edu/sac/market/vendors), and you will be charged a small fee to participate.

Amplified Sound Hour
Another way RSOs can utilize Market Wednesday is to sponsor the Amplified Sound Hour. This occurs every Wednesday from 12:00 pm – 1:00 pm. RSOs can use the time to choose the music, showcase a band, or show off their own performance skills. Requests to sponsor the hour must be made online, and dates are assigned on a first-come, first-served basis. Organizations may only sponsor one date per semester.

**Vendors**

Market Wednesday is designed to showcase local vendors who wish to sell products on-site. The event occurs every Wednesday from 8:00 am – 5:00 pm. Load in can begin as early as 7:00 am, and all vendors must be packed up no later than 6:00 pm. All vendor tables are located on the west side of the Oglesby Union Courtyard (the side closest to Crenshaw Lanes). To participate, you must complete the Vendor Form found online at [http://union.fsu.edu/sac/market/vendors](http://union.fsu.edu/sac/market/vendors) in the “Forms” section.

**Student Activities Center Closet Guidelines**

The Student Activities Center closet (A311) may be used by Recognized Student Organizations (RSOs) as storage space for supplies and materials. RSOs with allocated space in the Student Activities Center, the Center for Leadership and Social Change, or any other space provided to the RSO by an academic department may not use the Student Activities Center closet unless approved by the Student Activity Center Staff.

The Student Activities Center closet has been divided into three (3) sections where appropriate items may be placed; (1) Banners, (2) Tri-Folds/A-Frames/Sandwich Boards, and (3) Boxes. All RSOs must place the appropriate item in the designated place. In addition, a designated walking space has been identified. RSOs may not place items within this designated walking space.

All items must be clearly labeled with the RSO name, contact information, including the current President’s name & e-mail address and Advisor’s name & e-mail address. All boxes must be labeled to be visible from the designated walking space.

The Student Activities Center closet will be checked on a weekly basis to ensure that RSOs are abiding by the above mentioned policies and procedures. The Student Activities Center Staff has the authority to remove, reposition, or relocate items for failure to abide by any policies and procedures.

**Risk Management**

**Student Organization Travel**

The University is not liable for any student who travels (other than the SGA President). However, the Student Activities Center realizes that some RSOs may travel to conferences, competitions, or other events to promote their organization or to convene with other chapters of the large state or national organization. All members of RSOs are expected to conduct themselves in an appropriate manner when they travel and within the Florida State University Student Code of Conduct and in a manner that does not detract from the reputation of the
university. Find more information, tips, forms, and resources for student organization travel at http://union.fsu.edu/sac/eventplanning/student-travel.

* Please note that FSU does NOT provide insurance coverage for personal vehicles or any individuals in the vehicle.

Suggested Practices for Safe Travel:

- Have in possession legal driver license, registration, and up to date auto insurance
- Obey all traffic laws – including all passengers wearing seat belts
- Prepare for your trip including:
  - Directions for safest route
  - Contact info of destination
  - Contact info for emergency contacts
  - Check for safe weather conditions
- Operate vehicle in safe conditions:
  - Drivers should be well-rested and healthy
  - Do not overload vehicle with people, equipment, or extra baggage
  - Do not use cell phone or play loud music
  - Do not drive for extensive periods or late hours
- Make sure vehicle is in proper working condition
- Create travel roster. Travel roster should include:
  - Names of those traveling with emergency contacts with phone numbers for each traveler
  - Contact information of destination
  - Dates of the trip
  - Phone number where RSO can be reached at anytime

Questions or concerns regarding travel can be directed to the Assistant Director for Event Planning and Permitting in the Student Activities Center at sac@admin.fsu.edu or 644-6673.

The Florida State University Policy for International Experiences
The Florida State University recognizes the importance of preparing students to be successful citizens in the global society of the 21st century, and supports international study and intercultural experiences as an integral part of the academic, social and cultural development process of a university education. The following policy has been developed and adopted to ensure the safety and security of all students participating in international experiences. In addition, the policy attempts to ensure that all international programs are academically and culturally enriching experiences.

The following programs require a Student International Experience Plan (SIEP): international awards funded through Florida State University, international experiences through the Center for Leadership and Civic Education, Center for the Advancement of Human Rights and the Career Center, Recognized Student Organization (RSO), university sponsored or other university funded international experiences.
For detailed information on International Experiences and the Student International Experience Plan (SIEP), please go to [http://global.fsu.edu/policy/](http://global.fsu.edu/policy/).

**Waivers**

Waivers should be used for RSO travel, activities that have liability concerns (5Ks, bringing children on campus, inflatables, etc), and any other events deemed necessary. The Student Activities Center has worked with FSU Legal Counsel to prepare several different types of waivers for student organizations. Please visit [http://union.fsu.edu/sac/eventplanning/](http://union.fsu.edu/sac/eventplanning/) to obtain copies of sample waivers, or contact the Student Activities Center in the Oglesby Union A305 or at 644-6673 for additional information about waivers.

**Crisis Response**

While RSOs are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization’s needs.

As a student leader, it is important to understand that crisis can happen to you and your organization. If this happens, know that you are not alone. Call on the resources of Victim Advocate, FSUPD, First Responders, the University Counseling Center, or any other pertinent office to assist you. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation.

**General Crisis Response Plan**

- Develop a crisis response strategy for your organization prior to your event or program.
- Create a step by step process for what to do in case of a crisis.
- Designate organizational officers and crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update your plan as needed.
- If medical attention is needed, attend to those needs before doing anything else. You can call 911 or the FSU First Responders at 644-3349.
- For assistance with event statements and/or reporting events contact FSUPD at 644-1234.
- For assistance with crisis management, call FSU’s Victim Advocate office at 644-7161 or 644-2277. The Victim Advocate program provides support to victims of crime. An advocate is on call **twenty-four hours a day** to respond to FSU students who are victimized, or any other person who is victimized on our campus or in our community. Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community.
- Contact the Student Activities Center at 644-6673 to inform them of the situation.
Sample Emergency Contact Card
RSOs should create emergency contact cards for their organization. Contact cards should be kept in a permanent visible location, as well as brought to organization events and/or when traveling. These contact cards will enable organization members to react quickly in an emergency and reach pertinent people.

An emergency contact card can be created in a variety of ways. The following is one example:

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME PHONE</th>
<th>CELL PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activities Center</td>
<td>850-644-6673</td>
<td></td>
</tr>
<tr>
<td>FSUPD</td>
<td>850-644-1234</td>
<td></td>
</tr>
<tr>
<td>FSU First Responders</td>
<td>850-644-3349</td>
<td></td>
</tr>
<tr>
<td>FSU Victim Advocate (nights</td>
<td>850-644-7167 or</td>
<td></td>
</tr>
<tr>
<td>and weekends)</td>
<td>850-644-1234</td>
<td></td>
</tr>
</tbody>
</table>
Organizing your RSO

A Consultation: the Student Activities Center
The Student Activities Center is available to provide consultations with your organization. We can assist you with leadership skills training, understanding group dynamics, and conflict mediation. Contact the Student Activities Center staff at 644-6673 to make an appointment for a consultation session.

What It Means to Be a Member
Being in a group can offer many advantages if you are willing to put something of yourself into the experience. You have an opportunity to make friends, to work with students from various backgrounds and in different fields of study, to gain experience in leadership and in community activity, and to serve your university. A group member’s responsibility to the group can be best summed up in the member’s Code of Conduct:

As a member of a group I will:
- Accept membership only when I feel I have the time and energy to do the job well.
- Attend meetings regularly, and when this is impossible, strive to catch up on what I have missed.
- Seek to understand the job assignment of the group, interpret it to others, and work to complete it in the allocated time.
- Participate in the deliberations with preparedness and objectivity.
- Share the time of discussion with other members and stick with the topic at hand.
- Listen and seek to understand and utilize the ideas of other group members.
- Evaluate my contribution to the group and encourage the group as a whole to evaluate its work.

Leader Guidelines
Being the leader of an organization is not an easy task. You will have to provide direction for the group and, depending upon your personal capabilities, this could be a very natural role, or it could produce minor chaos. Most new leaders of organizations have some misconceptions and fears:
- I’m the President and I should know all the answers.
- I must do everything right.
- Can I really do the job?
- Do I have the skills?
- What if I don’t meet the group’s expectations?
- What are they expecting of me?

If you are having these thoughts or fears, don’t let them take over. President or leader does not mean, “I have to know all the answers.” Utilize the resources around you. Don’t be afraid to ask questions—ignorance is NOT bliss. Find out explicitly what your job is, and then plot a course of action towards meeting your responsibilities. Have confidence in your skills and abilities. If you have areas that need some improvement, take advantage of the opportunities that will assist in enhancing/developing the necessary skills.
Before plunging into the position of President/Leader, take some time to think and get organized. Here are some necessary questions to ask yourself:

- Have I thought of my responsibilities as President/Leader of a RSO?
- What is the purpose of the organization?
- How do I go about plotting a course of action, (i.e. goals and strategies) to make sure we are fulfilling the organization’s purpose?
- Have I read the organization’s constitution and by-laws?
- Have I discussed my role as President/Leader with my advisor?
- Am I asking questions when necessary and am I utilizing campus resources?

**Characteristics of Leadership**

A leader:

- Has faith in people and wants to work with them.
- Has poise and confidence.
- Carefully pre-plans meetings to make sure they run smoothly.
- Shows interest and alertness by his/her own attitude, mind, body, and expression.
- Is democratic in dealing with members.
- Is fair and impartial—doesn’t take sides when he/she is presiding.
- Is patient, optimistic, and gives credit for work done.
- Is sensitive to the individual and recognizes individual differences.
- Acts as a helper, umpire, and moderator so that all members are encouraged to share in the work of the organization.
- Shows a sense of humor to relieve the tension of a serious meeting.
- Realizes that it is their responsibility to serve their organization as a leader and to let others share group responsibility.
- Believes in the organization and has a sincere desire to do the best of his/her abilities. Wants to be a team member.

**Delegation: Things to Consider**

You should ask yourself the following questions before you delegate any responsibility:

- Who has the skills, interests, and/or abilities to successfully complete this assignment?
- Have I carefully defined the responsibilities associated with this assignment? Does the person have an adequate understanding of the job to be done?
- Does the assignment create a challenge for the individual and does it provide an opportunity for some decision making on his/her part?
- Is the responsibility delegated in an atmosphere of mutual trust and respect? Can the person be counted on for your support? Can you count on the person to carry out the task at hand?
- Has everyone in the group been delegated some degree of responsibility?

Also, keep in mind this statement: “Delegation increases involvement…Involvement increases loyalty…Loyalty increases Commitment.”
Running an Effective Meeting

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the Meeting
- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda.
- Choose an appropriate meeting time. Set a limit and stick to it.
- Distribute the agenda and any other materials before the meeting so members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

During the Meeting
- Greet members to make them feel welcome and be sure to introduce any new members.
- Start on time. End on time.
- Follow the agenda.
- Encourage discussion so you get different ideas and viewpoints. Remember the organization belongs to all members. When members see their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting.

After the Meeting
- Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.
• Most importantly, give recognition and appreciation to the members for excellent and timely progress!

From the University of Texas Student Organization Manual (2009).

Benefits of Keeping Minutes
Meeting minutes are beneficial because they provide:
• the official records of an organization, the processes utilized in democratic decision-making, and the results of an organization effort.
• a valuable review of the activities of the past, and aid in report writing and formulation of future activities and programs.
• credibility and accountability for an organization program effort.
• members who could not attend a meeting with information regarding the organization.
• help with follow-up on organization actions and committee assignments.
• help in formulating the agenda for the next meeting.
• continuity between organization committees and organization activities.

Recruitment
People are the most important ingredient of any organization. Recruiting quality people is a difficult task at best. Yet, it is an on-going responsibility that should be done throughout the year and not restricted to a designated time period. The continued existence of your organization depends on the recruitment of quality people.

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members, and all members of the group should understand thoroughly the group’s goals and objectives

Why People Join Organizations
• For affiliation, achievement, and power
• For growth and experience
• To have fun
• Make friends
• Guidance, leadership, and scholarship
• Practical experience
• A sense of belonging
• Fulfill their needs

Why People Decline to Join Organizations
• Do not present an opportunity for further advancement, development, or achievement
• Do not fulfill time needs
• Unaware of the organization’s existence
• Not asked to join
• Organization has a bad image
• Think they are too busy
• Fear of failure
• Leadership of organization is unorganized
• The organization is not productive

Suggestions to aid organization recruiting efforts
• Publicize open meetings
• Plan events and make people aware of them. People will join a group that is active.
• Invite potential members to see the organization at work—business meetings, social functions, etc. Let them see the real you!
• Send letters to individuals—a personal invitation to a meeting or social function can go a long way in making someone feel important. Besides, everyone loves to receive mail!
• Know your organization inside and out so that you may be able to answer any questions that a potential member may ask.
• Maintain a good image. If your present image is bad, work hard to clean it up.

Selecting an Advisor
All Recognized Student Organizations are required to have an advisor. Your advisor MUST be a full-time faculty or staff employee at Florida State University.

When selecting an advisor, you may want to find someone who can easily take a personal interest in your group and whom you feel can work well with the organization. If your organization has alumni who are full-time FSU employees, consider asking one of them to serve as your advisor. If your group is focused around a particular interest or discipline, try asking a faculty member in that department. Be sure to have a conversation with your advisor to establish expectations of the advisor’s role with your organization. If you need help in selecting an advisor, please contact the Student Activities Center at 644-6673.

Evaluation is Key
Following are some general questions you should consider in helping you evaluate the progress of your organization:
• Did your organization establish goals for the year or semester?
• Did you accomplish any of them? If not, why? Evaluate. Did you accomplish something other than what was established? If the goals were accomplished, what were they and were they worthwhile? Are you satisfied with the accomplishments? Why or why not?
• Should you reset some of your goals or should you find different methods to accomplish your original goals?
• What are the group’s strengths and weaknesses?
• How are you utilizing its strengths and what are you doing to improve weak areas?
• What are some of the group’s problems?
• How do the officers work together?
• Evaluate the strengths and weaknesses of the officers.
• What roles have the officers accepted in the past and what roles shall they accept in the future?
• As President of the organization, are you leading the organization in the direction you want it to go?
• Is the existing structure of your organization effective? If yes, why? If not, why not?
• Are tasks delegated and followed through appropriately?
• Are different responsibilities being completed? If so, how? If not, why?
• Are members helpful in assisting each other in completing tasks?
• Are group members offering constructive criticism, giving praise and offering appropriate suggestions?

Quick Review
1. Review goals periodically.
2. Adjust goals or approaches as needed.
3. Use membership surveys (written and oral) to assess concerns and needs.
4. Set-up an evaluation task force as an on-going evaluation of group’s effectiveness.
5. Use the group advisor as a feedback source.

Officer Training and Transition
The key to a successful transition is new officer orientation. Outgoing officers and advisors should plan either several orientation workshops or an organizational training retreat to provide information to the incoming officers to continue the success of the organization.

Topic to Discuss at Transition Meetings
• Historical perspectives of the organization
• Constitution and by-laws
• Policies and procedures
• Officers job descriptions’ / background information
• Meeting minutes, historical records
• Previous years’ goals, projects, and activities
• Preview years’ budget
• Financial records
• Suggested changes
• Roles and responsibilities
• Resources of contact lists of important people
• Roles and expectations of officers and advisor for the coming year
• Leadership/skill-building sessions - can be facilitated by advisors, outgoing officers, or outside resources and may include: delegation, recruitment ideas, communication, etc.
• Always ask for feedback and questions
• Passwords, Copy Codes, email address information, etc.

Other Helpful Hints:

Money
Treasurers and presidents will need to meet with the new officers to change over bank information - especially permission for the new signers if your organization has an off campus
bank account at the local banks, PIN numbers, records of budget and finances, and checks. Be sure to lookout for funding board dates and deadlines for early Fall.

**Officer Duties**
New officers sometimes don’t know where to begin. Encourage your officers to create a quick to do list for the new officers, including advice and suggestions. See attached handout for sample form. It is also a good idea to pass along manuals, folders, and documents that were used, both electronic and hard copy.

**Create a contact sheet**
Collect names, email addresses, and phone numbers of new and old officers so the executive board can continue to communicate over the summer to help with forwarding of information.

**Important Dates**
Be sure to let your new officers know of important dates and deadlines.
Officer Transition Worksheet – to be completed by each officer position

Complete this form, attach it to any documents and/or folders that you may have, and pass it along to the new officer.

Tasks you did in your position:
* *
* *
* *
* *

What you would not do again and why:
* *
* *
* *

Events, programs, meetings that went well and why:
* *
* *
* *

Advice you have for this person in his/her new position:
* First and foremost, get to know Student Activities Center, located on the third floor of the Union, above the SGA offices. You can also call at 644-6673 for help.
* *
* *

Describe other important areas new officers would to continue (traditions, partnerships, co-sponsorships, fundraisers, themed weeks, etc)
* *
* *
* *

This document was created to help organizations with transition of its officers. If your organization and/or new officers would like help in any capacity, please contact Student Activities Center at 850-644-6673.
Advisors

An advisor is a full time faculty and/or staff member of FSU that agrees to be an educational resource and consultant for an organization and its members. The advisor should be a caring individual with a genuine interest for students, the organization, and their programs and activities.

Advisor Guidelines

- To serve as a mentor for the student organization and serve as a liaison between the University and the organization
- To be familiar with the Florida State University Student Code of Conduct (http://srr.fsu.edu/Student-Conduct-Code) and other institutional guidelines that establish expectations for student behavior and activities
- To attend executive officer meetings, general meetings, and organization events when possible

Principles & Practices of an Effective Advisor

- Develop leaders by challenging the students to strive for excellence
- Encourage and assist the student organization in setting & reaching goals
- Promote diversity within the organization and campus involvement
- Establish a consistent working relationship with leaders and members
- Coach officers in principles of good organizational and administrative skills
- Provide continuity to the organization’s policies, programs, and traditions
- Encourage organization to participate in Leadership Awards Night
- Advise organization’s officers on finances and review financial statements periodically
- Facilitate officer transition and orientation of new members

Advisor Resources

- The Student Activities Center (SAC) will provide advisors with relevant articles, newsletters, and professional development opportunities throughout the year as they become available through the advisors listserv.
- An Advisor Manual is available with further details for advisors and their roles available at http://union.fsu.edu/sac/involvement.

Semantics of Liability

Liability, legally defined, is the failure to perform a responsibility in a certain situation that a “prudent and reasonable person” would do in a similar circumstance. Liability can occur as a result of omission, wherein the individual fails to carry out a legal duty, or from an act of commission, wherein the individual commits an act that is not legally his or hers to perform.

There are two types of liability for discussion:

1. **Product Liability**: occurs as a result of negligence of product design that causes injury.
2. **Tort Liability**: a wrong against an individual that causes injury to an individual
Negligence is defined as the omission to do something which a “prudent and reasonable person,” guided by considerations which ordinarily regulate human affairs, would do; or, the doing of something which a prudent and responsible person would not do.

In dealing with legal negligence, there are three things to keep in mind:

1. **Forseeability**: the ability to predict what is going to happen before it happens. Liability may be found if the person knew or reasonably could have known that the action taken by the person in charge within their official responsibility would violate the rights of the individual and cause an injury.

2. **Duty**: denotes legal responsibility and a relationship to provide a safe environment for participants.

3. **Standard of Care**: this concept supports that the participants in your program have the right to expect that they will not be subjected to unreasonable risk or injury while participating in your program. There are usually three areas of care that are applicable,
   a. Adequate supervision
   b. Appropriate conduct of the activity
   c. Safe environment

These are not the only kinds of things that can be observed in a group. What is important to observe will vary with what the group is doing, the needs of the observer and his/her purposes and many other factors. The main point, however, is that improving one’s skill in observing what is going on in the group will provide advisors with important data for understanding groups and increasing their effectiveness.

**When Leaving the Advisor Role**

When leaving the advisor role, providing good transition is critical. Try to do the following before you depart:

- Inform the organization President of your intentions and explain his/her options.
- Assist the President in identifying possible new advisors. It would be helpful for you to recruit colleagues who may be willing to work with the organization.
- Meet with the new advisor and pass on valuable information about the organization. You are the best person to train a new advisor and orient him/her to the organization.
## Campus Departments

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities Center</td>
<td>644-6673</td>
<td>union.fsu.edu/sac</td>
</tr>
<tr>
<td>Guest Services</td>
<td>644-6083</td>
<td>union.fsu.edu/guest_services</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>644-1811</td>
<td>sga.fsu.edu</td>
</tr>
<tr>
<td>Oglesby Union</td>
<td>644-6860</td>
<td>union.fsu.edu</td>
</tr>
<tr>
<td>Career Center</td>
<td>644-6431</td>
<td>career.fsu.edu</td>
</tr>
<tr>
<td>Center for Leadership and Social Change</td>
<td>644-3342</td>
<td>thecenter.fsu.edu</td>
</tr>
<tr>
<td>Challenge Course</td>
<td>644-6124</td>
<td>campusrec.fsu.edu/challenge</td>
</tr>
<tr>
<td>Dean of Students (DOS)</td>
<td>644-2428</td>
<td>deanofstudents.fsu.edu</td>
</tr>
<tr>
<td>FSU Police</td>
<td>644-1234</td>
<td>police.fsu.edu</td>
</tr>
<tr>
<td>Office of Fraternity &amp; Sorority Life</td>
<td>644-9574</td>
<td>greeklife.fsu.edu</td>
</tr>
<tr>
<td>Center for Global Engagement</td>
<td>644-1702</td>
<td>cge.fsu.edu</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>644-0551</td>
<td>campusrec.fsu.edu</td>
</tr>
<tr>
<td>Outdoor Pursuits</td>
<td>644-2449</td>
<td>campusrec.fsu.edu</td>
</tr>
<tr>
<td>Sports Clubs</td>
<td>644-7902</td>
<td>campusrec.fsu.edu</td>
</tr>
<tr>
<td>Student Disability Resource Center</td>
<td>644-9566</td>
<td>disabilitycenter.fsu.edu</td>
</tr>
<tr>
<td>The Reservation</td>
<td>644-2449</td>
<td>campusrec.fsu.edu</td>
</tr>
<tr>
<td>University Health Services</td>
<td>644-6230</td>
<td>tshc.fsu.edu</td>
</tr>
<tr>
<td>Victim Advocate Program</td>
<td>644-7161</td>
<td>victimadvocate.fsu.edu</td>
</tr>
</tbody>
</table>