



Recognized Student Organization Advisor Manual



THE FLORIDA STATE UNIVERSITY
DIVISION *of* STUDENT AFFAIRS

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Welcome

Thank you for your service as an advisor to a student organization at Florida State University. We understand and appreciate the role you play in the success of student organizations. With over 600 Recognized Student Organizations at FSU including academic, athletic, cultural, religious, political, honor societies, social groups, and fraternities and sororities; you can make a difference to these organizations and the way they impact student life at FSU. Student organizations provide students a learning lab to develop real world skills that will benefit them beyond their college experiences. Involvement in student organizations provides the ability to interact with others, gain self confidence, take on responsibility, and acquire leadership skills.

This handbook is intended to serve as a resource for you in your efforts to advise a student organization. The Student Activities Center is committed to building stronger student organizations and providing them with resources to be successful. With your assistance, organizations will not only provide a social outlet for students, but also a valuable learning experience.

Student Activities and the Oglesby Union appreciate your involvement in student life and commitment to help students grow and learn outside of the classroom. If you have any questions and need our assistance, please contact our office at 850-466-6673, email sac@admin.fsu.edu, or stop by to see us on the third floor of the Oglesby Union.

Todd Shaver
Program Director, Oglesby Union

Introduction

Student Activities

Student Activities at Florida State University is more than just a place. Student Activities serves as a guide for Florida State students in molding and creating their FSU experience.

Student Activities 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.

Student Activities 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 is committed to providing programs, services and resources to all students and their organizations. We hope you find this manual useful in your role as an RSO advisor. If you have any questions, Student Activities is open Monday—Friday from 8am-10pm and we are located on the third floor of the Oglesby Union. You may contact us anytime at 850-644-6673 or sac@admin.fsu.edu

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Advisor 101

What is an advisor?

An RSO advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

Why become an advisor?

Advising a student organization means acting as a resource and mentor to the students of the organization. It is a chance to engage students outside of a classroom setting and assist them in pursuing their goals and interests. You may have been asked to advise a student organization whose purpose fits your own interests or expertise. This can be a great opportunity to participate and connect with students that will look to you to share your knowledge.

Conversely, you may have been approached by students whose organizational purpose is a completely foreign concept or something you know nothing about. Do not be worried by this! Take this as an opportunity to expand your horizons and learn more about a specific student culture. Students will not expect you to have all of the answers. If you tell them up front that you are not knowledgeable about their specific purpose, but express interest and a willingness to learn about their organization, students will eagerly teach you about the organization's culture.

In either situation, this is a great way to develop personal relationships with students and observe students as they grow and develop. When in doubt of your ability to advise a student organization, remember, the students chose to ask you! Even if you are unfamiliar with the student organization, as long as you are willing to learn and commit to providing a positive role-model for the students, the students would not have asked you if they did not believe that you were capable.

Who is allowed to advise?

In order to advise an FSU student organization, you must be a full-time faculty or staff member at Florida State University.

Advisor 101

What are the requirements?

At a minimum, FSU expects advisors:

- To serve as a mentor for the student organization and serve as a liaison between the University and 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
- To report any violations of the Student Conduct Code if you become aware.

To become an advisor to an organization, you will be asked to sign the Advisor Agreement Form and the Recognition Signature Form. Student organizations are required to renew their status as a Recognized Student Organization (RSO) with Student Activities before September (dates may differ each year). If you would like to remain the advisor for a student organization you will have to sign these forms each year.

What are the responsibilities?

***Adapted from The University of South Florida and Virginia Commonwealth University*

Advisors should keep the following three sets of responsibilities in mind while working with student organizations:

1. Responsibility to individual organization members
2. Responsibility to the student organization
3. Responsibility to the institution, Florida State University

Responsibility to individual organization members

- 1. The advisor should help the students find balance between their academics and their co-curricular activities.** Student leaders often have the tendency to burn the candle at both ends and may overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.
- 2. The advisor should encourage each individual to participate in and plan group events.** Some students fade into the background if not effectively encouraged. Being a member of a student organization can provide students with valuable interpersonal and/or leadership skills, but these will not develop if the student is not involved.

Advisor 101

- 3. The advisor should encourage students to accept responsibility for specific roles within the organization.** The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

Responsibility to the student organization

- 1. The advisor should assist the organization in developing realistic goals, strategic planning, and training for the academic year.** This will contribute to the education and personal development of the students involved. The advisor must take an active role, rendering advice and counsel as circumstances dictate.
- 2. The advisor should be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.** The advisor should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of activities.
- 3. The advisor should be available to organization officers/members and regularly meet with the organization.** Being visible is one key aspect of being an advisor. When members feel like they can talk to their advisor about issues within the organization or other things that are bothering them, an organization will be better off.
- 4. The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative.** Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.
- 5. The advisor may need to refer students to counseling.** Invariably, during interaction with the group's members, the advisor will encounter students with personal problems. The counseling role might require individual consultation on a personal level or referral to the student counseling service.
- 6. The advisor should provide continuity within the group and should be familiar with the group's history and constitution.** Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. The advisor can steer members clear of mistakes and help them avoid the proverbial reinventing of the wheel. Serving as the organization's memory and continuity link, the advisor can help new officers build on history and develop long term plans for the future of the organization.

Advisor 101

- 7. The advisor should offer ideas for projects and events.** The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. The advisor should not dominate the program planning process. However, advisors should ensure that the organization understands a program's complexity and has discussed the necessary steps that need to take place in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization. Removing this responsibility from the members would deprive them of an important educational experience.
- 8. The advisor should assist the organization in evaluation.** This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.
- 9. The advisor should maintain continuity and tradition of organization as members leave or graduate.** This includes knowing the history, and being passionate about teaching the new members what the organizations means.

Responsibility to the institution, Florida State University

- 1. The advisor should attend any sponsored training activities and stay current on University policies and protocols.** Although some advisors have been an advisor before, it is important that advisors attend any training sessions created for them, to stay up-to-date on the latest University policies and Recognized Student Organization resources. Information will be communicated to advisors through the Advisor Listserv regularly, but advisors should ask Student Activities Center staff members about anything that they are unsure of or would like more information about.
- 2. The advisor should work with the group, but not direct its activities.** Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations for conduct.
- 3. Occasionally, an advisor can help an organization during an emergency.** Although this type of intervention is rarely necessary, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group's president as a spokesperson or serving as the main contact for the University can help in these cases.

Advisor 101

What role does the advisor play?

Advisors to student organizations have three main functions:

1. To help with the growth and development of students.
2. To add to the continuity of the group as members leave/graduate.
3. To assist in the area of program content and purpose.

Advisor roles may differ depending on the student organization, but the role is always an important one. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship with the organization. It is our hope that as an advisor you will maintain regular contact with the organization. An advisor accepts responsibility for remaining informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Several factors determine the nature of the advisor's role, such as the effectiveness of organization members, organization activities, and the availability of the advisor. **However, advisors should never serve as only a signature on registration forms.** Most advisors have significant knowledge and experience that can be applied to student organization goal-setting, conflict resolution, and group effectiveness. It is often the advisor that maintains the continuity of the organization and helps it grow. In short, a good advisor helps nurture an organization's success.

Can I be held responsible if something happens to my organization?

The simple answer is no, you will not be held personally responsible as long as you advise/guide in a manner consistent with common sense and FSU policies and procedures. Since this is a top concern for many new advisors, please refer to the subsequent section devoted completely to Liability and Risk for more detailed information.

Advisor 101

Advising tips

***The following is adapted from Lenoir-Rhyne College's Advisor Handbook*

Every student organization will differ and may require a different approach by the advisor. The following information can serve as a starting point.

1. In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization.
2. Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.
3. Assist in the establishment of responsibilities for each officer and member.
4. Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.
5. Remember: praise in public, criticize in private. Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
6. Maintain a sense of humor – its college, not rocket science.
7. Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
8. Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
9. Help them see alternatives and provide an outside perspective.
10. Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.

Advisor 101

RSO Expectations for Advisors

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between organization. As organizations vary in their expectations and needs, it is important that you, as an advisor, develop an understanding with the organization as to the nature of your involvement. The advisor and group should agree on a set of expectations of one another from the onset.

Some initial questions you may want to ask the organization:

1. How much involvement is expected or needed?
2. How often does the group meet?
3. How many major activities does the group plan per semester?
4. How experienced are the student leaders?
5. How do your skills match the needs of the organization?
6. What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
7. What are some of the ways the advisor can be more helpful to the group?
8. Will the advisor be a silent observer at meetings or an active participant?
9. Should you interrupt during meetings if you think the group is getting off track? How? When?
10. If things get unruly, should you interrupt or remain silent?
11. Is the advisor expected to give feedback? How? When?
12. Are there areas of the organization that are “hands off” to the advisor?
13. Does the national organization (if applicable) require an affiliated advisor? If so, what is their role?

Benefits of Recognition

Benefits and Privileges of Recognition

In order to be eligible to receive privileges and services, student organizations must complete the recognition process with Student Activities. 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 early spring.
- 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 850-644-6673 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 is located in Krentzman Lounge and can be contacted by calling 850-644-6083, emailing guestservices@admin.fsu.edu or by visiting the website http://union.fsu.edu/guest_services/.

Benefits of Recognition

Event Planning Resources

Student Activities staff are here to assist RSOs with planning their events! If your organization is hosting a major campus event or an event involving food, amplified sound, inflatables, or an outside entity requiring approval, Student Activities can help them complete the Event Permitting process located at <http://union.fsu.edu/sac/eventplanning>.

The Guest Services office will let them know if an Event Permit is required to complete the request. Food permits may also be required if the event has food and can be completed as part of the event permit. Event permits are due at least 10 business days before the event date.

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 Student Activities. **Never have your students sign a contract themselves** or your organization members could be responsible for paying the entire fee on their 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 Student Activities staff at 850-644-6673 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 through Student Government Association.

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.

RSO Relationship to FSU

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 in front of the RSO Review Board, depending on the severity and/or frequency of alleged violations. 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.

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* your organization is planning the event and *how* to do it successfully.

Student Activities 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 your students to make their event a success. Contact Student Activities 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.**

Paying for your Event

Your 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>.

With Off-Campus Private Funds

If your organization is using off-campus private funds (managed at a bank) to pay for their event, you should first ensure that there is adequate amount of money in the account to fund the event. Your student do not want to overdraw their account or bounce any checks! After verifying the funds, they can purchase the items they need for the event. If one of these items includes bringing in someone or something from off-campus to provide a service at the event (ex. DJ, speaker, inflatables, rented equipment), they 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 office for current guidelines regarding the event planning process.

Co-Sponsorships

Co-Sponsorships are a great way to combine ideas and resources to plan an event. Why compete when they 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/>.

For information on co-sponsoring with the Student Life Cinema, visit <http://movies.fsu.edu/Cinema>.

Event Planning and 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 organization's 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. Student Activities will ensure all contracts are routed and signed by the appropriate individual(s). **Never sign an A&S Fee contract yourself**—your students could be responsible for paying the entire fee on their own! SGA Accounting has to verify that they have the appropriate funds in their 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, they will need to follow current processes outlined by SGA. Information and any appropriate procedures and forms can be found at <http://sga.fsu.edu>. In some cases (like most rentals or performing artists) they will send a contract to have signed. It is a good idea to ask for one to make sure they have everything well in advance to provide it with any SGA contract forms. Once SGA receives and verifies funding, the information will be forwarded to Student Activities 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>.

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

Off-campus funded (private bank) or \$0 (unpaid) contracts have two components:

1. A Facilities Use Agreement with the University, and
2. Verification of insurance coverage, if applicable.

In some cases (like most rentals or performing artists) they will send 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 are clearly outlined and agreed upon.

Event Planning and Permitting

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 Facilities Use Agreement, 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.

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 Student Activities 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.

Event Planning and Permitting

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:
 - "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.
 - "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:
 - The game must be conducted in a dwelling.
 - A person may not receive any consideration or commission for allowing a penny-ante game to occur in his or her dwelling.
 - A person may not directly or indirectly charge admission or any other fee for participation in the game.
 - 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.
 - 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>. 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.

Event Planning and Permitting

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.
- 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:

- The rules governing the conduct and operation of the drawing.
- The full name of the organization and its principal place of business.
- The source of the funds used to award cash prizes or to purchase prizes.
- 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.
- 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.

1. 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.

Event Planning and Permitting

2. 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.

3. 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.

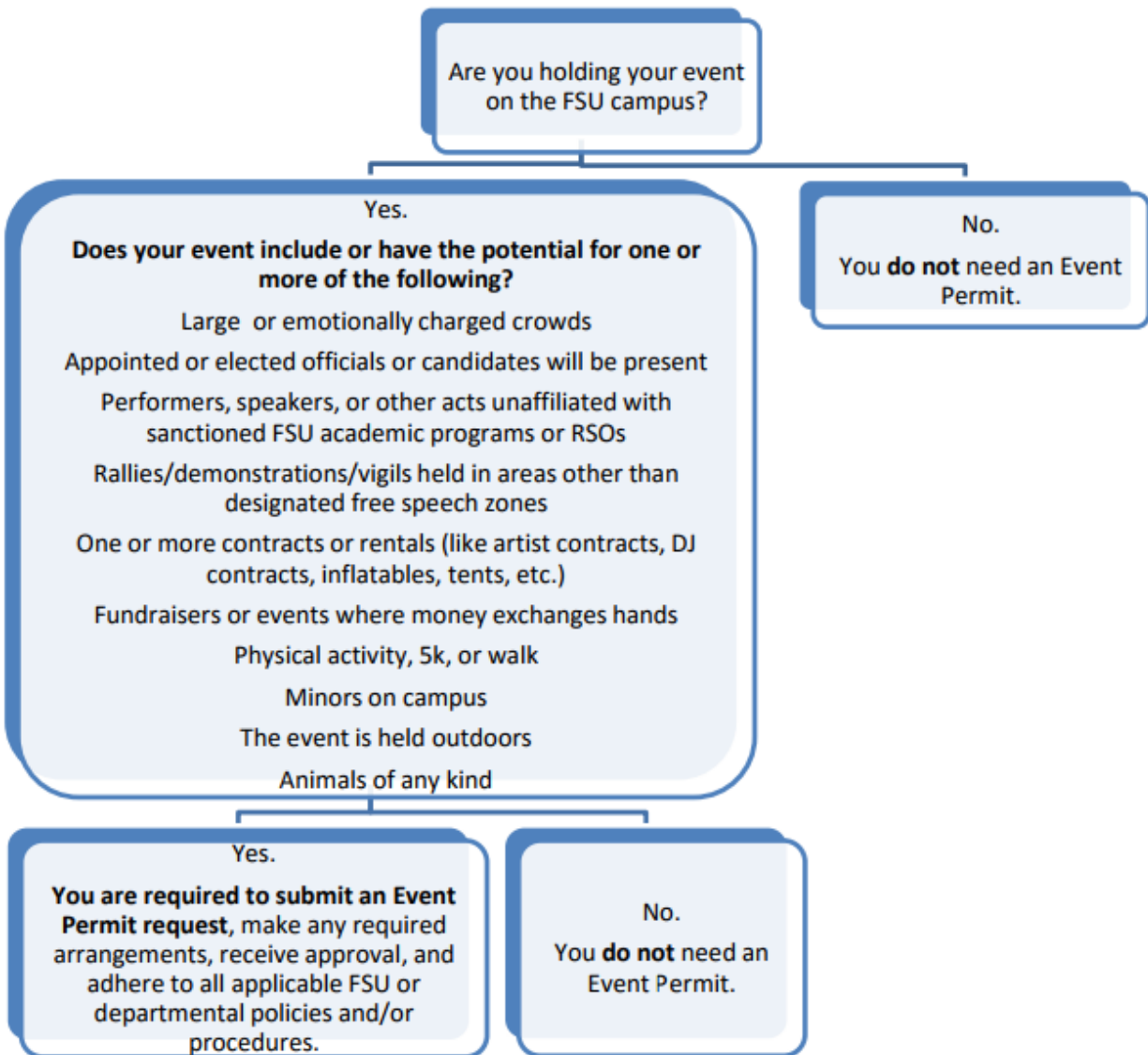
We believe organizations have very good intentions in sponsoring date auctions. Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. With the many positive and imaginative 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.

Event Planning and Permitting

Event Permitting

Do you need an Event Permit for your event? Follow the flow chart to find out!



Please contact Student Activities staff or visit <http://union.fsu.edu/sac/eventplanning/>

Liability & Risk Management

By agreeing to be the advisor of a student organization, you have taken on additional responsibility. Now, you may ask, “**What is my liability as an advisor?**” Because FSU has over 600 student organizations, the answer to this question may vary depending on the type of organization and what activities are involved. In general, it is important for you to keep in mind that as an advisor, you are the university’s representative regarding the organization and its activities. As such, you are expected to give reasonable and sound advice to your organization about programs, events, procedures, etc.

Liability is defined as the state of being legally bound to do, pay, or make good which results from actions taken by an advisor relevant to the business or activities of a student organization and its members in their pursuit of organizational programs. FSU advisors to student organizations or other institutional agents will generally be protected by the state risk management program from liability claims if it can be established that they were acting within the scope of their authority and they were not intentionally negligent or in violation of the injured party's civil rights. It is important that FSU advisors’ position descriptions or statement of duties and responsibilities include reference to a duty to serve as an advisor to a student organization.

You are encouraged to take prudent and careful actions as the advisor to stay abreast of your organization. Some of these actions may include:

- Attending regularly scheduled and special meetings.
- Attendance at organizational functions.
- Meet with organizational officers to discuss goals, directions, policies, and programs.
- Be available to organizations when they need help the most.
- Be familiar with institutional policies and applicable state laws.
- Be generally aware of the activities of the organization.
- Warn participants in activities of the risks involved.
- Be familiar with the constitutional and statutory rights of students.
- Be reasonable, consistent, and use common sense in all aspects of your relationship with the organization.

Be aware of the scope of your authority. The university grants student organization advisors the authority to make certain decisions or take certain actions within their stated responsibilities as an advisor. In some instances, the university may also reserve certain rights (for instance, signing contracts). If you remain within the designated responsibilities of this position, you will be able to avoid many unnecessary risks.

Liability & Risk Management

Here are some other tips in managing liability and risk reduction:

- Complete a Pre-Event Planning Form to clarify the needs and expectations of participants.
- Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (events involving alcohol, minors, or travel).
- Be willing to tell an organization that what it is doing, or planning to do, is wrong, inappropriate, illegal, or risky, and to offer alternative suggestions. For example, if a planned activity may constitute “hazing,” you have an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the FSU Dean of Students Department and FSU Police Department, if necessary.
- Ensure the student organization obtains release of liability/hold harmless agreements from members of the organization participating in activities, such as retreats, off-campus trips, etc.
- Provide proper instruction, preparation, or training for participants in an activity.
- Report potentially unsafe facility, grounds, equipment or vehicle conditions to institutional officers and assisting the organization in any decision not to conduct the planned activity in light of those conditions.
- Give special attention to events which involve consumption of alcoholic beverages.
- Educate your executive board of the legal implications of the various risks and liabilities (e.g., alcohol, presence of underage participants, physical dangers, etc.) of planned activities and events.
- If several members from the organization need to travel a long distance for an activity or event, consider contracting buses to transport attendees in order to reduce risk. This is especially a good idea if there will be alcohol served at the activity or event.
- To reduce organizational and personal liability, as a requirement for participation in an organization’s activities and events, the board should have members sign a release/waiver of liability form. Consider having all members complete release/waiver forms at the beginning of each year or when they initially join the organization.

Keep in mind FSU provides resources for you as an advisor to help assess and limit liability:

- Visit <https://union.fsu.edu/sac/eventplanning/forms-for-events/> for a sample waiver along with several other tips for planning safe and successful events.
- The *FSU Student Handbook* is the source for university rules and regulations.
- Visit www.alerts.fsu.edu for FSU emergency notification information.
- Visit https://dos.fsu.edu/wp-content/uploads/2017/05/Faculty_Staff_Emergency_Guide.pdf for crucial informational for Faculty and Staff about handling emergencies.
- Visit www.hazing.fsu.edu for comprehensive information regarding hazing. Hazing is NOT permitted by FSU under any circumstances. In fact, hazing is a violation of state law.

Liability & Risk Management

Student Organization Travel

The University is not liable for any student who travels (other than the SGA President). However, Student Activities 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 <https://union.fsu.edu/sac/eventplanning/tips-for-student-travel/>.

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

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/>.

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/> to obtain copies of sample waivers, or contact Student Activities in the Oglesby Union A305 or at 850-644-6673 for additional information about waivers.

Liability & Risk Management

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. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to guide students in the development and designing a crisis response plan that fits the organization's needs.

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.

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 an example:

NAME	HOME PHONE	CELL PHONE
Organization President		
Organization Advisor		
Student Activities Center	850-644-6673	
FSUPD	850-644-1234	
FSU First Responders	850-644-3349	
FSU Victim Advocate (nights and weekends)	850-644-7167 or 850-644-1234	

Funding & Fundraising

Activity & Service 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 organizations to help fulfill their missions.

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 850-644-7166 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.

Off-Campus Banking

There are many elements that contribute to sustainable, successful organizations. Strong financial management, combined with adequate resources, are essential elements that can go a long way toward achieving your organization's goals. To emphasize the importance of strong financial controls and maintenance of records, Student Activities has set the following requirements and best practices related to student organization finances.

Officers' Responsibilities:

Your organization is responsible for its own finances and financial records. The University will provide guidance, if needed, but the responsibility rests with the officers of the student organization. In order to maintain good financial control, it is necessary for more than one person to hold responsibility for financial transactions.

Funding & Fundraising

How to Establish an Off-Campus Bank Account:

First establish a permanent on-campus address:

- Visit Student Activities, located on the third floor of the Union, above the SGA offices.
 - See front desk and/or SAC Administrative Assistant to establish mailbox and address
 - Visit mailbox weekly (at least) to receive mail
- ** Please note, it is acceptable for student organizations to have a mailbox outside of Student Activities, but it must be a permanent campus address**

Second, request a Federal Employers' ID Number:

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 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 SS\$ form from this website: <http://www.irs.gov/pub/irs-pdf/iss4.pdf>
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 a 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.

Funding & Fundraising

6. Organizations will receive the EIN over the phone. The IRS will send the organization official documentation of your organization's number in a couple of weeks. Once the student organization receives the official letter from the IRS with the EIN, bring a copy of the letter to Student Activities, and receive a letter verifying the organization's status as a Recognized Student Organization at FSU, which organizations will need to establish an account with a bank.

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

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?
- * Here are some sample institutions used by RSO's currently: SunTrust, FSU Credit Union, and Bank of America

For the future of your organization's 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, by will not have to file a tax return.

- Organizations are not allowed to use the Federal Identification Number of FSU
- Individuals of an organization should not use their social security number
- Avoid storing fundraiser profits in personal locations (i.e. car or home). Work with Student Activities to determine a safekeeping alternative.

Funding & Fundraising

Guidelines for Off-Campus Bank Accounts:

Student Activities recommends that organizations adopt the following measures to insure good financial management and practice for off-campus banking.

- Monthly Reconciliation of Bank Statements- The Treasurer should maintain expenditure and deposit records in order to allow for a monthly comparison (reconciliation) to the bank statement (in some cases this is an online process with your bank). Document and resolve all differences.
- Formal Financial Report- Depending on the complexity of the student organization, the Treasurer should make no less than one formal report each semester to the other officers and members of the organization. The report should be reviewed and approved by the organization's members.
- Double endorsement of expenses requiring two signatures on checks adds an additional control which may help prevent check purchases being made without the consent of a second student organization officer.
- Name of the organization's Primary Contact/President on ATM/Debit Cards- Having the name of the Primary Contact/President on the organization's ATM/Debit Card and only allowing one card for your organization allows for better accountability of the expenditure of your organization's funds.
- Documentation for ATM and Debit Card Transactions- Student organizations should limit the use of ATM and debit cards since they rarely provide the paper trail that is helpful in accounting.
 - The use of an ATM to withdraw cash to purchase supplies should also be discouraged since mis-management of organization funds may occur more easily. Subsequent officers may also find it difficult to understand organization expenses without paid invoices, itemized receipts and other appropriate paperwork.
 - ATM and debit cards can be used for any legitimate organizational purposes including purchasing on-line merchandise or to provide a deposit for a service. It is important for those using the ATM/Debit card to turn in itemized receipts and other appropriate paperwork for proof of items/services purchased.
- Separate financial duties- The Treasurer should not be the primary purchasing officer or have access to an ATM or check card. If so, another person needs to reconcile the bank statements to ensure an appropriate system of checks and balances for financial transactions and reconciliation.

Funding & Fundraising

Guidelines for Off-Campus Bank Accounts (Cont.):

- Keep records public to Officers, Members and Advisors- Purposeful mismanagement of funds is difficult to conceal when financial records are made public or readily available to the student organization's officers, members and advisors. Public records allow organization representatives to question all expenses, which helps ensure generally accepted use of the organization's resources and protects against misuse of funds.
- Define consequences for misuse of funds It is important to address misuse of funds (i.e. embezzlement) in your organization's Constitution and By-laws. Some items to include:
 - Definitions
 - Methods for monitoring bank accounts
 - Consequences for violating policies
- Have officers remove personal information from bank accounts and change online banking passwords during officer transitions
 - When an officer is no longer associated with the student organization (due to graduation or any other reason) be sure to communicate with the bank and have their personal information removed from any accounts.
 - Transferring account status to a current organization officer ensures a smooth transition for the organization.
 - It is very important for security purposes to change the organization's online banking passwords as part of the officer transition process.
- Student Organization Tax Filing Requirements- Student organizations are viewed as legally distinct from Florida State University and must independently comply with federal and state tax laws, including various filing requirements.

University Policies & 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. View the [Student Conduct Code in its entirety online](#).

Alcohol Policy

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 and the [FSU Student Organization Code of Conduct](#). View the [Student Conduct Code in its entirety online](#).

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/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.

University Policies & Procedures

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.

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 alcohol beverages available. This includes reference to kegs or open bars.

Hazing Policy

All students involved in social activities at Florida State University should visit <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 hazing-free environment.

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.

University Policies & Procedures

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

"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.**"

University Policies & Procedures

Florida State University 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

University Policies & Procedures

- 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 can grant exceptions to the Amplified Sound Policy.

Amplified sound will be permitted during the following times:

- Monday through Friday 12pm to 1:00pm
- 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>.

University Policies & Procedures

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 Student Activities 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 the table may be reassigned to other organizations on the waiting list.
- Your students must have a current FSU ID and table reservation confirmation upon check-in. They must also present the confirmation page emailed to them after registering for the table online. They can print the confirmation or show it on their 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.

University Policies & Procedures

- 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, your students 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 for the remainder of the semester.
- All materials/set-up must fit within your organization's table space. Your students 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.**

University Policies & Procedures

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 (<https://union.fsu.edu/market-wednesday/>), 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 <https://union.fsu.edu/market-wednesday/> in the “Forms” section.

University Policies & Procedures

Title IX Statement

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

As a recipient of Federal financial assistance for education activities, FSU is required by Title IX to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT. § 1000.05 (2012). Furthermore, this commitment is reaffirmed in FSU’s Equal Opportunity and Non-Discrimination Statement, which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

The University’s Title IX Director is responsible for overseeing the development of sexual misconduct policies, insuring compliance with Title IX and relevant federal and state regulations, and investigating Title IX complaints alleging **student** sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of sexual misconduct by **faculty, staff or visitors**. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director and will insure athletics equity compliance. Questions regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct), should be directed to the Title IX Director or a Title IX Deputy Coordinator.

Complaints will be addressed following the University’s discrimination complaint procedures, Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy and Procedures and the Student Conduct Code. Some acts of sexual misconduct may also constitute violations of criminal law and require mandatory reporting to the FSU Police Department, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, refer to the University’s Sexual Battery Policy and contact the FSU Police Department at (850) 644-1234. Inquires about the application of Title IX may also be directed to the Office for Civil Rights, US Department of Education.

The University’s Title IX Director is:

Aishah S. Casseus, JD
Interim Title IX Director
408-H Westcott
Tallahassee, FL 32306-1310
acasseus@fsu.edu

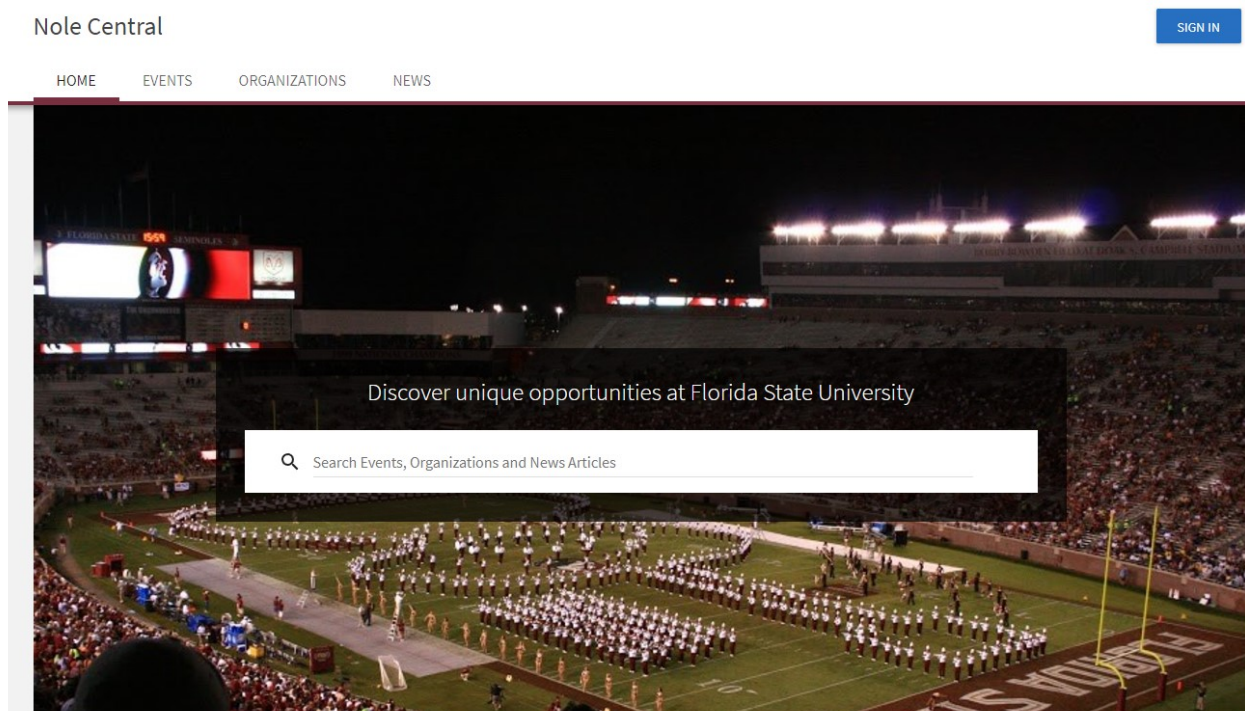


Nole Central is a comprehensive online resource tool for our student organizations here at FSU. It provides an external presence for RSOs, as anyone from prospective students to faculty and staff can search a listing of all currently-recognized student organizations and find news and information about upcoming events and opportunities on campus on the front page.

It also has a variety of internal management features for organizations to stay organized and communicate with their group members, including:

- Maintain a roster of all active members
- Upload photos from organization events or documents for easy access to members
- Personalize the organization's page, with the ability to link it to their own Facebook and Twitter pages
- Find the organization's official constitution on file with the Student Activities Center
- Create and distribute electronic forms for collecting information (great for applications or sign ups for events)
- Post organization announcements to members or the entire student body
- Submit Event Permits (must be submitted by officers; see the Event Permitting section of this manual for more information)
- Submit purchase requests for funds allocated through SGA

Advisors should be listed on their organization's profile, as well as roster and have complete access to their organization's page. An officer of the organization can add the advisor if they are not already listed.



Officers

Officer Roles

Advisors work closely with student organization officers. As an advisor it is important to know what officer positions are present in your organization and their roles. Each organization has the power to determine how it will run and structure itself. Therefore it is important to refer to the current officer positions found in your organization's constitution. The organization's constitution can be found on their page on Nole Central (nolecentral.dsa.fsu.edu).

Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. The advisor is often the one who has seen changes, knows what works, and can help maintain continuity through the officer transition each year. Investing time in a good officer transition early on will mean less time spent throughout the year training new officers.

The key to a successful transition is making sure new officers know their jobs **BEFORE** they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods:

The Team Effort

The team effort involves the outgoing-officer board, the advisor, and the incoming-officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/manuals for their office and updating these together
2. Discussion topics should include:
 - Completed projects for the past year.
 - Upcoming/incomplete projects.
 - Challenges and setbacks.
 - Anything the new officers need to know to do their job effectively.

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various concerns.
- Refrain from telling new officers what they should do.
- Fill in the "blanks". If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information that officer doesn't have.

Officers

The structure of an officer transition retreat can take many forms. The advisor's role in this process is to provide historical background when needed, keep goals specific, attainable and measurable and provide advice on policies and procedures.

One on One Training, Advising with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. Ideally, there should be a joint meeting of the new officers, if possible. After that meeting, the advisor should meet individually with each new officer. Ideally the exiting officers will have left officer manuals for the new officers, in which the advisor can go over with the new officer. If the previous officer did not leave an officer manual, you may try to create one with the officer.

Things to include in a new officer manual:

1. Any forms the officers may need to use
2. Copies of previous meeting agendas
3. A copy of the organization's constitution and bylaws

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and their goals?

Additional information on officer transition can be found in the RSO Handbook.

***Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University*

Creating An Officer Manual

One of the most helpful tools an advisor can have in transitioning officers are officer manuals from exiting officers. An officer manual is a summation of all the duties the exiting officer fulfilled in the previous year. It can include tips on how to plan annual programs, personal reflections of what went well over the past year, and what could use improvements. It can also include recommendations for areas in new officers should focus on after immediately taking office to help provide direction. Officer manuals are meant to be used as a reference guide for the new officer. When a question or situation arises that the officer does not know how to handle, they have somewhere to look for guidance. While officer manuals are traditionally kept as physical binders given to new officers, it can be enormously beneficial to keep an electronic version that contains additional items such as meetings agendas and may be passed down and edited from year to year.

Campus Resources

Student Activities Center: The Student Activities Center is your direct connection to getting involved on campus. We have resources for student organizations, provide assistance with event planning and permitting process, and provide student-run programs and entertainment, such as comedians, concerts, lectures, and special events.

Union Productions, our student programming board, also co-sponsors many events with student organizations throughout the year. Find all of this and more on our website, at <http://union.fsu.edu/sac/>

Phone: 850-644-6673

Office: Oglesby Union, A305 (3rd Floor)

SOAR Board: The Student Organization Advisory and Resource (SOAR) Board offers support to student organizations through workshops, events, and personal consultations. SOAR Board oversees Market Wednesday and can help organizations market themselves, plan events, or assist them through the funding process. For more information, please go to: <http://union.fsu.edu/soar/>

Phone: 850-644-6673

Office: Student Activities Center, Oglesby Union A305

Union Board: The Union Board represents the University community to ensure that the facilities, services, and amenities offered by the Oglesby Union Complex meet the needs and interests of their constituents. The Union Board oversees the office space in Student Activities and allocates it to student organizations each year. To learn more about the Union Board, please go to: <http://union.fsu.edu/unionboard/>

Phone: 850-644-5322

Office: Student Activities Center, Oglesby Union A305M

Leaders' Listserv: The Leaders' Listserv is a weekly newsletter sent electronically to all RSO officers. The president of each RSO is automatically subscribed to the list and other interested students have the option to join the list. Messages about campus activities and leadership opportunities are regularly distributed through the Leaders' Listserv. This is a great way to inform other campus leaders about your organization's events. For more details about how to submit information to the Leaders' Listserv, please go to: <http://union.fsu.edu/sac/involvement/rso-resources/>

Phone: 850-644-6673

Office: Oglesby Union, Student Activities Center

Campus Resources

Oglesby Union: The Oglesby Union is a diverse and engaging community that fosters individual and collective learning by providing outstanding services and opportunities for involvement. The Oglesby Union spans across multiple buildings, including the Student Services Building, the Askew Student Life Center, and the Jack Haskin Circus Complex. The Union houses many different venues, including:

- Art Center - offers art classes or is open for anyone to explore their creative side and paint a variety of different objects at Paint-a-Pot
- Crenshaw Lanes - FSU's on-campus bowling and billiards center, where student organizations can reserve lanes for an outing
- FSU Flying High Circus - one of only two collegiate circuses in the United States, the Circus is a year-round program in which FSU students can participate
- Student Life Cinema - The film program features movies six nights a week, scheduled by the student-run Film Committee, and brings every type of movie to the university community, with titles that range from Hollywood blockbusters to foreign, independent, and documentary favorites.

For more information on all of these areas, visit: <http://union.fsu.edu/>

Phone: 850-644-6860

Admin Office: Oglesby Union, T211

Oglesby Union Guest Services: Guest Services handles all space reservations for the Oglesby Union. RSOs are able to reserve space by submitting a space request online. Guest Services can also take care of technical needs and setup of the reserved rooms. For more information about Guest Services, please go to http://union.fsu.edu/guest_services/

Phone: 850-644-6083

Office: Krentzman Lounge, 2nd Floor, Oglesby Union

Seminole Dining: Classic Fare Catering, the catering arm of Seminole Dining, offers a wide array of food options for all your catering needs. Please contact Classic Fare Catering to review options for your next event. For more information about Seminole Dining, please go to <http://www.campusdish.com/en-US/CSS/FloridaState/Catering/>

Phone: 850-644-7509

Student Government Association: The Student Government Association allocates money from A&S Fees to several funding boards who in turn distribute this money to RSOs. SGA Accounting manages the expenditure of funds by RSOs. For more information regarding account rules, funding board contact information, and much more, please go to <http://sga.fsu.edu/>

Main Office: 850-644-1811

Accounting: 850-644-0940

Office: Oglesby Union, A209

Campus Resources

University Housing: The FSU campus communities offer students the opportunity to develop new friendships, leadership skills, and attend hall programs and campus events. Students can also benefit from university housing by living near classes, labs, and libraries, and becoming familiar with the campus environment. For more information, please go to: <http://housing.fsu.edu/>

Phone: 850-644-2860

Office: 109 Askew Student Life Building

Campus Recreation: FSU Campus Recreation offers students a chance to participate in healthy and fun activities. From the Leach Recreation Center to Intramural Sports, students have a variety of activities offered to them. The Leach Recreation Center also offers several exercise classes a day. For more information, please go to: <http://campusrec.fsu.edu/>

Phone: 850-644-0551

Office: 210 Leach Center

FSU Challenge: The FSU Challenge is a great way for your organization to bond as a team through teambuilding activities including group initiatives, a low ropes course, and a high ropes course. Your group may have to cross an imaginary canyon, climb a wall, or move through a gigantic spider's web. While no special physical skills are needed to participate, some physical effort is required for most tasks. The real challenge lies in communicating with fellow participants in order to solve the task at hand as a group. The FSU Challenge is the perfect addition to any RSO's orientation or retreat! For more details on placing a reservation for the FSU Challenge, please go to: <http://campusrec.fsu.edu/challenge/courses.shtml>

Phone: 850-644-6142

Office: The Rez, 3226 Flastacowo Road

Medical Response Unit: The Medical Response Unit (MRU) functions as a basic life support and quick response unit at Florida State University. Staffed by trained student volunteers the First Responder Unit is an affiliated project associated with University Health Services, FSU Police Department and FSU Division of Student Affairs. The MRU offers support to existing emergency medical and safety units during campus events. The unit provides a safety net on the FSU campus in case of medical emergencies in addition to the normal response already provided by the FSU Police Department and the community 911 system. The unit is available to any campus organization requesting assistance for campus events. Beyond its first response presence on campus, the program serves to educate by making students aware of what can be done to prevent, as well as handle an emergency situation. To learn more please go to: <http://www.tshc.fsu.edu/fru/>

Phone: 850-644-6230

Office: 1054 Wellness Center

Campus Resources

Dean of Students: The mission of the Dean of Students Department is to support the academic mission of Florida State University and the Division of Student Affairs by providing services, resources, and advocacy for all our students through creative problem-solving, accessibility to students, accountability, and a thorough approach to their work. The Dean of Students Department fulfills this mission through the following offices: First Year Experience, Greek Life, Student Rights and Responsibilities, Withdrawals, Victim Advocate Program, Student Disability Resource Center, and Orientation. For more information on these offices, go to: <http://deanofstudents.fsu.edu/>

Phone: 850-644-2428

Office: University Center A, Suite 4100 (4th Floor)

The Center for Leadership and Social Change: The Mission of the Center for Leadership & Social Change is to transform lives through leadership education, identity development and community engagement. The Center is your source for leadership learning, service opportunities, and social justice education on Florida State's campus. Our mission is to transform lives through leadership education, identity development and community engagement. Find more information on their website: <http://thecenter.fsu.edu/>

Phone: 850-644-3342

Office: Dunlap Student Success Center

Center for Global Engagement: The Center for Global Engagement provides immigration and support services to international students, scholars, faculty and staff. In addition, the Globe offers programs that promote cultural awareness and understanding. The Globe provides programs and activities that help students and their families adjust to Florida State and to the U.S. For more information, please visit: <http://www.cge.fsu.edu/>

Phone: 850-644-1702

Office: The Global and Multicultural Engagement Building (The Globe)

Career Center: The Career Center offers student a variety of resources and services to help students explore careers and majors. The Center offers advising, mock interviews, and workshops to help students prepare. For more information on the services offered, please visit: <http://www.career.fsu.edu/>

Phone: 850-644-6431

Office: Dunlap Success Center, 100 S. Woodward Avenue

Campus Resources

Counseling Center: The counseling center is here to provide support for students when they need it. The counseling center first meets with the student for an intake session to determine how they can help the student. Sometimes students may be better served elsewhere, in which case, the appropriate referral will be made. The counseling center can also provide referrals to other campus counseling services and private practitioners upon request. Please see the Counseling Center website for more information: <http://counseling.fsu.edu>

Phone: 850-644-2003

Office: 201 Askew Student Life Building

University Health Services: Florida State University's fully accredited primary care facility, provides medical care and outreach programs through a team of dedicated professionals. As a student-focused, student-friendly center, its mission is to advance the quality of life for university students, improving academic performance and increasing retention. University Health Services works in conjunction with many university departments, but is part of the Division of Student Affairs to maintain our focus and attention on serving students. For more information about University Health Services, see <http://uhs.fsu.edu/>

Appointments: 850-644-4567

Information: 850-644-6230

Health Promotion: 850-644-8871

Office: Health & Wellness Center, 960 Learning Way

C.A.R.E.: The Center for Academic Retention and Enhancement (CARE) contributes to the successful retention and graduation of undergraduate students attending The Florida State University. It enhances undergraduate student diversity through outreach and support of students who have been disadvantaged by virtue of economic, educational, or cultural circumstances. In order to fulfill its mission, The Florida State University Center for Academic Retention and Enhancement draws from the support of the university administration, faculty, staff and student body, as well as community representatives, educational institutions and the corporate sector. To learn more about the program, please go to: <http://care.fsu.edu/>

Phone: 850-644-9699

Office: Thagard Building, 109 Collegiate Loop

Campus Departments

<u>Name</u>	<u>Phone #</u>	<u>Website</u>
Student Activities Center	644-6673	union.fsu.edu/sac
Guest Services	644-6083	union.fsu.edu/guest_services
Student Government Association	644-1811	sga.fsu.edu
Oglesby Union	644-6860	union.fsu.edu
Career Center	644-6431	career.fsu.edu
Center for Leadership and Social Change	644-3342	thecenter.fsu.edu
Challenge Course	644-6124	campusrec.fsu.edu/challenge
Dean of Students (DOS)	644-2428	deanofstudents.fsu.edu
FSU Police	644-1234	police.fsu.edu
Office of Fraternity & Sorority Life	644-9574	union.fsu.edu/osfl
Center for Global Engagement	644-1702	cge.fsu.edu
Campus Recreation	644-0548	campusrec.fsu.edu
Student Disability Resource Center	644-9566	disabilitycenter.fsu.edu
University Health Services	644-6230	tshc.fsu.edu
Victim Advocate Program	644-7161	victimadvocate.fsu.edu